



# Subtitle Translation Exam Candidate Instructions

Date: 17<sup>th</sup> December 2023

Please ensure that you always consult the latest instructions, by visiting the certification website on <https://avtpro.oona.net>

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## **1. Welcome to AVTpro**

AVTpro is a professional certification in subtitling aimed at maintaining high professional standards by recognising translators in the AVT sector who possess the linguistic knowledge and technical skills necessary to deliver quality language services. The certification will provide you with a seal of excellence and professionalism in a highly competitive market.

## **2. Two certifications**

There are two different certifications: AVTpro Subtitle Translation and AVTpro Subtitle Creation.

AVTpro Subtitle Translation certifies that you are familiar with subtitling and can produce your translation when working with a template containing pre-spotted subtitles.

AVTpro Subtitle Creation certifies that you can spot your subtitles and produce the translation into your working language.

To be able to take any of these two certifications, you must have successfully passed the AVTpro Subtitling Basics exam within the two years prior to the date when you're taking the AVTpro Subtitle Translation and/or the AVTpro Subtitle Creation exams.

If you have already successfully obtained one of the two certifications (say, the AVTpro Subtitle Creation), you can then sit the other one (say, AVTpro Subtitle Translation) anytime you want, without having to do the AVTpro Subtitling Basics again.

## **3. About the AVTpro Subtitle Translation exam**

The AVTpro Subtitling Translation exam has been designed as a single task to test your linguistic and cultural knowledge in your working language pair when subtitling various video excerpts with the help of a pre-timed template containing the English dialogue.

The exam can only be taken online.

## **4. Before you take the AVTpro Subtitle Translation exam**

Before taking the AVTpro Subtitle Translation exam, you should make sure that you have read these instructions carefully together with the subtitling Style Guide detailing the technical and linguistic dimensions for your language combination. The exam takes place in the OONA ecosystem, and we strongly recommend that you also familiarize yourself with the platform by reading the OONA Easy Guide (see below) before taking the exam.

Please ensure that you have a stable internet connection before beginning the online exam and that you have a period of undistracted time in order to complete the task.

## 5. Pre-requisites to take the AVTpro Subtitle Translation exam

The AVTpro certifications assess professional subtitling skills to a graduate/post graduate level but is designed as an eminently professionally applied vocational qualification.

To be able to take the AVTpro Subtitle Translation, you must have successfully passed the AVTpro Subtitling Basics exam within the two years prior to the date when you're taking the AVTpro Subtitle Translation exam. There are no other pre-requisites. However, you are strongly advised to ensure that your level of knowledge in the source language is at the very least equivalent to an Honours degree (or Level C1 of the EU framework of reference), and that your skills in subtitling are of a professional standard. You are expected to translate into your mother tongue or first language. If you do not possess the recommended language and subtitling knowledge, you may not pass your assessment.

We don't recommend any centres where you can prepare for this certification, and it is envisaged that much of this qualification can be studied independently. In any case, it is your responsibility to ensure that you are sufficiently prepared for the exam, that you are competent in both the source and target languages and cultures, that you have a very good knowledge of subtitling, and that you can subtitle at reasonable speed and accuracy to a professional working level.

## 6. Registering for the AVTpro Subtitle Translation exam

Please ensure that when you register for this certification you use the same email account that you used to register for the AVTpro Subtitling Basics exam.

You'll be asked to confirm the name that you want to appear in your certificate and seal to guarantee that it is the right spelling of your name:

### Billing details

First name *	Last name *
<input type="text"/>	<input type="text"/>

Name for certification \*

**\*Important: This name will be used for your certification. Make sure you spell it correctly as it cannot be changed.**

To complete the purchase of your AVTpro Subtitle Translation exam, you will have to accept an agreement whereby "you may not copy, record, or download any material related to the exam. Your sole right is to take the exam online in accordance with the examination rules and procedures". While you can use any resources you feel appropriate and useful, you are

expected to sit the exam on your own and produce a translation that it is yours. If you are found to have cheated, you risk having your certification revoked.

### 7. Gaining access to the exam platform

Once you have paid for the AVTpro Subtitle Translation exam, you will receive an email containing a unique link that will grant you access to the platform where the exam is hosted:

Dear Your Name,

Thank you for signing up for the AVTpro Certification.

This is the link to your [AVTpro Subtitle Translation, English into Your Language Combination](#) exam. Please note that to log in to the exam, you will need the verification code indicated below:

**Email:** [Your Email](#)  
**Candidate name:** Your Name  
**Verification code:** X3XXX3

This link is valid:  
 From: 4 December 2023 at 00:00:00 Coordinated Universal Time (UTC)  
 To: 17 December 2023 at 00:00:00 Coordinated Universal Time (UTC)

Before you sit the exam, please make sure that you familiarize yourself with the latest AVTpro Subtitling Style Guide in your specific language combination as well as with the general Exam Instructions, which can be found on the [AVTpro website](#) under the relevant exam.

If you are sitting the AVTpro Subtitle Translation exam, you should also familiarize yourself with the [AVTpro Translate Pro Guide](#), which is the subtitling platform where you'll be doing your translation.

Best of luck with the exam,  
 The AVTpro Team  
[avtpro.ooona.net](http://avtpro.ooona.net)

### 8. What does the AVTpro Subtitle Translation exam consist of?

To earn this subtitling certification, you must pass an exam made of one task, in which you'll have to translate a set of subtitles from a pre-timed English master template.

Task	Time
Translate between 90 and 100 subtitles from a pre-timed English master template.	36 hours

## 9. How long does the AVTpro Subtitle Translation exam last?

You have a maximum of 36 hours to complete the task, from the moment when you click the “Start” button on the platform.

Please note that the timer runs continuously from when you start the exam and cannot be stopped. You can, of course, save your work and continue with your translation any time you want within the 36-hour period. You find further details on how to use the subtitling platform in the [AVTpro Translate Pro Guide](#) that you can download from the certification website.

## 10. Translation of subtitles from a pre-timed English master template

The aim of this task is to test your skills and competence in translating subtitles into your target language, using a template provided to you and containing pre-timed subtitles in English.

**Instructions:** You will normally be given a video file containing three, or four, short excerpts in English with their corresponding pre-spotted, locked template containing a set of master subtitles also in English. Your task is to translate the subtitles into your target language, ensuring that you closely follow the [AVTpro Subtitling Style Guide](#) provided for this task. Please ensure that you always consult the latest Style Guide, by visiting the certification website.

**Video material:** The three/four short video excerpts will be edited as one single video file and will come from different audiovisual genres (e.g., comedy, drama, and documentary). All videos run at 25 frames per second (fps).

**Template:** The template will be locked, and you will not be able to change the timecodes or merge/split subtitles. The master subtitles will contain a verbatim rendition of the English dialogue, sometimes containing up to three lines. In total, you’ll be asked to translate an average of between 90 and 100 subtitles.

Please note that the transcript may not be a 100% reliable in terms of spelling of names of places, for example, and you should make sure that you double-check this type of information and that your translation is ultimately faithful to the original soundtrack.

**Platform:** You’ll be working on the Translate Pro subtitling platform developed by OOONA, which allows you to recreate a professional environment. Please ensure that you have read the [AVTpro Translate Pro Guide](#) before sitting the exam, so that you are fully familiar with the interface and functionality of this application. You can find the easy guide on the certification website.

**Time:** This task is timed and to complete it you have a maximum of 36 hours to translate the English subtitles of the video excerpts given to you. Please note that the timer cannot be



stopped once the task has been started. Ensure that you have stable internet connection before beginning the online exam and that you have a period of undistracted time ahead of you, so that you can complete the task without any disruptions. You can, of course, save your work and continue with your translation any time you want within the 36-hour period. You find further details on how to save your project and continue with your translation later in the [AVTpro Translate Pro Guide](#) that you can download from the certification website.

**NOTE:** Please note that all the subtitle files have been created to the same technical specifications in all languages, which means that some parameters, such as the minimum gap between consecutive subtitles or the snapping around the shot changes, may be different to the information provided in the Subtitling Style Guide of your given language. This shouldn't pose any problem, as the English master templates are locked.

## 11. Assessment

There are many ways of translating subtitles, but it is important for you to know that you will be assessed on the basis of your adherence to the guidelines provided to you. So, make sure that you are fully familiar with the [AVTpro Subtitling Style Guide](#) in your language combination.

All exams are marked anonymously and independently by two examiners with ample professional experience in subtitling and in your language combination.

There are three possible outcomes:

FAIL  
PASS  
PASS WITH DISTINCTION

## 12. Error types and definitions

For the assessment of your subtitles, the examiners will use the following categories of errors, listed in alphabetical order, and levels of severity:<sup>1</sup>

- **Minor error:** This type of error is typically imperceptible to viewers and does not hinder their comprehension of the plot or enjoyment of the film. It may only be discerned by language experts or upon careful examination. Inattentive viewers might not even notice it, and if they do, it is unlikely to significantly disrupt their immersion.
- **Standard error:** While a standard error does not impede the viewers' understanding of the plot, it is easily noticeable and has the potential to erode their confidence in the

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<sup>1</sup> The category of errors draws on the FAR model, developed by Pedersen, Jan. 2017. "[The FAR model: assessing quality in interlingual subtitling](#)". *The Journal of Specialised Translation*, 28: 210-229.

subtitle quality. Encountering a standard error may break the immersive experience for most viewers.

- Major error:** This type of error directly impacts the viewers’ comprehension of the plot or a specific scene. It shatters the immersive experience, making viewers aware that they are reading subtitles. This kind of error can seriously hinder the overall viewing experience, potentially causing viewers to miss important plot points or lose engagement with the content. In severe cases, it may prompt viewers to take public action, such as voicing complaints on social media or through official channels provided by the content provider or distributor. This can lead to reputational damage and financial losses.

ERROR TYPES	DEFINITION AND SEVERITY LEVELS
GRAMMAR	<p>Pertains to the morphology or syntax of the text. This encompasses instances such as the incorrect use of a part of speech, errors in grammatical case, lack of agreement, improper verb tense, mood, voice or aspect, inaccuracies in contractions and function words, and the like.</p> <p><b>Minor:</b> The error is almost unnoticeable.</p> <p><b>Standard:</b> It impacts the viewers’ experience eroding their trust in the subtitle quality.</p> <p>More serious grammar errors leading to incomprehensible output are categorized as semantic ones.</p>
IDIOMATICITY	<p>This category includes the treatment of collocations, phraseology, interference (candidate's native language), calques (lexis and structure), prepositions, and the like.</p> <p><b>Minor:</b> Correct but unnatural rendering. Speakers would not express the meaning like this in a similar situation.</p> <p>A noticeable error disrupting the viewing experience is categorized as a grammar, semantic or stylistic error.</p>
PUNCTUATION	<p><b>Minor:</b> Small deviations from standard punctuation usage. This could include misplacement of commas, periods and other punctuations marks. While noticeable to those with an eye for detail, it typically does not significantly impede the reader’s understanding.</p> <p><b>Standard:</b> A more significant deviation from punctuation conventions, which can lead to some confusion or disrupt the flow of the text for the viewer.</p> <p>A punctuation error leading to incomprehensible output is categorized as semantic.</p>
READING SPEED	<p><b>Minor:</b> The display rate of a subtitle is slightly off, but it still allows viewers to read and comprehend the text. It may be a bit too fast or somewhat slow, but it doesn’t significantly disrupt the viewing experience. Viewers can still follow the dialogue without feeling rushed or delayed. Please note that not every single subtitle above the recommended reading speed needs to be flagged as an error, unless you consider that the reading-speed violation is unnecessary and could have been avoided by other means.</p>



	<p><b>Major:</b> Notably too short (or excessively long) duration, making it difficult for viewers to read and process the subtitles comfortably, leading to frustration or a loss of comprehension. If a given subtitle exceeds the “absolute maximum” reading speed indicated in the Style Guide, it should be automatically considered a major error. If more than 10% of the subs are over the recommended reading-speed limit, but still within the “absolute maximum”, it should also be considered a major error.</p>
SEGMENTATION	<p><b>Minor:</b> Related to line-breaks within the subtitle. It can only be minor because it is not recognized by non-experts as an error, even though it does not facilitate readability.</p>
SEMANTIC	<p>Often called mistranslation. It involves a deviation from the original meaning of the dialogue, the use of wrong terminology, addition of superfluous information, unnecessary omission of important information contained in the original dialogue, or using a language that is not understood by the viewers but is meant to be understood (either the original or third languages).</p> <p><b>Standard:</b> A significant but not extreme deviation, possibly leading to some confusion or a slight misinterpretation for viewers. This type of error might occur due to nuances in language or cultural differences. While it affects understanding, it may not drastically alter the overall comprehension of the content.</p> <p><b>Major:</b> It represents a substantial distortion of the original meaning of the dialogue. It has a profound impact on the viewer’s understanding and enjoyment of the content, potentially leading to a loss of immersion in the storyline or even a complete misunderstanding of key plot points. The translation means the opposite of what is being said or mistranslates offensive/derogative terms or expressions.</p>
SPECIFICATIONS	<p><b>Minor:</b> Deviations from the specifications outlined in the guidelines, unnoticeable to the non-expert, e.g., use of italics, continuity (ellipsis), hyphenation, positioning, currency, measurement, number format, or unnecessary blank spaces (including at the beginning or the end of the lines).</p> <p><b>Major:</b> Deviations from the guidelines that affect the technical aspects of the subtitle file, such as exceeding the characters per line, or the number of lines permitted.</p>
SPELLING	<p><b>Minor:</b> It may include typos, missing or misplaced letters, or common misspellings of words. While noticeable to an attentive viewer, a minor spelling error typically does not significantly impact the viewer’s overall comprehension of the content.</p> <p><b>Standard:</b> A more noticeable deviation from correct spelling. It may involve misspelling common words or using incorrect homophones. While still legible, a standard spelling error may momentarily disrupt the viewer’s reading flow and could potentially lead to a slight loss of comprehension.</p> <p>A spelling error leading to significant loss of comprehension is categorized as a semantic error.</p>

<p>STYLISTIC</p>	<p>It includes register errors, for instance errors in formal/informal address, conventions regarding forms of address, capitalization conventions, slightly different level of profanity, and similar inconsistencies.</p> <p>They are considered <b>minor</b> when these errors do not disrupt the viewing experience and <b>standard</b> if they do.</p>
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### 13. What to do if you encounter a technical fault during the exam?

If you encounter any technical problems during the completion of this task, please close your browser. You will then receive an automated email notifying you that you “left the exam before fully completing it”. The email will also contain instructions on how to return to the exam page to complete the exam.

Please note that the exam timer continues running, so make sure to return as quickly as possible.

### 14. After the exam

You will receive your AVTpro Subtitle Translation exam results, together with an evaluation form containing feedback on your overall performance as well as a list of errors found in your subtitles, if any, within six weeks from the end of the exam period for which you registered. The grade for your exam will be FAIL, PASS or PASS WITH DISTINCTION. To obtain this certification, you will need to have done well in the translation of all the videos assigned to you.

If you fail the exam, you can take it again as many times as you want but we strongly recommend that you take your time to prepare well between sessions.

If you’ve successfully passed the exam, you will receive a second email with information about how to access your credentials, as explained in the next section.

### 15. AVTpro credentials

If you’ve successfully passed the exam, you will be assigned a unique certification number that is specified in your AVTpro Subtitle Translation certificate as well as your personalized seal. The seal will be similar to this one:



Developed for the exclusive use of AVTpro-certified translators, this unique number allows clients and employees to quickly recognize your credentials. You can use the seal in your CV, your website, professional profile, and social media platforms.

A certification status can be easily verified by anyone by visiting the “Verify Certificate” link provided on the [AVTpro Certification website](#).

## **16. Exam appeal process**

If you feel that an error has been made in the processing or grading of your exam, you may request an exam review within 15 days of having received your results.

Please refer to the AVTpro Exam Appeal Process as published in the AVTpro site for further details.

## **17. Contacting the AVTpro Team**

If you need to get in touch with us, you can send an email through the [Contact](#) page of the AVTpro website.

## **18. FAQ**

If you have any queries, remember to visit the [FAQ section](#) of the AVTpro website for advice.

## **19. Other documents**

In conjunction with this set of instructions, you should also read the following documents, all available from the AVTpro website:

- AVTpro Translate Pro Guide: contains information on the exam platform and the subtitling tool.
- AVTpro Subtitling Style Guide: contains information on the stylistic parameters that you need to adhere to when formulating your subtitles.
- AVTpro Exam Appeals: contains information on the process you need to follow if you wish to question an assessment decision relating to any of the AVTpro exams.