



Subtitle Creation Exam

Candidate Instructions

Date: 07th April 2024

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 Translate 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 Creation exam

The AVTpro Subtitling Creation exam has been designed as a single task to assess your ability to produce subtitles from scratch, taking care of the spotting and translation into your working language of some short scenes from different media genres. For this task, you will have to adhere closely to the subtitling style guide provide to you in your language combination.

The exam can only be taken online.

4. Before you take the AVTpro Subtitle Creation exam

Before taking the AVTpro Subtitle Creation 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.

5. Pre-requisites to take the AVTpro Subtitle Creation exam

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

To be able to take the AVTpro Subtitle Creation, 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 Creation 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.

If you are in possession of the AVTpro Subtitle Translation certification, then you can take the AVTpro Subtitle Creation exam anytime you want.

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. What does the AVTpro Subtitle Creation exam consist of?

To earn this subtitling certification, you must pass an exam made of one task, in which you'll have to spot and translate a selection of short scenes into your working language.

Task	Time
Do the spotting and translate 3 or 4 short scenes from different media genres.	48 hours

To carry out this task, you'll need to download three files from the exam platform:

1. A pdf file (.pdf) containing the Subtitling Style Guide in your language combination.
2. A video file (.mp4) normally containing 3 or 4 short scenes in English, from different media genres.
3. A pdf file (.pdf) containing the transcription of the dialogue from the scenes.

7. How long does the AVTpro Subtitle Creation exam last?

You have a maximum of 48 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 will have to upload your subtitle files (see section 8) any time you want within the 48-hour period.

8. Spotting and translation of subtitles

The aim of this task is to test your skills and competence in spotting and translating subtitles from English into your target language.

Instructions: You will be given a video file (.mp4) containing normally three or four short excerpts in English together with a pdf file (.pdf) containing the dialogue of the excerpts. Your task is to spot and translate the dialogue into your target language, ensuring that you closely follow the [AVTpro Subtitling Style Guide](#) in your language combination 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) and you must not change the fps.

Dialogue list: the dialogue of the three/four short video excerpts will be edited as one single pdf file (.pdf). 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 translation is ultimately faithful to the original soundtrack.

Spotting: The spotting is entirely up to you, and you can create as many subtitles as you think are appropriate according to the technical guidance provided to you in the style guide of your language combination.

Subtitling software: You can use any subtitling program or cloud-based platform of your choice to do the spotting and to translate the dialogue.

Time: This task is timed and to complete it you have a maximum of 48 hours to translate the short video excerpts given to you. Please note that the timer cannot be stopped once the task has been started. Ensure that you have a period of undistracted time ahead of you, so that you can complete the task without any disruptions.

Deliverables: Once you have completed the task, you only need to submit your subtitles in the file format indicated in the table below:

Chinese (Zh-Sim)	.srt
French (Fr-Fr)	.srt
German (De)	.srt
Indonesian (Id)	.srt
Italian (It)	.srt
Japanese (Ja)	.cap (Lambda)
Norwegian (No)	.srt
Polish (Pl)	.srt
Portuguese (Pt-Br)	.srt
Spanish (Es-Es and Es-La)	.srt

Swedish (Sv)	.srt
Turkish (Tr)	.srt

Naming your files: The subtitle file containing your work must be named using alphanumeric characters only, as follows:

AVTpro_Creation_targetlanguage

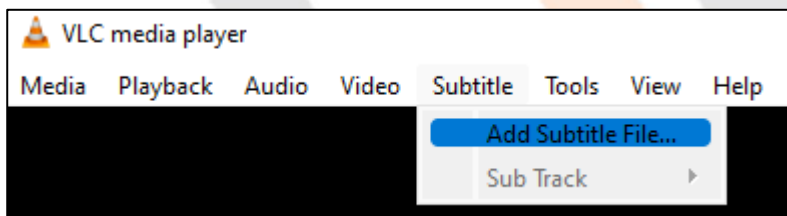
Examples

Latin American Spanish
→ AVTpro_Creation_es-la

Swedish
→ AVTpro_Creation_sv

9. Checking your work

Before you submit your subtitle file, and to make sure that the layout of your subtitles is as intended by you, particularly when it comes to the use of italics, positioning of the subtitles, and the like, we suggest that you simulate them in VLC. Open the video with VLC, and then go to Subtitle > Add Subtitle File and browse for your .srt file:



If the simulated subtitles are as you created them, you are then ready to submit your work to the exam platform.

10. Registering for the AVTpro Creation 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 (and the AVTpro Subtitle Translation 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 *

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 Creation 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 synchronized translation that it is yours. If you are found to have cheated, you risk having your certification revoked.

11. Gaining access to the exam platform

After purchasing the AVTpro Subtitle Creation exam, you’ll 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 Creation, 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: 8 April 2024 at 00:00:00 Coordinated Universal Time (UTC)

To: 21 April 2024 at 00:00:00 Coordinated Universal Time (UTC)

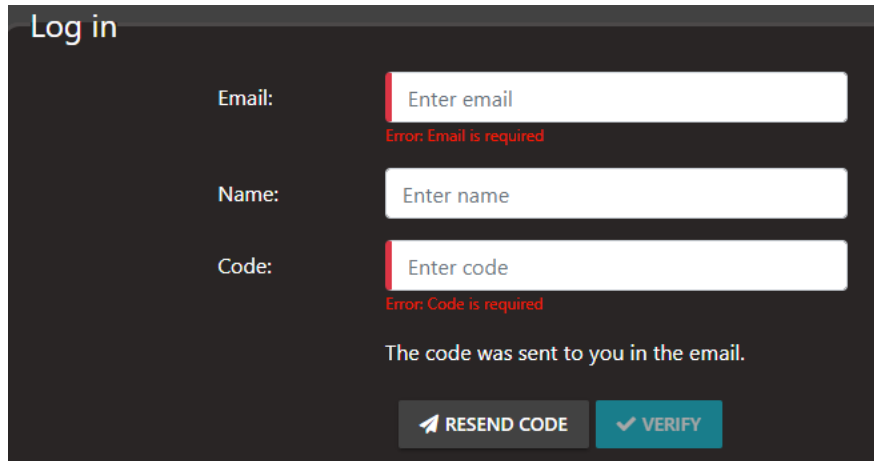
Before you sit the exam, please make sure that you familiarize yourself with the latest AVTpro Subtitling Style Guide in your specific language combination as well as with the general Exam Instructions, which can be found on the [AVTpro website](#) under the relevant exam.

If you are sitting the AVTpro Subtitle Creation 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

The link will take you to this window, where you'll need to provide the following details and click "VERIFY":



Log in

Email:
Error: Email is required

Name:

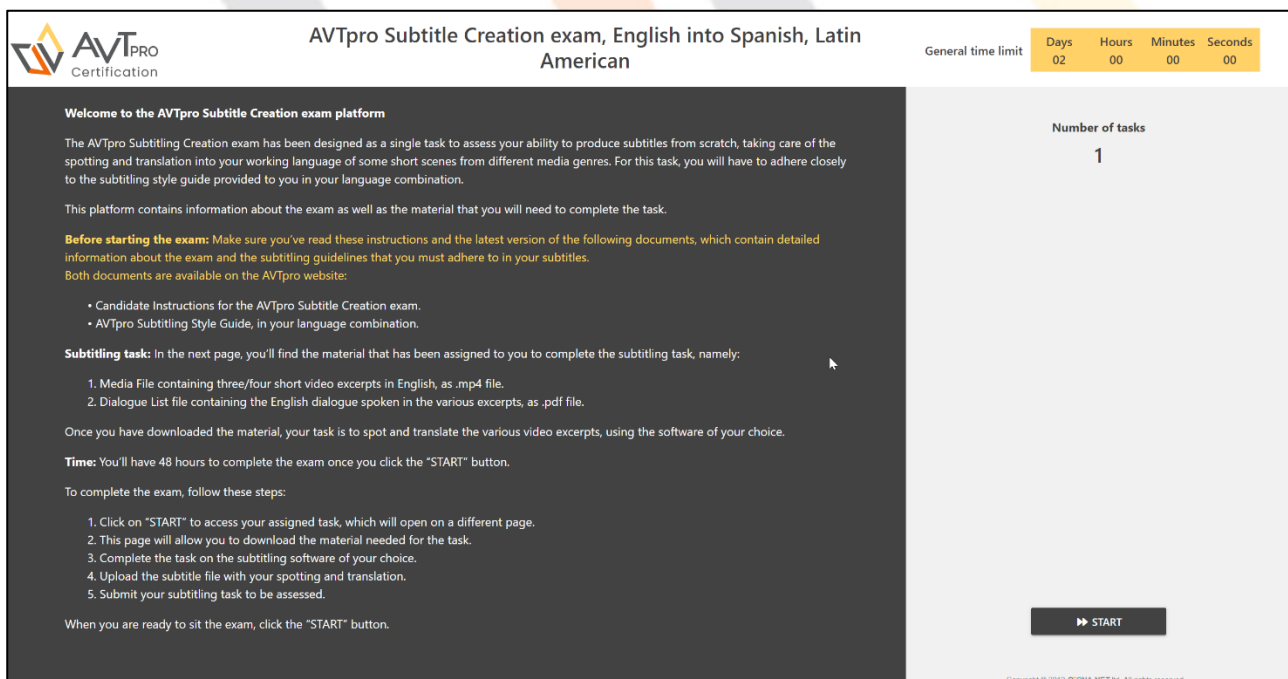
Code:
Error: Code is required

The code was sent to you in the email.

[RESEND CODE](#) [VERIFY](#)

12. Exam platform

Once in the exam platform, you'll be presented with general information about the exam. Read the instructions carefully and when you think you're ready to take the exam click "START". The 48 hours will start ticking from the moment you press "START":



AVTpro Subtitle Creation exam, English into Spanish, Latin American

General time limit: Days 02, Hours 00, Minutes 00, Seconds 00

Welcome to the AVTpro Subtitle Creation exam platform

The AVTpro Subtitling Creation exam has been designed as a single task to assess your ability to produce subtitles from scratch, taking care of the spotting and translation into your working language of some short scenes from different media genres. For this task, you will have to adhere closely to the subtitling style guide provided to you in your language combination.

This platform contains information about the exam as well as the material that you will need to complete the task.

Before starting the exam: Make sure you've read these instructions and the latest version of the following documents, which contain detailed information about the exam and the subtitling guidelines that you must adhere to in your subtitles. Both documents are available on the AVTpro website:

- Candidate Instructions for the AVTpro Subtitle Creation exam.
- AVTpro Subtitling Style Guide, in your language combination.

Subtitling task: In the next page, you'll find the material that has been assigned to you to complete the subtitling task, namely:

1. Media File containing three/four short video excerpts in English, as .mp4 file.
2. Dialogue List file containing the English dialogue spoken in the various excerpts, as .pdf file.

Once you have downloaded the material, your task is to spot and translate the various video excerpts, using the software of your choice.

Time: You'll have 48 hours to complete the exam once you click the "START" button.

To complete the exam, follow these steps:

1. Click on "START" to access your assigned task, which will open on a different page.
2. This page will allow you to download the material needed for the task.
3. Complete the task on the subtitling software of your choice.
4. Upload the subtitle file with your spotting and translation.
5. Submit your subtitling task to be assessed.

When you are ready to sit the exam, click the "START" button.

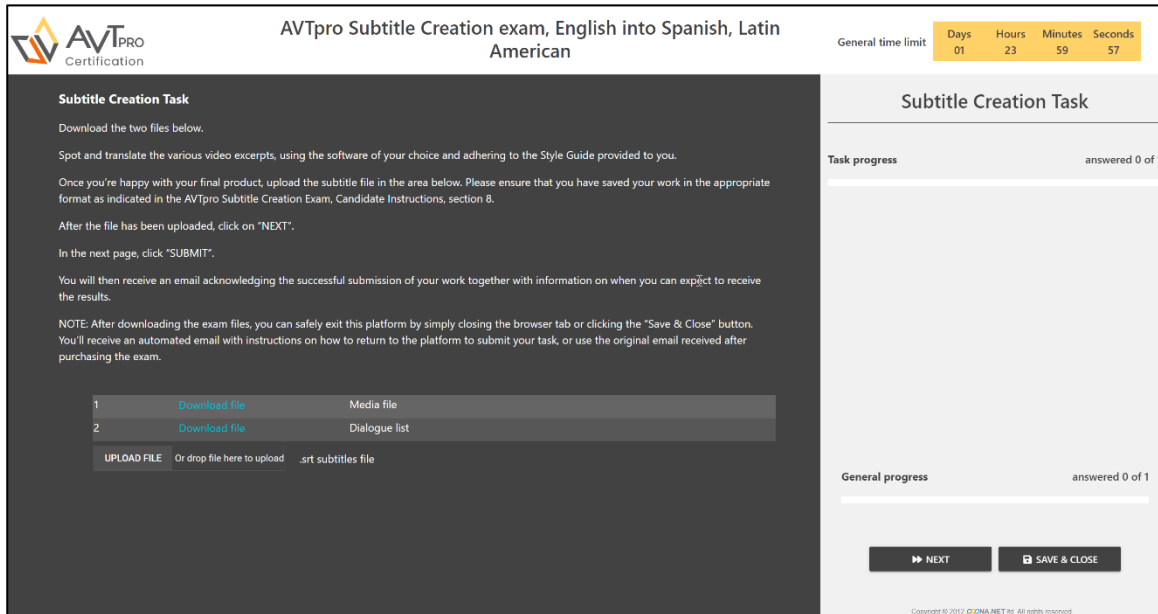
Number of tasks
1

[START](#)

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In the next page, you'll find the material that has been assigned to you to complete the translation task, namely:

1. **Media File** containing three/four short video excerpts in English, as .mp4 file.
2. **Dialogue List** file containing the English dialogue spoken in the various excerpts, as .pdf file.



The screenshot shows the AVTpro Subtitle Creation exam interface. The header includes the AVTpro Certification logo and the exam title: "AVTpro Subtitle Creation exam, English into Spanish, Latin American". A timer shows a general time limit of 01 day, 23 hours, 59 minutes, and 57 seconds. The main content area is titled "Subtitle Creation Task" and contains instructions for downloading files, translating video excerpts, and uploading the subtitle file. It also includes a list of files to be downloaded: "Media file" and "Dialogue list". At the bottom, there are buttons for "NEXT" and "SAVE & CLOSE".

Download the material and click “SAVE & CLOSE”. You will see this window:

The exam has been saved. You can safely close the browser window.

And you will also receive an email like this one:

Dear [your-email-account](#),

We noticed you left the AVTpro Subtitle Creation exam, English into Your Language Combination before completing it.

Please note that the exam has a time limit and will expire on: Date, Year and Time Coordinated Universal Time (UTC).

You may return to the exam page to complete it before the expiration time by entering the following link: [AVTpro Subtitle Creation exam, English into Your Language Combination](#)

Remember to use these details to log in again:

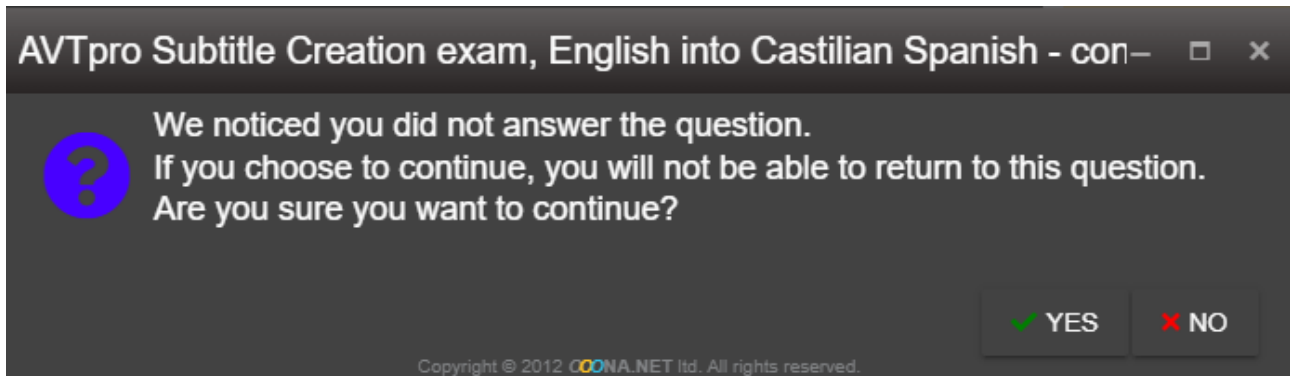
Email: [your-email-account](#)

Examinee name: [your-email-account](#)

Good luck,
The AVTpro Team
[avtpro.ooona.net](#)

You can now work on your subtitles using any subtitling program or cloud-based platform of your choice to do the spotting and to translate the dialogue.

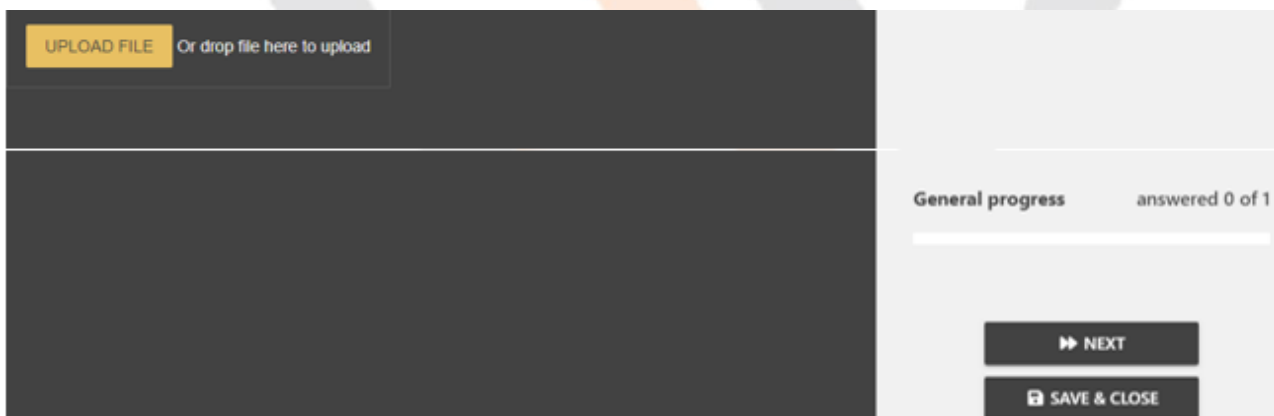
If you click “NEXT” without having uploaded your subtitle file, you will get this window. Click “BACK”:



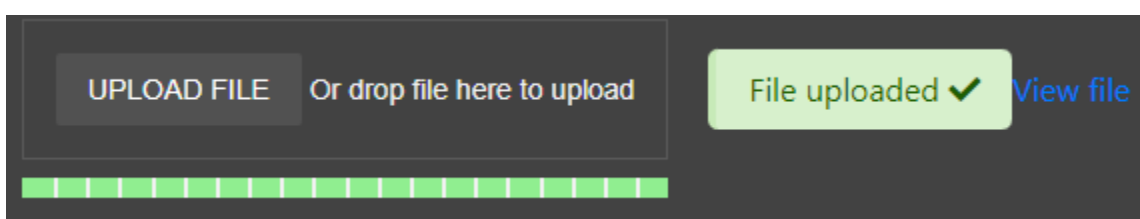
Once you have completed the task, make sure that you save your subtitles in the appropriate format, following the name convention indicated in Section 8. We also recommend that you simulate the subtitles on VLC, as discussed in Section 9.

Once you’re happy with your final product, you are ready to submit your work on the exam platform. Go to the email you were sent when you clicked on “SAVE & CLOSE” and follow the link to the [AVTpro Subtitle Creation exam, English into Your Language Combination](#).

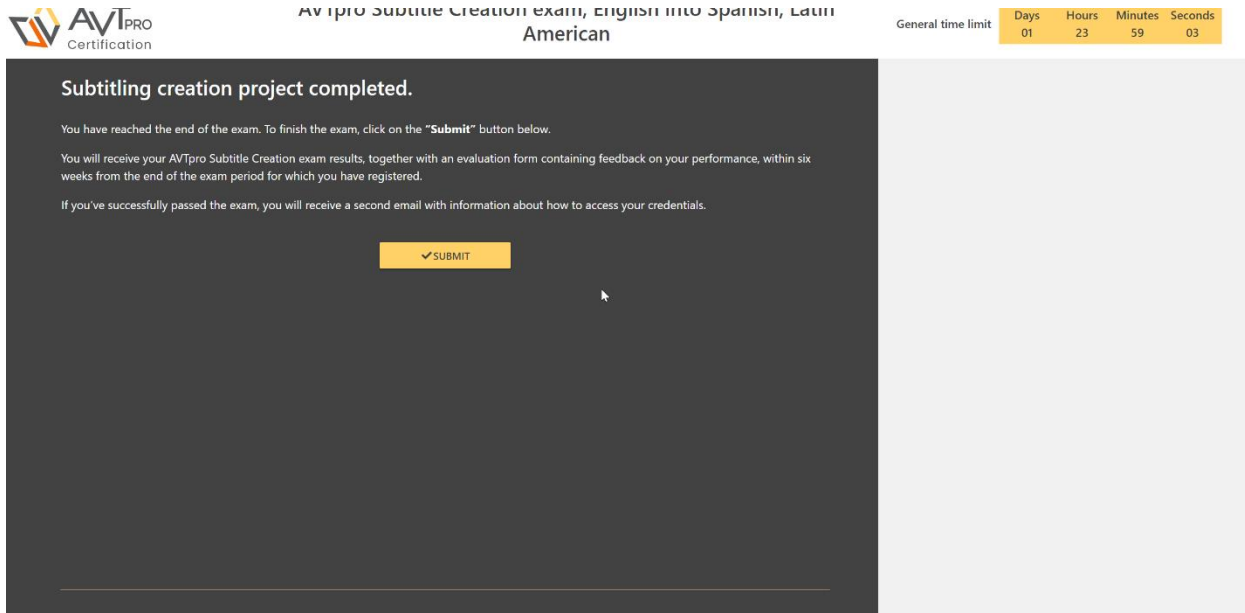
Once in the exam platform, click on “START”. In the next window, upload your subtitle file by clicking on “UPLOAD FILE”:



You will then see this:



Click on “NEXT” to submit your work. You will then be sent to this page:



The screenshot shows the AVTpro Subtitle Creation exam completion screen. The header includes the AVTpro Certification logo, the exam title 'AVTpro Subtitle Creation exam, English into Spanish, Latin American', and a 'General time limit' table.

Days	Hours	Minutes	Seconds
01	23	59	03

The main content area has a dark background and displays the following text:

Subtitling creation project completed.

You have reached the end of the exam. To finish the exam, click on the “**Submit**” button below.

You will receive your AVTpro Subtitle Creation exam results, together with an evaluation form containing feedback on your performance, within six weeks from the end of the exam period for which you have registered.

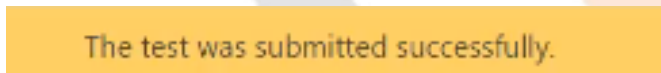
If you've successfully passed the exam, you will receive a second email with information about how to access your credentials.

At the bottom of the dark area is a yellow button with a checkmark and the text 'SUBMIT'.

This means that your subtitling project has now been completed.

The last step you need to take is to “SUBMIT” it for its assessment.

The following window will briefly appear:



The test was submitted successfully.

The system will automatically redirect you to the [AVTpro website](#).

You will then receive an automated email informing you of the successful submission of your exam:

Dear [Your email account](#),

Your AVTpro Subtitle Creation exam, English into Your Language Combination exam, has been submitted successfully.

You will receive your exam results and an evaluation form containing feedback on your performance within six weeks from the end of the exam period for which you have registered.

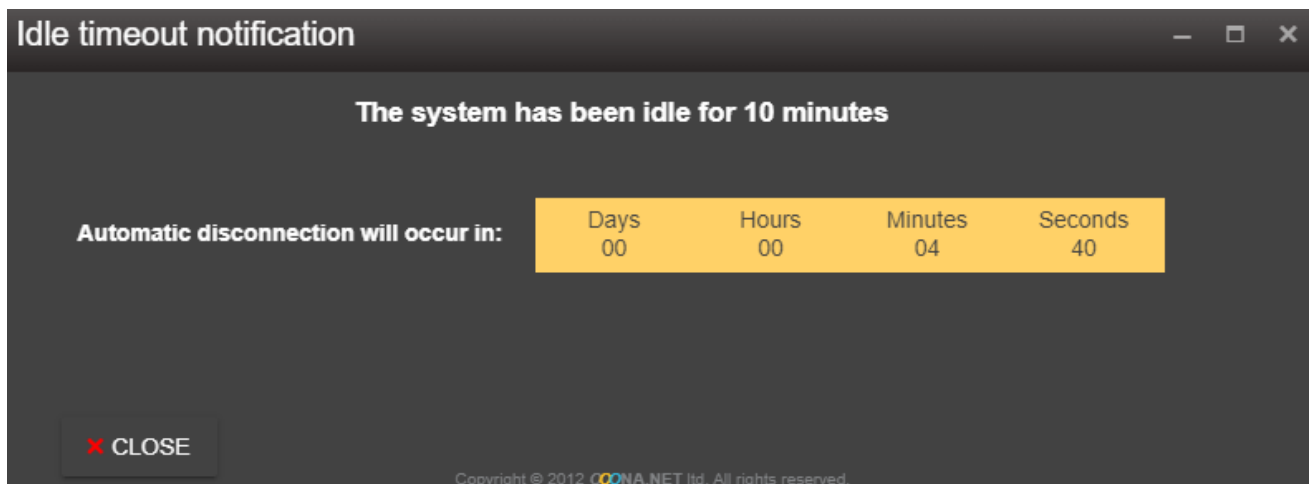
If you've successfully passed the exam, you will receive a second email with information about how to access your credentials.

Please keep your exam ID (NUMBER) for future reference.

Best regards,
The AVTpro Team
avtpro.ooona.net

13. Idle timeout notification

When the exam platform has been idle for 10 minutes, you will see the following message, and you will be logged out of the platform after an additional 5 minutes.



When you're logged out of AVTpro Subtitle Creation exam without having finished your work, you should receive an email containing a link to return to the exam platform. If you don't receive it, you can use the link you were given in the email you received when you purchased the exam.

14. Assessment

There are many ways of spotting and 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

15. Error types and definitions

For the assessment of your subtitles, the examiners will use the following categories of linguistic and technical errors, listed in alphabetical order, and levels of severity:¹

- **Minor error:** This type of error is typically imperceptible to viewers and does not hinder their viewing experience of the film or their comprehension of the plot. It may only be discerned by subtitling experts or upon careful examination. Inattentive viewers might not even notice it, and if they do, it is unlikely to disrupt their immersion significantly. From a technical perspective, it includes slight inaccuracies or imperfections in the timing of subtitles in relation to minimum gap between consecutive subtitles, chained subtitles, spotting around shot changes. It also may involve subtitles appearing a fraction too early or late in the transition, or being slightly misaligned with the audio, usually by more than 3 frames.
- **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 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, and overall enjoyment of the film. It shatters the immersive experience, making viewers aware that they are reading subtitles. It includes significant discrepancies in synchrony between the appearance of subtitles on screen and the corresponding audio or video content. 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
CHAINING	Minor: Slight inaccuracies or imperfections in the timing of subtitles in relation to chained subtitles. These errors may only be discerned by subtitling experts or upon careful examination. Inattentive viewers might not even notice it, and if they do, it is unlikely to significantly disrupt their immersion.
GRAMMAR	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. Minor: The error is almost unnoticeable. Standard: It impacts the viewers' experience eroding their trust in the subtitle quality. More serious grammar errors leading to incomprehensible output are categorized as semantic ones.
IDIOMATICITY	This category includes the treatment of collocations, phraseology, interference (candidate's native language), calques (lexis and structure), prepositions, and the like.

¹ 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.

	<p>Minor: 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>
MINIMUM GAP	<p>Minor: Slight inaccuracies or imperfections in the timing of subtitles in relation to minimum gap between consecutive subtitles. These errors may only be discerned by subtitling experts or upon careful examination. Inattentive viewers might not even notice them, and if they do, they are unlikely to disrupt their immersion significantly.</p>
MISSING SUBTITLE (AUDIO/VIDEO)	<p>Major: Significant inaccuracies in the timing of subtitles in relation to missing subtitles. These errors include untranslated dialogue (audio) or untranslated onscreen text (video). They are easily noticeable and have a substantial impact on the viewing experience.</p>
PUNCTUATION	<p>Minor: 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>Standard: 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>Minor: 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>Major: These errors include subtitles that are too slow because too much unnecessary condensation/deletion might have taken place; or subtitles displaying an inappropriate high display rate that makes 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" display rate 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>Minor: 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>Standard: 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>Major: 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>
SHOTCHANGES	<p>Minor: Slight inaccuracies or imperfections in the timing of subtitles in relation to spotting around shot changes. These errors may only be discerned by subtitling experts or upon careful examination. Inattentive viewers might not even notice them, and if they do, they are unlikely to disrupt their immersion significantly.</p>
SPECIFICATIONS	<p>Minor: 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>Major: 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>Minor: 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>Standard: 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>
STYLISTIC	<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 minor when these errors do not disrupt the viewing experience and standard if they do.</p>
TIMING	<p>Minor: Slight discrepancies in synchrony, between the appearance of subtitles on screen and the corresponding audio or video content related to the IN-time and OUT-time of the subtitles, as specified in the Style Guide of your language combination. These errors can only be noticed by subtitling experts. Inattentive viewers might not even notice them, and if they do, they are unlikely to disrupt their immersion significantly.</p> <p>Major: Significant discrepancies in synchrony between the appearance of subtitles on screen and the corresponding audio or video content related to the IN-time and OUT-time of the subtitles, as specified in the Style Guide of your</p>

	language combination. These errors can be noticed by the viewers and have a substantial impact on their viewing experience.
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16. What to do if you encounter a technical fault?

If you encounter any technical problems during the downloading or the uploading of the material, 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.

17. After the exam

You will receive your AVTpro Subtitle Creation 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 spotting and translation of all the video excerpts 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.

18. AVTpro credentials

If you’ve successfully passed the exam, you will be assigned a unique certification number that is specified in your AVTpro Subtitle Creation 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](#).

19. 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.

20. 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.

21. FAQ

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

22. Other documents

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

- AVTpro Subtitling Style Guide: contains information on the technical and stylistic parameters that you need to adhere to when spotting and formulating your subtitles. Please note that each language combination has its own individual style guide.
- 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.