

CTTIC Exam Information for Translation Exam on a laptop

Please read all points and contact STIBC if you have any questions.

1. **Instructions about the use of your laptop for your Translation Exam:**
 - No Internet or WiFi connections are allowed.
 - No online/offline Dictionaries are allowed. Please bring your own Dictionaries (books).
 - Please ensure that your text editor is set up with English as default language.
 - Please ensure your laptop is in **excellent, reliable** working condition before exam day.
 - Please ensure your laptop battery is **fully charged** when you arrive. It must remain charged for the entire 3 hours. No access to an electrical outlet will be provided.
 - Once the Exam USB is plugged into your laptop, you may not change to a handwritten exam.
 - If your laptop stops working **for any reason** during the exam, you **may not finish the exam on paper in handwritten mode**.
 - Apple/Mac laptop users, please check if an **adapter** is needed for a USB. If required, please **bring an adapter** to the exam. A Mac adapter will **not** be available at the exam site.

2. Please arrive at STIBC's office to be **seated at 10:30 am**, but not before 10:15 am. **Extra time will not be given to latecomers.** If you arrive after the start of the exam, your exam will end **at the same time as all candidates**.

3. You will not be able to leave the building during the 3-hour exam. Please ensure your parking is paid **to at least 2:30 pm**. Allow extra travel time if you use public transit.

4. Before entering the exam room, cell phones must be turned off and left with STIBC staff. You will be asked to sign Waivers before the Exam begins.