

1: COC - Exam application procedures – for EATA – see section 7 of the EATA handbook.

Sequence / process - for submitting CTA examination

See section 7 of the EATA training manual.

First fulfil all the requirements – (see section 7.2.2 and following) including a CTA contract at least 12 months prior to the oral exam date. (note the need for the your 101 certificate to go into the log along with the CTA contract).

Then:

The candidate must keep their own copies of all the paperwork (also keep a track of when sent etc). These forms will become a part of the log taken to the CTA examination.

Actions:

- 1) Prior to submitting the exam - pPay the exam fee (7.1.3)- [Structure of Exams Fees - EATA \(eatanews.org\)](#)
 - a) A cCopy of the exam payment receipt must be sent to the LC prior to submitting the exam.

Written exam

- 2) Send the two pdf copies of the written exam to the appropriate language co-ordinator at least 6 months prior to the oral exam date. [Language Coordinators - EATA \(eatanews.org\)](#) - The LC to use is the one for Multiple Languages, when written in English but not your first language – Natalia Berrio-Andrade –email: coc.multiple.lc@eatanews.org
- 3) With the two copies of the written exam the candidate must also send:
 - a) A copy of the CTA contract and training plan (as a part of the CTA contract).

2:

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- b) Principal supervisor's endorsement form (~~13~~.7.1)
- c) The candidate's submission of the written exam form (~~13~~.7.2)
- d) Declaration of no plagiarism form (~~13~~.7.15)

It can then take up to 10 weeks for the exam to be marked and returned to the candidate (often it is sooner – if you hear nothing after 9 / 10 weeks contact the LC to ask about the delay).

Oral exam:

- 1) At least 3 months prior to the oral exam submit the application for oral exam at the venue of your choice along with the principle supervisor's endorsement. (~~13~~.7.3)
- 2) If there are any special circumstances then the LC must be informed, including if the candidate requires a translator during the exam.
- 3) The LC will send to the candidate an acknowledgment of receipt of all papers and the form O~~13~~.7.4 which is the registration document for the examination – the candidate must take this with them to the exam venue.
- 4) The local exam supervisor (LES) will inform the candidate regarding acceptance of their registration and will send details regarding the exam venue and practical details such as times and venue of meetings.
- 5) The candidate must prepare a log-book to take with them to the exam venue along with their 3 recordings. See the details for these in the section of the handbook describing the oral exam.

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