INSTRUCTIONS FOR CONTEST DAY

The **Juvenes Translatores (JT) online contest** will take place on Thursday, **26 November 2026, from 10:00 to 12:00** (Central European time).

If for any reason your school cannot participate in the contest, please inform the JT Team by email as soon as possible (DGT-TRANSLATORES@ec.europa.eu).

If, for any reason, registered participants cannot take part in the contest, you will be able to remove their names and register new participants in their place, as well as edit information and change language pairs, on the contest platform (https://jt.ec.europa.eu/en) **up to 24 November 2026, 23:59 Central European Time**. After this date, no further changes will be possible.

The **Contest Rules** are published on the official JT website. Please read them carefully.

Additional instructions for the **Contest Day** are set out below:

1. The contest will take place simultaneously on **Thursday, 26 November 2026** at the following **local times**:

    a. 8:00–10:00 in the Azores;
    b. 9:00–11:00 in Portugal (except the Azores), the Canary Islands, and Ireland;
    c. 10:00–12:00 in Belgium, the Netherlands, Luxembourg, France (except Réunion and Guadeloupe), Germany, Spain (except the Canary Islands), Italy, Austria, Denmark, Sweden, the Czech Republic, Slovakia, Hungary, Slovenia, Croatia, Malta and Poland;
    d. 11:00–13:00 in Cyprus, Greece, Bulgaria, Romania, Lithuania, Latvia, Estonia and Finland;
    e. 13:00–15:00 in Réunion;
    f. French Overseas Departments and Territories and the Caribbean Netherlands: *special rules apply*.

2. The contest will take place as follows:

    Schools will make their own arrangements regarding the room, the IT equipment, the supervising teachers, etc. (see the Contest Rules).

The translations must be completed within the official time allocated for the contest. If, for technical reasons, a participant's login is delayed for up to 15 minutes, they should be allowed the corresponding length of time at the end, to ensure the full 2 hours to do the translation. **Each participant should have 2 hours for translation.** Please note that, in such cases, it will not be possible to submit translations on the contest platform more than 15 minutes later than the officially allocated time. Where necessary, translations must be saved as a Word document and sent to us by email (DGT-TRANSLATORES@ec.europa.eu) immediately.

On the contest day, the **participants will need to log in to the contest platform** (https://jt.ec.europa.eu) with the individual username/password assigned to them when they were registered. The username/password for each participant is sent to the teachers by email at the time of the participants' registration. This information can also be found on the contest platform, on the page presenting the overview of the school's participants.

⚠ **We strongly recommend that participants test their access to the contest platform between 10:00 on 20 November and 22:00 on 25 November 2026 (Central European Time)**, by logging in to the site with the username/password assigned to them. Please note that you will not see any texts for translation until the official start of the contest, and you will not be able to save any text either. The purpose of this test is to verify in advance that you have no problems accessing the contest platform.

⚠ **If participants log into their profile before the start of the contest (10:00 Central European time) they should *REFRESH the page at 10:00.*** The original/source text, in their chosen language, will appear on the screen in the left frame. The translation should be typed in the right frame. When the screen is refreshed at the start of the contest, the buttons "Save your translation" and "Submit FINAL translation" should also appear below the translation frames.

⚠ Each **participant's choice of language pair** must be entered on the contest platform during the registration period. The choice cannot be changed after 23:59 on 24 November 2026. Please therefore **double-check before this deadline that this information** is correct on the contest platform.

Participants will translate **online** (not on paper) and submit their translation via the contest platform.

Before the contest time is up, the participants should:

- ⚠ **save their text regularly** by clicking the "Save your translation" button.
- submit their translated text on the contest platform, by clicking the "Submit FINAL translation" button on the screen.

After doing this, it will be possible to open a PDF to print the translation. This option will become available after the participants have clicked the "Save your translation" and "Submit FINAL translation" buttons.

If, for reasons beyond the school's control, it is not possible to submit the translations as set out above, please save them and contact the JT team immediately by email.

3. After the contest, by logging in to the school's account on the contest platform (https://jt.ec.europa.eu) and going to the **overview page of the school's participants**, **teachers will be able to perform additional actions**, such as:
    - view and download the participants' translations;
    - download the certificates of participation, when available (see point 10 below);
    - download a special mention certificate, if the participant receives special mention (see point 11 below).

4. On 26 November, **all schools participating will be responsible for**:
    - ensuring that the students who participate are the students who were registered;
    - monitoring the test;
    - making sure that all students were born in 2009;
    - providing suitable facilities, IT equipment and staff to supervise the students on the contest day;
    - ensuring that the participants and their parents or guardians have read and agree to these rules and instructions;
    - ensuring the contest is held under fair and impartial conditions.

5. Students **may use paper and online dictionaries (monolingual or bilingual)**.

    ⚠ The following **may** be used:
    - *paper* and/or *online* dictionaries

    Dictionaries are indispensable professional tools for translators, so use of paper and online dictionaries IS PERMITTED. Both monolingual and bilingual dictionaries can be used. More specialised dictionaries, of idioms for example, may also be used.

    ⚠ The following **must *NOT*** be used:
    - spell checkers
    - computer-aided translation (CAT) tools
    - machine translation (e.g. Google Translate, DeepL)
    - artificial intelligence (AI)

    Translations produced using any of the above will be disqualified.

    If special arrangements are required for students with disabilities, please read Chapter 4 of the Contest rules and send an e-mail to the JT team for prior approval.

    15 minutes before the contest begins, the **texts** to be translated ('source texts') will also be published on the official JT website (https://translation.ec.europa.eu/get-involved-european-language-activities-and-initiatives/juvenes-translatores/juvenes-translatores-2026-2027-contest_en#Useful-documents). As explained in point 2, the source texts will appear automatically on screen for each student in the source language of their choice, when they connect to the contest platform. If you wish, you may also print the source texts for the participants. For this purpose, the source texts will be available on our official website shortly before the contest start time. Please ensure that participants do not

receive the source texts before the official contest start time.

If you cannot find the texts on the website, 'refresh' the page by pressing the **CTRL** and **F5 keys** on your keyboard simultaneously. If translations submitted on contest day do not correspond to the language pairs indicated at students' registration, they will be disqualified.

6. **In the event of a general technical issue on the day of the contest**, or persistent problems logging in, or other major blocking problems, please:
    - **Stay calm**, we will find a solution;
    - Consult our **Facebook page** (https://www.facebook.com/translatingforeurope) for any updates;
    - **Start translating in the alternative backup way**:
        - **download the source texts** published on our official JT website (https://translation.ec.europa.eu/get-involved-european-language-activities-and-initiatives/juvenes-translatores/juvenes-translatores-2026-2027-contest_en#Useful-documents) at the start of the contest time (see point 5 above) and
        - **translate in Microsoft Word or similar programs** (electronically, not with pen and paper).
    - In this way participants can either:

      a) copy/paste their translation into the contest platform when the technical issue is resolved, and submit the translation via the contest platform as normal; or

      b) if the technical issue is not resolved before the contest officially ends, the teacher can email us the electronic versions of the participants' translations and the JT team will upload them.

7. On 26 November, the JT team will answer questions and provide advice by email (DGT-TRANSLATORES@ec.europa.eu) in your respective language.

8. The organisers welcome feedback about the contest. We will be delighted to repost your impressions, photos and films on our Facebook (https://www.facebook.com/translatingforeurope) or Instagram (@TranslatingforEurope) accounts, if you use the hashtag **#translating for Europe** when you post on your social media accounts.

9. We would like to remind teachers and students that the translation test should be taken as an individual exercise, like any other school test. **Participants must work individually (not in pairs or teams) and without help from their teachers**. If the markers suspect cheating, the school risks being excluded.

10. A certificate of participation can be downloaded for each participant who submitted a translation. A certificate can also be downloaded for the teacher who organised the contest for the school. **All certificates must be downloaded by 1 June 2027**. An email with further instructions will be sent to all schools that participated in the contest.

11. **Special mentions** may be awarded to some of the participants, if their translations are of excellent quality. The teachers concerned will be informed by email after the announcement of the winners. The names of the students with a special mention will be published on the official JT website. The students will receive a small prize and will be invited to participate in online tutorials about translation and language learning.

12. DGT will publish the winners' names and their translations on the official **JT website on 11 February 2027**, and the winners will be invited to an **awards ceremony, as a part of a 3-day visit to Brussels on 8-10 April 2027**. The Commission will arrange and pay for travel and accommodation for one winner, up to two parents/legal guardians and a teacher from each EU Member State.

If you have other questions:

- Official JT website: https://translation.ec.europa.eu/get-involved-european-language-activities-and-initiatives/juvenes-translatores_en
- Facebook: https://www.facebook.com/translatingforeurope
- Instagram: translatingforeurope
- Email queries to the Juvenes Translatores team, DGT-TRANSLATORES@ec.europa.eu; or
- Ask the JT contact person in the DG Translation local office in your home country (https://translation.ec.europa.eu/contact-us_en).

Good luck!
The Juvenes Translatores Team