PISA 2018 TRANSLATION KIT "READ-ME" FILE

Doc.: PISA2018_TranslationKit_ReadMe.docx

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PISA2018 TRANSLATION KIT

The kit is provided to assist National Centres in organising PISA2018 FT translation activities. The kit should be made available to the person responsible for translation/adaptation activities. It consists of this "Read Me" file and 6 folders corresponding to the following sections:

1. Materials Preparation

Key documents for the NPM or person in charge of translation activities.

- Copies of the *Materials Preparation documents* (one for Cognitive Materials and one for Questionnaires), which provide a detailed guide to all PISA 2018 translation tasks.

- A template *confidentiality form* to be customized and distributed to all personnel that will handle PISA2018 materials under embargo.

- A set of "*Consistency tools*" for cognitive units, including a customizable glossary of recurring terms and expressions; a customizable" style guide" to lay down decisions as regards typographic conventions, use of abbreviations, punctuation, brackets, italics, etc.; and a guide for using MemoryLn – a searchable database containing translations from PISA 2015. As explained in the PISA2018 Translation Workshop presentation (see next item), it is recommended to make use of these tools to enhance overall consistency across new materials and between new and trend materials.

- Similarly, a set of "Consistency tools" for questionnaires.

- A list of Cognitive units for the PISA 2018 Field Trial giving the word count in the English and French source versions. This document can be helpful to estimate the workload and for contractual arrangements with e.g. translation agencies.

2. PPT presentation for translator training workshop

- *PISA2018_TranslationWorkshop* is provided in two versions for respectively CBA and PBA countries. This customizable PPT presentation includes an introduction to the PISA2018 study and to translation/adaptation in the PISA context, and then focuses successively on test units and questionnaires. Adapt it to your needs (e.g. practical arrangements, computer- or paper-based translation, hands-on exercises during session or in advance, etc.) and practice conducting it.

3. Translation and Adaptation Guidelines and other reference materials

- *PISA2018 Translation and Adaptation Guidelines* is a mandatory reference document for translators, reconcilers, and adaptors. It can be envisaged to distribute the document in advance of a translation training session – with an invitation to read it, annotate it, and prepare questions.

- Also included as additional material of interest is the document *Translation challenges*, of particular relevance for translation in non-Indo-European languages.

4. Practice Materials

- A sample English source CBA test unit (BeeColonyCollapseDisorder) is provided in XLIFF format together with the corresponding TAS (Test Adaptation Spreadsheet). This unit can be used as a test for a recruitment procedure (the unit is in the public domain and hence it is not under embargo). It could also be used for a hands-on exercise during a translator training workshop, although confidentiality forms should be signed before or during the translation training session, so that a real PISA2018 unit could rather be used.

- A sample PBA test unit (Railpass) is provided in English, French and Spanish together with the corresponding TAS. Likewise, this material can be used as a test for a recruitment procedure or for a hands-on exercise during a translator training workshop.

- A sample excerpt from a PISA Questionnaire is provided in English, French and Spanish, together with the corresponding QAS. Likewise, this material can be used as a test for a recruitment procedure or for a hands-on exercise during a translator training workshop.

5. Translation software, User Guides, Tutorials

A small text file provides the key links to:

- the PISA2018 User Guides and Video Tutorials start page (this page leads also to the instructions and installation links for countries participating in the pilot test with OmegaT);

- the folder on the PISA2018 Portal containing the OLT software installation file and related files.

6. Tools for Trend Review

(For the attention of those countries that switched from paper-based in 2015 to computer-based in 2018)

- A Checklist for reviewing trend units which have been transferred by cApStAn from paper-based to computer-based delivery mode.

- A set of PDF files showing the paper-based to computer-based changes.