COMPUTER BASED ASSESSMENT - FIELD TRIAL PISA TRANSLATION MANAGEMENT SYSTEM MANUAL

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Consortium:

Australian Council for Educational Research (ACER, Australia)

cApStAn Linguistic Quality Control (Belgium)

Deutsches Institut für Internationale Pädagogische Forschung (DIPF, Germany)

Educational Testing Service (ETS, USA)

Institutt for Lærerutdanning og Skoleutvikling (ILS, Norway)

Leibniz - Institute for Science and Mathematics Education (IPN, Germany)

National Institute for Educational Policy Research (NIER, Japan)

The Tao Initiative: CRP - Henri Tudor and Université de Luxembourg - EMACS (Luxembourg)

Unité d'analyse des systèmes et des pratiques d'enseignement (aSPe, Belgium)

Westat (USA)

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Note to NPMs

Each national centre will have slightly different processes for monitoring and managing the workflow of staff involved in the adaptation/translation and verification process. Sometimes staff will be familiar with the national centre, MyPISA and specific national centre processes. Other staff will not have this exposure or knowledge. In order to accommodate for these differences, this manual has included text in **<angle brackets>** in order for the NPM to adapt the instructions to be relevant to unique processes. These issues are usually related to processes for notification of completion of work and the use of MyPISA upload tasks.

Please remove this box upon completion of this manual.

COMPUTER BASED ASSESSMENT – FIELD TRIAL PISA TRANSLATION MANAGEMENT SYSTEM MANUAL

Introduction

1.   This document describes the overall Field Trial computer-based assessment (CBA) adaptation/translation and verification process and how it will be managed online by the PISA Translation Management System (TMS). It contains detailed instructions for Translators and other National Centre staff involved in the process. It accompanies the release of the Field Trial TMS which supports full functionality for Translators, Reconcilers, Verifiers, the Consortium Referee, National Reviewers and Final Check Reviewers.

2.   This document is designed to be used along side the Open Language Tool user guides for Translators [NPM(1010)4c] and for Reconcilers/National Reviewers [NPM(1010)4d].

3.   Translation of the CBA stimuli and items (tasks) involves double independent translation followed by an independent reconciliation of the translations. NPMs and translators should refer to the PISA Translation and Adaptation Guidelines PISA 2012 [NPM(1010)4e] for a general description of the procedures to be followed. There will be two source versions of the CBA units, English and French.

4.   Using the TMS, translators will be able to download the source version of stimuli and items as text files in tagged XML Localization Interchange File Format v1.0 (XLIFF 1.0). The XLIFF files are viewed and edited via an Open Language Tools translation editor (OLT).

5.   After translation into the target language, the XLIFF file is imported back into the TMS. The units can then be previewed in the target language (as well as, at all times, in the source languages). If further edits are found to be necessary, the Translator edits the XLIFF file within the translation editor and then uploads it again to the TMS system, overwriting the previous translation.

6.   Coding guides can be downloaded as Word documents at each stage of the process, via the TMS interfaces. Coding guides are also available at MyPISA – Materials – 2012 FT Resources – Coding – Coding guides and coding training materials.

7.   Please report any problems with the TMS to pisa@acer.edu.au.

System requirements and technical details

8.   Because the preview involves the transfer of many images, a reasonably fast and stable internet connection is recommended.

9.   The PISA TMS requires Adobe Flash Player version 10 to be installed. Please go to the following URL and follow the instructions to ensure you have the latest version of the Adobe Flash Player installed.

http://www.adobe.com/go/flashplayer/

10.   Your computer must have JavaScript enabled and must be set to accept cookies.

11.   The TMS is only compatible with **Mozilla Firefox version 3.5** or later.

12.   The TMS is optimally viewed with a monitor resolution of 1024 x 768 or greater.

The adaptation/translation and verification process and workflow

13. Figure 1 shows the steps involved in the CBA adaptation/translation and verification process and is then followed by a summary of the entire process. Detailed instructions for each role relevant to the National Centre are provided in subsequent appendices.

14. The roles referred to in this process are:

- The *National Project Manager* (NPM) monitors the workflow of Translators, Reconcilers and National Reviewers and provides these staff with TMS **<and MyPISA>** credentials. The NPM will also be responsible for two MyPISA upload tasks related to the adaptation/translation and verification process. The National Centre is responsible for this role.

See Appendix A for instructions for NPMs

- *Translator 1* (T1) produces a first translation from English/French into the target language. The National Centre is responsible for this role.
- *Translator 2* (T2) produces a second translation from English/French into the target language. The National Centre is responsible for this role.
- The *Reconciler* (REC) merges the two translations and registers adaptations. The Reconciler also reports initial layout issues identified at this stage. The National Centre is responsible for this role.
- The *Verifier* (VER) checks compliance of the reconciled version with the PISA Translation and Adaptation Guidelines. cApStAn is responsible for this role.
- The *Consortium Referee* (REF) identifies key Verifier interventions and resolves controversial issues with the *National Reviewer*.
- The *National Reviewer* (NR) finalises the national version after verification. The National Reviewer can be the same person as the Reconciler, but in the workflow these are separate roles. The National Reviewer also reports residual layout issues identified at this stage. The National Centre is responsible for this role.
- The *Final Check Reviewer* (FCR) checks correct implementation of key corrections. cApStAn is responsible for this role.

Please note that each role has different functionality within the TMS. Functionality specific to each role is explained in the detailed instructions in the relevant appendix.
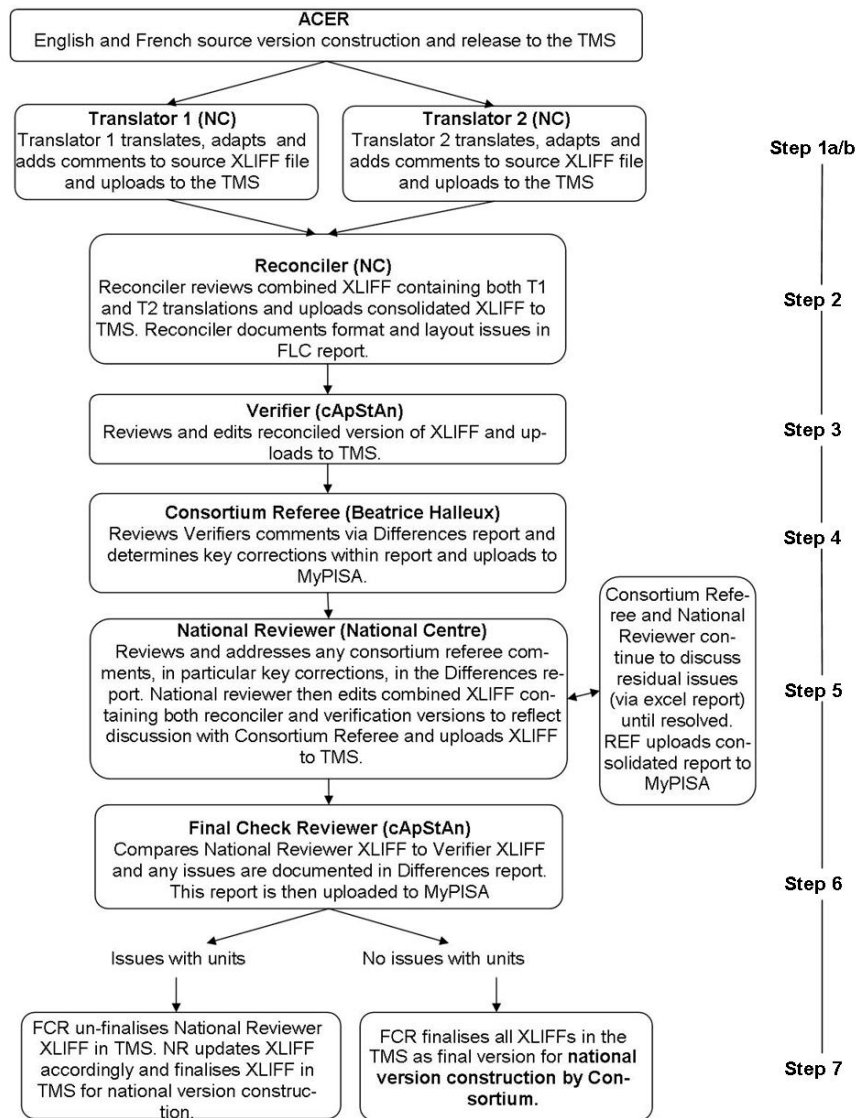
Figure 1: The adaptation/translation and verification process and workflow

The release of the source version to the TMS

15. The adaptation/translation and verification workflow begins when the English and French source versions are released on the TMS. This is maintained by ACER.

Step 1a – Translation 1

- *Translator 1* (T1) logs into the TMS and downloads source version (English or French) XLIFF file. S/he can preview the source version in the TMS.
- Translator 1 opens the XLIFF file in the OLT, with an English or French source version on the left pane and the same source version on the right pane. S/he overwrites the source version on the right pane.
- Translator 1 can see CONSORTIUM comments relating to specific segments (item-specific Translation and Adaptation guidelines). Translator 1 can add comments for perusal by the Reconciler.
- Translator 1 is able to preview his/her translated version through the upload process in the TMS.
- Translator 1 releases the unit by finalising the translated XLIFF in the TMS.

Step 1b – Translation 2

- This is the same as Translation 1. Steps 1A and 1B occur in parallel as Translator 1 and Translator 2 have separate accounts for the TMS.

See Appendix B for TMS Translator instructions.

Step 2 – Reconciliation

- The TMS system will not allow the Reconciler to commence work until both Translator 1 and Translator 2 have completed translation for any given unit.
- The *Reconciler* (REC) logs into the TMS. S/he can preview the source version(s) as well as the Translator 1 and Translator 2 versions.
- The Reconciler downloads the combined Translator 1/Translator 2 XLIFF file and opens it in the OLT. In the OLT s/he can see the English/French source version on the left pane and Translator 1 on the right pane. Translator 1 and Translator 2 are both additionally offered as alternate translations at the bottom of the OLT. The Reconciler overwrites the Translator 1 version in the right pane, thus producing a reconciled version.
- The Reconciler can see item-specific guidelines and Translator 1 plus Translator 2 comments. The Reconciler can add comments for perusal by the Verifier.
- The Reconciler is able to preview his/her version in the TMS through an upload process.
- The Reconciler documents any format or layout issues in the Format and Layout Check (FLC) report via a MyPISA upload task (one MyPISA task/report per domain).
- The Reconciler releases the unit by finalising the reconciled XLIFF in the TMS.

See Appendix C for TMS instructions for Reconciler

Step 3 – Verification

- The TMS system will not allow verification to commence on a unit until it is finalised by the Reconciler.
- The *Verifier* (VER) downloads an XLIFF from the TMS and opens it in the OLT with the English/French source appearing on the left and Reconciler version on the right. The Reconciler version is duplicated in the bottom pane so that Verifier can refer to this version during verification. When a correction is needed, s/he overwrites the translated text in the right pane.
- The Verifier can see item-specific guidelines and the Reconciler's comments. The Verifier adds comments for perusal by the National Reviewer after review by the Consortium Referee.
- The Verifier is able to preview his/her version in the TMS through an upload process.
- The Verifier releases the unit by finalising the verified XLIFF in the TMS.

Step 4 – Review by the Consortium Referee

- The *Consortium Referee* (REF) downloads the Differences report from the TMS (one MyPISA task/report per domain). For every segment in which there was an edit or comment by the Verifier, the report will show in different columns: segment identifier, source version, item-specific guidelines, reconciler version, reconciler comments, verifier version, verifier comments.
- The Consortium Referee reviews the consolidated comments in the Differences report, indicating which corrections are deemed essential and thus subject to a final check ('key corrections'). The Consortium Referee provides comments in the Differences report.
- The Consortium Referee uploads the annotated Differences report to MyPISA. **The Consortium Referee does not edit the XLIFF file.**

Step 5 – Review of the verification by the National Reviewer

- The *National Reviewer* (NR) logs onto MyPISA and downloads the Differences report.
- The National Reviewer reviews the comments in the report, and adds his/her own comments, in particular indicating which key corrections are challenged (correction rejected or different correction proposed, with explanations).
- This Differences report is then sent by **e-mail** to the Consortium Referee and residual issues are discussed until agreement is reached within the report. The Consortium Referee uploads the consolidated Differences report to MyPISA and "finalises" units in the TMS so that the next phase may begin.
- The National Reviewer obtains the consolidated Differences report from MyPISA
- The National Reviewer downloads the combined Reconciler and Verifier XLIFF file from the TMS and opens the file in the OLT. S/he sees the English/French source version in the left pane, the Verifier version in the right pane and the Verifier and Reconciler version as alternate translation (bottom). If s/he wishes to reject/discard a Verifier correction, the National Reviewer edits the right side of the XLIFF. In doing so, s/he produces the National Reviewer version.
- The National Reviewer is able to preview his/her version in the TMS through an upload process.
- The National Reviewer releases the unit by finalising the reviewed XLIFF in the TMS.
- The National Reviewer adds his/her comments concerning any layout and format issues that persist in the FLC report via a MyPISA upload task.

See Appendix C for TMS instructions for National Reviewer

Step 6 – Final Check

- The *Final Check Reviewer* (FCR) examines the National Reviewer version against the Differences report and checks whether there are any undocumented or incorrectly implemented post-verification changes.
- The **Final Check Reviewer does not edit the XLIFF**.
- If there are no final check issues with any units, the Final Check Reviewer will finalise each National Reviewer XLIFF in the TMS and the Differences report on MyPISA so that national version construction can begin. **The text is final and edits can no longer be made.**
- If there are any final check issues with any unit, the Final Check Reviewer will un-finalise the corresponding National Reviewer XLIFFs in the TMS and contact the National Reviewer.
  - The National Reviewer will then review the comments by the Final Check Reviewer in the Differences report and then edit and re-upload the appropriate XLIFF in the TMS. S/he will release the unit again by finalising the reviewed XLIFF in the TMS.
  - **It should be noted that meticulous attention to key corrections at Step 5 is strongly encouraged as errors can cause lengthy delays.**
  - The National Reviewer will then advise the Consortium that national version construction can then begin.

Step 7 - National version construction

16.   The production of the national version completes the translation workflow. This step includes correction of any residual format and layout issues and finalisation of the FLC report via a MyPISA upload task.

17.   When the national version is delivered its functionality must be fully tested by the National Centre. This process will be described at the February training meeting.

Appendix A – Instructions for National Project Managers

1.   The National Project Manager is responsible for managing the workflow of the translation/adaptation and verification process, in particular the roles of Translators, Reconcilers and National Reviewers.

2.   This includes implementing processes to ensure that staff responsible for roles are informed at the correct time when work can commence and ensuring that responsible staff are provided with all required credentials and documents (available from MyPISA) at the appropriate times.

3.   The credentials for the TMS for all roles relevant to the National Centre are located on ACER's FTP site: https://ftp.acer.edu.au/ in the folder *TMS credentials*.

4.   There are two MyPISA upload tasks per computer-based domain (problem solving, mathematics and reading) associated with the translation/adaptation process. Reconcilers and National Reviewers will both need to access documents uploaded to the MyPISA tasks. However it is the responsibility of the NPM to ensure the MyPISA tasks are completed.

5.   For **each** computer-based domain the two MyPISA tasks are Format and Layout Check report (FLC) and Differences report. An overview of the workflow of both tasks can be found in Appendix E and F respectively. More detail can be found in sections Step1a to Step 6 and throughout the specific instructions for each role.

6.   **Given that the tasks are set up by domain, it will be important to negotiate with translators, reconcilers and national reviewers to complete work on a domain basis.**

7.   To ensure that staff and Consortium are informed at the correct times and in a timely manner throughout the workflow, please note who is responsible for communicating to the next role in the chain in Figure 2 below.
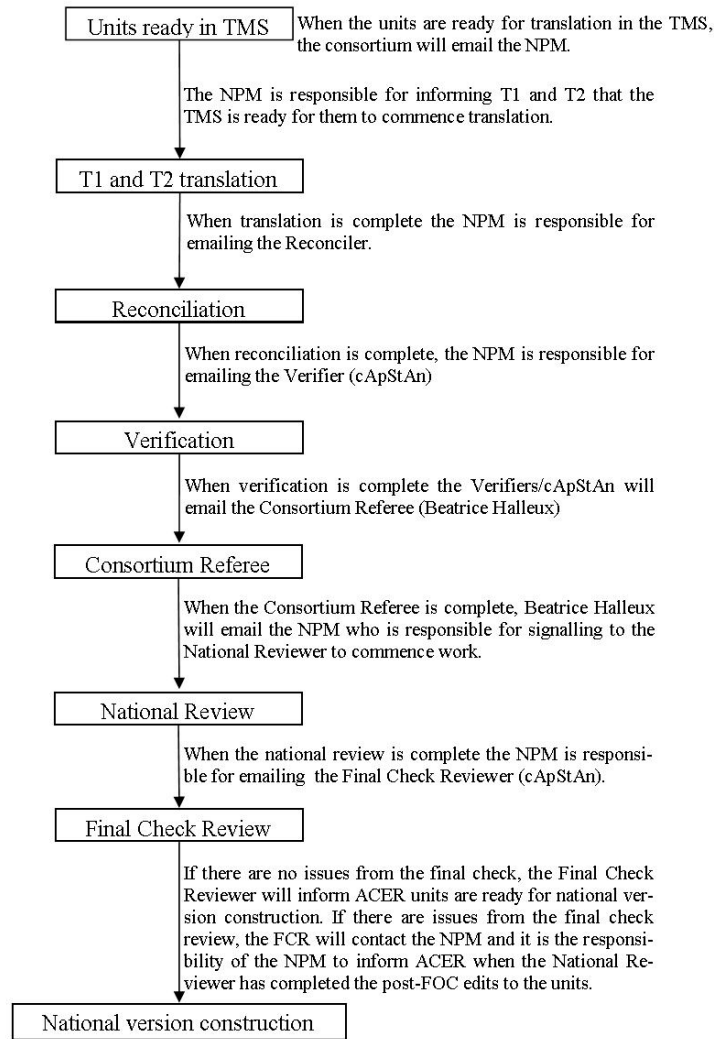
| Units ready in TMS | When the units are ready for translation in the TMS, the consortium will email the NPM. |

The NPM is responsible for informing T1 and T2 that the TMS is ready for them to commence translation.

| T1 and T2 translation |

When translation is complete the NPM is responsible for emailing the Reconciler.

| Reconciliation |

When reconciliation is complete, the NPM is responsible for emailing the Verifier (cApStAn)

| Verification |

When verification is complete the Verifiers/cApStAn will email the Consortium Referee (Beatrice Halleux)

| Consortium Referee |

When the Consortium Referee is complete, Beatrice Halleux will email the NPM who is responsible for signalling to the National Reviewer to commence work.

| National Review |

When the national review is complete the NPM is responsible for emailing the Final Check Reviewer (cApStAn).

| Final Check Review |

If there are no issues from the final check, the Final Check Reviewer will inform ACER units are ready for national version construction. If there are issues from the final check review, the FCR will contact the NPM and it is the responsibility of the NPM to inform ACER when the National Reviewer has completed the post-FOC edits to the units.

| National version construction |

Figure 2: Email communication workflow

8.   The NPM account for the TMS provides an overview of the progress of each unit during the translation/adaptation and verification process.

9.   To access the NPM account in the TMS go to the TMS URL:

https://acertms.acer.edu.au.

10.   Log in by entering your Username and Password.

PISA Translation Management System

Login

*Username: [   ]
*Password: [   ]

[Login]
* denotes required field

11.   The following is the interface that will appear and is an example of unit completed up to verifier stage:

PISA Translation Management System

Signed in as **TEST_NPM** | Logout
Your role is: **NPM**
Your locale is: **Test, Russian**

Units

Test, Russian

⦿ English ○ French

Unit name	Source Preview	Translation 1	Translation 2	Reconciler	Verifier	Consortium Referee	National Reviewr	Final Check Reviewer
CM002 - Cube Building	Select an Item	Finalised on 14/09/10 Select an Item	Finalised on 14/09/10 Select an Item	Finalised on 14/09/10 Select an Item	Finalised on 14/09/10 Select an Item	N/A	N/A	N/A

The following section describes the functionality of this screen:

The top right hand side of the screen provides information on your role (National Project Manager) and locale (language to be translated into). It is also the location of the Logout button.

Unit: This lists all units for translation. Click on the Word icon ⊞ to download the coding guide for the unit (language determined by English and French radio buttons at the top of the table under the heading, Units).

Source Preview: Select an item from the dropdown menu to preview the source item (language determined by English and French radio buttons).

Translation 1:

N/A – Translator 1 has not yet uploaded any XLIFF files for this unit.
Updated on [date] – Translator 1 has uploaded an XLIFF file for this unit but has not yet finalised his/her translation. Select an item from the drop-down menu to preview the most recent update.

Finalised on [date] – Translator 1 has finalised his/her translation of this unit. Select an item from the drop-down menu to preview the finalised item.

Translation 2:

N/A – Translator 2 has not yet uploaded any XLIFF files for this unit.
Updated on [date] – Translator 2 has uploaded an XLIFF file for this unit but has not yet finalised his/her translation. Select an item from the drop-down menu to preview the most recent update.
Finalised on [date] – Translator 2 has finalised his/her translation of this unit. Select an item from the drop-down menu to preview the finalised item.

Reconciler:

N/A – Reconciler has not yet uploaded any reconciled XLIFF files for this unit.
Updated on [date] – Reconciler has uploaded a reconciled XLIFF file for this unit but has not yet finalised his/her reconciliation. Select an item from the drop-down menu to preview the most recent update.
Finalised on [date] – Reconciler has finalised the reconciled version of this unit. Select an item from the drop-down menu to preview the finalised item.

Verifier:

N/A – Verifier has not yet uploaded any verified XLIFF files for this unit.
Updated on [date] – Verifier has uploaded a verified XLIFF file for this unit but has not yet finalised his/her verification. Select an item from the drop-down menu to preview the most recent update.
Finalised on [date] – Verifier has finalised the verified version of this unit. Select an item from the drop-down menu to preview the finalised item.

Consortium Referee:

N/A – Consortium Referee has not yet uploaded any XLIFF files for this unit.
Updated on [date] – Consortium Referee has uploaded the verified XLIFF file for this unit but has not yet finalised the units. Select an item from the drop-down menu to preview the most recent update.
Finalised on [date] – Consortium Referee has finalised the verified version of this unit which in turn releases the unit for National Review. Select an item from the drop-down menu to preview the finalised item.

National Reviewer:

N/A – National Reviewer has not yet uploaded any XLIFF files for this unit.
Updated on [date] – National Reviewer has uploaded an XLIFF file for this unit but has not yet finalised his/her national review. Select an item from the drop-down menu to preview the most recent update.
Finalised on [date] – National Reviewer has finalised the national review version of this unit. Select an item from the drop-down menu to preview the finalised item.

Final Check Review:

N/A – Final Check Reviewer has not yet uploaded any XLIFF files for this unit.
Updated on [date] – Final Check Reviewer has uploaded the National Review XLIFF file for this unit but has not yet finalised his/her final check. Select an item from the drop-down menu to preview the most recent update.
Finalised on [date] – Final Check Reviewer has finalised the National Reviewer version of this unit thus releasing for National Version construction. Select an item from the drop-down menu to preview the finalised item

Note that the Final Check Reviewer has the ability to 'un-finalise' the National Reviewer XLIFF if further edits are required.

Appendix B – Instructions for Translator 1 and 2

1. Go to the TMS URL: https://acertms.acer.edu.au

2. Log in to the TMS by entering your Username and Password provided by the NPM.

3. The following interface will appear:

The following section describes the functionality of this screen:

The top right hand side of the screen provides information on your role (Translator 1 or 2) and locale (language to be translated into). It is also the location of the Logout button.

Unit: This lists all units for translation. Click on the Word icon 📄 to download the coding guide for the unit. To download the French coding guide, select the French radio button at the top of the table under the heading, Units. The document will then change from English to French.

Source Download: Click on English to download the source XLIFF file. To download the French source version, select the French radio button at the top of the table under the heading, Units. The Source Download will then change from English to French.

Source Preview: Select an item from the dropdown menu to preview the source item (language determined by English and French radio buttons).

Status:

For translation – the source XLIFF is available and can be downloaded for translation.
Draft – a translator XLIFF has been uploaded but the unit has not been finalised.
Finalised – the translator has finalised the unit.

Translation: Click on Upload (if previously uploaded it will read Upload [date]) to upload a translator XLIFF file. Select an item from the dropdown menu to preview the translated item (only visible when an XILFF has been uploaded to the corresponding Upload cell in the Translation column).

Finalise: Click on Finalise (only viewable once an XLIFF has been uploaded to the Translation column) to finalise the unit. **After finalising, you will no longer be able to upload XLIFF files for this unit.**

4.   Please complete the following steps for **every** unit in the Unit list.

Step 1: Download the English or French source XLIFF file.

Step 2: Open the XLIFF in the OLT and translate as required (for further information please refer to PISA 2012 Translator's User Guide to Open Language Tool [NPM(1010)4c]). Preview the source items via the TMS to assist with translation.

Step 3: Once translation is complete, upload the edited XLIFF to the corresponding Translation Upload cell in the TMS. You are then able to view each item with your translations implemented via the drop-down menu. If any errors are found, correct them in the XLIFF file via the OLT and re-upload (and overwrite) the XLIFF file to the Translator column in the TMS.

Step 4: Once you are satisfied with your translations, click Finalise in the last column and **<notify the NPM/Reconciler>**.

5.   Please note the following points while completing the translation process:

- You are able to login and logout of the TMS system as it suits your workload and the TMS will save your uploads as you go.
- After uploading an edited XLIFF file to the TMS, the corresponding preview of the item sometimes may not reflect the latest changes you have made in the XLIFF file. If this is the case, please clear the cache in Firefox and try the preview again.

How to clear the cache in Firefox

1. At the top of the Firefox window, click on the Tools menu, and select Options.
2. Select the Advanced panel.
3. Click on the **Network** tab.
4. In the **Offline Storage** section, click Clear Now.
5. Click OK to close the Options window

Appendix C – Instructions for Reconcilers

1. Once both T1 and T2 have completed translation of a unit go to the TMS URL: https://acertms.acer.edu.au.

    <In order to determine when T1 and T2 have both completed translation, when logged in to the TMS your language will appear in the Translated Download column. See point 3 below for more information> / <You will be informed by your NPM as units become available for reconciliation.>

2. Log in to the TMS by entering your Username and Password provided by the NPM.

3. The following screen will appear:

The following section describes the functionality of this screen:

The top right hand side of the screen provides information on your role (Reconciler) and locale (language to be translated into). It is also the location of the Logout button.

Unit: This lists all units for reconciliation. Click on the Word icon to download the English version of coding guide for the unit. To download the French coding guide, select

the French radio button at the top of the table under the heading, Units. The document will then change from English to French.

Source Download: Click on English to download the source XLIFF file. To download the French source version, select the French radio button at the top of the table under the heading, Units. The Source Download will then change from English to French.

Source Preview: Select an item from the dropdown menu to preview the source item (language determined by English and French radio buttons).

T1 and T2 preview: Select an item from the dropdown menu (only visible once translator has finalised unit) to preview the translated item by the respective translators.

Translated Download: Click on [Language] (only visible once both translators have finalised the unit) to download the XLIFF file that is a combination of Translator 1 and 2 finalised XLIFF files.

Status:

For reconciliation– the combined translator XLIFF is available and can be downloaded for reconciliation.
Draft – a reconciler XLIFF has been uploaded but the unit has not been finalised.
Finalised – the reconciler has finalised the unit

Reconciliation: Click on Upload (if previously uploaded it will read Upload [date]) (only visible once both translators have finalised the unit) to upload a reconciled XLIFF file. Select an item from the dropdown menu to view the reconciled item (only visible when the reconciled XLIFF has been uploaded to the Reconciliation column).

Finalise: Click on Finalise (only viewable once an XLIFF has been uploaded to the Translation column) to finalise the unit. **After finalising, you will no longer be able to upload XLIFF files for his unit.**

4.   Please complete the following steps for **every** unit in the Unit list.

Step 1: Download the Translated Download XLIFF file.

Step 2: Open the XLIFF in the OLT and complete reconciliation as required (for further information please refer to the PISA 2012 Reconciler's User Guide to Online Language Tool [NPM(1010)4d]). Preview the source items and/or the Translator 1 or 2 items via the TMS to assist with reconciliation.

Step 3: Once reconciliation is complete, upload the edited XLIFF to the corresponding Reconciliation Upload cell in the TMS. You are then able to view each item with your edits implemented via the dropdown menu. If any errors are found, correct them in the XLIFF file via the OLT and re-upload (and overwrite) the XLIFF file to the Reconciliation column in the TMS.

Step 4: Once you are satisfied with your reconciliation, click Finalise in the last column.

Step 5: For each unit use the preview function to perform a thorough format and layout check of the reconciled XLIFF files. For example, check that none of the text overlaps the graphics or appears truncated. If any issues are found these need to be recorded in the appropriate Format and Layout Check (FLC) report which **<can be obtained from your NPM/downloaded from MyPISA [task]>**. The FLC report will an Excel 2007 spreadsheet.

There is a separate FLC report for each computer-based domain, that is **<problem solving, mathematics and reading>**. Therefore, work will need to be completed on a domain basis.

Step 6: Once you have finalised and completed the format and layout check for all units in a domain, **<notify the NPM and send the FLC report/upload the FLC report to MyPISA>.** [The **<NPM/REC>** will then need to inform the consortium referee that reconciliation is complete.]

5.   Please note the following points while completing the translation process:

- You are able to login and logout of the TMS system as it suits your workload and the TMS will save your uploads as you go.
- After uploading an edited XLIFF file to the TMS, the corresponding preview of the item sometimes may not reflect the latest changes you have made in the XLIFF file. If this is the case, please clear the cache in Firefox and try the preview again.

How to clear the cache in Firefox

6. At the top of the Firefox window, click on the Tools menu, and select Options.
7. Select the Advanced panel.
8. Click on the **Network** tab.
9. In the **Offline Storage** section, click Clear Now.
10. Click OK to close the Options window

Appendix D – Instructions for National Reviewers

1.   The NPM will receive an email from the Consortium Referee once the initial Differences report has been uploaded to MyPISA. Please note that there are **<three>** Differences reports, one for each computer-based domain, that is **<problem solving, mathematics and reading>** and therefore, work will need to be completed on a domain basis. Once this notification has been received, **<the NPM will provide you with the report/ you can download the report from MyPISA.>**

	A	B	C	D	E	F	G	H	I	J
1	Segment-id	Source	item-specific guidelines	reconciler version	reconciler comments	verifier version	verifier comments	Consortium Referee-Comments	National Reviewer-Comments	Final Check Reviewer-Comments
2										
3										
4										
5										
6										

2.   Review all comments made by the Consortium Referee and add comments in the 'National Reviewer Comments' column acknowledging key corrections and/or indicating which key corrections are challenged; i.e. correction rejected or different correction proposed with explanation.

3.   Once all comments have been addressed in the report, email it to the consortium referee.

4.   Continue to liaise and discuss any residual issues with the Consortium Referee via email until agreement is reached.

5.   Once agreement has been reached, the Consortium Referee will upload the consolidated Differences report to MyPISA and will release the units in the TMS so that the next phase for the National Reviewer can commence. Please remember that there will be a separate Differences report for **each** domain.

6.   At this stage, go to the TMS URL: https://acertms.acer.edu.au

7.   Log in to the TMS by entering your Username and Password provided by the NPM.

PISA Translation Management System

Login

*Username: [_____]

*Password: [_____]

[Login]

* denotes required field

8.   The following screen will appear:

The following section describes the functionality of this screen:

The top right hand side of the screen provides information on your role (National Reviewer) and locale (language to be translated into). It is also the location of the Logout button.

Unit: This lists all units for national review. Click on the Word icon to download the English version of coding guide for the unit. To download the French coding guide, select the French radio button at the top of the table under the heading, Units. The document will then change from English to French.

Source Download: Click on English to download the source XLIFF file. To download the French source version, select the French radio button at the top of the table under the heading, Units. The Source Download will then change from English to French.

Source Preview: Select an item from the dropdown menu to preview the source item (language determined by English and French radio buttons).

Verified preview: Select an item from the drop-down menu (only visible once Verifier has finalised the unit from their interface) to preview the translated item by the Reconciler or Verifier.

Verified Download: Click on [Language] (only visible once the Verifier has finalised the unit) to download the XLIFF file that is a combination of reconciled and verified final XLIFF files.

Status:

For NR (national review) – the combined Reconciler/Verifier XLIFF is available and can be downloaded for national review.
Draft – a national review XLIFF has been uploaded but the unit has not been finalised.
Finalised – the National Reviewer has finalised the unit.

NR (National Review): Click on Upload (if previously uploaded it will read Upload [date]) (only visible once the Verifier has finalised the unit) to upload a national review XLIFF file. Select an item from the drop-down menu to view the national review item (only visible when the national review XLIFF has been uploaded to the NR column).

Finalise: Click on Finalise to finalise the unit. **After finalising, you will no longer be able to upload XLIFF files for his unit.**

9.   Please complete the following steps for **every** unit in the Unit list.

Step 1: Obtain the consolidated Differences report from **<the NPM/MyPISA>**. Preview the source items and the Verifier items via the TMS to assist with the national review.

Step 2: For every unit of the domain under review in which you wish to make edits, download the Verified Download XLIFF file.

Step 3: Open the XLIFF in the OLT (for further information please refer to PISA 2012 Reconciler's and National Reviewer's User Guide to Online Language Tool [NPM(1010)4d].

Step 4: Once the national review is complete, upload the edited XLIFF to the corresponding NR Upload cell in the TMS. You are then able to view each item with your post-verification changes implemented via the drop-down menu. If any errors are found, correct them in the XLIFF file via the OLT and re-upload (and overwrite) the XLIFF file to the NR column in the TMS.

Step 5: Once you are satisfied with your national review, click Finalise in the last column. **Please note that if the National Reviewer has no changes to make to the XLIFF, the NR can simply finalise the unit without uploading an XLIFF to the NR column.**

Step 6: Obtain the Format and Layout Check (FLC) report from **<the NPM/MyPSIA>** which has been filled in by the Reconciler and annotated by ACER. Please note that there is a separate FLC report for each computer-based domain, that is **<problem solving, mathematics and reading>** and therefore work will need to be completed on a domain basis**.** For each unit use the preview function to ensure there are no further residual format and layout issues. Issues may include truncated text or text that overlaps graphics. If any issues are found they need to be recorded in the appropriate FLC Excel report.

Step 7: Once you have finalised all units in the TMS and completed the format and layout check for all units in a domain, **<notify the NPM and send the FLC report/upload the FLC report to MyPISA>**. The **<NPM>** will then need to inform cApStAn that the national review is complete so that the final check review can commence.

After the final check review

In the majority of cases, the final check review will find no inconsistencies. All units will then be finalised by the final check reviewer on the TMS, as will the Differences report on MyPISA. In this case, the national reviewer tasks are complete and national version construction can commence at ACER.

Optional Step 8: In the unlikely event that the final check review reveals issues or inconsistencies, the National Reviewer **<will be notified by the NPM who will then provide the National Reviewer with/will access via MyPISA>** the Differences report with Final Check Reviewer comments inserted. The National Reviewer will need to address these issues and update the XLIFF files via the TMS and OLT as described in Step 2-4. After all issues have been addressed and all units have been finalised the **<NPM/National Reviewer>** will need to notify ACER by email (pisa@acer.edu.au) so that national version construction can commence at ACER.

10.   Please note the following points while completing the translation process:

- You are able to login and logout of the TMS system as it suits your workload and the TMS will save your uploads as you go.
- After uploading an edited XLIFF file to the TMS, the corresponding preview of the item sometimes may not reflect the latest changes you have made in the XLIFF file. If this is the case, please clear the cache in Firefox and try the preview again.

How to clear the cache in Firefox

1. At the top of the Firefox window, click on the Tools menu, and select Options.
2. Select the Advanced panel.
3. Click on the **Network** tab.
4. In the **Offline Storage** section, click Clear Now.

5. Click OK to close the Options window

Appendix E - Format and Layout Check (FLC) report MyPISA upload task overview

Reference	Action	Upload status	Upload stage status	Actor	Automated Email to NPM
1	Shell document	Empty	Stage 1 (pre-verification)	ACER	No
2a	Download and append initial issues	Empty	Stage 1 (pre-verification)	Reconciler	No
2b	Upload completed FLC report	Submitted	Stage 1 (pre-verification)	Reconciler	Yes
3a	If Fix initial issues and document fixes	Submitted	Stage 2 (for ACER)	ACER	No
3b	Upload appended FLC report	If no issues: Requires Review If issues: Requires Review/ Submitted/ Requires Review	Stage 3 (for national reviewer)	ACER	If no issues=1 If issues=3
4a	Download FLC report and note residual issues	Requires Review	Stage 3 (for national reviewer)	National reviewer	No
4b	Upload appended FLC report	Submitted	Stage 3 (for national reviewer)	National reviewer	Yes
5	Rectify residual issues and Document	Submitted	Stage 4 (for final check)	ACER	No
6	Upload task complete	Agreed	Stage 5 (for national version construction)	ACER	Yes

Appendix F – Differences report MyPISA upload task and workflow overview

Reference	Action	Upload status	Upload stage status	Actor	Automated Email to NPM	Notes
1	Differences report produced in TMS	Empty	Stage 1 (for negotiation)	Consortium referee	No	CBA report compares verifier and reconciler XLIFF files
2	Differences report uploaded to MyPISA with appended comments from Beatrice	Submitted	Stage 1 (for negotiation)	Consortium Referee	Yes	
3a	Download Differences report	Submitted	Stage 1 (for negotiation)	National Reviewer	No	
3b	Iterative email correspondence between NC and Beatrice until agreement is reached within Differences.	Submitted	Stage 1 (for negotiation)	Consortium Referee and National Reviewer	No	
4	Differences report uploaded with appended comments/responses from National Reviewer and Beatrice	Requires review/ Submitted	Stage 2 (for CBA final check reviewer)	Consortium Referee	Yes x2	
5a	Download Differences report	Submitted	Stage 2 (for CBA final check reviewer)	Final Check Reviewer	No	
5b	Differences report uploaded with Final Check Reviewer comments/responses	Requires review/ submitted	Stage 3 (final check reviewer report)	Final Check Reviewer	Yes x2	
Optional 5c	If necessary, un-finalise National Reviewer XLIFF in TMS	Requires Review	Stage 3 (Final Check Reviewer report)	Final Check Reviewer	Yes	If not necessary go straight to 7
Optional	Download Differences report annotated	Requires Review	Stage 3 (Final Check	National	No	

6a	by Final Check Reviewer for review		Reviewer report)	Centre		
Optional 6b	Upload final Differences report with responses to Final Check Reviewer comments.	Submitted	Stage 3 (Final Check Reviewer report)	National Centre	Yes	
7	Finalise all units in TMS and upload task complete	Agreed	Stage 4 (for national version construction)	Final Check Reviewer if 5d, 6a, 6b not necessary OR ACER if 5d, 6a, 6b necessary	Yes	