



PISA 2021 TRANSLATION KIT “READ-ME” FILE

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PEARSON



cApStAn™
LINGUISTIC QUALITY CONTROL

PISA2021 TRANSLATION KIT

The kit is provided to assist National Centres in organising PISA2021 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

These are 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 2021 translation tasks.
- A template *confidentiality form* to be customized and distributed to all personnel that will handle PISA2021 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 2018. As explained in the PISA 2021 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 2021 Field Trial giving the word counts 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

- *PISA2021_TranslationWorkshop* is provided in two versions for respectively CBA and PBA participants. This customizable PPT presentation includes an introduction to the PISA2021 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

- *PISA2021 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.

4. Practice Materials

- A sample English source CBA test units is provided in OMT format for left-to-right (LTR) and right-to-left (RTL) scripts, together with the corresponding TAS (Test Adaptation Spreadsheet). They could be used for a hands-on exercise during a translator training workshop only if **confidentiality forms are signed before or during the translation training session**, so that a real PISA2021 unit could be used.
- A sample PBA test unit (Railpass) is provided in English, French and Spanish together with the corresponding TAS. These units can be used as a test for a recruitment procedure (the units are in the public domain and hence they are not under embargo) 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, Instructions

A small text file provides the key links to:

- the PISA2021 User Guides start page;
- the instructions and installation links for OmegaT, including its customizer
- the Security information about OmegaT for users who are asked administrator's rights to install OmegaT and
- the link to MemoryLn.

6. Tools for Trend Review

(For the attention of those participants that switched from paper-based assessment in 2018 to computer-based assessment in 2021)

- 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.

7. Word files for translation of questionnaires

This folder contains the PISA 2021 questionnaires in Word format. They include the notes for the National Project Manager and the notes for the translator. The CBA questionnaires in Word format can be used for reference during the translation and adaptation of the questionnaires for computer based assessment. The PAQ and the PBA questionnaires can be overwritten by the translation for the paper based assessment.