Deliverable Number: D4.3

Deliverable Title: Testing specifications for real-time testing of Translation Management Tool (TMT) in ESS Round 8

Work Package: WP4

Deliverable type: Report

Dissemination status: Public

Submitted by: ESS-ERIC // GESIS-Leibniz Institute for the Social Sciences

Author: Brita Dorer

Date Submitted: October 28, 2016
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1 Introduction

‘TMT’ stands for ‘Translation Management Tool’. It is a web-based tool specially designed to allow translators to translate questionnaires without the burden of understanding complex routing and programming codes for large multi-lingual questionnaires. It has been used in several large international studies. It had originally been developed by CentERdata (University of Tilburg / Netherlands) for the Survey of Health, Ageing and Retirement in Europe (SHARE) SHARE; an earlier version of this software was called ‘Language Management Utility (LMU)’.

Traditionally, SHARE and the European Social Survey (ESS) apply different approaches to questionnaire translation: The ESS translation process consists in following a committee / team approach, applying the TRAPD model (consisting of the steps Translation – Review – Adjudication – Pretesting – Documentation); two steps for assessing the questionnaire translation quality are added within this process: translation verification by cApStAn (http://www.capstan.be/verification/) and coding in the SQP program (Survey Quality Predictor). SHARE had traditionally applied a lighter, less formalised approach than the ESS for translating its questionnaire into all participating languages.

Under the SERISS cluster project, the TMT should be further developed to enable carrying out the whole ESS translation process, including all steps of the TRAPD scheme, translation verification and SQP coding. As the ESS is one of the academic social sciences surveys applying the most rigorous translation procedures, it was considered a good partnership to use the ESS as a model for making the TMT fit to translate according to the committee approach and/or TRAPD.

Therefore some parts of the TMT are brand new and have been added to the tool specifically to allow carrying out the team approach / TRAPD; others have been slightly adapted for this purpose. This means that the system used in this testing exercise should be regarded as being in Beta testing phase and to an extent still under development.

This deliverable looks into the real-time testing of the TMT in the ESS in Round 8: three national teams participating in this round use this program for their regular translation process; the deliverable contains information on how the different parties involved in this testing were briefed: in particular, the national teams and cApStAn.

The purpose of this real-time testing is to see (a) if the tool can be used by projects requiring a team approach / TRAPD model without major difficulties, and (b) in what ways the TMT needs to be modified to facilitate and enable smooth application of the ESS translation procedures.
2 Translation of the ESS Round 8 questionnaire

Translation of the ESS Round 8 source questionnaire into all participating language versions started in April 2016. The traditional platform for carrying out the ESS translations has been, since Round 5, an excel file called ‘(Translation and) Verification Follow-up Form – (T)VFF’, one (T)VFF has been used for each language version. This file had been developed as a combination of the traditional MS word translation templates that had been in use in the ESS in Rounds 1-4 and the Verification Follow-up Form (VFF) used by cApStAn for their verification work (verification in the ESS was started in Round 5). All steps within the translation series – from the first parallel translations, verification, SQP and pretests up to changes to existing translations – have been documented in these excel files. The whole communication between the national teams, the ESS translation team at GESIS, other CST members dealing with translation, mainly at the HQ (City University London) and UPF Barcelona, has been carried out by email exchange.

The idea behind testing the TMT is that all ESS translation activities should sooner or later be migrated into this platform – as this is not only a tool for the translations as such, but will also be used for organising the whole communication and management of the different translation steps: the national teams, relevant CST members at GESIS, HQ (City University London) and UPF Barcelona, and cApStAn.

Translation verification

Since Round 5, the translations into all language versions in which the ESS is fielded are systematically checked for their semantic and linguistic quality by the external service provider cApStAn (http://www.capstan.be/verification/). Verification takes place during the Review and Adjudication phase, but before SQP coding and pretest.

SQP Coding

Following verification, another step has been added to the ESS translation scheme: SQP Coding. The objective of SQP coding is to prevent unnecessary deviations between the source questionnaire and the translated versions by checking the formal characteristics (formal properties) of the items. SQP coding is meant to improve translations by making National Coordinators more aware of the choices that are made in creating a translation, and the impact these choices have on comparability and reliability of the questions. The national teams code a sample of translated questionnaire items in the Survey Quality Predictor (http://sqp.upf.edu); the team at UPF Barcelona then compares whether pre-defined formal characteristics of the translated questionnaires do correspond to the ESS source questionnaire.
3 Real-time Testing of the Translation Management Tool (TMT) in ESS Round 8 by three ESS national teams

Choice of national teams participating in the TMT testing

In ESS Round 8, three national teams use the TMT for producing their national survey instruments: Lithuania (for Lithuanian and Russian), Poland (for Polish) and Russia (for Russian).

All three teams had volunteered to participate in this testing exercise. The ESS translation expert focused on finding teams that could be expected not to be under extreme time pressure in order to allow enough time for all participating people to get used to this new IT environment and for resolving any issues that may occur while using the TMT.

In addition, these teams allow testing the following aspects that are of particular interest for the ESS translation scheme:

(a) National language harmonization between several languages used in the same country, relevant for Lithuania translating into Lithuanian and Russian, and
(b) Shared language harmonization, in this testing phase for Russian used in Lithuania and Russia.

All the national teams had expressed an interest in participating in this exercise, and the ESS translation expert had good experiences when working with them previously for other translation-related activities.

It may be that Spain (translating into Catalan and Spanish) will join this exercise as a fourth testing country; this depends on the participation of this country in ESS Round 8.

Briefing the translating teams

As this testing is not ‘dummy testing’ but a fully-fledged use of the tool as part of the regular ESS 8 translation process in these countries, particular care needed to be put to this whole step because the result should be national survey instruments of a quality comparable to any other translated ESS questionnaire.

Briefing the national translating teams mainly occurred by providing them with the ESS Round 8 – Testing Instructions – Translation Management Tool (TMT) document, added as Appendix 1 to this Report. These testing instructions were drafted jointly by Brita Dorer/GESIS in her function as ESS translation expert overseeing all translation activities in the ESS, and by Sebastiaan Pennings and Maurice Martens from CentERdata, the programmers of TMT.

The testing instructions document mainly focusses on clarifying the use of the TMT for the specific purposes of the translation team members involved in translating the ESS Round 8 questionnaire: for each team (a) at least two independent translators, (b) the reviewer, (c) the adjudicator, (d) additional team members if needed (for instance, native speakers, topical
experts, or more than one person acting as reviewers or adjudicators). The testing instructions followed their use of the TMT step by step and thereby focused on guiding them through all steps required for producing the ESS national questionnaires; also steps such as (a) national language harmonization between several languages used in the same country – relevant for Lithuania translating into Lithuanian and Russian – or (b) shared language harmonization – in this testing face for Russian used in Lithuania and Russia – are explained in this document.

The testing instructions document specifically explains the steps required for the ESS translation scheme and does not provide any background information on its development. For any additional queries about the tool and its functionalities, the national teams were asked to refer to the TMT Testing contact persons, that is, the ESS translation expert and the CentERdata programmers.

During the whole process, these TMT testing contact persons are available for any queries from the translating teams. They try to answer them on an ongoing basis as quickly as possible. When answering a query coming from one national team, these contact persons always copy at least one contact person from all 3 national teams in the email communication. This is in order to make sure that no information gets lost – because problems faced by one team may of course be relevant for the other teams too.

**Gathering feedback**

As mentioned in Appendix 1, feedback is and will be gathered in different forms and at different points in time: during the testing phase, the national teams are asked to send any comments they encountered while using the TMT. In 2017, once all translations in the TMT will be finalised, the ESS translation team will contact the teams asking for more detailed comments. Examples of points to be commented on will be: user-friendliness (in the end, the TMT should be more user-friendly than the (T)VFF and facilitate the overall translation organisation and management for all parties involved), or functionalities missing in this version.
4 Real-time Testing of the Translation Management Tool (TMT) in ESS Round 8 by cApStAn

One step within the regular ESS translation scheme is verification (see above) of a sample of the ESS Round 8 source questionnaire items by cApStAn, an external service provider.

Verification of the language versions covered by this testing exercise is also taking place within the TMT. This means the relevant cApStAn staff members (mainly the verifiers of the respective language versions and the project managers) carry out their verification work within the TMT too.

Early September 2016, a webinar was held between cApStAn (ESS project managers, the head of the cApStAn IT department, the verifiers concerned), the CentERdata programmers and the ESS translation expert to discuss the verification step in the TMT. The webinar was recorded so that it can be consulted later on if needed.

In addition, a document instructing the verifiers on how to carry out verification in the TMT was drafted by cApStAn, based on the Testing Instructions document added in Appendix 1, in agreement with CentERdata. This document is attached to this deliverable as Appendix 2.
5 SQP Coding in the Translation Management Tool (TMT)

Another step that is systematically carried out as part of the ESS translation scheme is SQP Coding by ESS-ERIC Core Scientific Team members based at Universitat Pompeu Fabra in Barcelona. During this testing exercise, the coding as such has to be carried out in the SQP program (with files exported from the TMT and then corrected translations imported back into the TMT), but the modifications made in the translated questionnaires are added to the TMT as a new ‘state’ of the national questionnaire versions. Therefore no briefing steps have been undertaken for the UPF researchers carrying out the SQP Coding as, from their point of view, the process is the same as in previous rounds.
6 Next steps

The next steps will be to (a) gather systematic feedback from the participating national teams and also cApStAn, and (b) to update the TMT in order to incorporate these corrections.

If Spain uses the TMT as fourth testing country, then possibly the first corrections will already be programmed before their use. As their participation in Round 8 has not yet been confirmed, there is no timetable yet as to when the TMT should be updated for this national team.

The feedback will be analysed in the first half of 2017. Depending on the outcome of this analysis, the idea is that either all ESS countries or again only a limited number of participating countries will use the TMT for their translations of the Round 9 questionnaire; these translations will start in spring 2018. Therefore, the tool should be updated and prepared for the ESS Round 9 use by the end of 2017.

Other surveys also use the TMT, such as the European Values Study (EVS) in 2017; but finalising the TMT for ESS use is to be planned for independently of other surveys.
Appendix 1:

ESS Round 8 – Testing Instructions
Translation Management Tool (TMT)

Brita Dorer (ESS translation expert: GESIS, Mannheim/Germany)
Maurice Martens (lead programmer of TMT: CentERdata, University of Tilburg/Netherlands)
Sebastiaan Pennings (programmer of TMT: CentERdata, University of Tilburg/Netherlands)
1 Introduction: What is the TMT?

‘TMT’ stands for ‘Translation Management Tool’. It is a web-based tool specially designed to allow translators to translate questionnaires without the burden of understanding complex routing and programming codes for large multi-lingual questionnaires. It has been used in several large international studies.

Information from the TMT database can be placed into source code if the questionnaire was developed in Blaise, alternatively it can be exported into other formats, like Excel, Word, DDI, and GetText, making it compatible or integratable into a wide range of other survey development processes. Since its first release in 2004, the TMT has been under continuous development. The basic functionality has proven itself a good system for multilingual questionnaire translation projects over the web.

Current version of the TMT

The TMT has recently been tailored to support the ESS translation process which consists in following a committee / team approach, applying the TRAPD model (consisting of the steps Translation – Review – Adjudication – Pretesting – Documentation). Therefore some parts of the TMT are brand new, others slightly adapted. This means that the system should be regarded as being in Beta testing phase and to an extent still under development. You are one of the first to work with the current version of the system. We hope you supply us with any issue you encounter, within the tool as well as this document, and we would highly appreciate any feedback and suggestions for further improvement.
2 Logging in

The TMT is hosted at http://tmt.centerdata.nl/ess. When you enter this address, a login screen will be displayed.

Fill in your username and password that was provided to you.

Log-in with different roles

Each user of the TMT logs in with specific roles. These roles need to be assigned to this person by the respective project manager.

For testing the TMT in ESS Round 8, we have prepared the following roles:

At the level of the national teams:

- Translator 1
- Translator 2
- Translator 3

(more logins for parallel translations can be provided if needed)

- Reviewer
- Adjudicator
- Other roles (with viewing or editing rights, decided on a case-by-case basis)

**At the level of cApStAn:**

- verifier for that particular language version
- central verifier
- cApStAn project manager

**At the level of the CST:**

- ESS translation expert (Brita Dorer/GESIS)
3 The landing page of TMT

Once you have logged in to the TMT, the below landing page will open. This page contains the following information, which are all central for the whole translation process in this tool.

**Green arrow:** The tabs at the top show in which role you are logged in to the TMT. Please select the appropriate tab according to the rights accorded to you.

**Red arrow:** You find the overview of all questionnaire modules and elements of the questionnaire that you are translating. Click on the appropriate section and you can start working in there.

**Blue arrow:** Different states have been designed to flag in which state a questionnaire item is within the TRAPD process. These numbers give you an overview of where you – or other users of the TMT
(depending which role you have been assigned, you can see also the work of other people working on your language version) – are. The states are explained under 5.1 and 6.3 in this document.

**Please note:** as soon as a change is made to the ‘source’ or ‘generic’ version of a questionnaire item, this state will be set to ‘awaiting’ to show you that you need to check your translation once more against the source text. But no translation is lost when the source text is modified or updated!

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**Yellow arrow:** There are some icons in the top-right corner of your landing page. These will be relevant, for instance, when you need to create exports of your work into word or excel. For the final export and copyediting see also section 7 of this document.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Recalculates the numbers on the table; sometimes if multiple persons work on the same questions, the numbering can get out of sync; if you think the numbering is wrong, click on this.</td>
</tr>
<tr>
<td>🧹</td>
<td>Resets the translations in the View mode; sometimes if multiple persons work on the same questions, a wrong version of the display may be set; if you think you change is not processed well, you may have to reset the display.</td>
</tr>
<tr>
<td>📝</td>
<td>An export to word; this will give a very basic export to a word format, it is not a paper and pencil version, but may come in handy.</td>
</tr>
<tr>
<td>📊</td>
<td>An export to excel; this exports a compiled version of the translation, it can’t be exported back in, only used for discussion purposes.</td>
</tr>
<tr>
<td>☑️</td>
<td>An export to gettext format, gives a ‘label’ style export, ideal for integration of the translations into a web questionnaire.</td>
</tr>
</tbody>
</table>
Please note: you can create exports at any time during the whole process by using the above icons. This may enable you to read through your work in a word document rather than in the TMT environment – on your computer screen or as a print-out.
4 General notes on translating ESS Round 8 questionnaires in the TMT

As this is a new version of the TMT, some functionalities do unfortunately not yet work in the TMT as they should in the future.

Print out source questionnaire

As you are working in a brand new version of the TMT with several new functionalities, we recommend ALL those involved in the ESS Round 8 translation process to print out the source questionnaire and keep it at hand while you are working. This is a safety measure to ensure that your translation is always complete and corresponding to the source questionnaire, for instance in terms of layout.

Layout Module F

The layout of Module F does not yet fully correspond to the ESS Round 8 source questionnaire, but this will be fixed by the end of July. Please note that the layout of item F61 already corresponds to the English source questionnaire.
5 Translation / (‘T’ in the TRAPD model)

Make sure you select the right tab according to your role:

Select the appropriate module from the overview page:
The screen will then look like this:
The translation area can be recognized by its pale-blue colour – and it is added UNDER the source text area.

To decide which action to take on the English source text, there are 3 icons in each pale-blue line:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="View" /></td>
<td>View; opens the question in view mode in a new page, and is convenient if you want to view some background information on the question or review its history</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Edit; opens the question in edit mode in a new page, and gives some more background information and allows you to comment on the question</td>
</tr>
<tr>
<td><img src="image" alt="Edit Inline" /></td>
<td>Edit Inline; opens the question in edit mode in the current page, which allows you to work quicker and see questions in context</td>
</tr>
</tbody>
</table>

For the first independent translations (‘T’ in TRAPD), we recommend to use either the ![Edit](image) Edit icon or the ![Edit Inline](image) Edit inline icons.

The ![View](image) view icon is particularly useful when you want to read through your translated questionnaire in the form of the final text, without seeing the different text fields that you need for the translation process.

If the ![Edit](image) edit-button is selected for a question in the module overview, the middle centre part of the screen will load a view specially for editing a question:
Please add your translation in the white field to your right.

For saving your translation, click on the ‘Submit’ button at the top of your translation field:
Your translation may look like this:

[Translation Text]

[Translation Image]
For getting back to the Module page, click on the NAVIGATE button at the top left side.

NB: DON’t use the back button to navigate!! This might close down the TMT and you have to login again!!

This will bring you back to the module overview and you can continue your work: either working on this same questionnaire item – or start translating the next item.

You will find your translation in the pale-blue fields, each time below the English source question text:
You can now continue working on your translation using the 3 above-mentioned icons:

- **View**: opens the question in view mode in a new page
- **Edit**: opens the question in edit mode in a new page
- **Edit Inline**: opens the question in edit mode in the current page

Or you can move to the next question.

**Different states**

Your translation will always be in one of the 4 below STATES.

Please make sure to always select the appropriate STATE by using the drop-down list:
• **awaiting** / ready to translate (translation not yet started OR change made to the source text so that you need to check your translation once more against the modified source)
• **issue** (translation query / issue to be resolved)
• **ongoing** (translation process underway, but not yet completed – no particular issues)
• **done/ready** (translation completed, could go to Review/Adjudication phase)

This way, on the landing page, you get a clear overview of where you are within translating this particular questionnaire (see also section 3 of this document).

**Adding comments to your translations:**

As you know, in the ESS we highly recommend translators, reviewers and adjudicators to add comments to their translations. These can be helpful in the later stages, when deciding on final versions – as translators may already have thought about certain issues or decided on purpose against certain options at the initial stage.
In the EDIT mode, please add your comments in the “notes” field. Translators can add text, which is saved along with the rest of the question:

PLEASE NOTE: Translation queries to the CST should be sent to brita.dorer@gesis.org / ess_translate@gesis.org and Salima.Douhou@city.ac.uk as for all the other countries. The comment function in the TMT is only for internal comments and notes – just as was the respective column in the (T)VFF.

Annotations / translator instructions

The annotations – which are also called ‘footnotes’ in the ESS source questionnaire – are added at the top of each questionnaire item window. These are not intended to be translated – but MUST be considered in all ESS translations.

Please note that the footnotes are added in the TMT not as superscript, but in square brackets (e.g. [36]).
Please note: the footnote numbers that are added next to item numbers in the source questionnaire are NOT included in the TMT! The footnote text is there in the ‘translator instructions’ field, as explained above, but you will not find the respective footnote next to the question number in the translation area.

Therefore: please read carefully all information included in the ‘translator instructions’ field!

As an example: in the below screenshot, footnote 9 refers to item B2.
Showcards

The showcards are directly linked from the question to which they belong:

And you can access the whole list of all showcards from the navigation list at the top-left:
Please note that your translations of the answer categories within the questions are NOT automatically copied into the showcards! Please copy-paste your translations from the Response Categories in the questionnaire items into the showcards.

Please note that the layout of the showcards in the TMT does not correspond to the ESS Round 8 source questionnaire. When finalising your showcards, please make sure to adapt the layout to the source version.

This concerns mainly:

(a) Numbering from the TMT to be deleted;
(b) Highlighting like **Bold** – *Italic* – *Underlining* to be added in your final national versions.
Routing instructions

Routing text consists of either the text “ASK” or “GO TO”, followed by the question name to which the route leads. These two items can be found under “Global Fill Array” and only need to be translated once.

Translating item batteries

Please note that in the ESS Round 8 version of the TMT, it is not yet possible to translate items that are arranged in a battery in the source questionnaire in the identical form. You will have to translate them as detached items. For preparing your final national survey instrument, please copy them into an item battery, just as in the source questionnaire.

Translating Response Categories (RCs)

Please note that in the current version of the TMT it is not yet possible to adapt the layout of answer categories to those in the source text. This concerns, e.g., putting word in bold, italics or underlining.

Therefore we would kindly ask you to adapt your answer categories (especially in terms of layout, highlighting) to the source questionnaire when you do the final editing of your national survey instruments (see Section 7. of this document).
Navigating between questionnaire modules:

For navigating between the different modules of the ESS questionnaire, please select the appropriate module in the drop-down list at the top left side, and then click on ‘Navigate’. This will bring you to the selected questionnaire module, and you may continue translating these items, as indicated above:

Navigate between items within the same module:

For navigating between items of the same module – that is, the module you are currently in, you have 2 options:

1. In the module overview, you can simply scroll down your module overview and then select the item you want to translate as described above (the translation windows in this view are always pale-blue).
2. You may also select and click on the item you want to work on at the right side of your screen:

Saving and closing TMT

Your translations are saved each time you click on the Submit button.

For closing the TMT, click on ‘logout’ to the top-right of your screen. All your translations have been saved.
6  Review and Adjudication (‘R’ and ‘A’ in TRAPD)

In order to be able to carry out the below steps, you need to be logged in as Reviewer or Adjudicator.

General Review and Adjudication steps, including Shared Languages step

Make sure you select the right tab according to your role:

![Assignment Dashboard](image)

Select the appropriate module from the overview page:
The steps described in this section apply to any activity for which you need to see different translations of the SAME language and take these as basis for agreeing on a new version.

This can be

- The Review / Adjudication step **within one language version** (e.g. Lithuanian within Lithuania, starting from the 2 or 3 parallel Lithuanian translations) – that is ‘R’ and ‘A’ in TRAPD;
- The ‘shared language’ step for harmonising versions of one language coming from different countries (e.g. Russian from Lithuania and Russian from Russia).

Whenever you need to start from several translated versions and need to see them on one screen, proceed as follows:
Tick the versions that you would like to see on the left side – and click on Navigate:

Then a screen opens that displays the different versions plus the Review/Adjudication version:
By clicking on the blue square at the top-right corner in the Review/Adjudication area, you reach the edit mode in which you can carry out the Review/Adjudication work:

By clicking on a question element of one of the translated versions on the PALE-BLUE areas to the left, this element will automatically be pulled to the relevant box to the right, in the GREY ‘Review/Adjudication’ area. Here you can continue editing your text in the WHITE boxes manually.
National language harmonisation within multilingual countries

For national harmonisation between different national versions within multilingual countries (e.g. Lithuanian and Russian in Lithuania), please proceed as follows:

First tick the languages that you need to see on the left-hand side, and then click on the edit button on the top-right corner within the pale-blue translation area in order to open the GREY edit area of the version you need to edit:

The next steps are identical to the harmonisation steps explained under 6.1.

By clicking on the SUBMIT button you will save your preferred translation.
Different states within Review and Adjudication

From a certain point on, you will wish to only work with ONE translated version.

For doing so, tick on the appropriate language version on the left side, e.g. ‘German – Adjudication’ and then you will not see the initial parallel translations any more.

For documentation purposes it will be important to keep track of the changes made to your Adjudicated translation, for instances because of

- shared language harmonisation
- national harmonisation between national languages
- verification
- SQP
- pre-test
- other input, such as topical expert.

For doing so, we have created different STATES within the Review and Adjudication phase.
These states are short versions of the actual phase, namely:

- Awaiting
- Review
- Adjudication
- Shared Language Harmonization
- National Harmonization
- Verification
- SQP
- Pre-test
- Other input

The idea behind these states is the same as described in section 5.1: it allows you to have a better overview of progress, as the states are shown on the landing page. There is no set order and you can switch freely between the states.

Verification and SQP

Once your translations will be ready to be submitted to cApStAn for verification or UPF for SQP Coding, please inform Brita Dorer / the ESS translation team at GESIS.

Saving and closing TMT

Your translations are saved each time you click on the Submit button.

For closing the TMT, click on ‘logout’ to the top-right of your screen. All your translations have been saved.
7 Final proofreading and copyediting of your national survey instrument

When finalising your national survey instruments, we highly recommend you to print out both the English source questionnaire and showcards in their last version (as of July 2016: alert 4) and your pre-final national version and double-check item by item that the text and layout are corresponding to the source text.

As mentioned above: unfortunately in this testing round for ESS 8, the layout of the answer categories and also of the showcards could not yet be correctly programmed in the TMT, therefore you would need to adapt that manually in your translations.

Thorough proofreading with both source and target questionnaire next to each other is a step that we recommend for any ESS questionnaire translation – but it will be the more important with this new translation environment, just to make sure that all elements are at the correct place in your final target instrument.
8 Testing Instructions

The TMT has recently been tailored to support the TRAPD questionnaire translation approach. The system should be regarded as being in Beta testing phase.

We hope you supply us with any issue you encounter, within the tool as well as in this Testing Instructions document, and we would highly appreciate any feedback and suggestions for further improvement.

Screenshots are very helpful to identify problems.

As soon as you encounter any query, please do ask us at:

brita.dorer@gesis.org

or

ess_translate@gesis.org

Many thanks for your support!
Appendix 2: ESS 8 Verification in TMT

Short instructions

Log in to TMT with your verifier credentials.

On the main page, click on the tab Language (Country) - verification:

Then click on the Module that you are to verify:
To be able to see the Translator instructions (Annotations) at the top and the Notes for the verifier at the bottom of each question, click on the edit icon.

Before you verify an item, read these corresponding ANNOTATIONS and NOTES FOR VERIFIER.

Some of these annotations and notes instruct to keep the item identical or similar to a previous round (ESS7 or ESS4):
Please do NOT propose rewording, even if it is not very natural in your language, unless you identify an outright error.
Others point out identical translations between Modules:
If you correct an error in such a case, reflect the same correction in the corresponding item in the other Module.
Translator instruction is at the top of the question

Notes to verifier ¹ are after the question

They are visible in Edit mode (i.e. when you click on the “edit” icon)

Scroll down to see complete notes

Or enlarge the field (click on the corner, hold the mouse, drag to enlarge)

¹ According to the TMT programmers this ‘notes’ field will be replaced by the ‘notes & tags’ functionality in a subsequent version of the TMT.
Verify

In the field above the translation where “Awaiting” is written, click on the drop down menu and select “Verification”

Compare the target to the source.

If the translation is equivalent to the source, complies with the translator instruction and the notes to verifier:

Click on the icon “Add a new tag to the question” to open the drop down menu with the

Verifier Intervention Categories

Select “OK” from the drop down menu and click on “create”
Make a correction in the target if needed and select the appropriate verifier intervention category.

Provide verifier rationale for your correction. Click on the icon “Add a new note to the question” to open the field where you will justify your correction.

Your comment should make clear why a correction is needed.

Write in the field Verifier comment and click on “create”.

If there are several corrections, you can add several categories and comments by repeating the procedure. If you want to delete any of them, click on “cancel” and it will remove the field.

Save and go to the next question. To save, click on “Submit”.

Note: the “Submit” button is activated after a change was made.

When you finished with the questions selected for verification in that Module,
Go to the next module

Click on the Module in the left side pane and click on Navigate.

Remember to save (i.e. ‘Submit’) your work regularly.

Once you have finished verifying a module:

Make sure that you have reacted to all questions selected for verification and

- Changed the status from “awaiting” to “verification”
- Selected an intervention category:
- Either “OK” when no correction was done
- Or appropriate category + verifier’s rationale

⚠️ Remember that your comment should make clear why a correction is needed.
⚠️ Make sure you have reacted to any ‘special requests’ included in the ‘NOTES FOR VERIFIER’

Last but not least, remember: IF IT IS NOT BROKEN, DO NOT FIX IT.