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## PISA2025 MS Trend REVIEW

### Background information and Scope of the Task

After Field Trial, the National Centre (NC) in your country has spotted some residual errors in trend materials and requested those changes in the items. The NC has **no** access to the OmegaT package, so it is the task of the verifier to implement all requests for changes from the NC (if valid). However, please remember, **trend items need to be identical to the the previous version of PISA.**

### Workflow

These are the main steps of the MS REVIEW (MS REV) workflow.

As a Trend Verifier, you will intervene only at **Trend Verification**.

Note: Your work will systematically be reviewed by a cApStAn PM before it is delivered to the country.

1. Document Errors
2. Trend Verification Preparation [cApStAn PM]
- 3. Trend Verification [You]**
4. Trend Verification Review
5. Post-verification Review [PISA National centre]
6. Content and Layout Review [ACER]
7. Participant Sign off [PISA National centre]

### Materials

Description	Location	Format	Tool	Purpose	Deliverable?
Trend Units	Git repositories (go to PISA Connect > My Account > Profile > OmegaT Git credentials)	OmegaT Online Team Project	OmegaT	Update target according to PISA22 MS.	Yes
Trend Transfer Form	PISA Connect > Workflow Manager > Files	.xlsx	Excel	To document verification outcomes	Yes

### How to (Short version)

At VERIFICATION step, the role of the Verifier is to:

1. Download the **OmegaT online team project**, using the URL received in the email notification + the GIT credentials available in your PISA Connect profile;
2. Launch the source and the **2 target previews (PISA22 MS and PISA25 MS) (PISA Connect>Tools>MS Previewer)**;
3. Open the **Trend Transfer Form**.
4. Based on the requested changes from the country, **update the target so it is identical to PISA22 MS**.
5. React to the request for changes in the **Trend Transfer Form**;
6. Preview the verified target version using the **MS Previewer** to make sure that all changes show properly;
7. Commit the final verified target files in OmegaT project, close the project, upload the Trend Transfer Form to the Workflow Manager and transition the task to the next step.

(11\_COS\_MAT-A\_T, 12\_COS\_MAT-B\_T, 13\_COS\_REA-A\_T, 14\_COS\_REA-B\_T, 15\_COS\_SCI-A\_T, 16\_COS\_SCI-B\_T).

## Step by Step instructions (Extended version)

**! Please read these instructions ENTIRELY, before starting the task.**

**! If you are not familiar with OmegaT, please start by reading the [OmegaT guides](#) carefully.**

### Get started

- 1) Check that OmegaT is installed on your PC as described [here](#).
- 2) Log on to [Pisa Connect](#).
- 3) Go to **Tools > Workflows** and **Choose Project** in the **PISA 2025 MS** box. Find your task and download the **Trend Transfer Form** from the **Files** tab. Refer to the user guide [Workflow manager instructions](#) for more information (uploading and downloading, delivering the task, previewing units, etc.)
- 4) Download the **Online OmegaT project** as described [here](#)

**REMINDER:** The **URL** to download the online project is included in the **email notification** you have received from PISA Connect. The OmegaT **GIT credentials** can be found in your **Profile** in PISA Connect (see screenshot below).

**My account**

I am logged in as:  
 » Irene Liberati

**My security access is:**  
 » Documents - author  
 » FAQ - author  
 » File exchange - access  
 » Help desk - agent  
 » Posts - author

[Account](#) | [Profile](#) | [Notifications](#)  
[Log out](#)

**Videos**

PISA Connect walkthrough  
[\(read video script\)](#)

PISA Connect  
 Help desk overview  
[\(read video script\)](#)

**Organisation**  
 cApStAn

**Programme role(s)**

**International contractor**



**E-mail Address**  
[irene.liberati@pisa.acer.org](mailto:irene.liberati@pisa.acer.org)

**OmegaT GIT username**  
 irene.liberati@pisa-at-1754

**OmegaT GIT secret**  
 ai1vxJbPRgenGsGd0srakK6xx

## Implement the changes in the target

All the residual issues found by the countries are documented in the Trend Transfer Forms:

Domain	Unit Name	Unit ID	Item ID	Batch in DMT	Mapping in PISA portal	ISSUE TYPE <i>Transfer issue DM Layout issue</i>	Location of the issue <i>Stimulus, Question stem, Response options, etc.</i>	ENG 2025 FT SOURCE <i>Copy source version from 2025 preview (whole segment)</i>	ISSUE DESCRIPTION <i>Explain the issue</i>	LAYOUT SCREENSHOT <i>Please add a screenshot showing the issue in the 2025 preview</i>	TREND TRANSLATION SCREENSHOT <i>Please add a screenshot showing the translation from the 2022 MS preview</i>	CORRECTED TARGET VERSION <i>Indicate how the target version should be corrected (Note: wording should match PISA 22 MS version)</i>
Reading	CHI Palace	CR550	CR550Q09	H_COD_REA_B_T	REA	Transfer error	Right - General information	Map	Name of Map button is in uppercase			Replace "KAART" with "Kaart"

Go through them, one by one.

If you see that the change requested matches the translation of PISA22 MS, implement it in OmegaT, then confirm your agreement by selecting "Yes" in the "Issue resolved? (YES/NO)" column and adding a comment in the "cApStAn comment" column:

Issue resolved? (YES/NO)	cApStAn comment
YES	

If the change requested does not match PISA22MS, please select "No" in the "Issue resolved? (YES/NO)" column and explain the reason for not implementing it.

**NEW:** Please make sure to check the Excel file [241021\\_PISA25\\_Transferred\\_Trend\\_Segments](#) and make all the necessary corrections in your version, if needed.

Preview your corrections in the MS Previewer to check that everything looks ok.

### IMPORTANT NOTES:

- If the error concerns a recurring term, make sure to change it in all applicable occurrences and mention in your comment that it was corrected throughout.
- The National Centres were instructed to only document issues when translation does not match the PISA22MS translation. Preferential changes should not be implemented.
- If in doubt about a change, please consult cApStAn.
- Before implementing extensive changes, please consult cApStAn.

## Completion Checklist

### In OmegaT:

- Check for consistency in the implementation of requests.
- Make sure that project is 100% complete (= no empty segments).
- Run the spell checker and other QA checks as explained in the section QA checks.

### In the Trend Transfer Forms:

- Check that you have reacted to all requests from the country.
- Read your comments once more to make sure they are easily understandable by all stakeholders, including those who do not understand your target language.

## Delivery

- Commit target files in OmegaT and CLOSE the project.
- Save the Trend Transfer Form and close it.
- Go back to the Workflow manager in PISA Connect, browse to the task you have completed.
- Click on the button **Move to Verification review**, upload the Trend Transfer Form, add a transition comment (if needed) and click on Apply Transition.
- Stay tuned in case your cApStAn PM has any question for you during the review.

## Related articles

[PISA 2025 Main Survey - Verifier's Home Page](#)

[OmegaT User guides for Verification](#)

[Workflow manager instructions](#)

[Previewer instructions](#)

## Helpdesk

*Do you have any questions or doubts?  
Get in touch with us!*

1 unique email address: [pisa.verif@capstan.be](mailto:pisa.verif@capstan.be)

Subject line: **PISA25MS\_REV\_Trend - [II-CC]**

**For OmegaT issues, please send a ticket through the PISA Connect Helpdesk by starting the subject line with**

**"[VERIFIER]"**