

TIMSS 23 DC Verification guide - QQ and Paper Based cognitive materials

About TIMSS

Please read these instructions carefully before starting the task and get in touch with us if you have any question or issue with the materials or platform.

IMPORTANT: Please do not share any files via email. They are strictly confidential.

Thank you for agreeing to verify the translation of the instruments enclosed in this package. These materials will be used in the IEA study: Trends in International Mathematics and Science Study (TIMSS) 2023.

The TIMSS Main Data Collection will be conducted during March – May 2023 for Northern Hemisphere countries and September – November 2023 for Southern Hemisphere countries. More than 70 countries are participating in TIMSS 2023, and each country is translating and/or adapting the study instruments (assessment items and questionnaires) from English into one or more other languages.

For more info, visit [IEA > About TIMSS](#).

What do we mean by 'verification'?

If you are new to a verification project, refer to the following induction articles.

[What is "Verification"?](#)

[DOs and DONTs in comment writing](#)

FOCUSED VERIFICATION: The English verifiers will proofread all the materials and verify the changes only. They will be provided with difference reports showing the differences of the source and target. Please check the Style guide to see if the country is opting for American or British English.

Abbreviations

NAF: National Adaptation form - a documentation form in Excel format


NRC: National Research Center

NPM: National Project Manager

VFF: Verification Feedback Form

ISC: International Study Centre - the organisation which approves the national adaptations AFTER the verification

Translation Guidelines

The countries' translators received this  [Translation and Adaptation guidelines OQ](#) (PDF) and produced the translations accordingly.

It is a rather long document. You **do not have to read everything** but you may want to **consult it when you have a doubt** about national adaptations.

Did you receive more than one TQ?

This part applies to the **verifiers who received more than one Teacher questionnaire files**

Some countries will submit TQ in just one file (+ online cover, or no online cover).

Other countries will submit TQ in 3 TQ files. The following is about those countries:

Grade 4: There are **3 teacher questionnaire files** (TQ, TQ_M and TQ_S). The **TQ** file has **General** section (question numbers are G1, G2, etc.), **Math** section (M1, M2, etc.) and **Science** section (S1, S2, etc.). The general section of TQ is **duplicated** in TQ M and TQ S. The Math section of TQ is duplicated in TQ M.

Grade 8: There are **2 teacher questionnaire files** (TQ_M and TQ_S). The **TQ M** file has **General** section and **Math** section (M1, M2, etc.). The **TQ S** file has General section and **Science** section (S1, S2, etc.). So the general section appear in both TQ M and TQ S.

You will verify the "Main" or "Mother" TQ. You will **not verify again** other "child" TQs (in case of G4, TQ M and TQ S, in case of G8, TQ S), as the contents are **identical**. You will just copy your interventions and comments into child TQs.

In **G4 TQ**, make interventions and comment in the **TQ** file, **reflect your interventions and comments in other two files**.

In **G8 TQ**, make interventions and comment in the **TQ M** file, **reflect your interventions and comments in other two file: TQ_S**.

✓ IN SHORT: "General / common" part that is repeated in several **TQ** files -> **verify only G4 TQ / G8 TQ M**. No need to verify the "child" files for those identical parts (= repetitions from the "mother" file). Just copy your comments and interventions.

Commenting

Commenting in TIMSS verification

When you spot an issue to report, please **describe what you see** (not what should be done), always assigning a **severity code** and using the **standardised comments**.


Severity Codes


To help IEA understand the comparability of the translated/adapted text with the international version, you will mark all deviations with a "severity code". The severity code indicates how you perceive the level of deviation.

Codes	Explanation
Code 1	The translation contains a severe error that affected the meaning or difficulty of the item
Code 1?	Used whenever in doubt about the severity of an issue or unsure of how to correct a possible error
Code 2	Indicates a minor change or error that did not affect the comprehension
Code 3	Used to suggest an alternative wording for an otherwise appropriate translation

Standardized Comments

We have grouped the possible issues into several categories and implemented an automatic comment generation feature in the NAF. If you wish to have a full list of the standardized comments, you can download

(Standardized comments.xls) 

(Standardized comments.pdf) 

Codes 1/1? comments should always go together with a **back-translation** of the initial target version. Example comment:

Code 1. Mistranslation. "debate" translated as "fight".

"fight" is the back-translation of the initial target (before your correction)

Errata

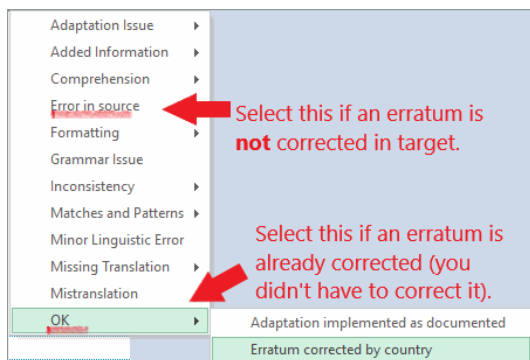
What are "errata"?

"Errata" in cApStAn projects mean

errors discovered in the source version **AFTER** the source version has been **dispatched to the TRANSLATORS**

When you correct the target in order to correct an erratum, select the category "Error in source" (see below how to use the automatically generated comment function), or manually type the comment: **Error in source not corrected in target. "..."** Corrected by VER. ("Corrected by VER" to be omitted if the target file is PDF format. See below)

In the NAF (automatic comment generation):



Which code, after you have corrected it in target?

It depends on the issue. If the erratum is about a minor issue, assign Code 2 or 3. If it would be a serious issue (mistranslation, or comparability affected) if not corrected, then assign Code 1 or Code 1?.


Step-by-step

NextCloud

In the dispatch mail, you received an **NextCloud link**. The password is **VerifierDC23**. You will see the following folders:

 [1_cApStAn_to_VER](#) [Download target here](#)

 [2_VERIFIED](#) [Uplodad target here](#)

 [z_Source_and_reference_files](#)

 [z_Verified_TIMSS_23_FT](#)

Download all files from [1_cApStAn_to_VER](#). You will find following files.

- **NAF** (Excel)
- **TARGET** questionnaires and covers

Download all files from [z_Source_and_reference_files](#). You will find following files:

- **SOURCE** questionnaires and covers and (if your country take part in FT you will also have FT to DC change list (this list will show you all the changes in the source from FT to DC- please check them carefully in target)
If your country took part in the Field Trial, in the [z_Verified_TIMSS_23_FT](#) folder: you will find the verified FT files and NAF - these are provided for reference. As there was no final check for this project, you can refer to the NAF to see NRC feedback. Please check this NAF and if your edits in FT were not accepted, it is better not to propose the same edits.
- Before starting your verification please change your user name to "Verifier"
Go to Edit (or the Acrobat menu if you're on a Mac) - Preferences - Commenting and tick off the box next to "Always use Log-In Name for Author name".
Now right-click a comment and select Properties. Go to the General tab and change the Author name. Make sure to also tick the box that says "Make Properties Default".
Click OK, and any new comment you create (from that type) from now on will have your name as the Author by default.

(If the links do not work, try to open them in Firefox.)

Verify

Open the source, target and the NAF.

Please refer to the following video about how to fill in the NAF.

<https://www.gotostage.com/channel/9f04bf40aa2c4570aaa24d74f14ed8ac/recording/d996a5de24dd42bba5e06cc55a61d07d/watch>

Before you begin, read through the **Linguistic Style Guide** (separate Excel file - available on NextCloud > [1_cApStAn_to_VER](#) folder), where the country's translation team noted the agreed stylistic conventions such as form of address, decimal separators, date/time notations and language variant.

Is your target PDF format?

Please refer to this video:

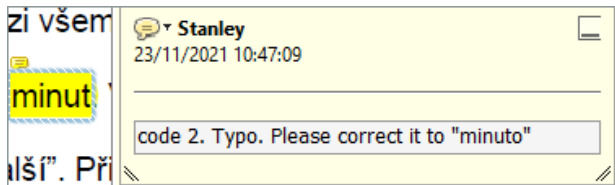
<https://www.gotostage.com/channel/9f04bf40aa2c4570aaa24d74f14ed8ac/recording/a68eca3f28b24cdf8bb5fc6f55032ff8/watch>

First, make sure you have **Adobe Acrobat Reader** on your computer. If not, please download it here: <https://get.adobe.com/uk/reader/> by clicking on "Download Acrobat Reader DC".

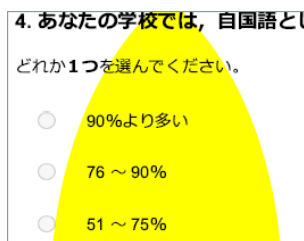
Highlight the parts that requires correction. Insert a comment.



Once you have highlighted a part, you can double-click on it and insert a comment. Your comment could read something like:



Not able to highlight the correct parts - i.e. you are not able to select a part but the highlight bubble gets so big? Like this?



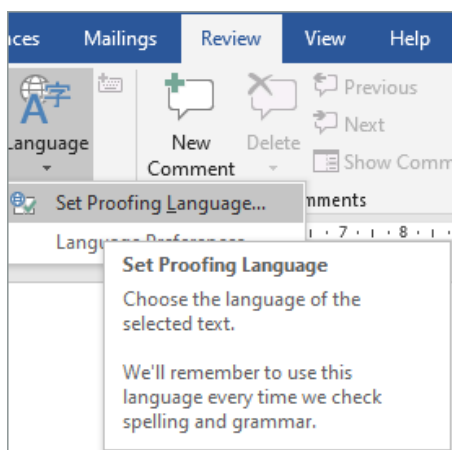
It's because when country exported to PDF format, they did not select "reconise the content as TEXT" but selected "as IMAGE".

In that case, instead of highlight, use the Comment bubble  , and try to place the bubble as close as possible to the text you are referring to.

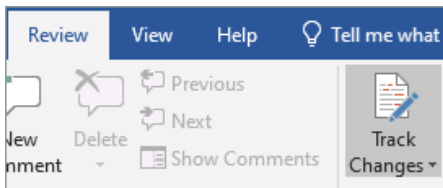


Is your target **RTF (=Word)** format?

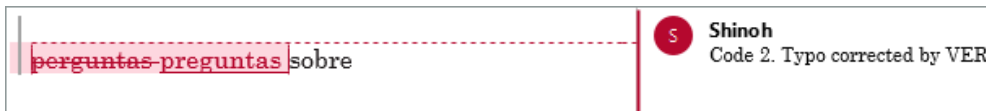
First **set the language** of the document as your target language in **Review** tab:



Activate **Track Change** mode:



Make a correction, select the part where you made a correction and insert a comment (right mouse click, or from Review tab, select "New Comment"):



Recurring issue: make corrections in all occurrences in the target file but comment only once **per questionnaire** target file and also in the corresponding tab in NAF. Comment in the first occurrence and end your comment with "[Comment applies throughout in this questionnaire. Comment not repeated.](#)"

☒ **Errata**

Currently , there is NO errata in QQ.

Covers NOT included?

[No covers are included in your version?](#)

In that case, in the target files you will not find most of the required adaptations documented in the Covers & Directions tab in NAF.

- In the tab Covers & Directions in NAF, in row 7, enter a comment:
- "Covers have not been submitted for verification. Verifier proofread the version in Col. C for any linguistic defects. All OK in that respect. Comment not repeated in this worksheet. Requires ISC approval." [without](#) a severity code.
- In all other rows that contain country's documentation about the covers, enter "see VER's general comment in row 7."

To report your code 1, code 1? interventions made to the Intro or **Prologue** part of each questionnaire, use also the **Covers & Directions** tab in NAF.

Online covers

[Are "online covers" included in your version?](#)

Some countries will submit online covers. Those are the additional questionnaire covers. The content of those online covers are almost the same as the covers that are included in the questionnaire file. Differences are the last couple of paragraphs (after "... and thank you for your cooperation and contribution"). Your comment would look like this:

"Code 1. Required adaptation not implemented as documented for <Grade 4>. Corrected by VER [in both cover and online cover.](#)"

Required Adaptations

- Required Adaptations (compulsory adaptations) are shaded in **yellow** in the NAF.
- Check in the target files (PDF or Word) to see the adaptations are implemented as documented. If yes, enter a comment in the NAF (**not in the target file**): "[Adaptation implemented as documented. Requires ISC approval.](#)"

Other country comments

- Whenever there are comments from the country in NAF, please read them.

- If a comment is about changes/adaptations, or about how the country translated certain texts, it requires your reaction. Check if the target looks the same as what is documented in the NAF. If yes, enter a comment in the NAF (**not in the target file**): "**Adaptation implemented as documented. Requires ISC approval.**"

Does every row have to be filled in, in NAF?

No, leave the rows empty when there are no issues to report and no required adaptations.

Do all comments be copied in NAF?

No, copy only your comments with **Code 1 and 1?** from the target questionnaire into the NAF = **major issues only**

Code 3 comment should **not** be in NAF at all.

Code 2 comment shouldn't normally be in NAF. The only case Code 2 comment should be copied in NAF is when you are reporting a **minor error in Required Adaptations**.

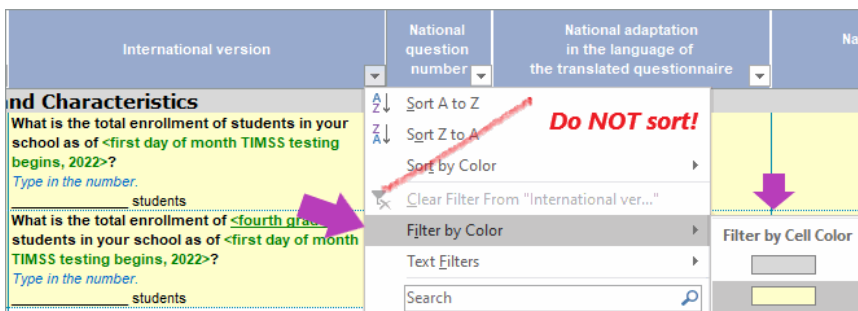
Tip - use of Filter

Do NOT add rows or columns in NAF.

You can make use of a **filter**. For instance you can filter the column "International version" by light yellow **cell color** to filter Required Adaptations.

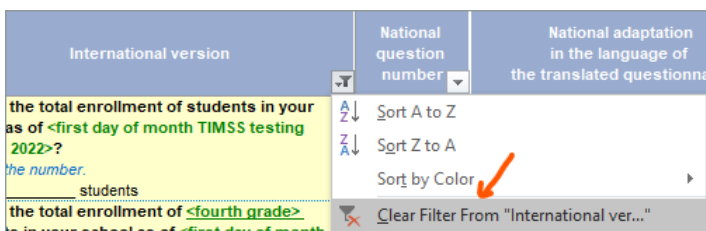
ATTENTION: do **NOT** sort.

International version	National question number	National adaptation in the language of the translated questionnaire	Nat
nd Characteristics			
What is the total enrollment of students in your school as of <first day of month TIMSS testing begins, 2022>?			
What is the total enrollment of <fourth grade> students in your school as of <first day of month TIMSS testing begins, 2022>?			



You can **deactivate** the filter by selecting "Clear filter From...".

International version	National question number	National adaptation in the language of the translated questionnaire
the total enrollment of students in your school as of <first day of month TIMSS testing 2022>?		
the total enrollment of <fourth grade> students in your school as of <first day of month		



Last check

- Check that you have provided a comment for each row which contains a required adaptation in NAF (shaded in light yellow).
- Read your comments through once more to make sure they are understandable.
- Make sure that it is clear from the comment whether you have made the change in the target file or not.

Resources

Webinar Recording

Session <https://attendee.gotowebinar.com/recording/5426848972459685640>

Training Slides

Training Slides in PowerPoint Show



For many countries, most of these DC materials were already verified in the Field Trial. We also added the Field Trial NAFs with feedback from the National Center. You can open this NAF and check the comments in z_Verified_TIMSS_23_FT. As there is no final check in this project, we hope this file will give you an idea to what extend your interventions were accepted.

Delivery

Upload the NAF and the questionnaire files on NextCloud **2_VERIFIED\QQ_G4 or/and QQ_G8** folder and send a notification email to cApStAn.

Stay tuned for one week so as to react promptly to possible queries from cApStAn.

IMPORTANT: Please do not share any files via email. They are strictly confidential.