Translations

Overview

The translation process is a critical component of the test development process. This process ensures that the test is accessible and understandable to all test-takers who speak the target language (i.e., Spanish). This section provides an overview of the approach used for the translation of test materials from the source language to the target language.

The translation process followed a strict protocol to ensure accuracy and consistency in the translation of the test materials. First, a team of professional translators who were fluent in both the source language and the target language were identified. The translators had expertise in the specific content area being tested and were familiar with the cultural context of the test-takers.

Methodology

Translation

When translating test items, translators incorporated the translation, editing, and proofreading (TEP) procedure. In the first step of this procedure, the test items were translated from the source text into the target language by a professional translator who is a native speaker of the target language and has subject matter expertise in the relevant field (i.e., cosmetology). Once the first step was completed, a second professional translator who is also a native speaker of the target language and has expertise in the relevant field (i.e., cosmetology) reviewed the translation for accuracy, clarity, and cultural appropriateness. In the third step, a professional proof-reader reviewed the translation to catch any errors or typos that may have been missed in the previous steps. During this step, the proof-reader also ensured that the formatting and layout were consistent with the original document and that the translation accurately conveyed the intended meaning.

Verification

After the initial translation step was completed, a second group of translators was employed to verify the accuracy of the translated test items. The verification process involved word-for-word editing by a subject matter expert who was a native speaker of the target language. The individuals responsible for verifying the translated test items were professionally trained linguists with a minimum of 5 years of experience and a master's degree or higher in the relevant subject matter.

Translation Discrepancies

When translation discrepancies occurred, it was important to have a process in place to address them. In the case of discrepancies between the initial translation and the verification by the second group of translators, the item was flagged and reviewed. If it was determined that a re-translation was necessary, the test item was sent back for re-translation and the revised version was re-verified by the second group of translators. This ensured that any discrepancies were addressed, and the final translation was accurate. Having a process in place for dealing with addressing discrepancies was crucial to maintaining the quality and integrity of the translation.

This approach was used to ensure that the examination items were accurately translated and to avoid introducing any bias or cultural nuances that could impact test-taker performance. This review process ensured accuracy and consistency across all items and identified any potential issues with the translation. Finally, the translated test materials were field-tested with a sample of test-takers who speak the target language. This field-testing allowed assessment of the validity and reliability of the test items, as well as the identification of any potential issues with the translation.

Overall, the translation process used in the development of examinations was designed to ensure accuracy, consistency, and fairness in the translation of examination materials. The team of professional translators worked closely with the test development team to ensure that the translation process was aligned with the overall goals and objectives of the examination, resulting in a reliable and valid examination for all test-takers.