

TRANSLATION QUALITY ASSESSMENT TOOL

FOR HEALTH EDUCATION MATERIALS

PART I: To be completed by Requester

The health care decision maker requesting a quality assessment of an existing translated text.

Requester (Name)		Phone	
Title/Department		Delivery Date	
TRANSLATION BRIEF			
	Source Language	Target Language	
	English		
Text Type	Health Education Material	Health Education Material	
Text Title			
Target Audience			
Purpose of Document			
QUALITY CRITERIA			
Priority Focus Area	_2_ Target Language		
	1 Functional and Textual Adequacy		
Rank EACH from 1 to 4 (1 being top priority)	_3_ Non-Specialized Content (Meaning)		
	4 Specialized Content and Terminology		

PART II: To be completed by TQA Rater

Rater (Name)	Date Completed
Phone	Date Received
Total Score	Total Rating Time
ASSESSMENT SUMMARY AND RECOMMENDATION	
To be completed after evaluating translated text	<input type="checkbox"/> Publish and/or use as is <input type="checkbox"/> Minor edits needed before publishing <input type="checkbox"/> Major revision needed before publishing <input type="checkbox"/> Redo translation <input type="checkbox"/> Translation will not be an effective communication strategy for this text. Explore other options (e.g. create new target language materials)
Notes/Recommended Edits	

RATING INSTRUCTIONS:

1. Carefully read the instructions for the review of the translated text. Your decisions and evaluation should be based on these instructions only.
2. Check the description that best fits the text given in each one of the categories.
3. It is recommended that you read the target text without looking at the English and score the Target Language and Functional categories.
4. Examples or comments are not required, but they can be useful to make decisions or to provide rationale for your descriptor selection.

1: Target Language

Category Number	Description	Check one box
1.a	The text is extremely difficult to read, bordering on being incomprehensible. The translation reveals serious language proficiency issues. Ungrammatical use of the target language, spelling mistakes. The translation is written in some sort of 'mixed language' (neither the source nor the target). The structure of source language dominates to the extent that it cannot be considered a sample of target language text. The amount of transfer from the source cannot be justified by the purpose of the translation.	
1.b	The text is hard to comprehend. The text contains some unnecessary transfer of elements/structure from the source text. The structure of the source language shows up in the translation and affects its readability.	
1.c	Although the target text is generally readable, there are problems and awkward expressions resulting, in most cases, from unnecessary transfer from the source text.	
1.d	The translated text reads similarly to texts originally written in the target language that respond to the same purpose, audience and text type as those specified for the translation in the brief. Problems/awkward expressions are minimal if existent at all.	
Examples/Comments		

2: Functional and Textual Adequacy

Category Number	Description	Check one box
2.a	Disregard for the goals, purpose, function and audience of the text. The text was translated without considering textual units, textual purpose, genre, need of the audience, (cultural, linguistic, etc.). Can not be repaired with revisions.	
2.b	The translated text gives some consideration to the intended purpose and audience for the translation, but misses some important aspect/s of it (e.g. level of formality, some aspect of its function, needs of the audience, cultural considerations, etc.). Repair requires effort.	
2.c	The translated text approximates to the goals, purpose (function) and needs of the intended audience, but it is not as efficient as it could be, given the restrictions and instructions for the translation. Can be repaired with suggested edits.	
2.d	The translated text accurately accomplishes the goals, purpose (function: informative, expressive, persuasive) set for the translation and intended audience (including level of formality). It also attends to cultural needs and characteristics of the audience. Minor or no edits needed.	
Examples/Comments		



RATING INSTRUCTIONS:

5. Now read the English original

3: Non-Specialized Content – (Meaning)

Category Number	Description	Check one box
3.a	The translation reflects or contains important unwarranted deviations from the original. It contains inaccurate renditions and/or important omissions and additions that cannot be justified by the instructions. Very defective comprehension of the original text.	
3.b	There have been some changes in meaning, omissions or/and additions that cannot be justified by the translation instructions. Translation shows some misunderstanding of original and/or translation instructions.	
3.c	Minor alterations in meaning, additions or omissions.	
3.d	The translation accurately reflects the content contained in the original, insofar as it is required by the instructions without unwarranted alterations, omissions or additions. Slight nuances and shades of meaning have been rendered adequately.	
Examples/Comments		

4: Specialized Content and Terminology

Category Number	Description	Check one box
4.a	Reveals unawareness/ignorance of special terminology and/or insufficient knowledge of specialized content.	
4.b	Serious/frequent mistakes involving terminology and/or specialized content.	
4.c	A few terminological errors, but the specialized content is not seriously affected.	
4.d	Accurate and appropriate rendition of the terminology. It reflects a good command of terms and content specific to the subject.	
Examples/Comments		