cApStAn's MODULAR APPROACH to the ASSESSMENT/SURVEY TRANSLATION PROCESS

A. Solutions Consultancy

- **A1** workshops for item writers
- **A2** DEI-BR consultancy
- **A3** Content profiling and ad hoc solutions
- **A4** translation/adaptation workflow consultancy

B. Preparation of Translation & Adaptation Process

- **B1** translatability assessment
- **B2** legacy content transfer & management
- **B3** translation & adaptation notes
- **B4** bilingual glossaries, style guides
- **B5** training & support to translation teams

C. Translation and Adaptation Process

- **C1** (single) translation
- **C2** machine translation & post-editing solutions
- **C3** (double) translation & reconciliation
- **C4** (team) translation & adjudication
- **C5** adaptation to local context & usage
- **C6** domain expert/SME review

D. Linguistic Quality Control Process

- **D1** revision or proofreading (of a cApStAn translation)
- **D2** translation verification (of 3rd party translation)
- **D3** error and update management
- **D4** final checks, PDF and web reviews
- **D5** coding of responses, interview evaluation

cApStAn linguistic quality control