

CADERNO DE ENCARGOS

AJUSTE DIRETO – TRADUÇÃO DOS INSTRUMENTOS E OUTROS MATERIAIS DO
ESTUDO PIAAC | CICLO 2 | PORTUGAL

Cláusula 1.^a

Objeto

O presente Caderno de Encargos compreende as cláusulas a incluir no contrato a celebrar (Contrato) na sequência do procedimento de Ajuste Direto que tem por objeto os serviços relativos e necessários à tradução de instrumentos e outros materiais utilizados no estudo do PIAAC (Programa Internacional para a Análise das Competências dos Adultos), nos termos definidos nos Anexos I, II e III ao presente Caderno de Encargos.

Cláusula 2.^a

Contrato

1. O Contrato não será reduzido a escrito, ao abrigo da alínea c) do n.º I do artigo 95.º do Código dos Contratos Públicos, regendo-se pelos elementos referidos no número seguinte.
2. O Contrato reger-se-á pela conjugação dos seguintes elementos:
 - a) Os suprimimentos dos erros e das omissões do Caderno de Encargos identificados pelo concorrente, desde que esses erros e omissões tenham sido expressamente aceites pelo órgão competente para a decisão de contratar;
 - b) Os esclarecimentos e as retificações relativos ao Caderno de Encargos;
 - c) O presente Caderno de Encargos;
 - d) A proposta adjudicada, a qual deverá conter os preços especificados dos trabalhos enunciados na cláusula 1.^a deste Caderno de Encargos e que o adjudicatário deverá concretamente executar;
 - e) Os esclarecimentos sobre a proposta adjudicada prestados pelo prestador de serviços.
3. Em caso de divergência entre os documentos referidos no número anterior, a respetiva prevalência é determinada pela ordem pela qual aí são indicados.

Cláusula 3.^a

Prazo de execução contratual

1. Os serviços referidos na Cláusula 1.^a deverão ser assegurados até ao final do ano de 2020.
2. Em caso de incumprimento dos prazos a que se refere a presente Cláusula, o prestador de serviços incorre na penalidade prevista na Cláusula 12.^a deste Caderno de Encargos.

3. O Contrato mantém-se em vigor até à conclusão de todos os serviços, em conformidade com os respetivos termos e condições e o disposto na lei, sem prejuízo das obrigações acessórias que devam perdurar para além da cessação do Contrato.

Cláusula 4.^a

Preço base

1. O preço base que a entidade adjudicante se dispõe a pagar pela execução de todas as prestações incluídas no objeto do Contrato é de 12.730,00 € (doze mil setecentos e trinta euros) acrescido do Imposto sobre o Valor Acrescentado.
2. Não há lugar a revisão ou atualização do preço, nem a pagamentos antecipados.

Cláusula 5.^a

Condições de pagamento

1. A obrigação de pagar o preço indicado na cláusula anterior considera-se vencida após a conclusão dos trabalhos previstos.
2. A quantia devida será paga pela entidade adjudicatária no prazo máximo de 30 (trinta) dias a contar da data da receção da respetiva fatura, a qual só pode ser emitida após o vencimento das obrigações respetivas.
3. Não há lugar a pagamento caso os serviços correspondentes não sejam prestados.

Cláusula 6.º

Acompanhamento de execução do contrato e Gestor do contrato

1. O adjudicatário consignará, no Contrato, os respetivos representantes perante a entidade adjudicante, em número não superior a 2 (dois) e para efeitos de acompanhamento da execução do contrato.
2. A entidade adjudicante designa Luís Rothes como gestor do Contrato, a quem compete acompanhar permanentemente a execução deste, ao abrigo do disposto no artigo 290.º-A do CCP.

Cláusula 7.^a

Aceitação dos serviços

1. A aceitação dos serviços de tradução é efetuada pelo contraente público, pressupondo uma análise pelo mesmo com vista a verificar se o trabalho reúne as características, especificações e requisitos técnicos definidos quanto ao objeto do Contrato, bem como outros requisitos exigidos por lei.
2. O contraente público só pode recusar a aceitação dos serviços com fundamento em incumprimento ou cumprimento defeituoso da execução do trabalho, em face de exigências legais ou das características, especificações e requisitos formais do objeto do Contrato, devendo os termos do incumprimento ser expressamente explicitados por escrito e notificados ao prestador de serviços.
3. A recusa de algum serviço determina a obrigação de o prestador de serviços proceder à apresentação de uma nova proposta para o mesmo.
4. As despesas incorridas na realização das alterações referidas no número anterior correm por conta do prestador de serviços.
5. Após a realização das alterações e complementos necessários pelo prestador de serviços, o contraente público procede a nova análise, nos termos do n.º 1.

Cláusula 8.^a

Deveres de informação

1. O adjudicatário obriga-se a prestar a informação e os esclarecimentos que lhe forem solicitados pela entidade adjudicante, com a periodicidade que este razoavelmente entender conveniente, quanto à execução dos trabalhos e ao cumprimento das obrigações que para aquele emergirem do Contrato.
2. A obrigação prevista no número anterior compreende o dever de o adjudicatário participar em reuniões com a entidade adjudicante ou com outras entidades que se mostrem objetivamente necessárias em função do objeto do Contrato.

Cláusula 9.^a

Direitos de propriedade intelectual

1. São da responsabilidade do adjudicatário os encargos decorrentes da utilização, na prestação de serviços abrangidos pelo Contrato, de marcas registadas, patentes registadas, outros direitos de propriedade intelectual, bem como a obtenção das autorizações necessárias para o efeito.
2. O adjudicatário é responsável pela violação de quaisquer licenças, direitos de patente, de conceção, de projetos, de marcas, de nomes ou de quaisquer outros direitos de propriedade intelectual, industrial, de

imagem, de fotografia ou afins, respeitantes aos serviços objeto do contrato, nomeadamente programas informáticos, equipamento, materiais, documentação ou outros trabalhos realizados.

3. O adjudicatário é responsável por qualquer reclamação formulada perante a entidade adjudicante, resultante de violação dos direitos e licenças referidos nos números anteriores, adotando esta o procedimento que se revele mais adequado para a intervenção plena daquele na discussão e no esclarecimento, perante terceiros reclamantes ou quaisquer autoridades, das dúvidas que, neste âmbito, se coloquem.

4. O adjudicatário responde, independentemente de culpa, pelos danos que sejam imputados à entidade adjudicante e que se produzam perante terceiros, quando decorrentes de violação dos direitos a que alude o presente artigo, devendo indemnizar a entidade adjudicante de todas as despesas que esta, em consequência, haja de fazer e de todas as quantias que a mesma tenha de pagar seja a que título for.

5. Com a celebração do Contrato e a aceitação das peças correspondentes aos serviços mencionados na Cláusula 1.^a, a entidade adjudicante adquire, para todos os efeitos legais, a titularidade originária dos direitos de autor inerentes às mesmas por todo o tempo de proteção legal.

Cláusula 10.^a

Dever de sigilo e confidencialidade e proteção de dados

1. O adjudicatário deve guardar sigilo sobre toda a informação e documentação, técnica e não técnica, relativa ou detida pela entidade adjudicante, que possa vir a conhecer em função da execução do contrato.

2. A informação e a documentação cobertas por dever de sigilo não podem ser transmitidas a terceiros, nem objeto de qualquer uso ou modo de aproveitamento que não o destinado direta e exclusivamente à execução do contrato a celebrar.

3. O adjudicatário obriga-se a cumprir a legislação vigente sobre proteção de dados pessoais, designadamente o disposto no Regulamento (UE) n.º 2016/679, de 27 de abril, e o disposto na Lei n.º 58/2019, de 8 de agosto, mantendo em total confidencialidade os dados pessoais a que tiver acesso por força da execução do contrato, estendendo-se esta obrigação a todos os seus colaboradores ou terceiros envolvidos nas tarefas inerentes à boa execução do contrato.

4. Exclui-se do dever de sigilo, a informação e a documentação que o adjudicatário seja legalmente obrigado a revelar, por força da Lei, de processo judicial ou a pedido de autoridades reguladoras ou outras entidades administrativas competentes.

Cláusula 11.^a

Cessão da posição contratual e subcontratação

1. O adjudicatário apenas pode ceder a sua posição contratual ou subcontratar prestações que integrem o objeto do Contrato mediante prévia autorização da entidade adjudicante.
2. A contratação de terceiros não exime o adjudicatário de qualquer uma das suas obrigações perante a entidade adjudicante ou da responsabilidade por prejuízos a este provocados, ainda que decorrentes de atos praticados pelos respetivos subcontratados.
3. Em caso de subcontratação, o adjudicatário deve atuar como único e exclusivo interlocutor com a entidade adjudicante durante toda a execução do Contrato, independentemente da relação comercial, operacional ou outra que tenha com entidades terceiras.
4. O pedido de autorização de cessão da posição contratual e de subcontratação previsto no n.º 1 deve ser fundamentado e instruído com todos os documentos relativos ao potencial cessionário/subcontratado comprovativos da verificação dos requisitos a que se referem os artigos 318.º e 319.º do Código dos Contratos Públicos (CCP).
5. Para efeitos dos números anteriores, a entidade adjudicante pode, se tal se afigurar relevante, solicitar ao adjudicatário informações complementares ou documentação relacionada com a entidade a quem este pretenda ceder a sua posição contratual ou subcontratar.

Cláusula 12.^a

Penalidades contratuais

1. Em caso de incumprimento do prazo de execução do Contrato, fixado no n.º 1 da Cláusula 3.^a, por causa imputável ao prestador de serviços, é devida uma penalidade, por cada dia de atraso, em valor correspondente a 0.5% (zero vírgula cinco por cento) do preço contratual.
2. As penalidades previstas na presente Cláusula não obstam a que a entidade adjudicante exija uma indemnização pelo dano excedente.

Cláusula 13.^a

Resolução contratual

1. Sem prejuízo de outras situações previstas na lei, a entidade adjudicante pode resolver o Contrato nos seguintes casos:

- a) Se o prestador de serviços incumprir de forma grave ou reiterada qualquer das obrigações previstas no Contrato;
- b) Se o prestador de serviços se encontrar em situação de dissolução ou de insolvência;
- c) Se o prestador de serviços ceder a respetiva posição contratual a terceiro ou celebrar qualquer subcontrato sem autorização prévia do contraente público;
- d) Se ocorrer caso de força maior impeditivo de execução do contrato em tempo julgado útil pelo contraente público, desde que o atraso provocado por tal circunstância seja inferior a 5 (cinco) dias relativamente aos prazos aplicáveis;
- e) Se, por força da modificação, redução ou supressão das linhas programáticas ou de política educativa e de formação profissional em que se sustenta a ação objeto do Contrato, deixar de haver interesse por parte do contraente público na continuidade do Contrato.

2. Para efeitos do disposto na alínea d) do número anterior, o adjudicatário deve comunicar ao contraente público a ocorrência de qualquer situação de força maior, no prazo de 3 (três) dias contados da verificação do facto ou do respetivo conhecimento pelo adjudicatário, e indicar as obrigações emergentes do contrato cujo cumprimento, no seu entender, se encontra impedido ou dificultado por força de tal ocorrência e as medidas que pretende pôr em prática a fim de mitigar o impacto da referida situação e os respetivos prazos e custos.

3. A resolução do Contrato ao abrigo dos números anteriores é efetuada por declaração escrita expedida por carta registada com aviso de receção, para a sede ou para o domicílio do prestador de serviços, e produz efeitos a partir da data da sua receção.

Cláusula 14.^a

Força maior

1. São consideradas de força maior apenas as circunstâncias que impossibilitem o cumprimento de quaisquer obrigações assumidas por uma das partes que, cumulativamente, sejam alheias ao seu controlo, que a mesma não pudesse conhecer ou prever à data da celebração do contrato e cujos efeitos não lhe fosse razoavelmente exigível contornar ou evitar.
2. Podem constituir força maior, desde que verificados os pressupostos do número anterior, designadamente, tremores de terra, inundações, incêndios, sabotagens, greves, embargos ou bloqueios internacionais, atos de guerra ou terrorismo, motins e determinações governamentais ou administrativas injuntivas.
3. Não constituem força maior, designadamente:

- a) Quaisquer circunstâncias que não constituam força maior para os subcontratados, auxiliares ou fornecedores do prestador de serviços, na parte em que intervenham;
 - b) Greves ou conflitos laborais limitados ao adjudicatário ou a grupos de sociedades em que este se integre, bem como associações ou grupos de sociedades suas subcontratadas;
 - c) Determinações governamentais, administrativas ou judiciais de natureza sancionatória ou de outra forma resultantes de incumprimento pelo adjudicatário de deveres ou ónus que sobre eles recaiam;
 - d) Incêndios ou inundações com origem nas instalações do prestador de serviços cuja causa, propagação ou proporções não sejam determinadas ou se devam a dolo ou negligência seus ou ao incumprimento de normas de segurança;
 - e) Avarias nos sistemas informáticos ou mecânicos do adjudicatário;
 - f) Manifestações populares devida ao incumprimento pelo prestador de serviços de normas legais;
 - g) Eventos que estejam ou devam estar cobertos por seguros.
4. Quando considere verificar-se um caso de força maior, quem o invoca deve comunicar à contraparte a ocorrência da situação, no prazo de 3 (três) dias contados da verificação do facto ou do respetivo conhecimento, e indicar as obrigações emergentes do Contrato cujo cumprimento, no seu entender, se encontra impedido ou dificultado por força de tal ocorrência e as medidas que pretende pôr em prática a fim de mitigar o impacto da referida situação e os respetivos prazos e custos.
5. Quando uma das partes não aceite por escrito que certa ocorrência invocada pela outra constitua força maior, cabe à parte que a invocou fazer prova dos respetivos pressupostos.
6. A verificação de situação de força maior tem como consequência que os prazos estabelecidos no Contrato sejam acrescidos do período de tempo correspondente ao impedimento resultante da força maior e ao que seja comprovadamente indispensável para recomeçar os trabalhos.

Cláusula 15.^a

Efeitos da resolução

1. Em caso de resolução do Contrato pela entidade adjudicante por facto imputável ao adjudicatário, este fica obrigado ao pagamento àquele de uma indemnização correspondente a 15% (quinze por cento) do preço contratual, a título de cláusula penal indemnizatória.
2. A indemnização é paga pelo adjudicatário no prazo de 30 (trinta) dias após a notificação da resolução do Contrato.
3. O disposto no presente artigo não prejudica a aplicação de quaisquer penalidades que se mostrem devidas, nem a reclamação de indemnização por valor superior ao previsto no n.º 1, se para tanto existir fundamento.

Cláusula 16.^a

Litígios

1. Para o julgamento de quaisquer litígios emergentes do Contrato, designadamente relativos à respetiva interpretação, execução, incumprimento, invalidade, resolução ou redução, é competente o foro da Comarca de Lisboa.
2. As partes podem derrogar o disposto no número anterior por acordo escrito, decidindo submeter à arbitragem algum litígio específico, caso em que devem ser observadas as seguintes regras:
 - a) Sem prejuízo do disposto nas alíneas b) a d), a arbitragem far-se-á de acordo com as regras processuais propostas pelos árbitros;
 - b) O Tribunal Arbitral tem sede em Lisboa e é composto por três árbitros;
 - c) O contraente público designa um árbitro, o prestador de serviços designa um outro árbitro e o terceiro, que preside, é cooptado pelos dois designados;
 - d) No caso de alguma das partes não designar árbitro ou no caso de os árbitros designados pelas partes não acordarem na escolha do árbitro-presidente, deve este ser designado pelo Presidente do Tribunal Central Administrativo territorialmente competente;
 - e) O tribunal arbitral decide segundo o direito constituído e da sua decisão não cabe recurso.

Cláusula 17.^a

Despesas

Correm por conta do adjudicatário todas as despesas em que este tenha de incorrer em virtude de obrigações que para ele emergem do Contrato.

Cláusula 18.^a

Comunicações e notificações

1. Salvo nos casos em que se disponha de forma diversa, todas as comunicações entre as partes efetuar-se-ão por correio eletrónico, tendo-se por realizadas nos termos do artigo 469.º do CCP.
2. As partes consignarão no contrato os respetivos endereços de correio eletrónico e os respetivos representantes, para efeitos do n.º 3 do artigo 468.º do CCP.

3. Em caso de mudança de contacto ou de representante, as partes indicam os novos elementos através dos endereços de correio eletrónico elencados nos termos do número anterior ou dos que os tenham substituído.
4. Quando o disposto nos números anteriores se mostrar inviável, as comunicações entre as partes deverão ser efetuadas por meio de carta registada com aviso de receção dirigida para as moradas do seu domicílio, tendo-se por efetuadas na data em que for assinado o respetivo aviso de receção.
5. Em caso de mudança de domicílio do adjudicatário, este comunica à entidade adjudicante a nova morada, através de carta registada com aviso de receção.
6. Em caso de mudança de domicílio da entidade adjudicante, esta publicita-a no seu sítio da Internet que se encontra em <http://www.anqep.gov.pt>.
7. A comunicação entre as partes é sempre efetuada em língua portuguesa.

Cláusula 19.^a

Legislação aplicável

O Contrato é regulado pela legislação portuguesa.

Cláusula 20.^a

Alterações ao contrato

As alterações ao Contrato são sempre reduzidas a escrito e assinadas por ambas as partes.

Cláusula 21.^a

Entrada em vigor

O contrato entra em vigor com o envio da nota de encomenda.

Aprovado

O Conselho Diretivo da ANQEP, I.P.

A Presidente,

Filipa Henriques de
Jesus Caetano da Silva

Assinado de forma
digital por Filipa
Henriques de Jesus
Caetano da Silva
Dados: 2020.12.04
12:04:58 Z

Filipa Henriques de Jesus

A Vogal,

Ana Cláudia
Formiga
Fernandes
Valente

Assinado de forma digital
por Ana Cláudia Formiga
Fernandes Valente
Dados: 2020.12.04
12:05:39 Z

Ana Cláudia Valente

A Vogal,

Maria
Alexandra
Santos de
Figueiredo

Assinado de forma
digital por Maria
Alexandra Santos de
Figueiredo
Dados: 2020.12.04
12:06:51 Z

Alexandra Figueiredo

Anexo I

Condições gerais para aquisição de serviços de tradução de instrumentos e outros materiais indispensáveis ao desenvolvimento do Estudo

CONDIÇÕES

Objeto da Prestação de Serviço Tradução de instrumentos e outros materiais utilizados no Estudo do PIAAC

Prazo O *workflow* relativo a tradução e verificação dos elementos agora fornecidos deverá estar finalizado até 15 de dezembro de 2020. As tarefas de verificação, revisão e aprovação das traduções são realizadas, em todos os momentos, em articulação, sob orientação e segundo os termos e prazos parciais definidos pela Consórcio e pela Coordenação Nacional do PIAAC.

Objeto do Serviço 1) O serviço de tradução refere-se a um conjunto de materiais com uma dimensão total estimada em 110 000 palavras, conforme indicação detalhada abaixo. Todos os materiais serão traduzidos de inglês para português, com exceção dos “outros materiais de trabalho”, que poderão incluir elementos a traduzir de português para inglês.

TRANSLATION VOLUME (ESTIMATES)	
Domain/Instrument	Estimated word count
iCMS*	3 600
iCMA*	3 400
Documents (“Home Study”)	10 750
Documents (“Interviewer Procedures Manual”)	29 250
Documents (“Training Scripts”)	48 250

Documents ("Exercises and Answer Keys")	13 500
Other working materials	1 250
TOTAL	110 000

2) Os elementos assinalados acima com *, correspondentes a um volume estimado de 7 000 palavras, deverão ser objeto de dupla tradução, seguida de reconciliação. Os restantes elementos requererão apenas tradução simples. No caso dos elementos que exigem dupla tradução e reconciliação, deverá ser constituída uma equipa integrando dois tradutores experientes e um terceiro tradutor, igualmente experiente, que se encarregará da reconciliação.

3) Todo o processo deverá ser documentado pela entidade prestadora do serviço e realizado com recurso ao *software* OmegaT (uma versão customizada deste assistente de tradução será fornecida à entidade prestadora do serviço).

Observações

Esclarecimentos adicionais sobre o objeto do serviço são disponibilizados nos documentos anexos.

CADERNO DE ENCARGOS

ANEXO II

iCMS Client Translation and Adaptation

iCMS Client Translation and Adaptation

Doc.: PIAAC_CY2(2020_03)iCMS Translation and Adaptation_v2.docx

Produced by ETS

iCMS Client Translation and Adaptation

The national PDS is delivered with the iCMS functionality disabled. In order to enable it, you must edit the “config.ini” file at the top level of the PDS directories. This file can be edited with any simple text editor, such as Notepad. Change the value of the “cms” entry to “true”.

Translating the iCMS Interface

Translating the iCMS interface requires the same OmegaT translation tool that was used for translation and adaptation of the direct assessments and background questionnaires. If you have OmegaT installed from previous translation tasks, then you can use that for translating the iCMS interface. If you need to install OmegaT, you can download the latest version from:

<https://omegat.org/download>

We recommend the “Windows with JRE” version. After installing OmegaT, you will need to add a plugin to work with the files for the iCMS. You need the “Okapi Filters Plugin for OmegaT”. Instructions for downloading and installing this can be found at:

https://okapiframework.org/wiki/index.php/Okapi_Filters_Plugin_for_OmegaT

Additionally, you’ll need to download the OmegaT translation project for the iCMS interface. This is also available on the PIAAC Portal at [Documents > Materials > Field Trial Resources > PIAAC Delivery System > International CMS](#).

Next follow these steps to translate the interface:

- Open OmegaT and open the iCMS project to expand the OMT file
- Edit the file “omegat.project” in the OmegaT project using a text editor such as Notepad
 - Change the target language setting to the two letter codes for your language and country (e.g., fr-FR, it-IT, es-CL, etc.)
 - Save the file
- Copy translation memories from verified projects to get consistent translations:
 - Download the OmegaT projects from the CBA New Translation XYZ Workflow and CBA New Translation XYZ Screener (if applicable) tasks on the portal
 - Rename and copy the translation memories from each project. The translation memories are in the file omegat/projects_save.tmx. These files should be renamed (e.g., Workflow.tmx and Screener.tmx) and copied to the folder name “tm/auto” in the iCMS translation project.
- If you have translated a previous version of the iCMS interface, you can copy the translation memory from this previous translation into the new project. Copy the omegat/projects_save.tmx file to “tm/auto” folder in the new project.
- Translate the iCMS project as desired

Note that for countries with more than one language, you will need to make multiple copies of the OmegaT project and perform the steps above for each languages.

Integrating the iCMS Translations

- In each OmegaT project, generate the translated JSON files by selecting “Create Translated Documents” from the File menu.
- In the PDS, create a folder in resources/app/web-app/cms/translations for each language. Name the folder with the language code (e.g., fra-ZZZ)
- Copy the translated JSON files from the “target” folder in the OmegaT project to this new translation folder
- Within the iCMS, edit the file “cms.json” using a text editor such as Notepad¹
 - In the field labeled “languages”, configure the list of languages that will be available in the CMS. Each language has the following fields:
 - locale: the language code for the specific language (e.g., eng-ZZZ)
 - folder: the name of the folder where the translation files were copied, typically the same as the locale
 - name: the name that appears in the CMS language menu (e.g., English or francais).
 - In the field labeled “defaultLanguage”, enter the language code for the initial language to be used in the CMS.

Changes to Curbside Observations

As part of the of the translation process, it is possible to remove options from the curbside observations. The translation for the unwanted option should be left blank. Once you have finalized the translations for the iCMS, locate the cases.json file in the Target folder in the OmegaT project. Open this file in a text editor such as Notepad in Windows. Find the option you do not want to appear in the list of options within the Curbside Observation questions. The entry will appear as

```
"MidApart": "Midrise apartments\flats",
```

To make it so that this entry will NOT appear in the Curbside questions, delete the text within the quotation marks to the right of the colon. In this example, it would be:

```
" MidApart": ""
```

Follow the directions in the section Integrating the iCMS Translations for this update to appear in the iCMS.

¹ The cms.json file is a recent addition to the master PDS and may not be in all national PDS versions. It will be included in all final versions.

Changes to Screener Questions

Like the Curbside Observation questions, it is possible to remove the extra placeholder response options for Screener questions. Follow the directions provided in the section on the Curbside Observation questions. For Screener questions, you will make the changes in the file called `screener.json` which is located in the Target folder in the OmegaT project. Once you have made all necessary changes, follow the directions in the section called Integrating the iCMS Translations.

Adding Additional Questions

It is possible to ask additional questions of the respondent in a multiple choice format (only one response selection possible) both before the interview is launched and after the interview is completed. The pre-questions appear after the case verification and before the BQ is launched. The post-questions appear after the interview is completed (they are not asked for breakoffs), before the standard Post-Interview Questions provided by the Consortium, and appear before returning to the case info screen in the CMS. The answers to the pre- and post-questions are mandatory, so countries should include options for “Don’t Know”, “Refuse” and/or “Not Applicable” if needed.

The pre-interview questions are configured in the translation file named “`prequestions.json`”, and the post-interview questions are in the file “`postquestions.json`”. These files should be edited directly to configure your questions. The files contain the following sections:

- “common”: This includes fields that are shown to the interviewer above the pre and post questions. The structure of this section should not be changed, only translated.
- “questions” In this section, you can add up to five questions to be presented. If you do not need all five, you can delete those not needed. Each question has the following parts:
 - The “question” field is the text that should be asked of the respondent.
 - The “comment” field is an instruction to the interview that may or may not be read aloud.
 - The “answerOptions” field is the list of multiple choice options to be read to the respondent. You may add as many options as you need here.

In addition to editing the JSON files for the pre and post questions, you need to enable them in the “`config.ini`” file. Add the following settings to enable them:

`preInterviewQuestions = true`

`postInterviewQuestions = true`

Configuring Doorstep Interview Languages

The iCMS comes configured with all of the languages of the Doorstep Interview available for selection. This list can be reduced if desired. The list is configured in the “`cms.json`” file, along with the “`doorstepinterview.json`” file in the translations within the OmegaT project. You can delete any of the entries in these files. We strongly recommend at a minimum that you delete the languages that your country has used to implement the standard Background Questionnaire.

The list of Doorstep languages available for the interviewer to select must match the list of languages on the Doorstep Language Card. This card should contain the list of languages you have chosen to offer in the Doorstep in your country. The card is formatted with a number and then the sentence “Point to the language you understand” written in each language you are offering for the Doorstep. Because these sentences will be written in languages the interviewer will likely not know and in scripts that may be very unfamiliar to the interviewer, it is essential that the number for each language matches the number that appears in the iCMS. The number of the card must match the associated “code” value in the cms.json file.

For instance, by default Albanian, sqi-ZZZ, is code 1. Assume for this example that the first entry on your language card is French (fra-ZZZ). In that case, in your cms.json file, you would have

```
"lang1": {"code": "1", "langCode": "fra-ZZZ"}
```

In your doorstepinterview.json file from the translations, you would have:

```
"lang1": "Francais"
```

Note that “Francais” is what will be shown to the interviewer for language 1 in the CMS. If you would like to have your own translation of this language name, you can change this as appropriate, e.g., “French” if you are using English for your CMS.

You should repeat this process so that the list of Doorstep languages within the iCMS matches the language card. Alternatively, you can just delete the Doorstep languages you are not using and make sure the Language Card matches the numbers for each language as they are listed in the iCMS.

Missing translation for the Doorstep confirmation message

National teams have reported a missing translation in the OmegaT package in the Doorstep. When a language is selected from the list of Doorstep languages, a confirmation message appears that says “You have selected ##-Language, please click ok to confirm”. In the iCMS, ##-Language appears as the number of the option and the translated name of the language. The rest of the message appears in English because it is missing in the OmegaT package. At this stage, it is not possible to fix this. The critical thing is that the iCMS is able to present the correct option number and the translated name of the language. We ask national teams to train their interviewers to understand the meaning of this message in English and to confirm that the number and translated language name that is shown is correct.

Calendar Translation

In the Contacts page, there is a date picker which allows the user to select a data from a calendar. The months, etc., in the calendar are not part of the OmegaT project. Instead, in the common.json translation file, there's a translation for locale. This is currently set to "en". Select from the list below to change the default language of the calendar.

- ar: Arabic
- ca: Catalan
- cs: Czech
- da: Danish
- de: German
- ee: Estonian
- es: Spanish
- fi: Finnish
- fr: French
- he: Hebrew
- hr: Croatian
- hu: Hungarian
- it: Italian
- ko: Korean
- lt: Lithuanian
- lv: Latvian
- nb: Norwegian (bokmål)
- nl: Dutch
- po: Polish
- pt: Portuguese
- ru: Russian
- sk: Slovak

Translating the Data Table Interface

The CMS contains a data table component used for display tables of information in places like the Cases listing page and the list of contacts. There are interface elements of this data table which are not part of the OmegaT project that was released for translation. The translation of these texts is complicated due to their format, so we are providing translations for all of the PIAAC languages. You can find these translations on the PIAAC Portal at:

[Documents > Materials > Field Trial Resources > PIAAC Delivery System > International CMS > Data Table Translations](#)

Follow these steps to integrate one of these translations:

- From the portal, download the language file that you need for your interviewers.
- Rename the file `datatables.json`.
- Copy the file into the translation directory along with the other JSON files taken from the OmegaT target folder.

If you have more than one language, repeat this process for each of the languages used in the iCMS.

Configuring the CMS Administration URL

Each country will receive a custom URL for their CMS Administration website. This needs to be configured in the CMS Client on the tablet to support syncing with the server. The URL will be provided to you by the consortium. To update the CMS Client configuration, edit the “`cms.json`” file and change the setting for “`nationalServerURL`”, e.g.,

```
"nationalServerURL": "<<national url>>"
```

CADERNO DE ENCARGOS

ANEXO III

Documento enquadrador das especificações técnicas – *Cycle 2 PIAAC Technical Standards and Guidelines*

CYCLE 2 PIAAC TECHNICAL STANDARDS AND GUIDELINES

Draft Version

4 March 2019

PART I. OVERVIEW

Introduction to PIAAC

The Programme for the International Assessment of Adult Competencies (PIAAC) is a multi-cycle international programme of assessment of adult skills and competencies sponsored by the Organisation for Economic Co-operation and Development (OECD). Governments in OECD countries face the challenge of maintaining competitiveness in a global economy by ensuring that labour markets are flexible and responsive and are open to a wide range of people of all ages.

PIAAC will assess the level and distribution of adult skills across countries, focusing on the cognitive and workplace skills needed for successful participation in the economy and society of the 21st-century. PIAAC will collect information on skills required in the workplace, participants'¹ educational backgrounds and professional attainments, and their ability to use information and communications technology. In addition, PIAAC will include an assessment of cognitive skills to measure participants' general levels of literacy and numeracy.

PIAAC has evolved from two previous international literacy surveys: the International Adult Literacy Survey (IALS), conducted between 1994 and 1998, and the Adult Literacy and Lifeskills Survey (ALL), conducted between 2002 and 2006. The 1994 IALS was the first effort to undertake a large-scale assessment of adult literacy skills at the international level. IALS compared the demonstrated literacy skills of people across countries, cultures and languages. Thus, it highlighted the importance of literacy to the economic and social well-being of countries. Twenty-three countries participated in IALS: Australia, Belgium (Flanders), Canada, Chile, the Czech Republic, Denmark, Finland, France, Germany, Ireland, Italy, Mexico (Nuevo Leon), the Netherlands, New Zealand, Northern Ireland, Norway, Poland, Portugal, Slovenia, Sweden, Switzerland, the United Kingdom and the United States.

The practical experience gained from the implementation of IALS and from the analysis of the survey results indicated that there was room for improvement in future surveys of this type. In particular, the need was identified to standardise, as much as practically possible, the survey design, survey implementation procedures and estimation methods. ALL therefore sought to improve on IALS by developing standards to ensure that minimum quality assurance goals would be met, sources of survey variability could be minimised and survey results could be compared. Eleven countries participated in ALL: Australia, Bermuda, Canada, Hungary, Italy, Korea, Norway, the Netherlands, New Zealand, Switzerland and the United States.

The first cycle of PIAAC ensured continuity with these previous surveys but also sought to extend what was measured beyond literacy and numeracy by including the domain of problem solving in technology-rich environments and by assessing reading component skills to provide more information about individuals with low literacy proficiency. The standards developed for PIAAC are based on, and expand upon, the ALL standards.

¹ A participant is a member of the target population, as defined in Section 4.1, and is a completed case, as defined in Standard 4.3.3.

Thirty eight countries participated in the first cycle of PIAAC, making it the largest international survey of adults ever conducted. The data collection was carried out in three rounds.

- Round 1 – Twenty four countries participated in the 2012 data collection: Australia, Austria, Belgium (Flanders), Canada, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Ireland, Italy, Japan, Korea, Netherlands, Norway, Poland, Russian Federation, Slovakia, Spain, Sweden, UK (England), UK (Northern Ireland), and United States.
- Round 2 – Nine countries participated in the 2014 data collection: Chile, Greece, Indonesia, Israel, Lithuania, New Zealand, Singapore, Slovenia and Turkey.
- Round 3 – Five countries participated in the 2018 data collection: Ecuador, Hungary, Kazakhstan, Mexico, and Peru.

In PIAAC, as in any survey, it is a challenge to minimise potential survey errors, which may be due to such factors as the sample design, the survey frame, the selection of the sample, the measurement instruments, errors during data collection, data processing problems, weighting and estimation difficulties, and so on. PIAAC has the added complexity of requiring the administration of a psychometric assessment of adult literacy and numeracy in addition to the administration of a questionnaire. Furthermore, in a multi-national survey such as PIAAC, there is the challenge associated with the diversity of cultures, languages and survey-taking practices among participating countries. No single survey design will be effective for every participating country – each country must implement PIAAC in a manner that is appropriate to its population structure and survey-taking realities. Nevertheless, because of the survey complexities and the possibility that different countries will use different survey practices, it is important to standardise, as much as practically possible, the PIAAC survey procedures.

The design and implementation of PIAAC is the responsibility of an international consortium of well-established institutions from North America and Europe led by the Educational Testing Service in the United States. The other partners of this consortium are Westat in the United States; cApStAn in Belgium; the Research Centre for Education and the Labour Market (ROA) at the University of Maastricht in the Netherlands; the GESIS – Leibniz Institute for the Social Sciences, and the Data Processing Centre of the International Association for the Evaluation of Educational Achievement (IEA) in Germany.

Survey Objectives

The primary objectives of PIAAC are to (1) identify and measure cognitive competencies believed to underlie both personal and societal success, (2) assess the impact of these competencies on social and economic outcomes at individual and aggregate levels, (3) gauge the performance of education and training systems in generating required competencies, and (4) help to clarify the policy levers that could contribute to enhancing competencies.

One of PIAAC's core objectives will be to assess how well participants use information and communications technology to access, manage, integrate and evaluate information; construct new knowledge; and communicate with other people. In addition, PIAAC will collect information on participants' use of key work skills in their jobs, a first for an international study. In this way, PIAAC will

offer a far more complete and nuanced picture of the “human capital” on which countries can count as they compete in today’s global economy. It will help policy makers assess the effectiveness of education and training systems, both for recent entrants to the labour market and for older people who may need to continue learning new skills throughout their lifetimes.

This precise description of the main objectives of the study will ensure uniformity and consistency in the design and analysis of PIAAC across participating countries. It is important that the participating countries share a set of survey objectives, to facilitate comparisons of survey results between countries. PIAAC assessments and questionnaires will be implemented via processes designed to maximize cross-cultural, cross-national and cross-language validity and comparability. All participating countries will adhere to the common technical standards specified in this document when implementing the survey.

Method of Data Collection

In-person interviews must be used to complete the background questionnaire and to administer the direct assessments (i.e., literacy, numeracy, component skills and/or adaptive problem solving)

A computer-assisted data collection method must be used at all stages of the data collection, including completion of the background questionnaire.

The direct assessment will be available in a tablet-based format using the same tablet delivery system that will be used to collect the background questionnaire data. Countries may choose to include the cycle 1 paper-based assessment in the main study for respondents who are unable to take the direct assessment on the tablet. New countries may opt to conduct an operational test of the paper-based assessment in the field trial in preparation for the main study.

Proxy responses are not acceptable for the background questionnaire or the direct assessments.

6. TRANSLATION AND ADAPTATION STANDARDS

6.1 Newly Developed Cognitive Test Items

Purpose

To ensure that the same skill assessment information is collected across countries and from one PIAAC cycle to the next.

Rationale

If valid comparisons of assessment results are to be made across countries and from one cycle to the next, the equivalence of different language versions of the assessment instruments is essential. For cognitive test instruments, “equivalence” refers to semantic equivalence (content), as well as equivalence in terms of register, style, readability and other characteristics likely to affect psychometric properties. Adaptations must conform to the PIAAC Adaptation Guidelines.

Standards, Guidelines and Recommendations

Standard 6.1.1 All PIAAC cognitive test instruments will be evaluated for linguistic correctness and for equivalence to the source version. Every effort will be made to produce psychometrically equivalent instruments in each national language being tested. Adaptations to the local context will be made as needed and must be documented and agreed upon.

Guideline 6.1.1A The first step in the adaptation and translation process is for the Consortium to develop clearly written assessment adaptation guidelines. These guidelines should identify all of the factors in both the stimulus material and related questions that contribute to the difficulty of the item. For instance, the guidelines should identify the presence of keywords in the question and stimulus material and, if applicable, the presence of distracters. The translator should use these guidelines to convey not only the meaning of the stimulus material and the question, and not only the complexity of the language (technical vs. mundane), but also to maintain the psychometric properties of the items. The adapted and translated stimulus material should be as close as possible to the supplied English version, regardless of the language used. Wherever possible, punctuation should be duplicated. The size of graphics and text, the typeface of written material and the general layout should be maintained.

Guideline 6.1.1B The participating countries are responsible for the translation and linguistic adaptation of data collection instruments. The Consortium provides support in the form of:

- Source versions that have been reviewed for language and cultural issues.
- Translation and adaptation guidelines, both general and item-specific. The item-specific guidelines will be listed in specially designed Verification Follow-up Forms that accompany each instrument throughout the translation/adaptation and verification process.

- A translation management platform, translation tools and workflow definitions for carrying out the translation and adaptation process and for previewing the test items in their final layout.
- A translation and adaptation training module, as well as support in terms of translation queries arising in the process.

Recommendation 6.1.1A The strongly recommended procedure for developing the national versions of the cognitive test items is double translation by two translators working independently from each other, followed by reconciliation performed by a third translator. Translators should be chosen with the greatest care. The ideal translator will have not only the skills required to properly translate the text from English to the target language, but also some notion of the particular challenges of assessment adaptation. That is, the translators should be skilled translation practitioners who either have experience in translating cognitive test items or who have been briefed or trained on the particularities of this type of translation materials. Translators will translate into their strongest language (mother tongue).

The reconciler, ideally the most experienced translator in the team of three translators, should be responsible for the overall consistency within the materials, and for processing the verification feedback later in the process.

Guideline 6.1.1C In general, countries that have participated in PIAAC Cycle 1 must use their Cycle 1 translations for trend items ‘as is’ unless serious mistakes in these have been identified; for changing trend items, the Consortium will set up a change management process (see Section 6.3).

Recommendation 6.1.1B It is also recommended that translations be reviewed by a national panel of domain experts.

Recommendation 6.1.1C It is encouraged that countries ‘sharing’ a language (i.e., translate into the same language) collaborate, e.g., by “borrowing” a verified translation and adapting it to their national context, or by having discussions, exchanging draft translations or harmonizing their translation versions to the extent possible.

Guideline 6.1.1D The translation and review/reconciliation process should be documented according to guidelines that will be provided by the Consortium and which will emphasise translation challenges and key decisions.

Quality Control Procedures

All national versions of newly developed materials and all paper-based materials for countries new to PIAAC will go through full verification before the field trial, in a three-step procedure:

1. Sentence-by-sentence check of linguistic correctness, equivalence to the source version and appropriateness of national adaptations. Suggested corrections will be listed and justified in the Verification Follow-up Form.
2. Final check to verify the correct implementation of verifiers’ crucial suggestions from the first step as well as the correct implementation of any layout issues identified during the first step.

3. Centralised transfer of the finalized computer-based content to paper-based format when the same item is administered in both delivery modes, to ensure consistency of the two versions of the item.

A system will be used for archiving the national versions used in the field trial, with a view to allowing main study revisions only in case of changes in the source version or to address identified residual translation or adaptation defects.

Verification for the main study consists of the verifier checking that any linguistic and content-related changes requested by national team are linguistically correct and in line with the PIAAC translation and adaptation guidelines. If yes, they will be implemented by the verifier in the national version, i.e., the national team does not have access to the content prior to the main study.

A system will be used for archiving the national versions used in the main study, with a view to their possible reuse in a future PIAAC cycle.

6.2 Background Questionnaire

Purpose

To ensure that comparable information on respondents' background is collected across countries and, where applicable, from one PIAAC cycle to the next or in relation to previous surveys.

Rationale

If the assessment results are to provide valid and comparable data across countries it is essential that the different language and country versions be linguistically equivalent. For questionnaires, "comparability" refers to linguistic equivalence (content, register, style and readability), adjusted for controlled (non-linguistic) adaptations to local context.

Standards, Guidelines and Recommendations

Standard 6.2.1 Non-linguistic adaptations are necessary for questionnaire items and/or response options where translation (alone) does not lead to comparability, such as education or wage categories. These adaptations must first be agreed upon and documented between countries and the Consortium, so that the Consortium can prepare a "country-specific source version" reflecting those adaptations. In particular, wherever national classifications are used to capture information such as formal education or occupation categories, it must be possible to map these to the appropriate international classifications.

Guideline 6.2.1A The participating countries are responsible for the structural adaptations to national circumstances. The Consortium provides support in the form of:

- PIAAC Cycle 2 Background Questionnaire Harmonization and Extension Guidelines, which explain in detail how countries should deal with non-linguistic adaptation;
- A dedicated consultation process for the measurement and internationally comparative coding of formal education.

Guideline 6.2.1B Countries administering the BQ in several languages must ensure that content-related adaptations are identical across language versions.

Guideline 6.2.1C Information on occupation and industry will be solicited via open questions, lookup lists or the confirmation of relevant register information. Countries should apply a set of standard questions that is appropriate for coding occupations and industry in their country. The resulting responses need to be coded into international standard categories (for details, see Section 11.2).

Guideline 6.2.1D Information on countries and languages will be solicited via semi-open questions, using partly pre-coded country-specific lists of countries and languages that are expected to be reported frequently in their country, plus an “other” category. Lookup lists may be used for country names if countries so wish. The names of countries should reflect the CURRENT name, not the name of the country in the past (even though the question may be related to the past). In most cases, country-specific lists of countries and languages will be used that covers the most relevant countries and languages plus a category ‘other’. The resulting responses need to be coded into international standard categories (for details, see Section 11.2).

Guideline 6.2.1E Information on education will be solicited via closed country-specific questions, lookup lists or the confirmation of relevant register information. The resulting responses need to be mapped to international standard categories (for details, see Section 11.2). This mapping of national education categories to the international coding scheme, as well as the mapping of the minimum normal cumulative years of education to complete the respective qualifications, will be achieved via a centralised consultation process between the Consortium and countries using the Education Measurement and Coding Template (EMCT).

Recommendation 6.2.1 For the education consultation process, countries are encouraged to involve an expert with extensive knowledge of the educational system, qualifications and pathways through education of the country as well as the relationship between formal education, skills and the labour market. Expertise in international education classification, especially the application of ISCED in the country, is desirable but not necessary.

Standard 6.2.2 The use of registry information to pre-fill responses or the use of national lookup lists to facilitate response process in the background questionnaire is restricted to questions pertaining to highest educational qualification (B2_Q01), occupations (D2_Q01a/b, E2_Q01a/b), sectors of industry (D2_Q02a/b, E2_Q02a/b), country of birth (A2_Q03b) and country in which the highest educational qualification was obtained (B2_Q03b). Any pre-filled response needs to be confirmed by the respondent in a follow-up question.

Standard 6.2.3 In case registry information is used to pre-fill responses for questions about job title or industry sector (which will be used to code into ISCO/ISIC classifications, see Chapter 11), the standard open-ended questions (D2_Q01a/b, E2_Q01a/b, D2_Q02a/b, E2_Q02a/b) about actual tasks of the respondent/the firm must still be presented to the respondent. The information provided by the respondent must be taken into account for the manual double coding operation (see Standard 11.2.3).

Standard 6.2.4 Each participating country prepares the “country-specific source versions” for their country, with the support of the consortium. These source versions then serve as the

basis for translation and linguistic adaptation. All national versions of PIAAC questionnaires will ultimately be evaluated for linguistic correctness and equivalence to the “country-specific source version”.

Guideline 6.2.4A The participating countries are responsible for the translation and linguistic adaptation of data collection instruments. The Consortium provides support in the form of:

- Review of source versions with respect to language and cultural issues (translatability assessment).
- Translation and adaptation guidelines, both general and item-specific.
- A translation management platform, translation tools and workflow definitions for carrying out the translation and adaptation process.
- A translation training module, as well as support in terms of translation queries arising in the process.

Guideline 6.2.4B In general, countries that have participated in PIAAC Cycle 1 must use their Cycle 1 translations for trend items unless serious mistakes in these have been identified; for changing trend items, the Consortium will set up a change management process.

Guideline 6.2.4C As a minimum, the translation and adaptation process needs to include a thorough review of the translated and adapted questionnaire by experts with specific knowledge of the subject matter or domain and familiarity and expertise in the translation of survey instruments.

Recommendation 6.2.4A The strongly recommended procedure for developing the national versions of the BQ for new items (and for revised items in case of substantial changes) is double translation by two translators working independently from each other, followed by reconciliation. Translators should be chosen with the greatest care. The ideal translator will have not only the skills required to properly translate the text from English to the target language, but also some notion of the particular challenges of questionnaire translation. That is, the translators should be skilled translation practitioners who either have experience in questionnaire translation or who have been briefed or trained on the particularities of questionnaire translation. Translators will translate into their strongest language (mother tongue). For new PIAAC countries, the recommendation of double translation applies to the BQ as a whole.

Recommendation 6.2.4B The reconciliation process should include a review by national experts in survey methodology, specifically questionnaire design, and the various domains covered by the BQ. It is strongly recommended that the reconciliation process be implemented as a team reconciliation, including the translators and national experts.

Recommendation 6.2.4C It is encouraged that countries ‘sharing’ a language (i.e., translate into the same language) collaborate, e.g., by having discussions, exchanging draft translations or even harmonizing their translation versions to the extent possible.

Guideline 6.2.4D The translation and review/reconciliation process should be documented according to guidelines that will be provided by the Consortium and which will emphasise translation challenges and key decisions.

Quality Control Procedures

All national versions of questionnaires will go through an adaptation agreement process and (a) a full verification for all items that are new in PIAAC Cycle 2 and (b) a focused verification of changes only for items coming from PIAAC cycle 1 countries before the field trial, in a three-step procedure:

1. Negotiation and approval of adaptations, to ensure that, for example, national classifications can be mapped to the international classifications, using the BQAS as support. Once agreement is reached, the country-specific source version reflecting approved adaptations will be produced.
2. For new items, sentence-by-sentence check of linguistic correctness, equivalence of the national version to the customised source version, and correct implementation of approved national adaptations. Suggested corrections will be listed and justified in the BQAS. For trend items coming from PIAAC Cycle 1, only a focused verification of changes will be undertaken (see Section 6.3).
3. Final check to verify the correct implementation of verifiers' crucial suggestions from the second step.

For countries that did not participate in Cycle 1, all items are considered as new and will undergo full verification.

A system will be used for archiving the national versions used in the field trial, with a view to allowing main study revisions only to address identified residual translation or adaptation defects.

Verification at main study consists of the verifier checking that any linguistic and content-related changes requested by national team are linguistically correct, in line with the PIAAC translation and adaptation guidelines, and conform with what was approved by the Consortium. If yes, they will be implemented by the verifier in the national version, i.e., the national team does not have access to the content prior to the main study.

A system will be used for archiving the national versions used in the main study, with a view to their possible reuse in a future PIAAC cycle.

6.3 Cognitive Test Items Used for Measuring Trends

Purpose

To ensure that PIAAC Cycle 2 cognitive trend items are psychometrically equivalent to the identical items used in Cycle 1 and previous adult surveys.

Rationale

If valid comparisons are to be made between the assessment results of PIAAC Cycle 2 and the previous administrations of the PIAAC survey, it is essential to use the same instruments (“if you want to measure change, don’t change the measure”).

Standards, Guidelines and Recommendations

Standard 6.3.1 Test items used for measuring trends will be administered unchanged from their previous administration. Any changes needed because of format, delivery mode or other reasons must be documented and agreed upon.

Guideline 6.3.1A Participating countries that participated in PIAAC Cycle 1 are responsible for reviewing their C1 trend items using the previews on the PIAAC portal, as well as documenting any change requests to correct outright errors in them. Agreed change requests will be implemented centrally by the Consortium. The Consortium will provide support in the form of instructions.

Guideline 6.3.1B For participating countries that did not participate in PIAAC Cycle 1, the trend items will have the same status as newly developed test items. (See Section 6.1.)

Quality Control Procedures

For countries that participated in PIAAC Cycle 1, all national versions of trend items will undergo a change request process whereby:

1. Countries will review their national version of the trend items using portal previews, and document any change requests to correct outright errors (text or layout) in a change request form.
2. Requests for change are verified for linguistic correctness, compliance to general and item-specific guidelines as well as consistency across the instruments. Agreed changes are centrally implemented.
3. Final optical check is performed to verify the correct implementation of layout changes and (when necessary) for the implementation of additional changes.

All national versions of revised materials will go through a similar change request process before the main study with a view to allowing main study revisions only to address identified residual translation or adaptation defects.

A system will be used for archiving the national versions used in the main study, with a view to their possible reuse in a future PIAAC cycle.

6.4 BQ Items Used for Measuring Trends

Purpose

To ensure that PIAAC Cycle 2 background questionnaire trend items are psychometrically equivalent to the identical items used in Cycle 1 and previous adult surveys.

Rationale

If valid comparisons are to be made between the results of PIAAC Cycle 2 and the previous administration of the PIAAC survey, it is essential to use the same instruments (“if you want to measure change, don’t change the measure”).

Standards, Guidelines and Recommendations

Standard 6.4.1 Items used for measuring trends will be administered unchanged from their previous administration. Any changes needed because of mistakes or other reasons must be documented and agreed upon.

Guideline 6.4.1A Participating countries that participated in PIAAC Cycle 1 are responsible for reviewing their BQ as well as documenting any change requests to correct outright errors. Agreed change requests will be implemented centrally by the Consortium. The Consortium will provide support in the form of instructions.

Guideline 6.4.1B For participating countries that did not participate in PIAAC Cycle 1, the trend items will have the same status as newly developed items. (See Section 6.2.)

Quality Control Procedures

For countries that participated in PIAAC Cycle 1, all national versions of trend items will undergo a change request process whereby:

1. Countries will review their BQ, and document any change requests to correct outright errors in a change request form.
2. Requests for change are verified for linguistic correctness, compliance to general and item-specific guidelines as well as consistency across the instruments. Agreed changes are centrally implemented.

All national versions of revised materials will go through a similar change request process before the main study with a view to allowing main study revisions only to address identified residual translation or adaptation defects.

A system will be used for archiving the national versions used in the main study, with a view to their possible reuse in a future PIAAC cycle.