

## Role Description

<b>ROLE</b>	Translator
<b>DIVISION</b>	Assessment
<b>VERSION</b>	1.0
<b>DATE</b>	01/04/18

### ROLE PURPOSE

A Translator is responsible for translating the final assessment materials from English into the target language and must ensure the translation submitted to the IB is complete, accurate and grammatically correct.

The final translation must read like a document that was written in the target language and not a translation, and the meaning and challenge of the questions, when compared to the English, must not have been altered.

### TEAM STRUCTURE/ASSOCIATED PROCESSES

A Translator works independently, sending in their work for formatting by IB staff and revision by a native speaker of the target language.

A Translator works with English materials that are at the end of production and should be ready for candidates. The translated content must provide candidates with a challenge equivalent to the English version.

## ACCOUNTABILITIES AND KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p><b>Production of assessment materials</b></p> <p>Translate the content of assessment materials for the allocated language in line with assessment requirements.</p>	<ul style="list-style-type: none"> <li>• Produce an accurate reproduction of the original English version in the target language with no additions, omissions or deviations.</li> <li>• Ensure the translated text is correct in terms of spelling, grammar and syntax.</li> <li>• Ensure the translation reads fluently, as if it were originally written in the target language.</li> <li>• Ensure the language used does not cause any variation in assessment standards between the English and the translation.</li> <li>• Ensure subject-specific terminology and command terms are consistent with any guidance documents provided by the IB.</li> </ul>
<p><b>Inclusive assessment design</b></p> <p>Ensure the translation of assessment content allows all students to access, engage with, and respond to assessment material in the most accessible manner possible.</p>	<ul style="list-style-type: none"> <li>• Translate content to match the English, ensuring it is culturally sensitive and appropriate for candidates.</li> <li>• Translate content to match the English, avoiding words or phrases which may not be universally familiar.</li> </ul>
<p><b>Style</b></p> <p>Apply appropriate language style to assessment materials.</p>	<ul style="list-style-type: none"> <li>• Apply conventions of the target language in terms of grammar, style, typography and spelling to the content, in conjunction with guidance documents provided by the IB.</li> </ul>
<p><b>Responding to queries</b></p> <p>Respond quickly and clearly to any queries received from the IB.</p>	<ul style="list-style-type: none"> <li>• Respond to queries from the IB promptly at any point in the publication process.</li> <li>• Provide unambiguous answers, with reasoning where appropriate.</li> <li>• Ensure any amendments provided do not affect other content or associated materials and are consistent with the rest of the assessment and the guidance documents provided by the IB.</li> </ul>
<p><b>Confidentiality</b></p> <p>Maintain the confidentiality of assessment content.</p>	<ul style="list-style-type: none"> <li>• Comply with the IB security policy to ensure the confidentiality of assessment material is not compromised.</li> <li>• Comply with the Assessment IB Educator Conflicts of Interest policy.</li> <li>• Use only the IB-specified secure system to send and receive any materials or information relating to assessments.</li> <li>• Inform the IB immediately of any potential conflicts of interest.</li> </ul>

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
<p><b>Compliance with deadlines</b></p> <p>Complete work within agreed timeframes and respond promptly to all IB communications.</p>	<ul style="list-style-type: none"> <li>• Meet all agreed deadlines to ensure assessment materials are produced to a high quality and on schedule.</li> <li>• Inform the IB immediately of any delays or issues.</li> <li>• Ensure a timely response to IB communications.</li> </ul>
<p><b>Professional development</b></p> <p>Actively work to improve knowledge, skills and performance through reflection and the completion of any necessary training and development to ensure that tasks are performed efficiently and effectively.</p>	<ul style="list-style-type: none"> <li>• Receive feedback positively and act upon feedback to ensure that tasks are performed effectively.</li> <li>• Complete any necessary training and development (virtual or face-to-face) as required by the IB to fulfil the role.</li> <li>• Request guidance and training (on assessment and house style specifications, assessment preparation processes or the role) if anything is unclear.</li> </ul>

This list of accountabilities is subject to change and may vary depending on subject and component. It is designed to give an indication of the work involved with the role.

#### TIME COMMITMENT AND FEES

The amount of work and time periods when work will be required will vary depending on subject and component. As an indication, however, there could be one or two sessions in production within a one year period.

The rate of fees is calculated per 1000 words, with a minimum payment equivalent to 1000 words if the word count falls below this figure.