

# Translation Quality Assurance Form

Date:

Translation Title:

Language:

Document saved in:

Agency/translator's name:

Edited/proofread by:

Do you strongly agree, agree, are not sure, disagree or strongly disagree with the following statements. Please check off the appropriate box for each.

Statements	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
<b>Loyalty:</b> I read the translated text and the English text and I understand the same message from both documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accuracy:</b> I read the translated text and I get more information or different information than reading the English document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Register:</b> I find the language in the translated text more difficult to read/ understand than the English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>False cognates:</b> I read the translated text and think I would not understand it as well if I didn't know English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appropriateness for culture/ audience:</b> The translated message sounds offensive or inappropriate to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grammar and Style:</b> The translated text has grammatical mistakes, punctuation errors and format problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>How would you rate this translation overall?</b>	Excellent	Good	Average	Below Average	Unacceptable
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendations/Comments:

Adapted from The Commonwealth of Massachusetts  
*Translation Guidelines for Written Materials*



NATIONAL  
HEALTH PLAN  
COLLABORATIVE

Reducing Racial and Ethnic Disparities &  
Improving Quality of Health Care