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PISA25 MS - Trend Verification & Review Instructions

A short step-by-step guide to Trend Verification

0. Make sure you have the OmegaT version specified here <https://capstanlqc.github.io/omegat-guides/en/review/install-and-setup/>
1. Open [PISA Connect Workflow Manager](#)
2. Filter using Locale (II-CC) and Workflow (2025MS REV TREND) for the batches you have been assigned.
3. Download the files for all the batches at the trend verification preparation step. They should be Trend Transfer Review forms.
4. Save them on the server under U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\II-CC\00_from_country (if the folder for your locale does not exist, create it using the template [here](#)).
5. Copy them into U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\en-US\01_to_verifier and U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\en-US\02_from_verifier. You edit the files in the 02_from_verifier folder.
6. Push all batches for your locale one step forward, i.e. from trend verification preparation to trend verification.
7. Once you have pushed them, you will open the first one in the queue using this GIT link in OmegaT (Download Team Project): https://git-codecommit.eu-central-1.amazonaws.com/v1/repos/pisa_2025ms_translation_II-CC_trend-verification.git
8. Insert your credentials that you can find in your profile on PISA Connect. Make sure you are adding no extra spaces. You may need to enter the credentials more than once.
9. Open the Trend Transfer Review form for the batch you find in OmegaT and make the changes that are requested.
10. Commit the target files in OmegaT and close it.
11. Push the batch you were working on in the workflow manager one step forward, i.e. from trend verification to trend verification review.

12. Do the same for the others.

13. When all batches are at trend verification review, you will push them all one final step forward to post-verification review.

14. Once you deliver, please let us know in the chat, or mark the job in Plunet as Delivered (so it sends a notification) and then as Without Invoice.

A short step-by-step guide to Trend Verification Review

0. Make sure you have the OmegaT version specified here <https://capstanlqc.github.io/omegat-guides/en/review/install-and-setup/>

1. Open [PISA Connect Workflow Manager](#)

2. Filter using Locale (II-CC) and Workflow (2025MS REV TREND) for the batches you have been assigned.

3. Download the files for all the batches at the trend verification preparation step. They should be Trend Transfer Review forms.

4. Save them on the server under U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\II-CC\02_from_verifier (if the folder for your locale does not exist, create it using the template [here](#)).

5. Copy them into U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\II-CC\03_sign_off. You edit the files in the U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\II-CC\03_sign_off folder.

6. Open OmegaT for the first batch in the queue using this link: https://git-codecommit.eu-central-1.amazonaws.com/v1/repos/pisa_2025ms_translation_II-CC_trend-verification-review.git

7. Open the corresponding trend transfer review form for the batch that opens in the OmegaT.

8. Check the verifier's corrections, making sure they are in line with the trend from PISA22. They should not have corrected errors that pre-existed in PISA22. The only errors that need to be corrected are the errors that occurred from the transfer of trend from PISA22, resulting in different translations from PISA22.

9. Commit the target files in OmegaT and close it.

10. Push the batch you were working on in the workflow manager one step forward, i.e. from trend verification review to post-verification review, using the updated trend transfer review form you have here U:\PISA_2025\TREND_TRANSFER\02_Main_Survey\II-CC\03_sign_off for the corresponding batch.

12. Do the same for the others.

13. When all batches are at trend verification review, you will push them all one final step forward to post-verification review.

14. Once you deliver, please let us know in the chat, or mark the job in Plunet as Delivered (so it sends a notification) and then as Without Invoice.

Helpful Tips during Trend Verification Review

1. **Subscripts 2 and 3** - If country states that the subscript is not the same as in PISA22 MS, but in OmegaT it shows correctly, this change cannot be changed by us. Please select **"No"** and write a comment **"To be checked by ACER"**.
2. **Zed/Red** - Many countries requested **"Zed/Zedland"** to be corrected to **"Red/Redland"**. This change was approved before PISA25 cycle began. Therefore, if there is a change request from the country that such words have not been changed, please do change, even though it will differ from PISA22 MS translation.
3. **Angle symbol** - If the country states that the angle symbol differs from the PISA22 MS version, please select **"No"** and write a comment **"To be checked by ACER"**. These angle symbols show as tags in OmegaT and cannot be changed.
4. **Unit "Migration"** - in this unit, in OmegaT, you will see that the countries do not correspond to the source. This is because the translation needs to be in alphabetical order in the Previewer. Therefore, please make sure that the country names match PISA22 MS previewer and not OmegaT English source.
5. **Break tag
** - If a sentence/word need to be in the in the following line, as in PISA22 MS, please use the
 in-between the two relevant words. MAKE SURE to **NOT** have spaces between the words and the tag, or it will show as plain text in the Previewer.
6. **Non-breaking space** - if there is an incorrect separation at the end of the line, compared to the PISA22 MS, please use the non-breaking space. In order to insert a non-breaking space, type ` `: the auto-completer will propose to insert the character from the autotext list.
7. **Bold, italics, underline** - If target text needs to be bold/italic/underlined compared to the source, please use the following rules:

****bold**** (two asterisks before, two afterwards)

__italics__ (two underscores before, two afterwards)

^^underline^^ (two circumflexes before, two afterwards)

