Number of pages: Number of copies: Classification:

## TRANSLATION PROTOCOL Title of the translated instrument

Month(s) and year

IU

1. Preparation						
Guarantor of t	he trans	lation				
Name and function						
Institution						
Contact details						
The translated	l instrun	nent				
Title						
Version						
Published						
Author						
		ocedure(s)	) and evalu	ation method(s)		
Translation ai	m(s)					
Translation pr	ocedure	e(s)				
Evaluation me						
Qualitative met						
Quantitative m	ethod(s)					
Permission(s)						
Permission(s)		d\				
Date (permission obtained)  Document attesting to the permission						
Document atte	sting to ti	ne permiss	sion			
Translators: A	im(s) to	be achiev	ed. and cri	teria for the selection of tr	anslators	
	ranslators: Aim(s) to be achieved, and criteria for the selection of translators  .g. Translator 1 to translate the instrument from the original language (text) to the target language (version 1)					
		to translate the instrument from the original language (text) to the target language (version 1)				
e.g. Translator						
Role Status		Requirements	· · · · · · · · · · · · · · · · · · ·	Name		
Forward transla			to the target			
Translator 1 Linguistic expert		3 3 /				
Translator 2 Health-care expert						
Back translation (translation from the target language back to the original language)						
Translator 3		<u> </u>				
The number of tr	anslators	can vary ac	cording to the	e overall translation aim(s) / pro	cedure(s)	
Expert panels: Aim(s) to be achieved, and criteria for the composition of expert panel(s) and for the selection of their						
individual members						
Panel # Aim(s)						
e.g. Panel 1		luation of t	he prelimina	ary translations (version 1 ai	nd version 2)	

Expert panels		ed, and criteria for the composition of expert panel(s)	and for the selection of their			
Panel #	Aim(s)					
e.g. Panel 1	e.g. Evaluation of the preliminary translations (version 1 and version 2)					
e.g. Panel 2	e.g. Reconciliation of the preliminary translations (version 3)					
e.g. Panel 3	e.g. Harmonization of the preliminary translation (version 4)					
Member #	Status Criteria (requirements) Name					
Panel 1						
Panel 2						
Panel 3						

Aim(s) to be achieved by each expert panel can be adjusted according to the overall translation aim(s) / procedure(s)

FORM DEVELOPED BY:

PETRA MANDYSOVA

University of Pardubice, Czech Republic, 2017

TRANSLATION PROTOCOL

FILE NUMBER

CLASSIFICATION: FOR INTERNAL USE

Instrument testing aim(s), procedure(s) and evaluation method(s)							
Instrument testing aim(s)							
instrument testing ann(s)							
Instrument testing procedure(s)							
motrament to	Stilly procedure(3)						
Evaluation m	ethod(s)						
Qualitative me	· · ·						
Quantitative m							
Quantitative II	ietilou(s)						
	(-). A:(-) (- bb:				A and for the colories of their		
individual me		evea, and	criteria for the composition of	expert panei(s	s) and for the selection of their		
Panel #	Aim(s)						
e.g. Panel 4	e.g. Finalization of th	a translata	d version				
Member #	Status	_	(requirements)		Name		
Panel 4	Jiaius	Cilicila	(requirements)		Name		
i allei 4		T		1			
Aim (a) to be an	his and have a sale as manufacture		alivata di annomina ta tha avvanellinat		2(2) / 24222 4:442(2)		
Alm(s) to be aci	nievea by each expert pai	nei can be a	djusted according to the overall insti	rument testing ain	n(s) / procedure(s)		
	• • •	nieved, an	d criteria for the selection of i	nstrument usei	rs		
Group	Aim(s)						
e.g. Group 1	e.g. To provide inform	nation con	cerning their understanding of th	e instrument (co	ognitive debriefing)		
Member #	Status	Criteria	(requirements)		Notes		
Group 1							
Aim(s) to be ac	hieved by each group of i	nstrument u	sers can be adjusted according to th	e overall instrume	ent testing aim(s) / procedure(s)		
Date			or of the translation		Signature		
		יו	lame & Title				
2. The train	nslation, the res	ults, an	d their evaluation				
Course of the	e translation, the resu	ılts and th	neir evaluation				
Version 1	translation, the root						
	ualitative method(s)	V 010	теп т ю пт проставх п				
		their eval	uation are in Appendix #				
	uantitative method(s)		addent are in ripperialix ii				
		their eval	uation are in Appendix #				
Version 2	g rood une		ersion 2 is in Appendix #				
	Evaluation - qualitative method(s)						
		their eval	uation are in Appendix #				
	uantitative method(s)						
		their eval	uation are in Appendix #				
Version 3 (Re			Version 3 is in Appendix #				
Evaluation - qualitative method(s)			··				
The report containing the results and their evaluation are in Appendix #							
	Evaluation - quantitative method(s)						
	The report containing the results and their evaluation are in Appendix #						
	Version 4 (Harmonized) Version 4 is in Appendix #						
	ualitative method(s)						
The report containing the results and their evaluation are in Appendix #							
Evaluation - quantitative method(s)							
The report containing the results and their evaluation are in Appendix #							
The number of versions can vary according to the overall translation aim(s) / procedure(s)							
Author's approval							
Date (approval obtained)							
	Document attesting to the approval						
Document attesting to the approval							

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PETRA MANDYSOVA
UNIVERSITY OF PARDUBICE, CZECH REPUBLIC, 2017

TRANSLATION PROTOCOL FILE NUMBER CLASSIFICATION: FOR INTERNAL USE

## 3. Instrument testing, the results, and their evaluation

Course of instrument testing, the resu	ns, and their evaluation			
Testing - qualitative method(s)				
The report containing the results and their	ir evaluation are in Appendix #			
Testing - quantitative method(s)				
The report containing the results and their	ir evaluation are in Appendix #			
Course of instrument adjustment base	ed on the testing results (= pre-final version)			
Pre-final version	Pre-final version is in Appendix #			
The instrument is adjusted if needed based of	the testing results.			
Author's approval				
Course of instrument adjustment based of	on the author's feedback (= final version)			
Date (approval obtained)				
Document attesting to the approval				
The instrument is adjusted if needed based or	n the author's feedback.			
4. Evaluation of the translation				
Evaluation of the overall translation aim(s)				

Guarantor of the translation

Name & Title

Date

Signature