Dear Trusted Reviewer,

The King County Public Health Language Access Team is asking you, as a trusted and experienced translator, to help us assess skill level and determine if an applicant is qualified to be a Community Language Service Provider. This person has applied to be a [Insert Language] translator.

Please review the attached translation matrix and slide deck, then provide feedback based on the assessment areas. We are not assessing for style which can vary from person to person.

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| **Assessment Areas** |
| **Accuracy**; the translation conveys the English information |
| **Appropriateness;** the sentences and word choice should sound fluent and native; and a resident of King County can easily understand |
| **Grammar;** Correct in terms of structure |
| **Cohesion;** Thoughts are complete |

In your estimation, was a machine or Artificial Intelligence (AI) translation engine (such as Google Translate) used to complete the assessment?

After assessing the translation, how would you rank the candidate? Beginner, Intermediate, Advanced, Superior? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Beginner*: The candidate has almost no ability to translate. They may be able to translate a few isolated words and phrases, but the source and target texts have almost nothing in common

*Intermediate:* The candidate can translate basic texts and provide a satisfactory literal translation. Vocabulary, grammar, structure, and punctuation are good in areas of frequent usage. Many mistakes are present in areas of advanced structure and / or vocabulary, and these mistakes affect the reader’s understanding of the translation material.

*Advanced*: The candidate is able to translate in a way that conveys the intended meaning of the source text. The translation contains errors that prevent it

from sounding as though it was written in the target language. Some mistakes are made with vocabulary, grammar, spelling, and / or punctuation; these mistakes may distract the reader but do not affect one’s comprehension of the translated material.

*Superior*: The candidate is able to produce a clear and virtually error-free translation that reads as though it were written in the target language. The translation is fluid and preserves the nuances of the source text.

Based on Accuracy, Appropriateness, Grammar and Cohesion, would you recommend them for the Translator Role □   Reviewer role □ or both □

Additional Comments or Concerns:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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You will be compensated $70/hour for your time. Please let me know your hours when this is complete.

Please get this back to me by {Date}. If you have any questions, please let me know.

Thank you!