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SCHOOL COORDINATOR’S MANUAL

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
1. INTRODUCTION.....	5
1.1 OECD PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT: MONITORING KNOWLEDGE AND SKILLS IN THE NEW MILLENNIUM	5
1.2 THE ROLE OF THE SCHOOL CO-ORDINATOR (SC)	5
1.3 CHECKLIST OF ACTIVITIES	6
2. SCHOOL CO-ORDINATOR RESPONSIBILITIES	7
2.1 SELECTING A DATE FOR THE ASSESSMENT	7
2.2 SENDING THE NPM A LIST OF ELIGIBLE STUDENTS	7
2.3 RECEIVING AND UPDATING THE LIST OF SAMPLED STUDENTS (I.E., STUDENT TRACKING FORM) FROM THE NPM.....	8
2.4 IDENTIFYING STUDENTS WHO WILL BE EXCLUDED FROM THE ASSESSMENT	8
2.5 WORKING WITH THE SCHOOL STAFF TO PLAN FOR THE TEST DAY.....	9
2.6 NOTIFYING STUDENTS AND PARENTS (IF NECESSARY) ABOUT THE ASSESSMENT	9
2.7 DISTRIBUTING AND COLLECTING THE SCHOOL QUESTIONNAIRE.....	9
2.8 REVIEWING THE PLANS FOR THE ASSESSMENT WITH THE TA	10
2.9 INFORMING THE NPM OF ANY CHANGES IN THE DATE OR TIME OF THE ASSESSMENT	10
2.10 CO-ORDINATING ACTIVITIES WITH THE TA ON THE DAY OF THE ASSESSMENT	10
2.11 ARRANGING FOR A FOLLOW-UP SESSION, IF NEEDED	10
2.12 STORING THE COPIES OF THE ASSESSMENT FORMS	11

1. INTRODUCTION

1.1 OECD Programme for International Student Assessment: Monitoring Knowledge and Skills in the New Millennium

Note to NPM

You should decide which of the following to include in this section:

- Overview of the OECD/PISA study. The web site (www.oecd.pisa.org) contains a complete description of the study as well as text for brochures in English and French. NPMs may choose to use their brochures to introduce the study or they may decide to edit the text from the web site and insert it here. For convenience, the study description from the web site is repeated in the introduction to the NPM Manual.
- Organisation of the project and schedule of activities within your country.
- Information on whom to contact with questions or problems.

1.2 The Role of the School Co-ordinator (SC)

Note to NPM

The role of the School Co-ordinator may vary from country to country. In some cases, the School Co-ordinator may be the Test Administrator; while in others, he or she will have a more limited role. The School Co-ordinator and the Test Administrator are assumed to be different persons in this manual. NPMs may modify this manual depending on the role of the School Co-ordinator in their countries.

Schools participating in PISA were asked to appoint School Co-ordinators to be the liaison between the schools and study staff. As a School Co-ordinator you are responsible for PISA activities within your school. PISA relies on you to:

1. Schedule the assessment and arrange for space for the sessions;
2. Provide the list of eligible students to the national centre for the selection of the student sample;
3. Notify teachers, students, and parents about the PISA assessment according to the school's policies;
4. Ensure that the School Questionnaire is filled in and returned to the Test Administrator; and
5. Assist the Test Administrator during the assessment.

The rest of this manual describes these activities thoroughly. The Checklist of Activities in Section 1.3 summarises these activities and provides references to the more detailed sections of the manual. If,

after reviewing the information in this manual, you have any questions or concerns, please contact your National Centre.

Note to NPM

Insert appropriate contact information.

1.3 Checklist of Activities

Note to NPM

Revise this list of activities to reflect your project organisation. A suggested schedule is given for your convenience and may be deleted in your SC Manual. Add due dates and schedules based on your assessment plans.

Activity	SC Manual Reference	Suggested In-Country Schedule
<input type="checkbox"/> Select a date for the assessment	Section 2.1	As early as possible
<input type="checkbox"/> Send a list of eligible students to the National Project Manager (NPM)	Section 2.2	6 weeks before assessment
<input type="checkbox"/> Receive and update the list of selected students	Section 2.3	2 weeks before assessment
<input type="checkbox"/> Identify students who are to be excluded from the assessment	Section 2.4	1-2 weeks before assessment
<input type="checkbox"/> Notify teachers and other staff about the assessment	Section 2.5	1-2 weeks before assessment
<input type="checkbox"/> Notify students and parents according to school policy	Section 2.6	Week before assessment
<input type="checkbox"/> Distribute and collect the School Questionnaire	Section 2.7	1-2 weeks before assessment
<input type="checkbox"/> Review plans for the assessment with TA	Section 2.8	1-2 weeks before assessment
<input type="checkbox"/> Notify NPM of any changes in the assessment schedule	Section 2.9	Prior to assessment
<input type="checkbox"/> Assist the TA on assessment day	Section 2.10	Assessment day
<input type="checkbox"/> Arrange for a follow-up session (if needed)	Section 2.11	Assessment day
<input type="checkbox"/> Store copies of assessment forms	Section 2.12	Until end of school year

2. SCHOOL CO-ORDINATOR RESPONSIBILITIES

2.1 Selecting a Date for the Assessment

PISA assessments must be conducted during **(NPM to insert test window dates here)**. The NPM may suggest particular dates during this period for the assessment in your school. You will then select the best date and alternative dates for your school. The following are guidelines for scheduling:

- The PISA assessment consists of a 2-hour Assessment Booklet and a 30-minute Student Questionnaire;
- It will take about 3 hours for the entire assessment including breaks. The cognitive parts should be administered on the same day with a short break between the two parts; and
- If there is insufficient time to complete the Student Questionnaire on the same day as the other parts, it may be given on a different day.

It is especially important that the NPM be informed of the preferred and alternative dates as soon as possible because he or she will manage the schedules of the Test Administrators (TAs) and the School Quality Monitors (SQMs). SQMs are representatives from the international study centre who will visit a random sample of schools in each country. SQMs will arrive at least 45 minutes before the assessments in the selected schools. Their role is to ensure that PISA procedures are carried out correctly and uniformly around the world. They will also provide important feedback to the international centre regarding ways to improve PISA for the future.

2.2 Sending the NPM a List of Eligible Students

Note to NPM

Modify these instructions as appropriate in your country. The form of the Student Listing Form may differ from country to country. See the NPM manual for examples and instructions.

The Student Listing Form (Exhibit 2-1) contains instructions for preparing a list of eligible students. The National Project Centre will randomly select a sample of 35 students from this list. Please send this list to the National Project Centre by **[NPM to insert date]** so that the students can be sampled in time to allow you to inform students and their parents well before the assessment date.

2.3 Receiving and Updating the List of Sampled Students (i.e., Student Tracking Form) from the NPM

After the National Project Centre samples the students, the list of sampled students will be returned to the school on a Student Tracking Form (Exhibit 2-2). The Student Tracking Form is an essential document that is used to record session information, demographic details and student participation.

[NPM: Insert Student Tracking Form]

Please review and update the Student Tracking Forms as follows:

- Identify and correct missing or incorrect information;
- Identify students who are ineligible. Ineligible students are those students who are no longer enrolled in the school and students who should not have been on the original sampling list (for example, someone who does not meet the eligibility criteria); and
- Identify excluded students as described in Section 2.4.

You may copy the Student Tracking Form to notify teachers about the selected students. Please keep the original of the form to give to the TA on assessment day.

2.4 Identifying Students Who Will Be Excluded from the Assessment

PISA is a timed assessment administered to groups of students in the instructional language(s) of each country. The intent of the study is to be as **inclusive** as possible. However, some students with limited proficiency in the language(s) of the test or those who have a physical, mental or emotional disability may not be able to participate under these conditions. Therefore, PISA has developed criteria for all schools to use when there is doubt about whether a selected student should be assessed.

Criteria for determining if a student with a disability and/or with limited language proficiency should be excluded are discussed below.

Note to NPM

Guidelines for defining exclusion categories are found in Section 5.4 of the NPM Manual. Modify these guidelines as appropriate for your country and insert them here.

2.5 Working with the School Staff to Plan for the Test Day

Please be sure that all relevant school staff are informed about the project, what their involvement will be, and when they will be involved.

The National Centre will send you informative material and letters about the study. Please use these materials as appropriate.

If the date or time of the testing is changed, make sure that all persons involved with the assessment learn of the change in sufficient time to make any necessary adjustments in their arrangements.

2.6 Notifying Students and Parents (if Necessary) About the Assessment

The information and letters about the study may be given to students and parents as well as to school staff. If parental permission is required, be sure that parents have enough time to receive the material and to respond before the day of the assessment. It is important that the student participation rate be as high as possible.

Because the PISA materials may be used in the future, their security is important. You and other school staff members may look through unused booklets, in the presence of the TA, only after the assessment. Furthermore Assessment Booklets must NOT be copied under any circumstances. The Student Questionnaire is not secure. Therefore, it may be copied. All Assessment Booklets and Student Questionnaires must be returned to the National Centre immediately after assessment. The TA is responsible for all study materials and for returning them to the National Centre.

2.7 Distributing and Collecting the School Questionnaire

Each school is asked to complete a School Questionnaire. The School Questionnaire collects information about school and class size, staffing patterns, instructional practices and school organisation.

Please give the questionnaire to the person most knowledgeable about staffing and policy issues. Make sure that the questionnaire is completed **before** the testing date so that the completed questionnaire can be given to the TA for return with the test materials.

2.8 Reviewing the Plans for the Assessment with the TA

The TA assigned to your school should telephone or visit 1 or 2 weeks before the test date to:

- Confirm the time and location of the assessment session;
- Discuss how to handle emergencies or problem situations; and
- Review the updated Student Tracking Form and resolve any remaining questions.

2.9 Informing the NPM of any Changes in the Date or Time of the Assessment

It is very important that everyone involved in the assessment be informed about the schedule changes. Please inform the NPM about any changes in the date and/or time of the testing so that the NPM can inform the SQM and TA.

2.10 Co-ordinating Activities with the TA on the Day of the Assessment

On the day of the assessment, you are asked to:

- Help the TA with final arrangements;
- Provide calculators and rulers for students [**NPM: modify to reflect your policy**];
- Ensure that the students are ready to begin the test at the designated time. It is very important that as many of the sampled students as possible are tested and that only sampled students are tested; and
- If possible, be present throughout the assessment and assist the TA. If this is not possible, be available at the beginning of the test session and periodically throughout the assessment. Your presence at the beginning of the test session will help set the tone of the session and demonstrate the importance of the study.

2.11 Arranging for a Follow-up Session, If Needed

Notes to NPM

- **The goal of holding Follow-up Sessions is to maximise the student participation rate. NPM's should adopt procedures to achieve this goal. If it is thought that the requirement that follow-ups be held will dissuade schools from participating, then it may be best to modify or delete the requirement.**
- **The value of 5 assumes a within-school sample of 35 students. If the typical within-school sample is not 35 this number should be adjusted so that it is about 15% of the typical within-school sample size.**

If more than five students, from the PISA population, are absent from the test session (for reasons other than student's or parent's refusals), a Follow-up Session should be scheduled, if at all possible. In co-ordination with the TA, set the date and time of the Follow-up Session. Select a date and time that will maximise the number of students attending the session and the ability of the TA to be present. The Follow-up Session should be administered as soon as possible after the originally scheduled assessment. If the original session was observed by an SQM, the Follow-up Session will also be observed.

Notify the students who were absent from the original session and their teachers about the Follow-up Session. Make every attempt to get absent students to attend the Follow-up Session.

Only one Follow-up Session will be held.

2.12 Storing the Copies of the Assessment Forms

After completing the assessment, the TA will make a copy of the Student Tracking Form. The original should be sent to the National Project Centre with the booklets and the copy should be kept at the school by the SC. The National Project Centre may need to refer to this information should any questions arise during the coding of the assessment booklets. **[NPM: Modify as appropriate in your country.]** If student confidentiality is a concern, student names should be removed from the original before it is sent to the National Project Centre.

Store the Student Tracking Form and other PISA assessment documents until **[date to be specified by the NPM. It should be consistent with Exhibit 1.3.]**, and then destroy the documents.

**Your help with the PISA is very important to its success.
The National and International Project Centres appreciate your willingness to help and
thank you for your time.**