

Job description of the National Research Coordinator (NRC) and tasks of the National Study Center (NSC) for IEA ICCS 2022

The **National Research Coordinator (NRC)** plays the major role in IEA ICCS 2022 and is a country's (or education system's) main contact person for all aspects of the study. The NRC's main responsibility is the implementation of the study in the country, including the coordination of all tasks (see list below), in cooperation with the international centers and other NRCs.

The NRC is required to have an excellent command of English (the IEA's and ICCS' working language).

(1) MAIN NRC RESPONSIBILITIES

- Organizing the **National Study Center (NSC)** to perform study tasks as described further below.
- Employing and/or supervising staff, including assigning/distributing the roles as outlined below.
- Ensuring availability of required hardware and software and other necessary equipment and materials.
- Reliably communicating with the ICCS 2022 International Study Center (ISC) at ACER, the ICCS 2022 Associate Research Center at LPS/LUMSA, the IEA Amsterdam and the IEA Hamburg.
- Liaising with national advisory groups, stakeholders, funders, data protection authorities or similar bodies (e.g., teacher unions).
- Participating in international NRC meetings, trainings and workshops.
- Advising on key interests and priorities, reviewing the assessment framework and study instruments from the perspective of the country
- Participating in the item/scoring guide development and training for reliable scoring of constructed response items.
- Coordinating and supervising all survey and field operations as defined in any operational and procedural manuals provided by the ISC and IEA for NRCs and NSC staff use.
- Contributing to international reports by participating in the review process and making sure the country's data are accurate.
- Preparing and disseminating a national report in synchronization with the release of the International Report.

In addition to the NRC, further staff is required in each country to successfully conduct the study. If the computer-based assessment option is taken up, some tasks may differ when compared to those for the paper-based assessment administration.

(2) REQUIRED ROLES, EXPERTISE AND STAFF (AT THE NATIONAL CENTER OR THROUGH CONTRACTORS)

- **Sampling Coordinator**

The Sampling Coordinator works with the international sampling experts to adapt the international sampling design to national conditions. He/she determines specific national analysis priorities (e.g., analysis of particular population subgroups) that may affect the sampling design.

- **Data Manager**

The Data Manager manages all data related issues, organizing and implementing within-school sampling procedures, overseeing data entry, and verifying the quality of all data products. He/she also would be responsible for or would assist with preparing the software to be distributed for the electronically administered assessments.

- **Office staff**

Responsible for general office administration, and may include tasks such as contacting schools, making travel arrangements, etc.

It is possible that a single individual may perform some or all of these roles, but it also is possible to share the roles among several individuals, depending on the individuals' capabilities and the funds available.

Additionally, each National Study Center (NSC) will need to coordinate and sufficiently train the following roles:

- **Translators/Translation Reviewers**

Translators and Translation Reviewers are responsible for the translating the assessment instruments (test and questionnaires) into the national language(s) and for verifying the translations internally.

- **School Coordinators**

Each participating school nominates a School Coordinator who provides information about classes, teachers, and students in the school and organizes and supervises the assessment administration. For computer-based assessment, School Coordinators further coordinate the checking and preparing of computers, launching the software on the compatible computers, and uploading the data to the IEA server. The ISC provides an international version of School Coordinator Manual, which the NRC translates and/or adapts to create a national version for use in the participating schools.

- **Test Administrators**

Participating schools also require Test Administrators to administer the assessment in the selected classes. The ISC provides an international version of Test Administrator Manual, which the NRC translates and/or adapts to create a national version for use in the school. For the electronically administered assessments, it is helpful to have a Test Administrator's assistant for each testing session, in order to help with any technical issues while the Test Administrator administers the assessment to the class.

- **IT Support**

For countries participating in optional electronically administered assessments (online school/teacher questionnaire and/or computer-based student instrument delivery), the NSC



manages a help desk and assures availability of support personnel for the School Coordinators and Test Administrators in order to resolve any IT issues that they might encounter while preparing for and administering these assessments.

- **National Quality Observers¹**

This person(s) observes and reports on actual testing sessions in about 10% (to be confirmed) of selected schools. The ISC provides guidance to NRCs for additional national quality observations (such as manuals and observation records), which the NRC translates and/or adapts to create national versions for use in implementing a national quality assurance program.

- **Scorers and coders**

Scorers apply guidelines to determine whether or not student answers to any constructed-response items are correct. Additionally, it is foreseen that the study will require experts on occupation to code student responses on parental occupation into the ISCO standard.

- **Staff for data entry and/or scanning**

For paper-based assessments, it is necessary for data entry staff to transcribe responses from the assessment instruments into data files and/or for scanning staff to scan the assessment instruments and compile the data into data files.

¹ Separately, an International Quality Observer for each country will be appointed and trained by the IEA Amsterdam.

(3) KEY STUDY TASKS IN THE COUNTRY²:

Stage 1: Preparing school sample frames, contacting schools, and sampling classes for the field trial and then for the main survey administration, using IEA's proprietary software.

- Specifying the school sampling design with the help of international sampling experts.
- Providing the school sampling frame including all sampling-related information.
- Contacting the sampled schools to obtain cooperation.
- Identifying and training School Coordinators for each sampled school.
- Requesting information about classes from the sampled schools.
- Sampling one or more classes per school and per target grade.
- Listing the students in the sampled classes.
- Listing the teachers teaching the target grade in sampled school.
- Selecting random samples of students and teachers from these lists.
- Assigning instruments to students, teachers, and school principals.
- Printing tracking forms and labels.

Stage 2: Preparing the field trial and main survey instruments

- Contributing to assessment item writing (e.g., at an item development workshop), questionnaire development (e.g., in terms of priorities and wording), and to reviewing assessment all items and questionnaires.
- Proposing national adaptations and submitting these to the ISC for verification.
- Translating, reviewing, and producing national instruments (using IEA's proprietary software and online systems as applicable) and submitting these to the IEA Amsterdam for translation verification.
- Submitting the verified and final the national instruments to the ISC for international layout verification.
- For paper-based assessments, printing the national instruments.

Stage 3: Administering the field trial and then the main survey

- At the National Study Center:
 - o Preparing and sending field trial materials and later main survey materials to the participating schools.
 - o Nominating an International Quality Observer for the main survey, as required by the IEA Amsterdam.
 - o Carrying out the National Quality Observation Program for the field trial and then again for the main survey.
 - o Responding to the Survey Activities Questionnaire for the field trial and then again after the main survey administration.
 - o Responding to the National Contexts Questionnaire.

² There are two rounds of instrument development, administration, and analysis. First, instruments are developed and field trialed using procedures that are the same as those planned for the main survey administration. After the field trial is conducted, scored, and the results analyzed, the final instruments are agreed for the assessment. Then, the assessment is conducted and the data are scored, analyzed, reviewed, and the results are reported.

- At the participating schools:
 - o Administering the field trial and then the main survey.
 - o Completing test administration forms.
 - o Calculating school-level student response rates and holding make-up sessions as necessary.
 - o When administering survey instruments on paper, returning the field trial, then main survey assessment materials to the NSC.
 - o When administering survey instruments electronically, preparing computers for the field trial and then again for the main survey administration. This includes device testing for compatibility and launching the assessment software.
 - o For electronically administered assessments, uploading the data before returning the materials.

Stage 4: Scoring student responses to the constructed-response items and coding occupation questions (for the field trial and then again for the main data collection)

- Organizing paper materials for scoring and data entry, and/or managing the online scoring system.
- Training scorers and coders.
- Scoring the constructed-response items and coding occupation responses.

Stage 5: Creating the data files and reviewing the data (for the field trial and then again for the main data collection)

- Entering test administration information (using IEA's proprietary software).
- Entering the data from paper instruments (using IEA's proprietary software).
- Validating/verifying the data.
- Submitting the required field trial, then main survey materials to the IEA Hamburg and/or ISC.
- Reviewing the country's field trial and main survey data and any statistical outputs and reports (e.g., item reports) for accuracy.

Stage 6: Preparing international and national reports

- Reviewing international reports.
- Conducting national analysis of the data and writing the national report.
- Disseminating the national report (in synchronization with the release of the International Report).