



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT  
PISA 2015 Field Test Administration — Science, Reading, and Mathematics**

**REQUEST FOR TEST ADMINISTRATORS**

**April 21–May 30, 2014**

The Programme for International Student Assessment (PISA) is an international assessment of the skills and knowledge of 15-year-olds. The study is overseen by the Organisation for Economic Co-operation and Development (OECD) and involves over 70 countries or economies. Because the study will be repeated in other years, it will continue to produce timely data on students that can be compared internationally.

The assessment covers three (or four) domains: science, mathematics, reading, and, in some provinces, financial literacy. Although each assessment has questions from all three (or four) domains, the focus shifts with each assessment. In 2015, the focus will be on science. In preparation for the administration of the test in 2015, a field trial of the test materials is administered in 2014 to ascertain the reliability of the test instruments and the administration processes. The field test will be administered in April–May 2014 in 93 schools across Canada.

Approximately 4,800 15-year-old students chosen at random from these 93 schools will participate in the PISA 2015 Field Test, to be administered between April 21 and May 30, 2014. The field test will be administered in two formats: paper-based and computer-based. Not all schools will participate in the computer-based exercise.

Approximately 60 test administrators from various jurisdictions are needed to assume the responsibility of administering the test on the day and time indicated by the participating schools. In addition, the test administrators will attend a training session to be held approximately seven weeks prior to the administration period, i.e., in March 2014. Duties of the test administrators are as follows:

- attending a training session prior to the field test administration period;
- contacting the designated school(s) by phone as directed by the administration procedures;
- visiting each school as directed by the administration procedures;
- receive the school administration kits, storing these in a safe and secure manner, transporting them to the assigned school(s) on the date(s) of the test administration, and subsequently shipping the kits in a timely manner to the designated reception facility upon completion of the test;
- administering the test components as indicated by the administration procedures;
- completing various forms as directed by the administration procedures;
- liaising with CMEC staff about various issues that may arise during the administration period.

Individuals wishing to participate are invited to outline their qualifications and experience using the attached application form. All qualified applicants will be considered.

Selection criteria include:

- basic computer knowledge;
- access to a personal home computer with Internet access and appropriate e-mail address;
- availability for a minimum of five days— two days for training approximately seven weeks prior to the testing period, and at least three days during the testing period;
- possession of a valid driver's licence (to provide own means of transportation);
- ability to lift heavy storage box(es) (approximate weight: 20 kg);
- when possible, residence in the vicinity of participating schools;

The following are considered particularly desirable assets:

- experience as a student teacher, a substitute teacher, or a retired teacher;
- experience in teaching the target subjects (science, mathematics, or reading) to 15-year-olds;
- English-French bilingualism.

Test administrators will be hired as employees of CMEC for the days that they are scheduled to perform their duties. The rate of pay is \$200.00 per day. Depending on the circumstances, expenses such as meals, transportation, parking, or accommodation, will be covered.

**The application deadline is February 17, 2014**, after which date all candidates will be notified of their application status. Interested parties are asked to send their completed form by e-mail, as well as a short summary (no more than one page) of their qualifications and experience, to Marjorie Manève, at [m.maneve@cmecc.ca](mailto:m.maneve@cmecc.ca).