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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

**PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT
PISA 2015 Main Study Administration
April 20–May 29, 2015**

REQUEST FOR PART-TIME TEST ADMINISTRATORS

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 the participation of over 70 countries or economies worldwide. PISA 2015 is the sixth PISA study conducted since 2000. While previous PISA assessments measured students' skills and knowledge primarily using a paper-and-pencil assessment, PISA 2015 will measure their skills and knowledge through a computer-based assessment.

PISA covers three domains: science, mathematics, and reading; plus a fourth domain in some countries and Canadian jurisdictions: financial literacy. Although each assessment covers all domains, the major domain alternates with each assessment; in 2015, the major domain will be science.

In Canada, PISA 2015 will be administered from April 20 to May 29 in about 900 selected schools across the country. Approximately 20,000 15-year-old students chosen at random from these schools will participate in the assessment.

We are seeking approximately 350 test administrators from all participating jurisdictions to be responsible for administering the test on the date(s) and time(s) stipulated by the participating schools. In addition, test administrators will take part in an on-line training session to be held approximately seven weeks prior to the administration period, i.e., in March 2015.

Duties of the test administrators are to:

1. participate in an on-line training session prior to the test administration period;
2. contact the designated school(s) by phone as directed by the administration procedures;
3. visit each school as directed by the administration procedures;
4. receive the school administration kits and, in some cases, laptops (packed in containers weighing approximately 20 kg each), store these in a safe and secure manner, transport them to the assigned school(s) on the date(s) of the test administration, and subsequently ship the kits in a timely manner to the designated reception facility upon completion of the test administration;
5. administer all of the test components as indicated by the administration procedures;
6. complete various forms as directed by the administration procedures;
7. liaise with CMEC representatives on any issues that may arise during the administration period.

Selection criteria include:

- good interpersonal and communication skills, particularly in a school environment;

- basic computer knowledge;
- access to a personal home computer with Internet access and an appropriate e-mail address;
- availability for a minimum of five days:
 - two half-days for the on-line training session prior to the administration period;
 - two half-days for the reception and return shipping of materials (from early March to possibly the end of May 2015);
 - one day to familiarize yourself with materials;
 - one half-day for each school pre-assessment visit (multiplied by the number of schools assigned);
 - one day for the actual test administration (multiplied by the number of schools assigned).
- possession of a valid driver's licence, insurance, and vehicle (own means of transportation);
- ability to lift containers (approximate weight: 20 kg); and,
- eligibility to legally work in Canada.

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, in some locations.

Test administrators will be hired for the days on which 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, or parking will be covered.

Selected candidates will be notified of their application status. All applicants are encouraged to apply on-line as soon as possible. All qualified applicants will be considered, but only those who are selected for an interview will be contacted.

Interested individuals are asked to submit their application on-line at:

<http://fluidsurveys.com/s/pisams/langeng/>

More information about PISA can be found on the CMEC Web site at:

[http://www.cmec.ca/251/Programs-and-Initiatives/Assessment/Programme-for-International-Student-Assessment-\(PISA\)/Overview/index.html](http://www.cmec.ca/251/Programs-and-Initiatives/Assessment/Programme-for-International-Student-Assessment-(PISA)/Overview/index.html)

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