



CALL FOR TEST ADMINISTRATORS

PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT PISA 2018 Main Study Administration

Pay rate: \$200.00 per day

Search Area: all Canadian provinces

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 approximately 80 countries or economies worldwide. PISA 2018 is the seventh PISA study conducted since 2000, and it will be entirely computer-based.

PISA covers four domains—reading, science, mathematics, global competence—plus a fifth domain in some countries and Canadian provinces—financial literacy. Although each assessment covers all domains, the major domain alternates with each assessment; in 2018, the major domain will be reading.

In Canada, the PISA 2018 main study will be administered from **April 23 to May 31, 2018**, in about 1,000 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 250-300 test administrators from all Canadian provinces to administer the test on the dates and times stipulated by the participating schools.

Test administrators will be required for a minimum of three-and-a-half to four days:

- one half-day for the reception of the training materials (mid-March 2018);
- two half-days for the on-line training sessions prior to the administration period (mid to end of March 2018);
- one day to familiarize yourself with the materials;
- one half-day for each school pre-assessment visit (beginning of April 2018; primary test administrator only; multiplied by the number of schools assigned);
- one day for the actual test administration (between April 23 to May 31, 2018, as selected by the school or schools assigned; multiplied by the number of schools assigned).

The main duties of the test administrators are to:

- receive the test-administrator training kits;
- participate in on-line training sessions prior to the test-administration period;
- contact the designated school or schools by telephone as directed by the administration procedures;

- visit each school as directed by the administration procedures;
- administer all of the test components as indicated by the administration procedures;
- complete various forms as directed by the administration procedures;
- liaise with CMEC staff on any issues that may arise during the administration period.

Key Qualifications

- good interpersonal and communication skills, particularly in a school environment;
- computer proficiency;
- access to a personal home computer with Internet access and an appropriate e-mail address; and
- possession of a valid driver's licence, insurance, and vehicle (own means of transportation).

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 (reading, mathematics, or science) to 15-year-olds;
- English-French bilingualism, in some locations.

In addition to the rate of pay of \$200.00 per day of work, expenses such as meals and transportation may be covered in some circumstances.

The application deadline is February 2, 2018, after which date the selected candidates will be notified of their application status. All applicants are encouraged to apply as soon as possible and well before the deadline.

Please submit your application on-line at <https://www.surveymonkey.com/r/PISA-2018-TA>.

All qualified applicants will be considered, however only those who are selected for an interview will be contacted. Applicants must be legally entitled to work in Canada.

More information about PISA can be found on the [CMEC Web site](#).

For additional information, please contact the recruitment team at PISA@hays.com.