



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT  
PISA 2018 Field Test Administration  
April 24–May 31, 2017**

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

PISA covers three domains: reading, science, mathematics; 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 2018, the major domain will be reading.

In preparation for the administration of PISA in 2018, a field test will be administered in 2017 to ascertain the reliability of the test instruments and the administration processes. In Canada, the field test will be administered from April 24 to May 31, 2017, in about 60 selected schools across the country. Approximately 4,600 15-year-old students chosen at random from these schools will participate in the assessment.

**We are seeking approximately 60 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 on-line training sessions to be held at the beginning of April 2017.

The main duties of the test administrators are to:

1. receive the test-administrator training kits;
2. participate in on-line training sessions prior to the test-administration period;
3. contact the designated school(s) by telephone as directed by the administration procedures;
4. visit each school as directed by the administration procedures;
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 staff 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 four days:
  - one half-day for the reception of the training materials (end of March 2017);
  - two half-days for the on-line training sessions prior to the administration period;
  - one day to familiarize yourself with the 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); 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 (reading, mathematics, or science) 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.

**The application deadline is February 15, 2017**, after which date the selected candidates will be notified of their application status. All applicants are encouraged to apply on-line as soon as possible and well before the deadline. 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:  
<https://www.surveymonkey.com/r/PISA2018>.

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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