



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**PAN-CANADIAN ASSESSMENT PROGRAM (PCAP) 2023  
MAIN STUDY**

**TRENDS IN INTERNATIONAL MATHEMATICS AND SCIENCE STUDY (TIMSS) 2023  
MAIN STUDY**

**REQUEST FOR CODERS AND TEAM LEADERS**

**In-person Coding Sessions, Ottawa, Ontario**

**PCAP: July 5–22, 2023**

**TIMSS: July 4–21, 2023**

The Pan-Canadian Assessment Program (PCAP) is a cyclical program of assessments of student achievement in Grade 8/Secondary II science, reading, and mathematics, and is conducted by the Council of Ministers of Education, Canada (CMEC). Each PCAP assessment has one of these areas of learning as the primary domain and includes the other two components as minor domains. In 2023, the primary domain is science. More than 36,000 students from approximately 1,500 schools across Canada are taking part in the PCAP 2023 Main Study in spring 2023.

The Trends in International Mathematics and Science Study (TIMSS) is an international assessment conducted under the auspices of the International Association for the Evaluation of Educational Achievement (IEA), and it targets the mathematics and science knowledge of students in Grade 4 and Grade 8/Secondary II. Nearly 60 countries are participating in TIMSS 2023 at the Grade 4 level, including Canada. About 18,000 students from almost 800 schools are taking part in the TIMSS 2023 Main Study in Canada in spring 2023.

The PCAP 2023 Main Study and the TIMSS 2023 Main Study will be coded in Ottawa, Ontario, from July 10 to July 22, 2023. Coding leaders and team leaders will meet in advance of the coding session for training (see the dates in the table below). Team leaders will be responsible for training coders and for assisting coders throughout the coding session. Team leaders will also work closely with coding leaders and other team leaders.

Approximately 160 coders and up to 20 team leaders (English, French, or bilingual) will be hired for the session, with some participants coming from ministries and departments of education from across the country. Openings will be available for local coders and team leaders from the **Ottawa-Gatineau region**.

Prospective candidates are invited to outline their qualifications and experience using the electronic form available at <https://www.surveymonkey.ca/r/coding2023>. All applications will be considered.

Applicants must:

- have experience coding past cycles of PCAP or TIMSS (applicable for team leader positions only);
- have a background in teaching language arts, mathematics, or science (as applicable);
- be a regular teacher, substitute teacher, retired teacher, or future teacher;
- have knowledge of the provincial programs of study for the target populations (PCAP – Grade 8/Secondary II, TIMSS – Grade 4) in their respective subjects; and
- be available for the **entire duration** of the coding session in their respective subjects.

Bilingualism and previous experience with coding student responses are considered to be assets.

Coders and team leaders will receive training, and perform their duties, as shown in the schedule below. The maximum number of anticipated working days is also shown. In addition to weekdays, some coding and team leader training may be scheduled on a Saturday. The expected working hours are **from 8:30 a.m. to 4:30 p.m.**

	<b>Mathematics</b>	<b>Science</b>	<b>Reading</b>
PCAP 2023 Main Study – Team leaders’ training (Grade 8/Secondary II)	July 13–14 Contract up to two days	July 5–7 Contract up to three days	July 13–14 Contract up to two days
PCAP 2023 Main Study – Coding (Grade 8/Secondary II)	July 17–21 Contract up to five days	July 10–15* Contract up to six days	July 17–22** Contract up to six days
TIMSS 2023 Main Study – Team leaders’ training (Grade 4)	July 4–8*** Contract up to five days	July 4–8*** Contract up to five days	N/A
TIMSS 2023 Main Study – Coding (Grade 4)	July 10–21 Contract up to 10 days	July 10–21 Contract up to 10 days	N/A

\* May include Saturday, July 15

\*\* May include Saturday, July 22

\*\*\* May include Saturday, July 8

The allocation of coders and team leaders was determined by PCAP and TIMSS coding requirements. Given the high number of trend items to be coded, positions will be filled, to the extent possible, by applicants who already have experience in previous coding sessions coordinated by CMEC.

The daily fee for coders is \$200 per day (including 4% vacation pay), plus \$33 per workday for incidental expenses (no receipts required). The daily fee for team leaders is \$250 per day (including 4% vacation pay), plus \$33 per workday for incidental expenses (no receipts required). No other expenses (e.g., meals, transportation, parking, daycare) will be reimbursed. **The application deadline is June 9, 2023.** CMEC thanks all candidates for their interest. Only successful candidates will be notified of the status of their application.