



**cmec**

Conseil des  
ministres  
de l'Éducation  
(Canada)      Council of  
Ministers  
of Education,  
Canada

## **CALL FOR TEST ADMINISTRATORS**

### **PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) 2025 Field Test Administration**

**Pay rate: \$250 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 assessment is overseen by the Organisation for Economic Co-operation and Development (OECD) and involves the participation of 91 countries/economies worldwide. PISA 2025 is the ninth assessment conducted since 2000, and it will be entirely computer-based.

PISA covers three core domains—reading, science, and mathematics, as well as an additional innovative domain, learning in the digital world. Although each assessment cycle covers all three core domains, the major domain alternates with each assessment; in 2025, the major domain will be science.

In Canada, the PISA 2025 field test will be administered from **April 22 to May 31, 2024**, in about 115 schools across the country. Approximately 5,800 15-year-old students chosen at random from these schools will participate in the assessment.

**We are seeking approximately 80 test administrators from all Canadian provinces to administer the test on the dates and times stipulated by the participating schools.**

Test administrators will be engaged as contractors and will be assured a minimum of three to three-and-a-half days of work. A general schedule for these days is outlined below:

- two days to complete the training materials review, the online training sessions, and the practice exercises prior to the administration period (end of March to beginning of April 2024)
- one half-day to participate in each school pre-assessment visit (beginning of April 2024 – primary test administrator only; multiplied by the number of schools assigned)
- at least one day to administer the test to students (between April 22 to May 31, 2024, 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 and review the test-administrator training materials;
- complete training modules and participate in online live training sessions prior to the test-administration period;

- contact the assigned school or schools by telephone, as required by the administration procedures (primary test administrator only);
- hold a pre-assessment meeting at each assigned school, as required by the administration procedures (primary test administrator only);
- unpack, set up, and ship back boxes (approximate weight: 20 kg) containing laptops to be used for the administration (in schools where external computers are required);
- set up testing room and devices for the administration of the test, as required by the administration procedures;
- administer all of the test components, as required by the administration procedures;
- complete and return various electronic forms, as required by the administration procedures; and
- liaise with CMEC staff on any issues that may arise during the administration period.

### **Key qualifications**

- excellent command of English or French, both written and spoken (language proficiency may be tested)
- availability between April 22 and May 31, 2024
- strong interpersonal and communication skills, particularly in a school environment
- detail-oriented, ability to complete multiple administrative forms accurately
- IT proficiency
- access to a personal computer with Internet access and an appropriate email address
- possession of a valid driver's licence, insurance, and vehicle (must own means of transportation to travel to assigned school[s])
- ability to lift or move multiple laptop shipping boxes each weighing approximately 20 kg (may be required)

The following are considered particularly desirable assets:

- experience as a student teacher, a substitute teacher, or a retired teacher; or be currently enrolled in a teacher education program
- experience working with students and in a school environment
- English-French bilingualism, in some locations

In addition to the rate of pay of \$250 per day of work, test administrators will receive a per diem of \$40 for each day where a school visit is required. The per diem is intended to cover expenses such as meals and transportation.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**Please submit your application online as soon as possible via the following link:**

**[Test Administrator Application Form.](#)**

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

For additional information, please contact the recruitment team (Hays Canada) at [PISA@hays.com](mailto:PISA@hays.com).