



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

## **CALL FOR TEST ADMINISTRATORS**

### **PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) 2021**

#### **Field Test 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 assessment is overseen by the Organisation for Economic Co-operation and Development (OECD) and involves the participation of approximately 85 countries/economies worldwide. PISA 2021 is the eighth PISA study conducted since 2000, and it will be entirely computer-based.

PISA covers four domains—reading, science, mathematics, creative thinking—and some countries/economies and Canadian provinces include financial literacy as a fifth domain. Although each assessment covers all domains, the major domain alternates with each assessment; in 2021, the major domain will be mathematics.

In Canada, the PISA 2021 field test will be administered from **April 20 to May 22, 2020**, in about 120 schools across the country. Approximately 4,200 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 assured a minimum of three-and-a-half to four days of work. A general schedule for these days is outlined below:

- two and a half days to complete the training materials review, the online training sessions, and the practice exercises prior to the administration period (mid-March to beginning of April 2020)
- one half-day to participate in each school pre-assessment visit (beginning of April 2020 – primary test administrator only; multiplied by the number of schools assigned)
- at least one day to administer the test to students (between April 20 to May 22, 2020, as selected by the school or schools assigned and multiplied by the number of schools assigned)

The main duties of the test administrators are to:

- receive and review the test-administrator training materials;
- participate in online training sessions and complete assignments 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);
- administer all of the test components, as required by the administration procedures;
- complete various 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
- strong interpersonal and communication skills, particularly in a school environment
- detail-oriented, ability to complete multiple administrative forms accurately
- computer proficiency
- access to a personal home 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 or schools)

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 (i.e., reading, mathematics, or science) to secondary school students
- English-French bilingualism, in some locations

In addition to the rate of pay of \$200.00 per day of work, test administrators will receive a per diem of \$33 for each day where a school visit is required. The per diem is intended to cover expenses such as meals and transportation.

**The application deadline is February 28, 2020**, after which date the selected candidates will be notified of their application status. All applicants are encouraged to apply well before the deadline.

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 at <https://www.surveymonkey.ca/r/V3BPFMM>.**

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).