

TASK	TIMELINE	CMEC	MINISTRY/DEPARTMENT OF EDUCATION	SCHOOL
<p style="text-align: center;">SCHOOL INFORMATION FORM</p>	<p style="text-align: center;">September 2022 ↓ December 2022</p>	<ol style="list-style-type: none"> 1. Send to ministry/department of education: <ul style="list-style-type: none"> • List of selected schools (including replacement schools); and • School Information Forms to collect a list of all Grade 4 classes and school information from each selected school. 2. Receive completed forms, in order to randomly select class(es) from each participating school. 	<ol style="list-style-type: none"> 1. Send memorandum to school principals and superintendents to inform them their schools have been selected to participate. 2. Complete the following steps with the School Information Form: <ol style="list-style-type: none"> a. Send to the selected schools. b. Collect completed forms from the participating schools. c. Correct any discrepancies. d. Submit forms to CMEC on an ongoing basis. 3. Repeat tasks in Steps 1 and 2 for replacement schools, as required. 	<ol style="list-style-type: none"> 1. Confirm participation to ministry/department of education. 2. Complete and return the School Information Form to the ministry/department of education with the following information: <ul style="list-style-type: none"> • Name and email address of contact person (e.g., teacher, principal); • School mailing address; • Assessment date(s); • Device and Internet Verification information (IT staff assistance may be required; refer to instructional materials and video, available at cmec.ca/timss-teims); and • List of all Grade 4 classes. For multi-grades classes, indicate total number of students at Grade 4 level.

This document is also available at cmec.ca/timss-teims

Instructional videos will be posted at cmec.ca/timss-teims as they become available.

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<p align="center">STUDENT IDENTIFICATION FORM</p>	<p align="center">December 2022 ↓ February 2023</p>	<ol style="list-style-type: none"> Send to ministry/department of education: <ul style="list-style-type: none"> Notice of selected class(es) and Student Identification Forms to collect list of students enrolled in each selected class. 	<ol style="list-style-type: none"> Complete the following steps with the Student Identification Forms: <ol style="list-style-type: none"> Send to the participating schools. Collect completed forms from the participating schools. Correct any discrepancies. Submit forms to CMEC on an ongoing basis. Follow up with schools that have not submitted their Student Identification Form. 	<ol style="list-style-type: none"> Receive notice of class(es) selected to participate in the assessment. Note: Class selection cannot be modified. Complete one Student Identification Form for each selected class, and return it to the ministry/department of education: <ul style="list-style-type: none"> List all Grade 4 students in the selected class and their respective mathematics and science teacher(s).
<p align="center">ASSESSMENT MATERIAL</p>	<p align="center">Minimum 5 days before selected assessment date</p>	<ol style="list-style-type: none"> Send assessment material to schools. Note: All material is sent electronically, except for the Assessment Script, which is sent by mail. 		<ol style="list-style-type: none"> Receive assessment forms by email and Assessment Script by mail (one set of materials per participating class). Verify material content. <i>Instructional video available.</i> Contact CMEC for missing materials, if applicable. Distribute questionnaire login forms to: <ul style="list-style-type: none"> School principal; Parents/Guardians; and Mathematics and science teacher(s) of the selected class(es).

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LAPTOP SHIPMENT (if applicable)	Minimum 3 days before selected assessment date	1. Ship laptops to schools requiring devices (based on Device and Internet Verification results).		1. Receive laptops and verify the following, prior to the planned assessment date: <ul style="list-style-type: none"> • The correct number of laptops, mice, chargers, and power bars; and • Shipment Report with instructions for sending laptops back to CMEC or to another school.
ASSESSMENT DAY	April 3 to May 12, 2023	1. Provide administrative and technical support by telephone and email.	1. Conduct quality monitoring observations and submit quality monitoring reports to CMEC by May 26, 2023.	1. Administer test and student questionnaire. 2. Complete administration forms: <ul style="list-style-type: none"> • Student Tracking Form; • Session Report Form; • School and Teacher Questionnaire Tracking Form; • Student Participation Rate Form (organize makeup session, if required). <i>Instructional video available.</i> 3. If no makeup session is required (or after makeup session): <ol style="list-style-type: none"> Scan and email all required completed forms to forms@cmecc.ca. Shred Assessment Script and all login forms. 4. If applicable, prepare CMEC laptop shipment: <ol style="list-style-type: none"> Complete laptop checklist. Pack laptops. Ship to CMEC or to the next school, according to shipment report (if applicable).

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<p>AFTER THE ASSESSMENT</p>	<p>1 to 4 weeks after the assessment</p>	<ol style="list-style-type: none"> 1. Follow up with schools that have not returned their forms. 2. Process returned assessment forms. 3. Contact school for any missing forms or incorrectly completed forms. 4. Send School Feedback Survey. 	<ol style="list-style-type: none"> 1. Follow up with schools that have not returned their material. 	<ol style="list-style-type: none"> 1. Respond in a timely manner to any post-assessment inquiries. 2. Upon receiving CMEC notification that data has been verified, shred/delete original assessment forms. 3. Complete TIMSS 2023 School Feedback Survey.