

# TIMSS23 Field Trial - Test Administrator FAQs

## What does a Test Administrator do?

A Test Administrator delivers the study within participating schools, ensuring that the international procedures are adhered to. The study consists of online assessments and an online questionnaire that are administered to the selected sample of pupils. In addition, schools and class teachers are sent questionnaires to complete in advance, which the Test Administrator will be required to check have been completed.

## How much do I get paid?

You will be paid a set rate of £150 for each visit, plus associated expenses.

The payment also includes travel time to and from the school, and administrative tasks that need to be completed to ensure the test day runs smoothly and is considered complete.

## Where will the role be based?

We aim to offer allocations of schools across England within a 50-mile radius of your home. However, we will ask you how far you are willing to travel to undertake Test Administration if there are allocations outside of that radius.

## **If I were to become a Test Administrator, what would my time commitment be?**

Tests will be held Monday to Friday during the test window, which runs from 01-31 March 2022. The day in school will last from approximately 8.00am – 1:00pm and the schedule of the day will be outlined during training. For the TIMSS23 Field Trial, schools will have the option to administer the test themselves (in place due to COVID-19), as a result we do not currently know how many schools will choose this option. Details of allocated visits will be provided to Pearson Test Administrators, in advance of the test window, once the number of schools self-administering the tests has been finalised.

## **If I am offered a Test Administrator contract, what training will I be given?**

Completion of training is pre-requisite of the role. Training will be carried out remotely, providing a full run through of the administration procedures required. A Test Administrator manual will be provided which must be read in detail and taken on all school visits.

## **Is a Disclosure Barring Service (DBS) check required?**

Yes. Test Administrators must hold a valid Enhanced DBS with children's barred list certificate, either registered on the update service, or issued on or after 30 February 2021.

Successful applicants that do not hold a valid Enhanced DBS certificate will be subjected to a DBS check.

Applicants will be required to provide their consent in advance of a DBS check.

## **How do I find out about which dates I need to make available for training?**

Training will take place remotely during early February 2022 (we anticipate this being the first week of February but exact dates will be given nearer the time). It will take approximately half a day to complete the training.

## **Will there be any marking taking place?**

No marking is required for this role; marking will take place in April-May 2022. We will advertise for markers but if you are successfully recruited as a Test Administrator and would like to be a marker as well, please let us know by emailing the TIMSS team at [TIMSS2023@pearson.com](mailto:TIMSS2023@pearson.com)

## **Will COVID-19 related guidance be given?**

Guidance and instructions for visiting school settings during the COVID-19 pandemic will be included in the Test Administrator training.

## **If I need more information who should I contact?**

Please visit [associate.pearson.com](https://associate.pearson.com) for any recruitment related queries. The form will ask for an associate number, if you do not have one enter '123456'.