

TIMSS23 Field Trial - Test Administrator Job Description

Background

The Trends in International Mathematics and Science Study (TIMSS) is an international study developed by the International Association for the Evaluation of Educational Achievement (IEA). The study takes place in over 60 countries every 4 years and provides a unique insight into how well pupils from all over the world can apply knowledge and skills in mathematics and science at Years 5 and 9.

Pearson is responsible for TIMSS 2023 in England. Field Trial assessments will take place throughout March 2022. To administer this study, Pearson is recruiting external test administrators.

Pupils will complete an online assessment and questionnaire. Test administrators will therefore need to be confident with technology however training will be given on accessing and using the online platform and schools are asked to have an IT technician available on the day.

Purpose

Test Administrators (TAs) administer the tests and questionnaires within designated schools, ensuring that the international prescribed procedures are adhered to in all schools. Personnel who are engaged for this role will be trained remotely on the procedures during February 2022: we anticipate this being during 31st January – 4th February but the exact date and arrangements will be given nearer the time. The training is approximately half a day and is mandatory.

Main Responsibilities

- Liaise with the School Coordinator or Headteacher regarding arrangements for the test day, such as room bookings and desk/table layout of the room/s to be used and access to IT facilities.
- Ensure that pupils receive the correct assessments on the day.
- Administer the assessments and questionnaires in accordance with the training and instructions provided, maintaining their security at all times.
- Ensure the correct timing of the sessions, recording the session start and end times on the Test Administrator Form.
- Record pupil participation on the Student Pupil Tracking Form.
- After completion of the assessments, ensure administration documents are ready for collection/dispatch to Pearson.
- Ensure teacher and school questionnaires are completed.
- In some instances the Test Administrator will be required to transport laptops to the school, please indicate on your application form if you would be happy to do this (and have your own car with space for c.10 laptops).

Essential Experience

- Experience of working in a school classroom.

Desirable Experience

- Experience of working with primary school aged pupils.
- Experience of invigilating examinations.
- Confident using IT

Competencies Required

- Ability to adhere to specified procedural standards.
- Excellent verbal communication skills.

- General administrative abilities.
- Ability to meet tight deadlines.

Essential Requirements

- Availability to complete remote training during the first week of February 2022.
- Availability required Monday to Friday, from 01-31 March 2022 (testing dates are spread throughout this period).
- Willingness to complete an Enhanced DBS check (or have a current one checked).
- Commitment to the safeguarding and welfare of all pupils.
- Driver with clean driving license and vehicle (with space for c.10 laptops).

Desirable Requirements

- Occasionally overnight stays may be necessary to be at the school by 08.00. Test Administrators should indicate on their application form if they are able to do overnight stays.