

ICILS 2023 – Summary of National Center Tasks

The following is a summary of key tasks that national centers are responsible for completing or coordinating.

Sampling (Field Trial and Main Survey)

- Providing list of schools for sampling (before field trial as in most cases the field trial and main survey school samples are drawn concurrently);
- Contacting schools and sampling classes;
- Contacting the sampled schools to obtain cooperation;
- Identifying and training School Coordinators for each school;
- Communicating with school IT personnel regarding school-based computer facilities;
- Requesting information about classes from the sampled schools;
- Selecting a random sample of 20 students (plus replacements) at the target grade level;
- Listing the sampled students;
- Listing the teachers teaching the target grade in the sampled school;
- Selecting a random sample of teachers from this list.

Materials Review and Preparation (Field Trial and Main Survey)

- Contributing to the development of the ICILS Assessment Framework and instruments (through participation at NRC meetings and providing electronic feedback on materials as they are being developed);
- Adapting and translating the ICILS instruments;
- Documenting adaptations made to the achievement tests and questionnaires;
- Submitting all instruments for international translation verification (this will be done through computer-based interfaces);
- Preparing for data collection (this will vary by country depending on the delivery mode) but will include liaison with schools and completing pre-data collection checks of school resources and preparedness for data collection.

Data Collection (field trial and main survey)

- Preparing the selected students for testing;
- Administering the test and questionnaires;
- Completing the Test Administration Forms;
- Calculating student response rates and hold make-up sessions;
- Returning materials to the national center;
- Carrying out quality control school visits;
- Tracking participation of schools, students and teachers;
- Resolving any technical data issues.

Scoring Student Work

- Preparing for scoring student work;
- Organizing a computer-based scoring center;
- Scoring student work;
- Coding parental occupation descriptions from the student questionnaire.

Creating the Data Files (Field Trial and Main Survey)

- Entering any necessary test administration information in WinW3S;
- Submitting the WinW3S database to IEA;
- Verifying data;

- Submitting database and materials to the ICILS International Study Center and IEA.
- Reviewing national data and responding to associated queries from the International Study Center and IEA.

Preparing and Disseminating National Reports

- Conducting national analysis of the data;
- Writing the national report;
- Working with the IEA communications team to support information dissemination;
- Disseminating national report (in conjunction with the release of the international report).

ICILS 2023 - National Center Staff Role Descriptions

National Research Coordinator

The National Research Coordinator (NRC) plays a major role in the IEA projects. NRCs are primarily responsible for implementing the study in their countries. The NRC is responsible for the operations of the national study center as they relate to each study. Typically, the NRC has support (some specialist and some general administrative) to run the study.

The NRC is the main contact in a country for the international study coordination and is responsible for coordinating all tasks in the country.

The NRC is required to have excellent written and spoken English (the IEA working language). All international NRC meetings are conducted in English.

The NRC is responsible for:

- **employment and supervision of staff at the national center working on ICILS;**
- assurance of the availability of required IT infrastructure and equipment and other necessary equipment and materials for use by the national center;
- participation in the international NRC meetings; and
- overall management of the national center.

Data Manager

The Data Manager manages all data related issues, adapts codebooks and verifies data. Because the ICILS student instruments are computer-based, the data manager will need to work closely with the IT Coordinator.

IT Coordinator

The IT Coordinator supports the delivery of the instruments in schools. This role involves potential liaison with school IT staff and provision of technical advice within countries. During the field trial and main survey administration the IT Coordinator will be responsible for overseeing the IT infrastructure resources (such as USB drives or local servers if and as required), resolving IT related data issues and managing a telephone helpdesk to support test administrators in schools. The International Study Center and IEA will provide training and support for the IT Coordinator to manage test delivery and related data systems within countries.

Translators/Translation Reviewers (in non-English speaking countries)

Translators and Translation Reviewers translate and adapt the instruments into the local language(s) and review the translations internally. IEA oversees and coordinates the formal process of external translation verification, which takes place after countries have completed their internal translation and review. Following the external translation verification process, countries finalize their translations under the supervision of the NRC and in collaboration with IEA and

the International Study Center. Translators within countries may also be involved in the finalization of instruments following translation verification.

Office Staff

National center office staff contact schools, authorities and other relevant people as required; and organize the office administration and staff travel. All these roles may be performed by an individual person, but the tasks may be allocated across a number of people depending on their capabilities and the local context (including financial resources).

ICILS 2023 –Timeline

The following is a draft timeline of the major milestones for the next cycle of ICILS in 2023. This has been established on the assumption that data collection will take place in Northern Hemisphere countries in the first half of 2023.

* (NRC = National Research Coordinator)

NRC meetings and training, study milestones

Milestone	Period or Date
Instrument development	July 2020 to April 2021
Framework development	July 2020 to April 2021
NRC Meeting 2 (discussion of draft framework and instruments)	November 2020
PAC webinar (discussion of final field trial instruments)	April 2021
NRC Meeting 3 (discussion of final field trial instruments)	May 2021
Field trial instrument release	September 2021
NRC Field Trial Training Seminar	October 2021
Field trial preparations (operations and instruments)	June 2021 to February 2022
Field trial implementation	February to May 2022
Field trial analysis	May to July 2022
NRC Meeting 4 (review of field trial outcomes and final instruments)	September 2022
Finalization of main survey instruments	July to October 2022
Finalization and publication of assessment framework	June 2022 to December 2022
Main survey instruments release	October 2022
NRC Main Survey Training Seminar (northern hemisphere)	November 2022
Main survey preparations (operations and instruments)	July 2022 to July 2023
Main survey implementation (northern hemisphere)	February to May 2023
National contexts survey (northern hemisphere)	May to July 2023
Data compilation and analysis	May 2023 to February 2024
International Report development	November 2023 to July 2024
NRC Meeting 5 (review of draft main survey reports)	June 2024
International Report finalization	July to September 2024
International Report release	November 2024
Updated ICILS 2023 Technical Report and database release	March 2025