



# Tasks of the national research coordinator and national center in IEA studies

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The **National Research Coordinator** (NRC) plays a major role in IEA projects and is the main contact person in a country for all of the institutions involved in the international study coordination. The NRC's main responsibility is the coordination and implementation of all study-related tasks at the national level. The NRC is required to have an excellent command of English (the IEA working language).

In general, the NRC is responsible for:

- Organization and management of the national center to ensure that all tasks are fulfilled
- Employment and supervision of the staff
- Assurance of the availability of required hardware and software and other necessary equipment/materials
- Participation in the international NRC meetings.

In addition to the NRC, further staff is required in each country to successfully conduct the study.

## Further required staff members:

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- **Translators/Reviewers**  
They are responsible for the translation of the survey instruments into the local language(s) and for the verification of the translation internally.
- **Data Manager**  
The Data Manager manages all data-related issues, adapts the codebooks, organizes the within-school sampling procedures and data entry, and regularly verifies the entered data.
- **Administrators**  
They contact schools, authorities, and other players involved. Furthermore they are responsible for organizing the office and making travel arrangements.

These roles can be assigned separately, or a single individual could perform several of these roles, dependent on their capacities and the funds available.

## Additionally, each national center will need to select:

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- **School Coordinators**  
School Coordinators organize and supervise the test administration and data collection in selected schools.
- **Test Administrators**  
Test Administrators are responsible for conducting the testing session in the selected classes.
- **National Quality Control Monitor**  
This person observes and reports on data collection in selected schools.
- **Scorers**  
The scorers mark student answers to the constructed-response items.
- **Staff for data entry**  
The data entry staff enters the data from the survey instruments into the computer.

## The tasks in a country:

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### *Stage 1: Contacting schools and sampling classes for the assessment*

- Providing a list of schools for sampling
- Contacting the sampled schools to obtain their cooperation
- Identifying and training School Coordinators for each sampled school
- Requesting information about classes and their teachers from the sampled schools
- Sampling one or more classes, per school and per target grade using the Within-School Sampling Software (WinW3S)\*
- Listing the students and their teachers in the sampled classes
- Assigning survey instruments to students, teachers, and school principals
- Printing survey tracking forms and labels.

### *Stage 2: Preparing materials*

- Translating, reviewing, and producing the assessment materials
- Documenting the adaptations made to the achievement items and questionnaires
- Submitting the survey instruments for international translation verification to the IEA Secretariat
- Submitting the survey instruments for international layout verification to the International Study Center (ISC)
- Duplicating survey materials.

### *Stage 3: Administering the assessment*

At the national center:

- Preparing and sending materials to the participating schools
- Nominating an International Quality Control Monitor
- Carrying out the National Quality Control Program
- Tracking participation of schools, students, and teachers.

At the participating schools:

- Administering the test and questionnaires
- Calculating student response rates and holding make-up sessions
- Returning the survey materials to the national center.

### *Stage 4: Scoring the assessment*

- Organizing materials for scoring and data entry
- Scoring the constructed-response items.

### *Stage 5: Creating the data files*

- Entering test administration information in WinW3S
- Adapting the international codebooks in the Data Entry Manager (WinDEM)\*
- Updating the adaptations in the National Adaptation Forms (where necessary)
- Entering the data into WinDEM
- Verifying the data
- Submitting the national database and related materials to the ISC and the IEA Data Processing and Research Center.

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\* The software mentioned (WinW3S, WinDEM) is created by IEA. Countries participating in IEA studies receive training in using this software. 2

*Stage 6: Preparing national reports*

- Conducting national analysis of the data
- Writing the national report
- Disseminating the national report (in synchronization with the release of the international report).

*In addition, (if applicable) the national center will need to:*

- Complete a curriculum or national context questionnaire
- Write a chapter for the international encyclopedia.