

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).