

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.

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- 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).