TEMAS: Test Administrator Management System

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TEMAS: What is it?

= Test Administrator Management System

- In house application developed in the context of managing test administrators for national studies
- In use since 2013
- Currently: about 7000 test administrators of which about 1000 are active at the moment, about 200 studies
What can it do?

- Database to manage a pool of test administrators
- Facilitates and documents communication with test administrators
- Helps documenting and monitoring of submission of materials
- Allows assigning test administrators to sampled schools for a study
- (Supports handling of invoices)
TEMAS: Entry screen & available modules

- Test administrator-related modules
- Test administrator training sessions
- (Accounting)
TEMAS: Basic data on test administrators screen
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Logistic/ mobility information
TEMAS: Basic data on test administrators screen

Recruiting history
TEMAS: Basic data on test administrators screen

Submission history (materials, emails)
TEMAS: Basic data on test administrators screen

List of all conducted test administrations
Recruiting

• Screen to filter for recruiting criteria specific for each study
• Filter criteria include, for example
  – gender
  – age
  – region (in Germany’s case: Länder)
  – languages
  – educational background
  – specific qualifications (experience with small children, with primary school children, ...)
  – availability of a driving license, car, space for laptops, ...
  – if test administrators have tested before
Test administrator training sessions

- Contains list of available training sessions
- Details for each training session (who runs it, where, when)
- List of test administrators that need training
- Possibility to assign test administrator to a specific training
- ... and then send an invitation to those
Emailing

- Supports writing emails within the application
- Allows personalized greetings
- Attachments can be included
- Email submission is tracked within the application
Geographical distribution

Uses Google Maps adjusting to local addresses

Distribution of test administrators

Distribution of sampled schools for a specific study
Assignment of test administrators to schools

- Lists all test administrators within a two hours travel distance to the school
- Sorted by distance
- Shows availabilities of test administrators
- Allows direct assignment of test administrators to schools
Finally...

• The application
  – saves working time
  – saves travel costs for test administrators
  – minimizes errors

• IEA offers the application to interested countries
  – in other languages (than currently in German)
  – adapted to national needs

• If you are interested, contact Juliane.Hencke@iea-hamburg.de
Thank you!

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