LaNA Required Capacity: National Study Center

Each participating country is required to appoint a National Study Center (NSC), which will be the focal point of communication and delegation for all study-related tasks. National Study Centers are often located in a government agency, university, or civil society setting. Some tasks can be outsourced (for example, data entry) but the National Study Center is still required to oversee and coordinate such tasks. In some cases, multiple roles may be fulfilled by the same person and do not necessarily require a large team.

Required Roles and Expertise: Internal

National Research Coordinator

The National Research Coordinator (NRC) plays a major role in the IEA studies and is a country's main contact person for all aspects of the study. The NRC's main responsibility is the implementation of the study in the country, including the coordination of all tasks (see tasks listed below). The NRC is required to have an excellent command of English (IEA's working language).

More specifically, the NRC is responsible for:

- Organizing the National Study Center (NSC) to perform study tasks
- Employing and/or supervising staff, including assigning/distributing the roles as outlined below
- Ensuring availability of required hardware and software and other necessary equipment and materials
- Communicating with the coordination centers at IEA Hamburg and IEA Amsterdam
- Participating in the international NRC meetings and trainings
- Engaging in the dissemination of LaNA results

Sampling Coordinator

The Sampling Coordinator works with the IEA sampling experts to adapt the international sampling design to national conditions for the Main Data Collection. He/she determines specific national analysis priorities (e.g., analysis of particular population subgroups) that may affect the sampling design.

Data Manager

The Data Manager manages all data-related issues, organizing and implementing within-school sampling procedures, overseeing data entry, and verifying the quality of all data products. All data manager tasks are covered in the survey operations manuals and data management training sessions.

Office Staff

The office staff is responsible for general office administration, which may include tasks such as contacting schools, making travel arrangements, etc.

Required Roles and Expertise: External

Translators/Translation Reviewers

Translators and Translation Reviewers are responsible for translating the assessment instruments (achievement items and questionnaires) into the national language(s) and for verifying the translations internally. If English is the testing language, still certain cultural adaptations of the source instrument might apply. Translation and both internal and external verification are conducted using a combination of RTF/Word/InDesign files with documentation in Excel format.

School Coordinators

Each school participating in LaNA nominates a School Coordinator who provides information about classes, teachers, and students in the school and organizes and supervises the assessment administration and assures confidentiality of the material. It is the NRC's responsibility to sufficiently train School Coordinators to effectively perform in their role.

Test Administrators

Participating schools also require a Test Administrator to administer the assessment in the selected classes. In some situations, the School Coordinator may also perform this role. Test Administrators can be recruited from the teacher population of the country (as long as they are not teaching in the class that participates in the assessment). The IEA provides an English version of the Test Administrator Manual, which the NRC translates and/or adapts to create a national version for use in the school. According to the procedures outlined in the Test Administrator Manual, Test Administrators should be trained in all aspects of the role.

National Quality Control Monitors

National Quality Control Monitors observe actual testing sessions in 10% of the sampled schools and report their findings to the NRC. International versions of National Quality Control Manual and Classroom Observation Record will be provided, which the NRC translates and/or adapts to create national versions for use in the national quality assurance program. National Quality Control Monitors can be staff members of the NSC.

Staff for data entry and/or scanning

Data entry staff are needed to enter the data from the assessment instruments into data files using a data entry software (the DME) allowing for a standardized data entry and quality control which is provided by IEA Hamburg.

Staff for scoring constructed response items

Staff are needed to score the constructed response items included in the assessments. To assist with the manual scoring process, a specialized scoring system will be provided by the TIMSS & PIRLS International Study Center at Boston College.