



Tasks of the National Research Coordinator and national center in IEA studies

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:

- Sampling Coordinator

The Sampling Coordinator discusses with the study sampling experts the adaptation of the international sampling design to the national context. He/she determines specific national analysis requests (e.g., analysis of particular population subgroups) that may affect the sampling design.

- 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.

- Office staff

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, depending on their capabilities and the funds available. Additionally, each national center will need to select:

- Translators/Translation Reviewers

They are responsible for the translation of the survey instruments into the national language(s) and for the verification of the translation internally.

- 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 the 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:

Stage 1: Preparing school samples, contacting schools, and sampling classes for the assessment

- Specifying the school sampling design with the help of study sampling experts
- Providing the school sampling frame including all sampling-related information
- 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

- Contribute to preparing the achievement items (e.g., at item development workshop)
- 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.

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 * The software mentioned (WinW3S, DME) is created by IEA. Countries participating in IEA studies receive training in using this software.
- Scoring the constructed-response items, including documenting the crosscountry scoring reliability and (for trend countries) trend scoring reliability.

Stage 5: Creating the data files

- Entering test administration information into WinW3S
- Adapting the international codebooks in the Data Management Expert (DME)*
- Updating the documentation on adaptations in the National Adaptation Forms (where necessary)
- Entering the data into DME
- Verifying the data
- Submitting the national database and related materials to the ISC, the IEA Data Processing and Research Center, and Statistics Canada.

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