

**Information**

**for**

**PISA School Coordinators**



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## Timeline of Contacts with PISA Staff

Frequent and open communication between PISA staff and participating schools is vital to the success of PISA in your school. The main responsibility as a PISA School Coordinator is to act as a liaison between PISA and your school and to promptly attend to a few required responsibilities. The following sections describe a timeline of contacts that you can expect from PISA.

**Mid-August.** You will receive a package (via FedEx) containing a *School Coordinator Handbook* and a *Student Listing Form*. The handbook will contain all of the instruction you will need to accomplish each task, but contact PISA staff if you have any questions.



*The Student Listing Form should be completed and submitted within 5 days of receipt.*

**After submission of the Student Listing Form.** You will receive a package (via FedEx) containing the Student Tracking Form and the School Coordinator payment of \$100.

You will also receive an email contact providing the appropriate parent notification/consent materials as requested.

**Two weeks prior to the assessment day.** The PISA Test Administrator assigned to your school will contact you (via phone) to discuss the details of assessment day. Be prepared to verify the date, time, and location of the session and relay any changes to the Student Tracking Form (e.g., student withdrawals, parent refusals).

**Assessment day.** A team of two trained PISA Test Administrators will arrive at your school 1 hour before the session is scheduled to begin. Be prepared to meet this team and help ensure that all students are in place for the assessment to begin on time.

# PISA Student Listing Form

You will be asked to prepare and submit a list of students born between July 1, 1993, and June 30, 1994. This list can be created and submitted electronically or you may use and return the Student Listing Form provided (see example).



***The prompt return of this information is an essential component of a smooth assessment.***

All lists of students must contain:

1. Student name (or unique identification number\*),
2. Birth month and year,
3. Gender, and
4. Grade.



***\*If using a unique identification number instead of student names, you must provide a list of students and their identification number on assessment day. This information will not leave the school.***

## PISA Student Listing Form (example)

**School Name:** West Branch High School  
**Address:** 73 West Sunset Lane Edith, TX 31531  
**Telephone #:** 555-837-3091                      **Fax #:** 555-317-5371  
**List Prepared By:** Lisa Anneker                      **Date List Prepared:** August 21, 2009  
**Total # of Students Listed:** 14

**DIRECTIONS:** Please list **ALL** students in your school in **Grade 7 and higher** born between **July 1, 1993** and **June 30, 1994**.

(A) Student Name	(B) Birth Month (MM-YYYY)		(C) Gender (Female=1; Male=2)	(D) Grade
Ted Brooks	12	1993	2	10
Jeffrey Jenkins	11	1993	2	9
Rose Matthews	12	1993	1	10
Jennifer Trader	05	1994	1	10
José Rodriguez	04	1994	2	10
Roy Zastrow	09	1993	2	10
Sam Walker	07	1993	2	10
Julie Walters	04	1994	1	9
Suzanne Smith	07	1993	1	10
Fred Peters	10	1993	2	10
Tammy Tran	12	1993	1	10
Lisa McCoy	08	1993	1	10
Melissa Holten	09	1993	1	10
Joshua Bensen	07	1993	2	9

## PISA Student Tracking Form

At least 2 weeks prior to assessment day you will receive a PISA Student Tracking Form (via FedEx), which lists the students that have been randomly selected to participate (see example). Verify the information and indicate which students have Special Education Needs (column 10) and which students cannot participate in the assessment (column 11) according to the criteria provided in your *School Coordinator Handbook*.

You will need to have your updated Student Tracking Form during the pre-assessment call with the Test Administrator.



***While PISA strives to be as inclusive as possible, no accommodations will be provided.***

### PISA 2009 Main Study - PISA STUDENT TRACKING FORM

**School Name**  
West Broarden High

**School ID** 01 010  
**School Coordinator** Simon Peters

**Test Administrator**  
Alicia Bausch

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8a)	(8b)	(9)	(10)	(11)	(12)
Student Name	Stratum ID	School ID	Student ID	LST Line Number	Grade	Gender (F=1; M=2)	Birth Date (MM-YYYY)		Study Program	SEN	N/P PISA	COMMENTS
Ted Brooks	01	010	00001	00003	10	2	12 1993		1			
Jeffery Jenkins	01	010	00002	00008	9	2	11 1993		1			
Rose Matthews	01	010	00003	00012	10	1	12 1993		1			
Jennifer Trader	01	010	00004	00016	10	1	05 1994		1			
José Rodriguez	01	010	00005	00020	10	2	04 1994		1			
Roy Zastrow	01	010	00006	00024	10	2	09 1993		1			
Sam Walker	01	010	00007	00028	10	2	07 1993		1			
Julie Walters	01	010	00008	00033	9	1	04 1994		1			
Suzanne Smith	01	010	00009	00037	10	1	07 1993		1			
Fred Peters	01	010	00010	00041	10	2	10 1993		1			
Tammy Tran	01	010	00011	00045	10	1	12 1993		1			
Lisa McCoy	01	010	00012	00049	10	1	08 1993		1			
Melissa Holte	01	010	00013	00053	6	1	09 1993		1			
Joshua Bensen	01	010	00014	00057	9	2	07 1993		1			

## PISA Student Tracking Form (example)

## Parent Notification/Consent

PISA does not require any type of parent consent but, as a courtesy, can provide your school with a template that can be modified to meet any district or school requirements.

PISA provides three types of parent materials:

- 1. Notification.** An explanatory letter and some descriptive information provided without requiring formal response from parents.
- 2. Implied consent.** An explanatory letter and some descriptive information, along with a form that parents can use to register an objection, if they choose. If the form is not returned to the school, consent is assumed.
- 3. Active consent.** An explanatory letter and some descriptive information, along with a form that parents *must* complete in order for their child to participate.

Please familiarize yourself with your school's consent requirements so the proper documents may be distributed and collected with ample time prior to assessment day.

## Student Participation

Encourage student participation for a successful assessment. Experience has proven that a brief meeting with the selected students can energize and reassure students about PISA and, in turn, promote high student attendance. A PowerPoint presentation aimed at students will be provided for you to use or modify to meet your needs.



***A student participation rate of less than 85% may result in a make-up session.***

A PISA 2009 Student Invitation can also be provided for you to complete with the date, time, and location of the PISA assessment to hand out to sampled students.

PISA can also supply you with additional useful materials, such as brochures and summary sheets.

## PISA Quality Control Monitor

A PISA Quality Monitor may visit your school on assessment day to ensure that the testing session is taking place using the required standardized procedures. The PISA Quality Monitor will contact you prior to the assessment if your school is selected for observation. You will need to meet with the Quality Monitor briefly after the assessment concludes.

## **A Special Note of Thanks**

All of the *PISA USA* staff would like to extend our gratitude to you, your school, and your students for supporting and participating in this valuable and important assessment.

Please contact PISA staff at any time to discuss any questions or concerns that you may have.

**1-888-270-6227**

**Or**

**PISA2009@westat.com**

## ~Notes~



PISA  
USA