

PISA in Your School



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Westat

PISA in Your School: Overview

Composition of PISA

Role of School Coordinator

Contacts with PISA Staff

Before the Assessment

On Assessment Day

Student Participation

Composition of the PISA Assessment

Students

Schools

Assessment
Reading
Math
Science
2 1-hour sessions

Student Questionnaire
30 minutes

School Questionnaire
30 minutes

What is the role of the School Coordinator?

- **Liaison between the school and PISA staff**

Key activities:

- **Beginning of the school year**
 - Prepare and submit a list of eligible students for student sampling
- **2 weeks before the assessment**
 - Review and update student information on Student Tracking Form
 - Give School Questionnaire to appropriate person
 - Organize space for the assessment
 - **Notify selected students, their parents, and teachers of the assessment**

What is the role of the School Coordinator?

Key activities:

- 1 week before the assessment
 - Pre-assessment call with TA
- On assessment day
 - Meet the PISA staff when they arrive
 - Return the School Questionnaire to the TA
 - **Make sure the selected students are attending the session**

Contacts with PISA Staff: What you will receive and when

- 2nd week of August
 - School Coordinator Handbook
 - Student Listing Form
- After we receive the list of students and select student sample
 - Student Tracking Form
 - School Coordinator payment (unless other arrangement)
 - Parent consent materials
- Pre-Assessment call with Test Administrator
 - Confirm date and time, location, logistics
 - Updates to the Student Tracking Form

Before the Assessment: Preparing the List of Students

- A listing form will be provided with the SC handbook
 - This form will also be provided as an Excel file
- Eligible students = those born between July 1, 1993 and June 30, 1994
- Student information needed:
 - Student first and last name
 - Month and year of birth
 - Gender
 - Grade

Before the Assessment: Preparing the List of Students

PISA 2009 Main Study -List of Students

School Name: _____ West Branch High School _____
Address: _____ 73 West Sunset Lane, Edith, TX 31531 _____
Telephone #: _____ 555-837-5309 _____ **Fax #:** _____ 555-317-537 _____
List Prepared By: _____ Lisa Bonneker _____ **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

Before the Assessment: Preparing the List of Students

- Forms may be sent back to the PISA Home Office:
 - Hard copy via fax
 - electronically via email

Before the Assessment: Reviewing the Student Tracking Form

Steps in reviewing the Student Tracking Form:

- Check student details and demographics (show form and fields)
- Identify students with Special Needs (show form and field)

Special needs categories – show graphic

- Identify students who cannot participate in PISA
 - Parent refusal
 - Students with Special Needs who cannot be assessed

Before the Assessment: Reviewing the Student Tracking Form

PISA 2009 Main Study - PISA STUDENT TRACKING FORM

School Name
West Broaden 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			

Before the Assessment: Notify students, parents and teachers

- Parent consent materials
 - Sent via email
 - consent letter and form in Word
 - Facts for Parents as PDF
- The letters are in a general form and may be altered to suit your needs
- Available in English and Spanish

Before the Assessment: Pre-assessment call

- Confirm assessment date and time, location and procedures for arrival of PISA staff
- Relay procedures for student arrival/dismissal from the assessment
- Relay how to handle emergencies
- Review the Student Tracking Form
 - changes to student demographics
 - students with special needs
 - student exclusions

On Assessment Day

- Be present to meet the PISA staff when they arrive
- Have assessment area organized
- Have students arrive/locate those not in attendance
- Introduce PISA staff to the students
- Be present for the assessment – not required but certainly welcomed!

On Assessment Day: Payment of Incentives

- General Procedure
 - As students turn in their questionnaire, they receive their check
 - They initial a ledger next to their name
 - The name column of the ledger is detached and kept at the school as with the name column of the STF
 - The TA keeps the initialed ledger

Student Participation

- **Student participation is essential!!**
- NCES requires a student response rate of 85 percent
- We ask that you meet with the selected students to discuss PISA
- We will provide a PowerPoint presentation targeted at students
 - What is PISA?
 - Why is their participation important?
 - What do they have to do?
 - What do they get from PISA?
- Additional materials upon request