

Role Description of the National Research Coordinator and Tasks of the National Study Center for IEA ICCS 2027

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The National Research Coordinator (NRC) plays a major role in any IEA project. The NRC 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 plan and execute the tasks required for ICCS 2027;
- Employing and/or supervising staff at the NSC or sub-contracted organizations, including assigning/distributing required roles (listed below);
- Ensuring availability of required hardware and software and other necessary equipment and materials;
- Communicating with the ICCS 2027 International Study Center at the University of Bath, IEA Amsterdam, and IEA Hamburg;
- Participating in international NRC meetings (conducted in English);
- Contributing to the development of frameworks by providing information about civics and citizenship education within the country;
- Contributing to the international reporting by reviewing drafts and making sure the country's data are accurate; and
- Preparing and disseminating a national report for ICCS in synchronization with the release of the ICCS 2027 International Report.

In addition to the NRC, further staff is required in each country to successfully conduct the study.

Required Roles and Expertise

- **Content and Curriculum Experts**
The content and curriculum experts are responsible for reviewing the updated ICCS 2027 Assessment Framework from the national perspective, as well as participating in assessment development, reviewing items/scoring guides, and training for reliable scoring of constructed response items in close collaboration with the study center and expert groups. It is essential that the contextual questionnaires be reviewed by individuals familiar with educational policies and practices in the country.
- **Sampling Coordinator**
The sampling coordinator works with the IEA sampling team to adapt the international sampling design to national conditions. They are responsible for conveying specific national analysis priorities (e.g., analysis of population subgroups) that may affect the sampling design to the IEA sampling team.

- **Data Manager**
The data manager is responsible for all data related issues, organizing and implementing within-school sampling procedures, overseeing data entry/data submission, and verifying the quality of all data products in close collaboration with the IEA data management team. They also are responsible for or assist with preparing the software to be distributed for the electronically administered assessments.
- **Office Staff**
Further staff may be needed for general administration and field operations, which may include tasks such as contacting schools, making travel arrangements, etc.

The above-mentioned roles can be performed by one or several individuals depending on the resources available to the national center.

Additionally, each NSC will need to coordinate the following roles:

- **Translators/Translation Reviewers**
Translators and translation reviewers are responsible for adapting and/or translating the assessment instruments (achievement test and context questionnaires) into the national language(s) and for reviewing the translations internally. The NSC may also involve the translators and translation reviewers in the finalization of instruments following international translation verification.
- **School Coordinators**
Each school participating in ICCS nominates a school coordinator who provides information about classes, teachers, and students in the school and organizes and supervises the assessment administration. School coordinators organize the checking of school-provided devices for compatibility, support launching the ICCS Player, and uploading data to the servers, unless external computers are used, or the process is otherwise organized by the NSC. The International Study Center provides an international version of the *School Coordinator Manual*, which the NRC adapts and translates to create a national version for use in the participating schools. It is the NRC's responsibility to train school coordinators to effectively perform their tasks following guidelines and recommendation by the study center and IEA.
- **Test Administrators**
Participating schools are also required to have individuals that administer the assessment in the selected classes. Test administrators can be recruited by the NSC directly or can also be members of staff in schools (but must not be a teacher of the target grade). In some situations, the school coordinator may also perform this task. The International Study Center provides an international version of the *Test Administrator Manual*, which can be adapted and /or translated for use in the participating schools. Test administrator assistants can also be appointed to support during the test administration.
- **IT Support**
IT support is needed to ensure that each participating student is provided with an ICCS compatible device (school computers tested for ICCS compatibility or external computers tested and prepared). IT support personnel should also be made available to provide assistance to school coordinators and test administrators if experiencing any issues while preparing for and during the test administration (e.g., in the form of a help desk).

- **National Quality Control Monitor**
The national quality control monitor observes and reports on actual testing sessions in 10% of selected schools. IEA Amsterdam provides international versions of the *National Quality Control Manual* and the *Classroom Observation Record*, which can be adapted and translated for implementing the national quality control program.
- **Scorers**
The scorers apply ICCS scoring guides to determine whether student answers to the constructed-response items are correct. An online scoring system will be used for scoring ICCS. It is estimated scoring will require up to 10 computers to be available for use by scorers (for approximately five working days for the field trial and 15 working days for the main survey).

National Study Tasks

There are **two** rounds of instrument development and analysis activities. First, instruments (i.e., the civic knowledge test and questionnaires) are developed and field trialed, followed by scoring and analysis. Based on this data, the final materials are selected for the main survey data collection, followed again by scoring and data analysis, and reporting of the final results.

The major areas of work for participation in the ICCS 2027 study and their associated sub-tasks are presented below.

Preparing school sample (usually selected at the same time for the field trial and the main survey data collection), contacting schools, and sampling classes for the field trial and then for the main survey data collection

- 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 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 (using IEA's WinW3S software)
- Listing the students in the sampled classes
- Listing the eligible teachers in the sampled school
- Printing tracking forms and/or labels
- Assigning instruments to students, teachers, and school principals

Preparing the field trial instruments and then the main survey data collection instruments

- Contributing to assessment item writing (e.g., during NRC meetings) and to reviewing assessment items and context questionnaires
- Translating, reviewing, and producing national instruments, including applying national adaptations and documenting them
- Submitting the national instruments to the International Study Center for adaptation verification
- Submitting the translated national instruments (achievement items and context questionnaires) to IEA Amsterdam for international translation verification
- Submitting the final adapted and translated national instruments to the International Study Center for layout verification

- Testing and finalizing/approving the assessment player(s) and online system version of context questionnaires

Administering the field trial and then the main survey data collection

At the National Study Center:

- Preparing and sending materials to the participating schools
- Nominating an international quality control monitor (main survey data collection only, if required by IEA)
- Carrying out the *National Quality Control Program*
- Responding to the *Survey Activities Questionnaire* after administration
- Responding to the *National Contexts Survey* (main survey data collection only)

At the participating schools:

- Preparing devices, including testing for compatibility of the devices to be used and launching the assessment administration software (either done at the schools, at the NSC, or by an externally outsourced company).
- Administering the field trial and then the main survey data collection
- Calculating school-level student response rates and holding make-up sessions as necessary
- Uploading the assessment data and returning materials to the NSC

Scoring student responses to the constructed-response items (for the field trial and then again for the main survey data collection)

- Managing the online scoring system
- Training scorers
- Coding of student-reported parental occupation data
- Scoring the constructed-response items

Creating the data files and reviewing data (for the field trial and main survey data collection)

- Recording test administration information (using IEA's WinW3S software)
- Tracking data submission from respondents using digital system(s)
- Verifying the data using instructions provided by the international data management
- Submitting the required materials to the International Study Center and/or IEA
- Reviewing the country's data for accuracy
- Reviewing the ICCS 2027 International Report drafts

Preparing national reports

- Conducting national analysis of the data
- Writing the national report
- Disseminating the national report in synchronization with the release of the ICCS 2027 International Report or after