

National Roles and Tasks for IEA ICILS 2028

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The following document outlines the key roles and tasks at the national level for conducting IEA's International Computer and Information Literacy Study (ICILS) 2028. The most important role is that of the National Research Coordinator (NRC), who serves as a country's main contact person for all aspects of the study. The NRC is an active ambassador for IEA studies and contributes to the national and international discourse around large-scale student assessments. 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 a proficient 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 ICILS 2028
- Bringing national interests and priorities to discussions about the content and reporting plans for ICILS 2028
- Employing and/or supervising staff at the NSC or sub-contracted organizations, including assigning/distributing required roles (listed below) for completing all survey operations and procedures tasks and implementing quality assurance measures to ensure accurate and reliable data
- Ensuring availability of required hardware and software and other necessary equipment and materials
- Communicating with the ICILS International Study Center (ISC) at IEA
- Participating in the international NRC meetings (conducted in English)
- Contributing to the ICILS 2028 International Report by participating in the review process and ensuring the country's data are accurate
- Preparing and disseminating a national report for ICILS in synchronization with the release of the ICILS 2028 International Report and
- Communicating with national press, policymakers, and researchers about key findings and implications of ICILS 2028 results

In addition to the NRC, further staff are 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 ICILS 2028 frameworks from the national perspective, as well as contributing to instrument development, reviewing items/scoring guides, and training for reliable scoring of constructed response items.

- **Sampling Coordinator**

The sampling coordinator works with the ICILS 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 ICILS Sampling Team.

- **Data Manager**

The data manager is responsible for all data-related issues, organizing and implementing within-school sampling procedures, overseeing data submissions, and verifying the quality of all data products in close collaboration with the IEA data management team.

- **Other Staff**

Further office staff may be needed for general office administration, which may include tasks such as contacting schools, making travel arrangements, etc.

The above-mentioned roles can be performed by one or more people depending on their qualifications, skills and experience, and on the resources available to the national center.

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

- **Translation/Translation Review**

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 ICILS 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 and preparing of devices to be used, launching the software on the compatible devices, and uploading the data to the study server, unless external computers/tablets are used, or the process is otherwise organized by the NSC. The ISC provides an international version of the *School Coordinator Manual*, which the NRC translates and/or adapts 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.

- **Test Administration**

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 it is suggested to not be a teacher of the target grade). In some situations, the school coordinator may also perform this task. The ISC provides an international version of the *Test Administrator Manual*, which should 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 ICILS-compatible device (school computers tested for ICILS compatibility or external computers tested and prepared). IT support personnel should also be made available to provide assistance to school coordinators and test administrators who experience any issues while preparing for and during the test administration (e.g., in the form of a help desk).

- **National Quality Control Monitoring**

The National Quality Monitor observes and reports on actual testing services in 10% of selected schools. The ISC provides international templates of the *National Quality Control Manual* and the *Classroom Observation Record*, which can be adapted and/or translated for implementing the national quality control program.

- **Scoring and Occupation Coding**

Scoring supervisors are employed by the NSC to train scorers within their own countries, and to coordinate and oversee the national scoring operations. Scoring supervisors are required to attend ICILS scoring training meetings run by the ICILS ISC. There is one meeting for the field trial and one for the main survey.

The scorers apply ICILS scoring guides to determine and enter scores for student responses to a subset of questions and assessment tasks. The questions and tasks to be scored include short text responses for which a single score is entered, and digital products (such as webpages, posts, documents, or presentations) that are scored using multiple analytic criteria.

Occupation coding requires trained coders to read student text responses describing the occupations of their parents/guardians and to determine and enter the most relevant code based on the most recent edition of the international standard classification of occupations.

- **Data Analysis**

A statistician will review the national data during the data processing stages of the study and will support the NRC with conducting analyses for the national report. This role could potentially be filled by the NRC, Data Manager, or some other staff member with the required qualification.

National Study Tasks

Preparing the school sample (the school sample is usually selected at the same time for the field trial and for the main survey), contacting the sampled schools, and sampling classes and teachers from within the sampled schools for the field trial and then for the main survey.

- Specifying the school sampling design with the help of ICILS 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 teachers from the sampled schools
- Sampling one or more classes per school (using IEA's proprietary software)

- Listing the students in the sampled classes
- Listing the eligible teachers in the school
- Sampling 15–20 teachers per school (using IEA’s proprietary software)

Preparing the national versions of the field trial and main survey instruments:

- Contributing to instrument development, including reviewing assessment instruments and questionnaires
- Translating, reviewing, and producing national instruments, including applying national adaptations and documenting them
- Submitting the national instruments at various stages of the instrument preparation process to undergo adaptation, translation, and layout verification
- Testing and finalizing/approving the final computer-based versions of the instruments to be delivered to respondents in all relevant delivery formats (online and/or offline as relevant)

Conducting the field trial and main survey administrations:

At the NSC:

- Preparing and providing the field trial materials and main survey materials to the participating schools
- Nominating an international quality control monitor for the main survey, if required by IEA
- Carrying out the National Quality Control Program for the field trial and the main survey
- Responding to the Survey Activities Questionnaire after the field trial and the main survey
- Coordinating completion of the ICILS national contexts questionnaire (this is completed once around the time of main survey data collection in school)

At participating schools:

- Preparing devices for the field trial and for the main survey. This includes testing the compatibility of the devices to be used and accessing or running the assessment administration software on the compatible devices. This can be completed by staff in schools, by staff at the NSC, or by an external outsourced company. The ISC provides an international version of the “Preparing Computers” instructions, which are then translated and/or adapted to create national versions of the instructions.
- Administering the field trial and the main survey
- Monitoring student response rates and holding make-up sessions
- Monitoring teacher response rates and following up with non-respondents
- Returning the study implementation materials (such as completed administration forms and manuals) to the NSC
- Uploading student data (for offline delivery modes only)

Scoring student test responses and parental occupation responses for the field trial and main survey:

- Participating in the scoring and occupation coding training run by the ICILS ISC
- Training national scorers and occupation coders
- Scoring all student responses (short text responses and digital artifacts)
- Coding parental occupations

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

- Entering test administration information (using IEA's proprietary software)
- Tracking data submission from respondents using digital system(s)
- Verifying the data
- Reviewing the country's field trial data and main survey data for accuracy
- Reviewing the ICILS 2028 International Report

Preparing national reports

- Conducting national analyses of ICILS data
- Writing the national report
- Disseminating the national report