

National Roles and Tasks for LaNA

LaNA Required Capacity: National Study Center

To successfully participate in IEA's Literacy and Numeracy Assessment (LaNA), countries must establish a dedicated infrastructure to oversee and implement the study. This includes appointing a National Study Center (NSC), identifying qualified personnel, and preparing for each phase of the project. NSCs are often located in a government agency, university, or civil society setting. Some administrative tasks can be outsourced (for example, data entry), but the NSC is still required to oversee and coordinate such tasks. In some cases, multiple roles may be fulfilled by the same person and do not necessarily require a large team. A working knowledge of English (IEA's working language) is required of the National Research Coordinator (NRC) and other staff who work directly with IEA and others in the LaNA International Team.

The following sections outline required roles and expertise of NSC staff (internal and external) and the tasks involved in conducting LaNA.

NSC Roles and Responsibilities

National Research Coordinator (NRC)

The NRC is the primary contact for all aspects of LaNA in the country and is responsible for implementing the study. This includes coordinating all local tasks, managing the team, and ensuring compliance with international procedures. Proficiency in English (IEA's working language) is required.

The NRC will carry out the following tasks:

- Organize the NSC to plan and execute tasks required for LaNA;
- Recruit and supervise staff; assign roles as outlined below;
- Ensure availability of required hardware, software and other necessary equipment and materials and arrange for translation of manuals and materials as necessary;
- Arrange for training School Coordinators and Test Administrators to effectively perform in their roles in accordance with established procedures;
- Communicate and coordinate with IEA teams in Hamburg and Amsterdam and other LaNA International Team members as needed;
- Participate in conference calls, video meetings/training, and in-person meetings/training (as needed);
- Lead the dissemination of national LaNA results.

Sampling Coordinator

The Sampling Coordinator works with IEA sampling experts to construct the school sampling frame and implement the international sampling design. The Sampling Coordinator collaborates with the NRC and other study stakeholders to define the national sampling plan and identify specific national reporting priorities (e.g., analysis of particular population subgroups) that may affect the sampling design.

Data Manager

The Data Manager manages all data-related tasks, including the organization and implementation of within-school sampling procedures, data entry, data submission, and data quality control. More detailed tasks and guidance are covered in the survey operations manuals and data management training sessions.

Office Staff

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

External/Field-Based and Specialist Staff

Instrument Reviewers

While LaNA instruments are administered in the national language(s) of instruction, countries will need to determine if there is a need for cultural adaptations. Reviewers must identify necessary adaptations and submit them for approval by the IEA to ensure comparability across countries.

School Coordinators

Each participating school must appoint a School Coordinator who is responsible for providing class, teacher, and student information, organizing the assessment administration, and ensuring the security and confidentiality of LaNA materials.

Test Administrators

Each participating school requires a Test Administrator to oversee the administration of the assessment in sampled classes. In some cases, the School Coordinator may also perform this role. Test Administrators can be recruited from the teacher population of the country or the school, if they are not the teacher of the assessed class.

Data Entry Personnel

Data entry staff are needed to enter the response data from the assessment instruments into data files using the IEA Data Management Expert software provided by IEA.

Scorers

Scorers are only required if a country chooses to administer the supplemental LaNA booklets which include constructed-response items. Scorers receive training on how to use the scoring

guides, which are developed for each constructed-response item to determine whether student responses are correct.

Statistician/Data Analyst

A statistician or data analyst supports the NRC in reviewing national data during the data processing stages and in conducting analyses to support national reporting.

National Tasks for LaNA Administration

LaNA implementation occurs in four main phases: Preliminary Preparations, Project Initialization, Practice Administration, and Main Data Collection. Below is an overview of the primary tasks to be carried out by the NSC during each of these phases. IEA provides support through training, manuals, and software. A detailed timeline will be discussed during the Project Initialization phase.

Preliminary Preparations

- Make administrative arrangements, organize resources and staffing, and engage stakeholders.

Project Initialization

- Learn about LaNA instruments and procedures, sampling requirements, and survey operations procedures.

Practice Administration

- Prepare sampling frame
- Adapt and verify instruments
- Contact schools and conduct within-school sampling
- Produce and print instruments and organize logistics for the Practice Administration
- Train School Coordinators and Test Administrators
- Conduct the Practice Administration
- Score responses (if administering the supplemental LaNA booklets)
- Enter data and run quality control checks

Main Data Collection

- Finalize school sample for Main Data Collection and contact sampled schools
- Verify final instrument translations and layout
- Produce and print instruments and organize logistics for the Main Data Collection
- Train School Coordinators and Test Administrators
- Conduct the Main Data Collection
- Score responses (if administering the supplemental LaNA booklets)

- Enter data and run quality control checks
- Report and disseminate LaNA results