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International
Computer and
Information
Literacy Study

2018

SUMMARY OF SCHOOL ACTIVITIES: ICILS 2018

	Fall 2017	January-March 2018 Prior to Assessment Day	March-May 2018 Assessment Day	Benefits
Principal	<ul style="list-style-type: none"> Designate a school coordinator 	<ul style="list-style-type: none"> Complete a brief online school questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment Share the importance of participation in the study with school staff 	<ul style="list-style-type: none"> Support assessment day activities Encourage students to participate and do their best on the assessment 	<ul style="list-style-type: none"> Represent other similar U.S. schools Receive a \$200 check for the school
School coordinator	<ul style="list-style-type: none"> Confirm an assessment date convenient for your school 	<ul style="list-style-type: none"> Arrange the day and location for the ICILS assessment Confirm dates and location with Westat ICILS staff Provide teacher lists and student lists through the online MyICILS portal Notify selected teachers, selected students, and students' parents of the study and benefit of participating Work with Westat ICILS staff to identify students with special needs Coordinate the principal's completion of the school questionnaire Coordinate the teachers' completion of the teacher questionnaires Coordinate the ICT coordinator's completion of the ICT questionnaire Collect parental consent forms where required and submit to Westat ICILS staff 	<ul style="list-style-type: none"> Confirm space is appropriate for the assessment Ensure all sampled students attend the assessment session Meet with Westat ICILS staff and provide feedback about the assessment process Collect completed school, ICT coordinator, and teacher questionnaires (if not completed online) and give to Westat ICILS staff 	<ul style="list-style-type: none"> Receive a \$100 check
Selected teachers		<ul style="list-style-type: none"> Complete online teacher questionnaire 		<ul style="list-style-type: none"> Represent U.S. teachers in the international study results Receive \$20
ICT coordinator		<ul style="list-style-type: none"> Complete online ICT coordinator questionnaire 		
Selected students			<ul style="list-style-type: none"> Attend the assessment session, complete the assessment and student questionnaire 	<ul style="list-style-type: none"> Represent the United States in the international study Receive a small thank-you gift
Westat ICILS staff	<ul style="list-style-type: none"> Work with the school to set an assessment date Help school coordinator with assessment details and logistics Protect school and student confidentiality 	<ul style="list-style-type: none"> Call the school coordinator to discuss assessment day location and student participation Select student sample and notify school of selected students 	<ul style="list-style-type: none"> Administer assessment from start to finish Furnish all the assessment equipment and materials, including tablets, keyboards and mice Meet with the school coordinator to debrief at the end of the assessment Maintain security of all materials 	<ul style="list-style-type: none"> Ensure quality and uniformity of data collected across the United States