

Summary of School Activities



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For additional information, go to <http://nces.ed.gov/timss> or the TIMSS international website at <http://timss.bc.edu>.

For questions about the TIMSS 2018 field test, contact the toll-free TIMSS information hotline at 855-445-5604 or email TIMSS@westat.com

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Trends in International Mathematics and Science Study (TIMSS) **2018 Field Test**



SUMMARY OF SCHOOL ACTIVITIES: TIMSS 2018 FIELD TEST

	Fall 2017	January-March 2018 Prior to assessment day	March-April 2018 Assessment day	Benefits
Principal	<ul style="list-style-type: none"> Designate a school coordinator 	<ul style="list-style-type: none"> Complete an 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 Help ensure international tests work for U.S. students
School coordinator	<ul style="list-style-type: none"> Confirm an assessment date convenient for your school 	<ul style="list-style-type: none"> Arrange assessment day location Confirm date and location with Westat TIMSS staff Provide class lists and student lists through online MyTIMSS portal Notify teachers, selected students, and students' parents of the study and benefit of participating Work with Westat TIMSS staff to identify students with special needs Collect parental consent forms where required and submit to Westat TIMSS staff Coordinate the principal's completion of the school questionnaire Coordinate the teachers' completion of teacher questionnaires 	<ul style="list-style-type: none"> Confirm space is appropriate for the assessment Collect completed school and teachers questionnaires (if not completed online) and give to Westat TIMSS staff Ensure all sampled students attend the assessment session Meet with Westat TIMSS staff and provide feedback about the assessment process 	<ul style="list-style-type: none"> Receive a \$100 personal check
Teachers of students selected for TIMSS		<ul style="list-style-type: none"> Complete online teacher questionnaire 		<ul style="list-style-type: none"> Represent U.S. teachers in the international study Receive \$20
Selected students			<ul style="list-style-type: none"> Attend the assessment sessions, 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 TIMSS 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 classroom sample and notify school of selected classes 	<ul style="list-style-type: none"> Administer assessment from start to finish Furnish all assessment equipment or materials, e.g., tablets, styluses, keyboards, pencils, and test booklets 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