

Attachment 5

School Coordinator Manual



Att

February 2011

Consortium:

Australian Council for Educational Research (ACER, Australia)
cApStAn Linguistic Quality Control (Belgium)
Deutsches Institut für Internationale Pädagogische Forschung (DIPF, Germany)
Educational Testing Service (ETS, USA)
Institutt for Lærerutdanning og Skoleutvikling (ILS, Norway)
Leibniz - Institute for Science and Mathematics Education (IPN, Germany)
National Institute for Educational Policy Research (NIER, Japan)
The Tao Initiative: CRP - Henri Tudor and Université de Luxembourg - EMACS (Luxembourg)
Unité d'analyse des systèmes et des pratiques d'enseignement (aSPe, Belgium)
Westat (USA)

CBA-PP

How do I get more information?

For questions or concerns, contact:

PISA Help Desk

Phone: 1-888- 638-2597

Fax: 240-314-2334

PISAHELP@Westat.com

For more information about PISA:

Visit the PISA website: <http://nces.ed.gov/surveys/pisa>

Your help with PISA is very important to its success.

**The U.S. PISA Team and the International Project Team
appreciate your time and effort.**

Thank you!

Table of Contents

Introduction.....	2
What is PISA?.....	2
The PISA assessment.....	2
Chapter 1: Preparation.....	2
1. Confirm assessment date and location for the assessment sessions.....	2
2. Prepare <i>List of Eligible Students</i>	2
3. About Quality Monitors.....	9
Chapter 2: Before the Assessment.....	2
4. Receive and check materials sent by PISA.....	2
5. Notify teachers, students and parents of the assessment.....	2
6. Review and update <i>Student Tracking Form</i>	2
7. Give School Questionnaire to appropriate person at your school.....	2
8. Organize and confirm assessment plans with school staff and with Test Administrator.....	2
Chapter 3: During/After the Assessment.....	2
10. Provide Test Administrator with <i>Student Tracking Form</i>	2
11. Be present throughout the assessment to assist Test Administrator (if possible).....	2
12. Arrange for make-up session (if needed).....	2
Appendix 1: PISA 2012 Field Trial - List of Eligible Students.....	2

Introduction

Thank you for agreeing to be a School Coordinator for PISA. As your school has been selected to represent the United States in this large-scale international assessment program, you will play a very important role in making sure that the assessment is carried out smoothly and in a standard way. In doing so, you will contribute significantly to the PISA objectives of improving the quality of schooling for students in the United States. The purpose of this manual is to help you step by step to understand how you can assist with the successful implementation of this large scale international assessment program.

What is PISA?

PISA stands for the **Program for International Student Assessment**, sponsored in the United States by the National Center for Education Statistics (NCES) of the U.S. Department of Education. PISA 2012 is the fifth PISA study that has been conducted since 2000 and involves more than 60 participating countries. The PISA Main Survey will be conducted in 2012 with the Field Test conducted in 2011.

PISA has the following characteristics:

- It is the world's largest international survey in education;
- It surveys students aged about 15 years;
- It assesses students' preparedness for adult life; and
- It measures students' Mathematical, Scientific, Problem Solving and Reading Literacy.

Typically, between 4,500 and 10,000 students in each country take part in the Main Survey, and between 800 and 1,200 students do so in the Field Test.

Undertaking PISA is important because the results of the assessment can be used:

to indicate how well prepared students in the United States are for learning once they leave school;
by schools, education systems and governments to identify areas for improvement over time; and
to allow a comparison of student performance and the learning environment between different countries.

For more details about PISA, please refer to the information materials provided in your school's packet or visit, <http://www.pisa.oecd.org/>.

Note 1: All information (or responses) you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, Section 9573].

The PISA assessment

Up to 42 students from your school will be sampled to complete a two-hour paper-based assessment consisting of mathematics and financial literacy questions. These students will also be asked to complete a student questionnaire. After the *Paper-Based PISA* and questionnaire, a sub sample of 20 students who participated will also participate in a one hour *Computer-Based Assessment* of mathematics, problem solving, and reading. In addition, schools will be requested to complete a School Questionnaire.

As a School Coordinator you will be responsible to act as the liaison between your school and a PISA representative. The key activities you will carry out are listed on the following page with their associated dates.

Please note that the actual assessment will be conducted by a Test Administrator who will contact you well in advance of the scheduled assessment day to discuss logistics and finalize assessment day plans.

Table 1: Key Activities of PISA School Coordinators

Chapter	Date	Activity	Page number
1. Preparation	3-6 weeks prior to assessment	• Confirm the assessment date with PISA staff	6
		• Contact the PISA Help Desk if the assessment date needs to be changed	6
		• Prepare a list 15-year old students according to PISA guidelines	9
	1-2 weeks prior to assessment	• Receive and check materials sent by PISA	10
		• Notify teachers, students and parents of the assessment	10
		• Review and update <i>Student Tracking Form</i> , which lists the students sampled to participate	10
		• Give School Questionnaire to appropriate person at your school	15
		• Meet with Test Administrator	16
		• Organize and confirm assessment plans with school staff	16
		• Gather the completed School Questionnaire	16
3. During/ After the assessment	Assessment Day	• Provide Test Administrator with <i>Student Tracking Form</i> and inform of any changes	17
		• Be present throughout the assessment to assist with students (if possible)	17
	Same week as the main session if possible	• Arrange for make-up session (if needed)	17
	Until the end of school year	• Store copies of PISA forms in the envelope provided by the Test Administrator	17

The following chapters will explain the details of each activity that you are expected to undertake. Should you have a question or concern at any time, please do not hesitate to contact the PISA Help Desk.

If you have any questions, please contact us at:

PISA Help Desk

Ph: 1-888- 638-2597

Fax: 1-240-314-2334

PISAHELP@Westat.com

PISA Test Administrator: _____

Telephone: _____

Email: _____

Chapter 1: Preparation

1. Confirm assessment date and location for the assessment sessions

PISA will take place between April 4, 2011 and May 13, 2011. It is important when confirming the scheduled assessment date with the Test Administrator to check that there are no other events taking place at your school that could interfere with the assessment session or with the attendance of the selected students.

The *Paper-Based PISA* will take approximately 3 hours and 15 minutes to administer as outlined in Table 2 below, and the *Computer-Based Assessment* (including preparation and administration time) will take about 1 hour 20 minutes, as outlined in Table 3. Please note that the *Computer-Based Assessment* session should take place after the *Paper-Based PISA*, and preferably on the same day. Because some students will participate in both the Paper-Based and Computer-Based sessions, it is best to schedule the *Paper-Based PISA* at the beginning of the school day and the *Computer-Based Assessment* in the afternoon. While administrative procedures, student questionnaire sections, and breaks are not timed, each section of the assessment is.

Table 2: Timing of *Paper-Based PISA* Administration

Activity	Time
Distributing the materials and reading the General Directions	10-15 minutes (approximately)
Assessment Section I	1 hour (exactly)
Short break	No more than 5 minutes
Assessment Section II	1 hour (exactly)
Short survey	Up to 5 minutes
Break	No more than 10 minutes
Student Questionnaire	35 minutes (approximately)
Collecting the materials and ending the session	3-5 minutes (approximately)
Total	3 hours and 15 minutes (approximately)

Table 3: Timing of *Computer-Based Assessment* Administration

Activity	Time
Student logons, passwords and introducing the test	5 minutes (approximately)
<i>Computer-Based Assessment</i> orientation session	20 minutes (approximately)
Completing the <i>Computer-Based Assessment</i>	40 minutes (exactly)
Ending the assessment session	15 minutes (approximately)
Total	1 hour 20 minutes (approximately)

Additional time before each session will be required to prepare the assessment room and materials prior to beginning the assessments.

Please also allow at least 1 hour after the *Paper-Based PISA* has finished before the beginning of the *Computer-Based Assessment* session. The Test Administrator will need to tend to some administrative tasks as well as prepare the *Computer-Based Assessment* area. Also, students participating in the *Computer-Based Assessment* will need a break to eat lunch after they complete the *Paper-Based PISA* and before they begin the *Computer-Based Assessment*.

Figure 1: Example of *List of Eligible Students*

School Name: _____	
Address: _____	
Telephone: _____	Fax: _____
List prepared by: _____	E-mail: _____
Date list prepared: _____	Total number of students listed: _____
DIRECTIONS: Please list ALL students in your school in Grade 7 and higher born in 1995.	

(A) Student Name	(B) Grade	(C) Gender (Female=1; Male=2)	(D) Birth Date (MM-YYYY)		(F) SEN*
Ted Brooks	10	2	12	1995	
Jeffrey Jenkins	9	2	11	1995	
Rose Matthews	10	1	12	1995	
Jennifer Trader	10	1	05	1995	
José Rodriguez	10	2	04	1995	3
Roy Zastrow	10	2	09	1995	3
Sam Walker	10	2	07	1995	1
Julie Walters	9	1	04	1995	
Suzanne Smith	10	1	07	1995	
Fred Peters	10	2	10	1995	1
Tammy Tran	10	1	12	1995	
Lisa McCoy	10	1	08	1995	2
Melissa Holten	9	1	09	1995	
Joshua Bensen	9	2	07	1995	

* SEN = Special Education Needs

1.

2. Prepare *List of Eligible Students*

Steps for preparing a *List of Eligible Students*

Step 1: Identify ALL students at your school who meet the eligibility criteria

Criteria for PISA student eligibility are:

- Enrolled in Grade 7 or higher; AND
- Born in 1995.

PISA needs accurate information about all students at your school who meet the above criteria for student eligibility. A small number of these students may be unable to complete the PISA assessment. Do not include students who are known to be withdrawn on your list. All other eligible students **must** be added to your list of students. Later, you may need to identify students who cannot participate in PISA because of their SEN status. This will be covered in the next chapter.

Step 2: List each of the eligible students along with their demographic information (see Figure 1 on page 6 for an example)

Using the listing form provided by PISA (either hard copy from Appendix 1, or electronic sent to you via email) list students in your school that are eligible for PISA along with their demographic information.

- Student name – last name, first name;
- Grade – should be 7 or higher;
- Gender – indicate 1 (female) or 2 (male); and
- Birth Month – indicate as MM/YYYY. (For example, if an eligible student was born in September 1995, write 09/1995.)

You will notice when you receive the electronic version of the listing form that it has been encrypted and must be opened using the password provided by PISA in the email. If you have any difficulties with this process, please do not hesitate to contact the PISA Help Desk for assistance.

Step 3: Identify students with Special Education Needs (SEN) – Column F

Column F of the form is used to record the Special Education Needs (SEN) of eligible students. The codes are defined in Table 4 below. Please identify any student who has a special education need by placing the appropriate SEN code in column F.

Table 4: Codes for Special Education Needs

Description	Code
Functional disability – student has a moderate to severe permanent physical disability	1
Cognitive, behavioral or emotional disability – in the opinion of qualified staff, student has a cognitive, behavioral or emotional disability	2
Limited assessment language experience – student is not a native speaker of the language of the assessment in the country and has limited proficiency in this language	3
Home Schooled – student is home schooled and attends school only for required or mandated testing.	4

Test material not available – test material is not available in the student's language of instruction.	5
---	----------

Examples of using Special Education Needs codes

Please refer to Figure 1: Example of List of Eligible Students, in which the following codes have been applied:

- José Rodriguez is not a native English speaker and has less than one year of instruction in English. Therefore, he is coded as “3” in column F.
- Roy Zastrow is not a native speaker of English. While he has received instruction in English for more than one year, he still has some difficulties with English expression and requires some extra help. Therefore, he is also coded as “3” in column F.
- Sam Walker is blind and is coded as “1” in column F.
- Fred Peters is physically disabled so he is coded as “1” in column F.
- Lisa McCoy has been professionally assessed as cognitively delayed and is coded as “2” in column F.
- All other students do not have any special education needs and column F is left blank. For most students column F will be left blank, meaning they have no Special Education Needs.

Step 4: Send *List of Eligible Students* to PISA for sampling

Once the *List of Eligible Students* is complete, you will send it to PISA for sampling. Electronic lists can be sent via email to the PISA Help Desk at PISAHELP@Westat.com. The electronic template that you received to create the list came to you encrypted and password protected. To protect the confidentiality of the students included on the list, please encrypt the file before sending it to PISA, using that same password. The password you should use is: PISAFT2012. If you have any difficulties with this process, please do not hesitate to contact the PISA Help Desk for assistance.

Hard copy lists can be faxed to the PISA Help Desk at 240-314-2334. Please include on your list, or your coversheet, your school's name, address, and telephone number along with the name and contact information for the person who prepared the list and the date it was prepared. Also, to ensure that PISA has received all pages of the fax, please indicate the total number of students listed.

3. About Quality Monitors

On the day of the assessment, PISA Quality Monitors will visit some randomly selected schools. The main task of the PISA Quality Monitors is to document the extent to which testing procedures have been followed and are being implemented by the Test Administrator. In order to do this, PISA Quality Monitors will visit some schools, observe the PISA assessment sessions and have a short interview (approximately 15 minutes) with you after the assessment session. Their task is strictly limited to these PISA related activities.

Should your school be selected for this visit, a Quality Monitor will contact you a few days prior to the assessment to inform you of his/her visit. On the morning of the assessment he/she will report to the school office. Please contact the PISA Help Desk if you have any questions about the visit.

Chapter 2: Before the Assessment

4. Receive and check materials sent by PISA

About two weeks prior to the assessment, you will receive a package of the following materials:

- the *Student Tracking Form* listing the students who have been sampled to participate in the assessment;
- the School Questionnaire; and
- the School Coordinator payment.

Shortly after, the Test Administrator assigned to your school will contact you to verify that the package has been received and to confirm the date and time of the preassessment visit.

5. Notify teachers, students and parents of the assessment

Please inform teachers, students (especially the sampled students), and parents of the sampled students according to the school's policies.

It is very important to introduce the aims of PISA to school staff and students prior to the assessment in order to engage students and promote their participation. Therefore, please use the informational and promotional materials that have been provided to assist you with this activity.

The Test Administrator will collect a dated copy of the letter used to notify parents of the assessment prior to the assessment. A sample copy of this letter has been included with this manual. An electronic copy of the letter is available upon request from the PISA staff member who first contacted you or from the Test Administrator.

6. Review and update *Student Tracking Form*

You will receive a *Student Tracking Form* in your packet of materials. This form lists sampled students along with their background data. You will need to review this form and complete it with missing or additional information. An example of the *Student Tracking Form* is provided in Figure 2 on the next page. The steps for completing the form are detailed on page 12.

Figure 2: PISA 2012 FT - Student Tracking Form (example after completion)

School Name: School Coordinator: Skippy Dundee Test Administrator: Wallaby Baby

Kangaroo High School

To be checked by School Coordinator

To be completed by School Coordinator

Identifies CBA students

1. For use by School

Student Name	Region	Stratum ID	School ID	Student ID	LST Line Number	Grade	Gender (F=1; M=2)	Birth Date	Study Prog.	SEN	N/P PISA	CBA*	COMMENTS
Ted Brooks	00	01	010	00004	00003	10	2	12 1995	1			1	
Jeffrey Jenkins	00	01	010	00009	00008	9	2	11 1995	1		4		
Rose Matthews	00	01	010	00005	00012	10	1	12 1995	1			3	
Jennifer Trader	00	01	010	00002	00016	10	1	05 1995	1			9	
José Rodriguez	00	01	010	00014	00020	10	2	04 1995	1	3	3	5	
Roy Zastrow	00	01	010	00008	00024	10	2	09 1995	1	3			
Sam Walker	00	01	010	00011	00028	10	2	07 1995	1	1	3	4	
Julie Walters	00	01	010	00013	00033	9	1	04 1995	1				
Suzanne Smith	00	01	010	00001	00037	10	1	07 1995	1			7	
Fred Peters	00	01	010	00007	00041	10	2	10 1995	1	1		10	
Tammy Tran	00	01	010	00012	00045	10	1	12 1995 1996	1		n	6	Corrected her birth year, which is outside the eligibility criterion
Lisa McCoy	00	01	010	00010	00049	10	1	08 1995	1	2	3	2	
Melissa Holten	00	01	010	00003	00053	9-6	1	09 1995	1		n		Corrected her grade, which is lower than the eligibility criterion
Joshua Bensen	00	01	010	00006	00057	9	2	07 1995	1			8	

* CBA = Computer-Based Assessment

Steps for reviewing and completing the *Student Tracking Form*

Step 1: Check student details and demographics

For columns "Student Name", "Grade", "Gender", "Birth Date", and "SEN", identify and correct missing or incorrect information regarding student name, grade, gender, birth date, and special education needs (SEN).

Step 2: Identify students who CANNOT participate in PISA – Column N/P PISA

Column "N/P PISA" is used to identify sampled students who cannot participate in PISA. The intention of PISA is to be as **INCLUSIVE** as possible. However, some students may not be able to participate for various reasons. These reasons for non-participation should be recorded in this column of the *Student Tracking Form*, using the following specific codes:

- **Code 2 - Student's parents refuse to allow their child to participate in PISA**

A small number of parents may refuse to allow their child to participate in PISA. If you have received such notification from parents, record a code "2" for this student in column "N/P PISA".

- **Code 3 - Student with Special Education Needs who cannot be assessed**

The guidelines in Table 5 are provided to assist you in deciding whether a student with Special Education Needs can be excluded from PISA. If a student with a special education need is to be excluded from the assessment, record a code "3" for this student in column "N/P PISA".

Note 2: Many students with a Special Education Need will be able to participate in the assessment.

Table 5: Guidelines - Exclusion/inclusion of students with Special Education Needs

Type of SEN	T	Students who may be excluded	Students who should be included
Functional disability	F	The student has a moderate to severe permanent physical disability such that she/he cannot participate in the PISA testing situation . <u>Code 3 in column "N/P PISA"</u> .	The student can respond to the assessment.
Cognitive, behavioral or emotional disability	C	The student has a cognitive, behavioral or emotional disability such that in the opinion of qualified staff, she/he cannot participate in the PISA testing situation . This includes students who are cognitively, behaviorally or emotionally unable to follow even the general instructions of the assessment. <u>Code 3 in column "N/P PISA"</u> .	The student can respond to the assessment. He/she should NOT be excluded solely because of poor academic performance or disciplinary problems.
Insufficient assessment language experience	I	The student meets ALL of the following three criteria: - not being a native speaker in the assessment language, - having limited proficiency in the assessment language, and - having received less than one year of instruction in the assessment language. <u>Code 3 in column "N/P PISA"</u> .	The student meets ONLY one or two of the criteria.
Home Schooled	H	The student is home schooled and only attends school for required or mandated testing. <u>Code 3 in column "N/P PISA"</u>	
Test is not	T	The student receives the majority of instruction in a language other than English. <u>Code 3 in column "N/P PISA"</u> .	

available in
student's
language of
instruction

The following codes refer to situations where there have been changes to enrollment since the list of all eligible students was prepared, or where students who do not fit the PISA eligibility criteria were mistakenly added to the list of eligible students.

- *Codes 4 and 5 - Student was transferred to another school or left the school*
 - If a student has transferred to another school, record a code "4" for this student in column "N/P PISA".
 - If a student has left school, but it is not known which school the student has transferred to, record a code "5" for this student in column "N/P PISA".
- *Code n - Student does not meet student eligibility criteria*
 - If a student is enrolled in **Grade 6 or lower**, he/she is not eligible to participate in PISA. Record a code "n" for this student in column "N/P PISA".
 - If a student was NOT born **in 1995** he/she is not eligible to participate in PISA. Record a code "n" for this student in column "N/P PISA".

Summary of non-participant codes

All codes to be used in column "N/P PISA" for non-participant students are summarized in Table 6 below. Examples of how to use these codes are highlighted on the following page. If in doubt about which code to use, leave this column blank and instead insert a brief note in the "**Comments**" column on the form.

Table 6: Codes for Non-Participant

Reason for non-participation	Code
Parent refusal	2
Excluded on SEN (Special Education Needs) basis	3
Now enrolled at another school	4
Not enrolled in this school, and enrollment is unknown	5
Does not meet PISA criteria for eligibility	n

Examples of using Non-Participant codes

Please refer to Figure 2, in which the following example codes have been applied:

- **Jeffrey Jenkins** has recently transferred to another school. Therefore, he is coded as “4” in column “N/P PISA”.
- **José Rodriguez** is coded as “3” in column “SEN”. He has been taught in English for less than one year and his teachers believe that he will not be able to participate in the assessment. Therefore, he is coded as “3” in column “N/P PISA”.
- While **Roy Zastrow’s** experience with **English** is limited, he has been taught in English for more than one year and therefore does not meet the PISA criteria for exclusion on the basis of insufficient language experience. Therefore, column “N/P PISA” is left blank, and **Roy** is considered to be able to participate in the assessment.
- **Sam Walker** is blind and is coded as “1” in column “SEN”. PISA is not offered in Braille. Therefore, he is unable to participate in the assessment and is coded as “3” in column “N/P PISA”.
- Even though **Fred Peters** is functionally disabled, it does not affect his ability to participate. So, although he is coded as “1” in column “SEN”, column “N/P PISA” is left blank.
- The following two students are ineligible according to the PISA eligibility criteria. However, their wrong demographic information was recorded in the List of Eligible Students, and these students were subsequently sampled. The School Coordinator found the incorrect information on the *Student Tracking Form* and corrected it:
 - **Tammy Tran** does not meet the age definition and is coded as “n” in column “N/P PISA”.
 - **Melissa Holten** is in Grade 6 and so is coded as “n” in column “N/P PISA”.
- **Lisa McCoy** has been professionally assessed as cognitively delayed and is coded as “2” in column “SEN”. She does not participate in other testing programs. Therefore, she will not participate in the assessment and is coded as “3” in column “N/P PISA”.

Note 3: Column “N/P PISA” of *Student Tracking Form*

The purpose of setting a column “N/P PISA” is to record the reasons of non-participation for those students who have **no possibility to participate in PISA under any circumstances even if a follow-up session is provided after the assessment**. Therefore, you should NOT use a code “2” if a student is unable to attend the PISA assessment, for example, due to a competing activity in/outside the school or illness, as he/she might be able to attend a follow-up session.

If a sampled student is not available for the PISA assessment for any reasons other than those described in the above steps, leave column 11 blank. The Test Administrator will record other cases of non-participation on the assessment day.

Students to be assessed in PISA

Only those students who have NO codes placed in column “N/P PISA” can be assessed in PISA.

IMPORTANT! Under No circumstances may a sampled student be replaced with any other student.

7. Give School Questionnaire to appropriate person at your school

The purpose of the School Questionnaire is to collect information about the school and its characteristics. The School Questionnaire should be completed by the school principal, but she/he may delegate the task to another person in the school. This questionnaire is to be completed in the hard copy booklet. Please

distribute the questionnaire to the appropriate staff member and ask that it be completed by the date specified.

8. Organize and confirm assessment plans with school staff and with Test Administrator

During the two weeks preceding the assessment, your PISA Test Administrator will visit your school to meet with you to discuss the following:

- Confirmation of the date, time, and location of the assessment session;
- Updates you have made to the *Student Tracking Form* regarding student demographic information, SEN codes, and exclusions;
- How to handle emergencies or problem situations on assessment day; and
- School procedures for the dismissal of students at the conclusion of each assessment session.

You will then discuss the notification of teachers, students, and parents of the assessment. This includes:

- Verifying that Parents/Guardians have been notified,
- Distributing student invitations to selected students and reminding students to bring the following to the assessment: (a) pencil; (b) eraser; (c) ruler; and (d) calculator on the day of the assessment; and
- Informing teachers and anyone else concerned of any changes made to the date or time of the assessment since the original schedule was set.

The Test Administrator will again contact you just prior to the assessment date to confirm the updates of the *Student Tracking Form* and details of the assessment sessions. The Test Administrator will also verify that the School Questionnaire has been completed and will be ready to be collected on the day of the assessment.

Chapter 3: During/After the Assessment

10. Provide Test Administrator with *Student Tracking Form*

Please make sure that you have updated the *Student Tracking Form* before the assessment. There might be some students who are eligible to participate in the assessment, but are absent from the assessment. For such cases, please leave column “N/P PISA” blank. The Test Administrator will record student attendance during the assessment, using a *Session Attendance Form*.

The Test Administrator will collect your *Student Tracking Form* to return to PISA. You should make a photocopy of the *Form* for yourself to keep at your school. Please store that copy until the end of the school year.

11. Be present throughout the assessment to assist Test Administrator (if possible)

If it is not possible for you to be present throughout the assessment, you should be present at least at the beginning of the assessment session. This will help set the tone of the session and demonstrate the importance of the study.

Note 4:

- Because PISA materials may be used in the future, their security is very important;
- You and other school staff members are allowed to look through unused booklets **only after the assessment**, and **in the presence of the Test Administrator**; and
- **DO NOT** photocopy or copy the test booklet and *Computer-Based Assessment* materials in any way under any circumstances.

12. Arrange for make-up session (if needed)

PISA requires a high level of participation amongst the sampled students. If several students are absent from the *Paper-Based Assessment* session or the *Computer-Based Assessment* session, it may be necessary to arrange a make-up session. The Test Administrator will guide you through the process of determining whether or not you will need to arrange a make-up session.

If you and the Test Administrator decide that a make-up session should be arranged, please select a mutually agreed upon date and time that will maximize the number of students attending the session.

Note 5: There can only be ONE make-up session. Please make every attempt to ensure that absent students attend the make-up session.

Your help with PISA is very important to its success.

**The U.S. PISA Team and the International Project Team
appreciate your time and effort.**

Thank you!

Appendix 1: PISA 2012 FT- List of Eligible Students

School Name: _____	
Address: _____	
Telephone: _____	Fax: _____
List Prepared By: _____	Date List Prepared: _____
Total Number of Students Listed: _____	

DIRECTIONS: Please list **ALL** students in your school in **Grade 7 and higher** born January 1, **1995** and December 30, 1995..

(A) Student Name	(B) Grade	(C) Gender (Female=1; Male=2)	(D) Birth Date (MM-YYYY)		(F) SEN*

* SEN = Special Education Needs

