

Appendix A

ICILS Field Test & Main Study Recruitment and Consent Materials

OMB# 1850-New v.1

Contents

Field Test Materials

State Field Test Letter.....	2
School ICILS Field Test Letter.....	4
Teacher Questionnaire ICILS Field Test Letter.....	5
ICILS Field Test Brochure Content: 8 ½ X 11in Tri-fold.....	6
ICILS Field Test FAQ.....	8
Summary of School Activities: ICILS 2017 Field Test.....	10
ICILS Field Test Sample Notification Letter.....	11
ICILS Field Test Sample Implicit Consent Letter.....	12
ICILS Field Test Implicit Consent Form.....	13
ICILS Field Test Sample Explicit Consent Letter.....	14
ICILS Field Test Explicit Consent Form.....	15
ICILS Facts for Parents about the Field Test.....	16
Email to School Coordinator to Submit Student and Teacher Lists for Field Test.....	17
Instructions for Submitting Student List for Field Test.....	18
Instructions for Submitting Teacher List for Field Test.....	22

Main Study Materials

State ICILS Main Study Letter.....	23
School District ICILS Main Study Letter.....	24
School ICILS Main Study Letter.....	25
Teacher Questionnaire ICILS Main Study Letter.....	26
ICILS Main Study Brochure Content: 8 ½ X 11in Tri-fold.....	27
ICILS Main Study FAQ.....	29
Summary of School Activities: ICILS 2018 Main Study.....	31
ICILS Main Study Sample Notification Letter.....	32
ICILS Main Study Sample Implicit Consent Letter.....	33
ICILS Main Study Implicit Consent Form:.....	34
ICILS Main Study Sample Explicit Consent Letter.....	35
ICILS Main Study Explicit Consent Form.....	36
ICILS Facts for Parents about the Main Study.....	37
Email to School Coordinator to Submit Student and Teacher Lists for Main Study.....	38
Instructions for Submitting Student List for the Main Study.....	39
Instructions for Submitting Teacher List for the Main Study.....	43

State Field Test Letter

[Date]

[Title] [Name First] [Name Last]
[Department]
[State Agency Name]
[Address 1]
[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

Some schools in your state have been randomly selected to participate in the international field test for ICILS in the spring of 2017. I am writing to ask your agency to support the participation of those schools in the field test. The purpose of the field test is both to determine whether new questions are valid and fair for U.S. students and to help ensure that ICILS field operations will be effective for the main study in 2018.

ICILS is described in more detail in the enclosed materials. In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, your support of school participation in your state is invaluable so that the United States has a representative sample of schools across the country.

We are in contact with your state assessment director and NAEP State Coordinator to keep them informed about ICILS, and how ICILS fits in with other national data collections conducted by NCES. We also coordinate the administration of ICILS with NAEP and other NCES activities. If you have questions about the study, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. You may also get more information about this study by contacting [NCES Contact] at NCES at [NCES Phone Number] or [NCES Email], or by visiting the ICILS website at [NCES Website link TBD].

Thank you for your time and support of this important international study.

Sincerely,

Peggy Carr, Ph.D.
Acting Commissioner, NCES

cc: [state assessment director]

[NAEP state coordinator]

Enclosures

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your schools, staff, and students 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 (20 U.S. Code, § 9573).

School District Field Test Letter

[Date]

[Title] [Name First] [Name Last]
[Department]
[School District]
[Address 1]
[City], [State] [Zip code]

Dear [Title] [Name Last]:

I am writing to notify you that [number] schools in your district have been randomly selected to participate in the 2017 field test for an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

The purpose of the ICILS field test is both to determine whether new questions are valid and fair for U.S. students and to help ensure that ICILS field operations will be effective for the main study in 2018.

Selected schools are notified in advance so that principals can place the assessment date on their calendars and incorporate ICILS into the planned school program. I am writing to ask your district to support the participation of those selected schools. Participating schools will receive \$200, and each school's ICILS school coordinator (the school staff person designated to work with ICILS staff) will receive \$100 as a thank you for his or her time and effort. A school administrator and selected teachers will each be asked to complete a questionnaire. Teachers will receive \$20 as a thank you for completing the questionnaire. Each student who participates will receive a small gift as a token of appreciation.

ICILS is described in more detail in the enclosed materials. In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, your support of school participation in your district is invaluable so that the United States has a representative sample of schools across the country. The schools will be contacted soon with more information about the assessment.

The list of selected schools in your district is attached. Please include the ICILS assessment window (XX to XX 2017) on your district test calendar. [Name], our NAEP State Coordinator, will contact your staff with additional information.

If you have questions about the study, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. You may also get more information about this study by contacting [NCES Contact] at NCES at [NCES Phone Number] or [NCES Email], or by visiting the ICILS website at [NCES Website link TBD]

I know that I can count on you to help accomplish our goal of 100 percent participation. Thank you for your time and support of this important international study.

Name of Chief State School Officer

Cc: [State Testing Director]

[District Test Coordinator]

[NAEP State Coordinator]

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School ICILS Field Test Letter

[Date]

[Title] [Name First] [Name Last]

[Department]

[School Name]

[Address 1]

[City], [State] [Zip code]

Dear [Title] [Name Last]:

I am writing to inform you that [school name] has been selected to represent schools across the United States by participating in an important international study: the International Computer and Information Literacy Study (ICILS). The United States is participating in this study, and in the spring of 2017 will participate in a field test to prepare for the 2018 assessment. The purpose of the field test is both to try out new questions and to help ensure that operational procedures will be effective in the 2018 assessment. Your school's participation is important to ICILS' success as your school is one of only XX in XX states that has been selected to take part in ICILS in the spring of 2017.

ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018.

NCES recognizes the burden of assessments on schools and works to reduce that burden as much as possible both in terms of time and resources. Under contract to NCES, Westat is responsible for all aspects of the assessment administration and will work with you to make ICILS a success in your school. ICILS will sample 25 eighth-graders from your school to participate in ICILS, and 20 eighth-grade teachers. A school administrator will also be asked to complete a questionnaire.

As a token of appreciation for participating in ICILS, your school will receive \$200. Students who take ICILS will receive a small gift to thank them for their participation. Your school's ICILS school coordinator (the school staff person designated to work with ICILS staff) will receive \$100 as a thank you for his or her time and effort. Selected teachers will receive \$20 for completing a brief questionnaire about themselves.

ICILS is described in more detail in the enclosed materials. In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, your school's participation is invaluable so that the United States has a representative sample of schools across the country.

The field test assessment window is XX to XX, 2017. Within the next few weeks I will send you an assessment date. Should there be a conflict on this date, an ICILS representative will work with you to identify an alternative time. Please put this date on your 2016-2017 school calendar. In [MONTH], I will send you detailed information about the assessment and will ask you to identify a school coordinator. ICILS representatives will provide significant support to schools, bring all necessary materials, including [computers/tablets] and all equipment, and administer the assessment.

If you have questions, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. Further information about ICILS may be found by visiting the ICILS website at [NCES Website link TBD].

Your participation in the field test for ICILS is very important to the overall success of the study in the United States. Thank you for your time and for supporting this important international study.

Name of Coordinator, NAEP State Coordinator

Enclosures

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Teacher Questionnaire ICILS Field Test Letter

[Date]
[Title] [Name First] [Name Last]
[Teacher]
[School Name]
[Address 1]
[City], [State] [Zip code]

Web Address:
Your Study ID:
Your Password:

Dear [Title] [Name Last]:

[School Name] is participating in an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

In preparation for the 2018 assessment, [School Name] is participating in a field test in the spring of 2017. The purpose of the field test is both to try out new questions and to help ensure that operational procedures will be effective in the 2018 assessment.

We are asking you to complete a 30-minute questionnaire to provide insight into school and classroom contexts for information and communication technology learning, use of information and communication technology for teaching and learning, and teacher views on and confidence in using computers. You may complete the questionnaire by hardcopy or online using a secure website. To access the questionnaire online, please use the web address and unique study ID and password provided on this letter. If completing the questionnaire by hardcopy, please use the enclosed business reply envelope to return the completed questionnaire to us. You may also give the completed hardcopy questionnaire to the ICILS school coordinator at your school. You will receive a check for \$20 within a few weeks of completing the questionnaire as a token of our appreciation.

In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this questionnaire is voluntary, your participation is invaluable.

If you have any questions, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. You may also get more information about this study by visiting the ICILS website at [NCES Website link TBD]. If you have questions about your rights as a study participant, you may call NCES at [NCES Phone Number].

Your participation in the teacher questionnaire for the ICILS 2017 field test is very important to its success. Thank you for your time and for supporting this important international study.

Peggy Carr, Ph.D.
Acting Commissioner, NCES

Enclosures

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ICILS Field Test Brochure Content: 8 ½ X 11in Tri-fold

Title page:

ICILS USA Logo

Map of world

International Computer and Information Literacy Study (ICILS) 2018

Inside panels:

What is ICILS?

The International Computer and Information Literacy Study (ICILS) is an international assessment and research project designed to measure computer and information literacy achievement at the eighth grade, as well as school and teacher practices related to instruction. ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018. In 2018, ICILS will involve students from more than xx countries.

ICILS is sponsored by the International Association for the Evaluation of Educational Achievement (IEA) and conducted in the United States by the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

Why is ICILS important?

ICILS provides a unique opportunity to compare the computer and information literacy of U.S. eighth-grade students with that of their peers in countries around the world. ICILS complements what we learn from national assessments by identifying the strengths and weaknesses of student performance relative to students around the world. The results inform national discussions about education as well as international competitiveness.

ICILS provides valuable benchmark information on how U.S. students compare to students around the world, allows educators and policymakers to examine other education systems for practices that could have application to the United States, and contributes to ongoing discussions of ways to improve the quality of education of all students.

What type of assessment is ICILS?

ICILS is developed through an international collaborative process involving input from U.S. and international experts in computer and information literacy and measurement. In a final step, the assessment is endorsed as suitable by all participating countries. The assessment contains a mix of interactive computer tasks. Examples of released ICILS items are available at http://www.iea.nl/icils_2013.html.

Key findings from ICILS 2013

At grade 8, the use of information and communication technology (ICT) in schools was limited in participating countries. Teachers tend to use ICT in teaching when they are confident in these skills. Less than 50 percent of teachers consider themselves self-sufficient when it comes to using computers for more complex tasks, such as installing software and collaborating with others using shared resources. 46 percent of teachers acquire ICT skills by observing other teachers using ICT in teaching. Although students have grown up in the digital age, it does not necessarily imply that they are digital natives. In all the participating countries, on average 17 percent of the students did not achieve at Level 1. On average, only 2 percent of the students

achieved at Level 4 with a maximum of 5 percent in Korea. On average, 94 percent of students used computers for more than 7 years. However, 87 percent of students stated that they used a computer once a week at home, with only 54 percent reporting the same frequency of computer usage at school.

SOURCE: Fraillon, J., Ainley, J., Schulz, W., Friedman, T., & Gebhardt, E. (2014). *Preparing for life in a digital age: The IEA International Computer and Information Literacy Study international report*. Cham: Springer.

Back panels:

Countries participating in ICILS 2018

[TBD]

NCES is authorized to conduct ICILS under the Education Sciences Reform Act of 2002 (ESRA 2002; 20 U.S.C. § 9543). Information collected will help the U.S. Department of Education's ongoing efforts to benchmark student achievement in the United States. Participation is voluntary. By law, data collected may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. § 9573). The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. Individual responses will be combined with those from other participants to produce summary statistics and reports.

ICILS USA logo
IES / NCES logo

For questions about ICILS 2018, contact the ICILS Information Hotline at [Contact Phone Number] or by email at [Contact Email].

ICILS Field Test FAQ

International Computer and Information Literacy Study

Frequently Asked Questions

What is ICILS?

The International Computer and Information Literacy Study (ICILS) is an international assessment and research project designed to measure trends in computer and information literacy at the eighth-grade level as well as school and teacher practices related to instruction. ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems. ICILS 2018, the second study in the series, will involve students from more than xx countries. The United States will participate for the first time in the spring of 2018.

What is the field test for?

Field tests are a critical part of the development of test questions for assessments like ICILS. Field tests (small-scale, trial runs of an assessment) allow assessment developers to try out new questions to determine their performance when administered to students around the world. The results of the U.S. field test will help assessment developers to determine specific wording or content that may put U.S. students at a disadvantage relative to students in other countries. It will also allow the U.S. to fine tune operational procedures for the 2018 assessment.

Why was my school selected for participation?

Your school was randomly selected so that the overall U.S. field test sample will be representative of the overall U.S. school population. Field-testing on a diverse sample of students from a variety of schools, locations, and backgrounds ensures that the assessment wording and concepts are not regionally, culturally, or socially biased.

Why should my school and students participate?

ICILS informs national discussions about student skills, education policy, and international competitiveness. By participating, students ensure fairness in the questions that will be used in the main study in 2018. Field-testing the assessment questions will identify specific wording and content that could disadvantage U.S. students in the main study. Students' efforts in the field test help ensure that the achievement of our students is accurately and fairly reported.

Is it possible that my school will be selected for the main study as well as the field test?

No, schools selected for the field test will not be selected for the 2018 main study.

Will all our eighth-grade students be asked to participate?

No. Only up to 25 randomly selected students will be asked to participate.

Who conducts the ICILS assessment?

The entire assessment process will be carried out by trained staff from Westat, a research organization under contract with the National Center for Education Statistics (NCES) in the U.S. Department of Education. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002; 20 U.S.C. § 9543) and approval of the U.S. Office of Management and Budget under OMB# 1850-xxxx.

How are the teacher and school questionnaires administered?

The teacher and school questionnaires are administered either online from a secure website or via a hardcopy form. Teacher questionnaires take about 30 minutes to complete and ask teachers questions about school and classroom contexts for information and communication technology learning, use of information and communication technology for teaching and learning, and teacher views on and confidence in using computers. The school questionnaire takes about 20 minutes to complete and asks about perceptions of information and communication technologies use for teaching and learning at the school.

Do teachers need to help administer the assessment?

No, Westat field staff will visit the school on the day of the assessment, bringing with them all the materials required. These field staff will administer the assessments to students.

When will the field test be conducted?

The field test will be conducted between March XX and May XX, 2017. Westat will work with schools to identify an assessment date convenient for the school in that time period.

Where will the field test be conducted?

The assessment will be conducted in the schools that are selected to participate.

How long does the field test take?

The field test assessment will take approximately 2.5 hours, including time for directions.

What will happen with the collected data?

The field test data will be used to evaluate whether the assessment fairly and accurately measures student's knowledge and skills in all participating countries. By law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (Education Science Reform Act of 2002 [ESRA 2002; 20 U.S.C. § 9573]). Reports of the findings from the field test will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those of other participants to produce summary statistics and reports.

Are schools required by federal law to participate?

No. School participation is voluntary. However, we hope you will participate in this study so that students like those in your school are accurately and fairly represented.

What are the benefits?

The nation as a whole benefits from ICILS by having a greater understanding of how computer and information literacy knowledge and skills of U.S. 8th graders compare with 8th graders from other countries. The country benefits from the field test by ensuring that the questions used in the main study are fair and appropriate for U.S. students. To thank participating schools and individuals for their time and effort we offer tokens of appreciation: schools that participate in ICILS will receive \$200 and the school coordinator (staff person designated to assist with the study) will receive \$100. Teachers who complete a survey will receive \$20, and each student who participates will receive a small gift.

Where can I find more information about ICILS?

Visit the ICILS website at [NCES Website link TBD].

For additional information about ICILS 2018, contact the ICILS U.S. home office at [Contact Phone Number] or by email at [Contact Email].

Summary of School Activities: ICILS 2017 Field Test

Summary of School Activities: ICILS Field Test				
	October 2016-December 2017	January-March 2017 Prior to assessment day	March-May 2017 Assessment day	Benefits
Principal	<ul style="list-style-type: none"> Designate a school coordinator 	<ul style="list-style-type: none"> Complete a brief School Questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment (available online or hardcopy) 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"> Select an assessment date convenient for your school 	<ul style="list-style-type: none"> Arrange the day and location for the ICILS Confirm dates and location with ICILS assessment staff Provide teacher lists, student lists, and contact information for grade 8 students Notify selected teachers, selected students, and students' parents of the study and benefit of participating Work with assessment staff to identify students with special needs Coordinate the principal's completion of the School Questionnaire (online or hardcopy) Coordinate the teacher's completion of the Teacher Questionnaire (online or hardcopy) Collect parental consent forms where required and submit to ICILS staff 	<ul style="list-style-type: none"> Confirm space for assessment is problem-free Collect complete School and Teacher Questionnaires (if not completed online) and give to assessment staff Ensure all sampled students attend the assessment session Meet with assessment staff and provide feedback about the assessment process 	<ul style="list-style-type: none"> Receive a \$100 check
Selected Teachers		<ul style="list-style-type: none"> Complete Teacher Questionnaire and return to school coordinator prior to assessment day (if not completed online) 		<ul style="list-style-type: none"> Receive a \$20 check Represent the United States in preparations for the international study
Selected Students			<ul style="list-style-type: none"> Attend the assessment session, complete the assessment and Student Questionnaire 	<ul style="list-style-type: none"> Receive a small thank-you gift Represent the United States in preparations for the international study
Westat assessment staff	<ul style="list-style-type: none"> Work with the school to set an 	<ul style="list-style-type: none"> Call the school coordinator to discuss assessment day location(s) and student 	<ul style="list-style-type: none"> Administer assessment from start to finish Furnish all the 	<ul style="list-style-type: none"> Ensure quality and uniformity of data collected

	<p>assessment date</p> <ul style="list-style-type: none"> ▪ Help school coordinator with assessment details and logistics ▪ Protect school and student confidentiality 	<p>participation</p> <ul style="list-style-type: none"> ▪ Select student sample and notify school of selected students ▪ Provide School and Teacher Questionnaires to the school coordinator for distribution 	<p>assessment materials, pencils, and test booklets</p> <ul style="list-style-type: none"> ▪ Administer a brief debriefing interview with the school coordinator at the end of the assessment ▪ Maintain security of all materials 	<p>across the United States</p>
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For additional information, go to [NCES ICILS Website link TBD].

ICILS Field Test Sample Notification Letter

SCHOOL LETTERHEAD

Dear Parent or Guardian,

This letter is to inform you about an important international study of student learning being conducted in our school this spring. The International Computer and Information Literacy Study (ICILS) provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018.

Each time ICILS is done, new questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new ICILS questions will be tested in approximately 32 schools in the United States. This field test will allow test developers to modify or delete questions that are not reliable and fair across participating countries.

Our school has accepted an invitation from the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to participate in the ICILS field test. Twenty 8th grade students in our school will take part. The enclosed summary sheet provides some background information about ICILS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To have an accurate picture of U.S. 8th graders' computer and information literacy, it is important that each student selected takes part in the study. In addition to answering computer and information literacy questions, students will be asked to complete a brief questionnaire about themselves. Although participation in this study is entirely voluntary, I urge you to support this effort by encouraging your child to take part. Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

Thank you for taking the time to learn about this important study.

Sincerely,

[School Official]

Enclosures:

Facts for Parents about the ICILS Field Test

ICILS Field Test Sample Implicit Consent Letter

SCHOOL LETTERHEAD

Dear Parent or Guardian,

This letter is to inform you about an important international study of student learning being conducted in our school this spring. The International Computer and Information Literacy Study (ICILS) provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018.

Each time ICILS is done, new questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new ICILS questions will be tested in approximately 32 schools in the United States. This field test will allow test developers to modify or delete questions that are not reliable and fair across participating countries.

Our school has accepted an invitation from the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to participate in the ICILS field test. Twenty of our 8th grade students will take part. The enclosed summary sheet provides some background information about ICILS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To have an accurate picture of U.S. 8th graders' computer and information literacy, it is important that each student selected takes part in the study. In addition to answering computer and information literacy questions, students will be asked to complete a brief questionnaire about themselves. Although participation in this study is entirely voluntary, I urge you to support this effort by encouraging your child to take part. Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

If you have any objection to your child joining in the ICILS activities, please let us know by completing the attached consent form and returning it to the school.

Thank you for taking the time to learn about this important study.

Sincerely,

[School Official]

Enclosures:

Facts for Parents about the ICILS Field Test

Parent/Guardian Consent Form

ICILS Field Test Implicit Consent Form

International Computer and Information Literacy Study (ICILS)

Field Test

Parent/Guardian Consent Form

Your child has been asked to participate in a field test of an international study of student learning called the International Computer and Information Literacy Study (ICILS). Each student who participates will receive a small gift.

The student assessment will be administered by a team of researchers from Westat, on behalf of the National Center for Education Statistics (NCES). In spring 2017, new questions will be tested in approximately 32 schools in the United States in preparation for the 2018 international study. This field test will allow test developers to modify or delete questions that are not reliable or fair.

If you grant permission for your child to participate in the 2017 ICILS field test, you do not need to return this form.

If you do not consent to your child's participation in the 2017 ICILS field test, please return this form to your child's school as soon as possible.

I do not grant permission for my child, _____, to participate in the International Computer and Information Literacy Field Test.

(Signature of parent or guardian)

Date of signature: ____/____/____

PLEASE PRINT:

Student name: _____

School name: _____

FOR OFFICE USE ONLY:

Student ID: _____

ICILS Field Test Sample Explicit Consent Letter

SCHOOL LETTERHEAD

Dear Parent or Guardian,

This letter is to inform you about an important international study of student learning being conducted in our school this spring. The International Computer and Information Literacy Study (ICILS) provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018.

Each time ICILS is done, new questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new ICILS questions will be tested in approximately 32 schools in the United States. This field test will allow test developers to modify or delete questions that are not reliable and fair across participating countries.

Our school has accepted an invitation from the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to participate in the ICILS field test. Twenty of our 8th grade students will take part. The enclosed summary sheet provides some background information about ICILS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To have an accurate picture of U.S. 8th graders' computer and information literacy, it is important that each student selected takes part in the study. In addition to answering computer and information literacy questions, students will be asked to complete a brief questionnaire about themselves. Although participation in this study is entirely voluntary, I urge you to support this effort by encouraging your child to take part. Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

Before we can allow your child to join in the ICILS activities, we must have your written consent. Please let us know by completing the attached form and returning it to the school.

Thank you for taking the time to learn about this important study and to consider your child's participation in it.

Sincerely,

[School Official]

Enclosures:

Facts for Parents about the ICILS Field Test
Parent/Guardian Consent Form

ICILS Field Test Explicit Consent Form

International Computer and Information Literacy Study (ICILS)

Field Test

Parent/Guardian Consent Form

Your child has been asked to participate in a field test of an international study of student learning called the International Computer and Information Literacy Study (ICILS). Each student who participates will receive a small gift.

The student assessment will be administered by a team of researchers from Westat, on behalf of the National Center for Education Statistics (NCES). In spring 2017, new questions will be tested in approximately 32 schools in the United States in preparation for the 2018 international study. This field test will allow test developers to modify or delete questions that are not reliable or fair.

Yes, I grant permission for my child to participate in the 2017 ICILS field test.

No, I do not grant permission for my child to participate in the 2017 ICILS field test.

(Signature of parent or guardian)

Date of signature: ____/____/____

PLEASE PRINT:

Student name: _____

School name: _____

FOR OFFICE USE ONLY:

Student ID: _____

ICILS Facts for Parents about the Field Test

Between March and April of this year, your child's school will be one of about 32 nationwide taking part in the ICILS Field Test. The schools were selected randomly to represent the nation's schools with 8th grade students. Within each school, 8th grade students were selected randomly to represent the nation's 8th graders, and your child was among those students selected to take part in the ICILS main study.

What is ICILS?

ICILS (International Computer and Information Literacy Study) is an international assessment that measures student computer and information literacy. ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Along with more than XX other nations, the U.S. will take part in the 2018 ICILS cycle. The National Center for Education Statistics (NCES) within the U.S. Department of Education conducts ICILS with the United States.

What is the purpose of the ICILS Field Test?

Each time the study is done, new assessment questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. This field test will allow test developers to modify or delete questions that are not reliable and fair for students in the United States.

What is involved?

ICILS staff will visit the school and administer the study. The assessment will take approximately 2.5 hours and include a questionnaire that asks students about themselves and their educational experience.

What are the benefits?

The nation as a whole benefits from ICILS by having a greater understanding of how computer and information literacy knowledge and skills of U.S. 8th graders compare with 8th graders from other countries. The country benefits from the field test by ensuring that the questions used in the main study are fair and appropriate for U.S. students. Schools that participate in ICILS will receive \$200, and each student who participates will receive a small gift.

Who administers ICILS?

The entire assessment is administered by trained staff from Westat, a research organization under contract to the U.S. Department of Education's National Center for Education Statistics (NCES).

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and

schools are never identified in any reports. All reported statistics refer to the United States as a whole.

Where can I find out more about ICILS?

More information about ICILS is available at the ICILS website at [NCES Website link TBD]. Or if you like to contact an ICILS staff member directly, please feel free to call the ICILS U.S. home office at [Contact Phone Number] or email us at [Contact Email].

Email to School Coordinator to Submit Student and Teacher Lists for Field Test

Dear [School Coordinator],

ICILS needs a complete and current list of **all of your school's eighth-grade students** in order to randomly select students to participate in the ICILS field test. ICILS also needs a list of **all of your school's eighth-grade teachers** in order to randomly select teachers to complete the ICILS field test teacher questionnaire.

Please go to [MyICILS website] to submit student lists. If you have forgotten your login ID please contact the ICILS helpdesk at xxx@xxx.com or 1-xxx-xxx-xxxx. If you have forgotten your password, you can request a new password on the MyICILS login page.

After logging in, select **Submit Student List** to provide an electronic list of currently enrolled eighth-grade students in your school. Once you have provided information about all eighth-grade students, select **Submit Teacher List** to provide a list of all eighth-grade teachers in your school.

Instructions for **Submit Student List** and **Submit Teacher List** are attached. These tip sheets and Excel templates can also be found in the **Documents** section of MyICILS. An optional webinar will be held on XXXXXXXX to review the Submit Student and Submit Teacher procedures. Registration information for the webinar will be sent to you in a separate mail. The webinar will be recorded for viewing at a later time as well.

If you have any questions about submitting your list, please email or call the ICILS E-File Help Desk at xxx@xxx.com or 1-xxx-xxx-xxxx.

Please submit your student E-File by **XXXXXX**. ICILS will process your submission and select the sample of eighth-grade students to be assessed. You will be informed of the students and teachers selected within a few weeks of submitting your lists.

Thank you very much for participating in the ICILS field test and for submitting your school's student and teacher lists!

Sincerely,
ICILS Team

Attachments: Submit Student List Tip Sheet; Submit Teacher List Tip Sheet

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your school, staff, and students 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 (20 U.S. Code, § 9573).

Instructions for Submitting Student List for Field Test

ICILS needs a complete and current list of **all students in grade 8** in order to draw a random sample of students to participate in the field test. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file.

You may use one of the **ICILS Excel Templates** (located in **Documents** on [MyICILS Website] and described below) or you may provide an Excel file with the same information. If you cannot submit your student data with this information in an Excel file, please call or email the ICILS E-File Help Desk at xxx@xxxx.com or 1-xxx-xxx-xxxx.

Step 1 - Compile Data in an Excel File

Prepare an Excel file with the following data elements for all students in **grade 8**.

Data Element	Description
Student Name	The preferred format is First Name, Middle Name (or Initial), and Last Name in separate columns. However, TIMSS will accept student names in one column.
Sex	Codes (numeric or text) for Male/Female
Date of Birth	The preferred format is Month of Birth and Year of Birth in separate columns. However, TIMSS will accept Date of Birth in one column.
Student with a Disability (SD) Status	School-defined codes for: <ul style="list-style-type: none"> • Yes, IEP: Student has an Individualized Education Plan (IEP). Students with 504 plans that need accommodations can be coded this value as well. • No, not SD: • Information unavailable at this time.
English Language Learner (ELL) Status	School-defined codes for: <ul style="list-style-type: none"> • Yes, ELL • No, not ELL • Information unavailable at this time.

You may use one of the templates provided or create your own Excel file with these data for each student. It is preferred that you include column headers as the first row in your E-File, as in these templates. However, E-Files without column headers will be accepted.

Template 1 has student name in three separate columns, and month of birth and year of birth in two separate columns.

C	D	E	F	G	H	I	J
Student First Name	Student Middle Name or Initial	Student Last Name	Sex	Month of Birth	Year of Birth	Student with a Disability Status	English Language Learner Status

Template 2 has student name in one column, and date of birth in one column.

C	D	E	F	G
Student Name	Sex	Date of Birth	Student with a Disability Status	English Language Learner Status

Tips for ensuring the E-File process goes smoothly:

- Use the template or provide column headers. Student information should begin on the second row. There should be no empty rows within the student data.
- Be sure to give your file a unique, descriptive name. Within Excel, click on *File*, then *Save As*, and give your file a name such as “Your School Name Grade 8 Students.xls.”
- The first row of data in your file will be read as the column header unless you indicate otherwise on the **Submit Student List** webpage. Each succeeding row will be considered a student record.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

Step 2 - Upload Your Excel File

Once your file is prepared and checked for accuracy and completeness, login to [MyICILS Website] and select “Submit Student List” from the left-hand menu.

[The following screenshots are from TIMSS to provide an example and will be updated with ICILS images and instructions]

The screenshot shows a web form for uploading an Excel file. At the top, there are four columns: **Filename**, **Filesize**, **Uploaded**, and **Uploaded By**. A red text box says: "Once you have submitted an E-File, the file's information will appear under these headings, as shown in the box below". Below this, there is a question: "Does your student data file contain column headers:" with a dropdown menu set to "Yes". A red text box next to it says: "The e-Filing system needs to know if the first row of the file contains headings". The "New file:" section has a "Browse..." button and a text input field containing "TIMSS Gr 8 test efile one col.xlsx". A red text box next to it says: "You can type in the file name or use 'Browse' to find the file on your computer". Below the input field is an "Upload" button and a red text box that says: "Click here to go to the next step".

Filename	Filesize	Uploaded	Uploaded By
TIMSS Gr 8 test efile.xlsx	13471	2/3/2015 2:00:14 PM	James Morris

Step 3 - Identify Your Columns

We need to know what information is in each column of your student data file (E-File). If you provided column headers in your E-File (preferred), they are displayed in **Column Heading Is** in the table. If you did not provide column headers, **Column Heading Is** will contain numbers for each column in your submitted E-File. Click on the down arrows in **Your Column Contains** to select descriptions for each column header. If there is no appropriate description in the drop-down list, please select N/A.

Select *Next* after all columns have been identified.

[The below screenshot is from TIMSS to provide an example and will be updated to reflect ICILS]

Column Heading Is	Your Column Contains
Mathematics Class	Class
Mathematics Teacher Name	Mathematics Teacher Name
Science Teacher Name	Science Teacher Name
Student Name	Student Name
Sex	Sex
DOB	Date of Birth
IEP Status	Student with a Disability
ELL Status	Column Contains ...

Previous Next

Column Contains ...
 Student Name
 Student Name: First
 Student Name: Middle
 Student Name: Last
 Date of Birth
 Birth Date: Month of Birth
 Birth Date: Year of Birth
 Sex
 Student with a Disability
English Language Learner
 Mathematics Teacher Name
 Mathematics Teacher Name: Last
 Mathematics Teacher Name: First
 Mathematics Teacher Name: Middle
 Science Teacher Name
 Science Teacher Name: Last
 Science Teacher Name: First
 Science Teacher Name: Middle
 Class

up to date. Up

Step 4 - Match Your Values to ICILS Codes

ICILS also needs to know the values for some of the columns in your E-File. The tables contain the following information for each column:

- Your Values: The values in your E-File
- ICILS Codes: Click on the down arrow and select the ICILS Code that best matches Your Values
- Number: The number of students in your E-File with that value
- Percentage: The percentage in your E-File with that value

[The below screenshot is from TIMSS to provide an example and will be updated to reflect ICILS]

Your Values	TIMSS Codes	Number	Percentage
F	Female	10	47.62%
M	Select Code	11	52.38%

Previous Next

Select Code
 N/A
Male
 Female

In this step, you explain to the system what the data in your columns means

Use the *Previous* and *Next* buttons to navigate from column header to column header.

If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.

Step 5 - Verify Your E-File

The table in this section summarizes the information you have provided on your student list (E-File). Please review this summary and verify that the information is correct. *Total Enrollment* at the bottom of the table should match the number of students in your E-File, and the total number of students currently enrolled in grade 8.

Record whether the information is correct or incorrect by selecting the appropriate button at the bottom of the page. Then click the *Submit* button. If you select INCORRECT, you will need to correct your E-File and resubmit it.

[The below screenshot is from TIMSS to provide an example and will be updated to reflect ICILS]

	Number	Percentage
Date of Birth		
MDY	27	100%
Sex		
Male	15	55.56%
Female	12	44.44%
Student with a Disability		
Yes, IEP	5	18.52%
No, not SD	22	81.48%
English Language Learner		
Yes, ELL	5	18.52%
No, not ELL	22	81.48%
Class		
Intro to Algebra	9	33.33%
Business Math 1	10	37.04%
Geometry	8	29.63%
Total Enrollment:	27	

Information is **CORRECT and CURRENT.**
 Information is **INCORRECT.**

Previous

Review your data and choose an option. Click "Submit" to finish.

This number is the total number of students in the e-File. It should match your enrollment numbers.

If you need assistance, please contact the ICILS E-File Help Desk at xxx@xxxx.com or 1-xxx-xxx-xxxx.

Instructions for Submitting Teacher List for Field Test

In addition to a student list, ICILS needs a complete and current list of **all of your school's eighth-grade teachers** in order to select a random sample to complete the teacher questionnaire. This list should include all teachers that are teaching regular school subjects to eighth-grade students (regardless of the subject or the number of hours taught) during the ICILS testing period and since the beginning of the school year.

Enter information about all teachers of eighth-grade students:

On [MyICILS Website] select **Submit Teacher List** from the navigation menu on the left. Enter into the form each teacher's name and the courses the teacher teaches to eighth-grade students. Click on the *Save* button, and continue until you have entered information about all teachers who teach eighth-grade students.

Example: [This is an example from TIMSS, and will be updated for ICILS instructions to not be specific to science teachers and to allow multiple course listings if needed]

	Course Name	Name of Science Teacher

The science course and teacher list is blank at first.

	Course Name	Name of Science Teacher
✖	Earth Science	Jess Alban

Click "Save" to save the science course and teacher and create an empty row for another one.

	Course Name	Name of Science Teacher
✖	Earth Science	Jess Alban
	Biology 1	Nate Halloran

Choose "Finished" once you have entered all mathematics classes and science courses for Grade 8. No further editing is possible when you choose this option.

When you have entered information for all eighth-grade teachers in your school click on the *Finished* button.

Additional tips:

- Use the most current enrollment information.
- Include all teachers who teach to eighth-grade students in the list, regardless of the subject or number of hours taught, and even if they also teach students in other grades.
- Print a list of the teachers you included for your future reference using the *Print* button.

If you need assistance, email xxx@xxx.com or call 1-xxx-xxx-xxxx.

State ICILS Main Study Letter

[Date]

[Title] [Name First] [Name Last]
[Department]
[State Agency Name]
[Address 1]
[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

Some schools in your state have been randomly selected to participate in ICILS in spring 2018. I am writing to ask your agency to support the participation of those selected schools.

ICILS is described in more detail in the enclosed materials. In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, your support of school participation in your state is invaluable so that the United States has a representative sample of schools across the country.

We are in contact with your state assessment director and NAEP State Coordinator to keep them informed about ICILS, and how ICILS fits in with other national data collections conducted by NCES. We also coordinate the administration of ICILS with NAEP and other NCES activities. If you have questions about the study, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. You may also get more information about this study by contacting [NCES Contact] at NCES at [NCES Phone Number] or [NCES Email], or by visiting the ICILS website at [NCES Website link TBD].

Thank you for your time and support of this important international study.

Sincerely,

Peggy G. Carr, Ph.D.
Acting Commissioner, NCES

cc: [State assessment director]

[NAEP State Coordinator]

Enclosures

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your schools, staff, and students 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 (20 U.S. Code, § 9573).

School District ICILS Main Study Letter

[Date]

[Title] [Name First] [Name Last]

[Department]

[School District]

[Address 1]

[City], [State] [Zip code]

Dear [Title] [Name Last]:

I am writing to notify you that [number] schools in your district have been randomly selected to participate in an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

Selected schools are notified in advance so that principals can place the assessment date on their calendars and incorporate ICILS into the planned school program. I am writing to ask your district to support the participation of those selected schools. Participating schools will receive \$200, and each school's ICILS school coordinator (the school staff person designated to work with ICILS staff) will receive \$100 as a thank you for his or her time and effort. A school administrator and selected teachers will each be asked to complete a questionnaire. Teachers will receive \$20 as a thank you for completing the questionnaire. Each student who participates will receive a small gift as a token of appreciation.

ICILS is described in more detail in the enclosed materials. In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, your support of school participation in your district is invaluable so that the United States has a representative sample of schools across the country. The schools will be contacted soon with more information about the assessment.

The list of selected schools in your district is attached. Please include the ICILS assessment window (XX to XX 2018) on your district test calendar. [Name], our NAEP State Coordinator, will contact your staff with additional information.

If you have questions about the study, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. You may also get more information about this study by contacting [NCES Contact] at NCES at [NCES Phone Number] or [NCES Email], or by visiting the ICILS website at [NCES Website link TBD]

I know that I can count on you to help accomplish our goal of 100 percent participation. Thank you for your time and support of this important international study.

[Name of Chief State School Officer]

Enclosures

CC: [State Testing Director]

[District Test Coordinator]

[NAEP State Coordinator]

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your schools, staff, and students 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 (20 U.S. Code, § 9573).

School ICILS Main Study Letter

[Date]

[Title] [Name First] [Name Last]

[Department]

[School Name]

[Address 1]

[City], [State] [Zip code]

Dear [Title] [Name Last]:

Your school has been randomly selected to represent schools across the United States by participating in an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

NCES recognizes the burden of assessments on schools and works to reduce that burden as much as possible both in terms of time and resources. Under contract to NCES, Westat is responsible for all aspects of the assessment administration and will work with you to make ICILS a success in your school. ICILS will sample 25 eighth-graders from your school to participate in ICILS, and 20 eighth-grade teachers. A school administrator will also be asked to complete a questionnaire.

As a token of appreciation for participating in ICILS, your school will receive \$200. Students who take ICILS will receive a small gift to thank them for their participation. Your school's ICILS school coordinator (the school staff person designated to work with ICILS staff) will receive \$100 as a thank you for his or her time and effort. Selected teachers will receive \$20 for completing a brief questionnaire about themselves.

ICILS is described in more detail in the enclosed materials. In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this study is voluntary, your school's participation is invaluable so that the United States has a representative sample of schools across the country.

The assessment window is XX to XX, 2018. Within the next few weeks I will send you an assessment date. Should there be a conflict on this date, an ICILS representative will work with you to identify an alternative time. Please put this date on your 2017-2018 school calendar. In [MONTH], I will send you detailed information about the assessment and will ask you to identify a school coordinator. ICILS representatives will provide significant support to schools, bring all necessary materials, including [computers/tablets] and all equipment, and administer the assessment.

If you have questions, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. Further information about ICILS may be found by visiting the ICILS website at [NCES Website link TBD].

Your participation in ICILS 2018 is very important to its success. Thank you for your time and for supporting this important international study.

Name of State Coordinator
NAEP State Coordinator
Enclosures

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your school, staff, and students 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 (20 U.S. Code, § 9573).

Teacher Questionnaire ICILS Main Study Letter

[Date]
[Title] [Name First] [Name Last]
[Teacher]
[School]
[Address 1]
[City], [State] [Zip code]

Web Address:
Your Study ID:
Your Password:

Dear [Title] [Name Last]:

[School Name] is participating in an important international study in 2018: the International Computer and Information Literacy Study (ICILS). ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018. Results from ICILS are used by researchers and policymakers to chart national progress against international standards and other countries around the world, informing national discussions about international competitiveness.

We are asking you to complete a 20-minute questionnaire to provide insight into school and classroom contexts for information and communication technology learning, use of information and communication technology for teaching and learning, and teacher views on and confidence in using computers. You may complete the questionnaire by hardcopy or online using a secure website. To access the questionnaire online, please use the web address and unique study ID and password provided on this letter. If completing the questionnaire by hardcopy, please use the enclosed business reply envelope to return the completed questionnaire to us. You may also give the completed hardcopy questionnaire to the ICILS school coordinator at your school. You will receive a check for \$20 within a few weeks of completing the questionnaire as a token of our appreciation.

In the United States, ICILS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and the data are being collected by Westat. The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. For information on the confidentiality of the data collected, please see the enclosed FAQ. While participation in this questionnaire is voluntary, your participation is invaluable.

If you have any questions, please do not hesitate to call [Contact Name] at [Contact Phone Number] or send an email to [Contact Email]. You may also get more information about this study by visiting the ICILS website at [NCES Website link TBD]. If you have questions about your rights as a study participant, you may call NCES at [NCES Phone Number].

Your participation in the teacher questionnaire for ICILS 2018 is very important to its success. Thank you for your time and for supporting this important international study.

Peggy G. Carr, Ph.D.
Acting Commissioner, NCES

Enclosures

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your school, staff, and students 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 (20 U.S. Code, § 9573).

ICILS Main Study Brochure Content: 8 ½ X 11in Tri-fold

Title page:

ICILS USA Logo

Map of world

International Computer and Information Literacy Study (ICILS) 2018

Inside panels:

What is ICILS?

The International Computer and Information Literacy Study (ICILS) is an international assessment and research project designed to measure computer and information literacy achievement at the eighth grade, as well as school and teacher practices related to instruction. ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018. In 2018, ICILS will involve students from more than xx countries.

ICILS is sponsored by the International Association for the Evaluation of Educational Achievement (IEA) and conducted in the United States by the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

Why is ICILS important?

ICILS provides a unique opportunity to compare the computer and information literacy of U.S. eighth-grade students with that of their peers in countries around the world. ICILS complements what we learn from national assessments by identifying the strengths and weaknesses of student performance relative to students around the world. The results inform national discussions about education as well as international competitiveness.

ICILS provides valuable benchmark information on how U.S. students compare to students around the world, allows educators and policymakers to examine other education systems for practices that could have application to the United States, and contributes to ongoing discussions of ways to improve the quality of education of all students.

What type of assessment is ICILS?

ICILS is developed through an international collaborative process involving input from U.S. and international experts in computer and information literacy and measurement. In a final step, the assessment is endorsed as suitable by all participating countries. The assessment contains a mix of interactive computer tasks. Examples of released ICILS items are available at http://www.iea.nl/icils_2013.html.

Key findings from ICILS 2013

At grade 8, the use of information and communication technology (ICT) in schools was limited in participating countries. Teachers tend to use ICT in teaching when they are confident in these skills. Less than 50 percent of teachers consider themselves self-sufficient when it comes to using computers for more complex tasks, such as installing software and collaborating with others using shared resources. 46 percent of teachers acquire ICT skills by observing other

teachers using ICT in teaching. Although students have grown up in the digital age, it does not necessarily imply that they are digital natives. In all the participating countries, on average 17 percent of the students did not achieve at Level 1. On average, only 2 percent of the students achieved at Level 4 with a maximum of 5 percent in Korea. On average, 94 percent of students used computers for more than 7 years. However, 87 percent of students stated that they used a computer once a week at home, with only 54 percent reporting the same frequency of computer usage at school.

SOURCE: Fraillon, J., Ainley, J., Schulz, W., Friedman, T., & Gebhardt, E. (2014). *Preparing for life in a digital age: The IEA International Computer and Information Literacy Study international report*. Cham: Springer.

Back panels:

Countries participating in ICILS 2018

[TBD]

NCES is authorized to conduct ICILS under the Education Sciences Reform Act of 2002 (ESRA 2002; 20 U.S.C. § 9543). Information collected will help the U.S. Department of Education's ongoing efforts to benchmark student achievement in the United States. Participation is voluntary. By law, data collected may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. § 9573). The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-xxxx. Individual responses will be combined with those from other participants to produce summary statistics and reports.

ICILS USA logo
IES / NCES logo

For questions about ICILS 2018, contact the ICILS Information Hotline at [Contact Phone Number] or by email at [Contact Email].

ICILS Main Study FAQ

International Computer and Information Literacy

Frequently Asked Questions

What is ICILS?

The International Computer and Information Literacy Study (ICILS) is an international assessment and research project designed to measure trends in computer and information literacy at the eighth-grade level as well as school and teacher practices related to instruction. ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems. ICILS 2018, the second study in the series, will involve students from more than xx countries. The United States will participate for the first time in the spring of 2018.

Why was my school selected for participation?

Schools of varying demographics and locations were randomly selected so that the overall U.S. sample is representative of the overall U.S. school population. The random selection process is important for ensuring that a country's sample accurately reflects its schools and, therefore, can be compared fairly with samples of schools from other countries.

Will all our eighth-grade students be asked to participate?

No. Only up to 25 randomly selected students will be asked to participate.

Who conducts the ICILS assessment?

The entire assessment process will be carried out by trained staff from Westat, a research organization under contract with the National Center for Education Statistics (NCES) in the U.S. Department of Education. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002; 20 U.S.C. § 9543) and approval of the U.S. Office of Management and Budget under OMB# 1850-xxxx.

How are the teacher and school questionnaires administered?

The teacher and school questionnaires are administered either online from a secure website or via a hardcopy form. Teacher questionnaires take about 30 minutes to complete and ask teachers questions about school and classroom contexts for information and communication technology learning, use of information and communication technology for teaching and learning, and teacher views on and confidence in using computers. The school questionnaire takes about 20 minutes to complete and asks about perceptions of information and communication technologies use for teaching and learning at the school.

Do teachers need to help administer the assessment?

No, Westat field staff will visit the school on the day of the assessment, bringing with them all the materials required. These field staff will administer the assessments to students.

When will the assessment be conducted?

The assessment will be conducted between March and May, 2018. Westat will work with schools to identify an assessment date convenient for the school in that time period.

Where will the assessment be conducted?

The assessment will be conducted in the schools that are selected to participate.

How long does the assessment take?

The main assessment session is approximately 2.5 hours, including time for directions.

What will happen with the collected data?

The data from the assessment will be used to evaluate how the knowledge and skills of U.S. students compare to those of their peers in other participating countries. By law, the data

provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (Education Science Reform Act of 2002 [ESRA 2002; 20 U.S.C. § 9573]). Reports of the findings from the assessment will not identify participating districts, schools, students, or individual staff. Individual responses will be combined with those of other participants to produce summary statistics and reports.

Are schools required by federal law to participate?

No. School participation is voluntary. However, we hope you will participate in this study so that students like those in your school are accurately and fairly represented.

What are the benefits?

The nation as a whole benefits from ICILS by having a greater understanding of how the computer and information literacy knowledge and skills of U.S. 8th graders compare with 8th graders from other countries. To thank participating schools and individuals for their time and effort we offer tokens of appreciation: schools that participate in ICILS will receive \$200 and the school coordinator (staff person designated to assist with the study) will receive \$100. Teachers who complete a survey will receive \$20, and each student who participates will receive a small gift.

Where can I find more information about ICILS?

Visit the ICILS website at [NCES Website link TBD].

For additional information about ICILS 2018, contact the ICILS U.S. home office at [Contact Phone Number] or by email at [Contact Email].

Summary of School Activities: ICILS 2018 Main Study

Summary of School Activities: ICILS 2018 Main Study				
	October-December 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 School Questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment (available online or hardcopy) 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"> Select an assessment date convenient for your school 	<ul style="list-style-type: none"> Arrange the day and location for the ICILS. Confirm dates and location with ICILS assessment staff Provide teacher lists, student lists, and contact information for grade 8 students Notify selected teachers, selected students, and students' parents of the study and benefit of participating Work with assessment staff to identify students with special needs Coordinate the principal's completion of the School Questionnaire (online or hardcopy) Coordinate the teacher's completion of the Teacher Questionnaire (online or hardcopy) Collect parental consent forms where required and submit to ICILS staff 	<ul style="list-style-type: none"> Confirm space for assessment is problem-free Collect complete School and Teacher Questionnaires (if not completed online) and give to assessment staff Ensure all sampled students attend the assessment session Meet with assessment staff and provide feedback about the assessment process 	<ul style="list-style-type: none"> Receive a \$100 check
Selected Teachers		<ul style="list-style-type: none"> Complete Teacher Questionnaire and return to school coordinator prior to assessment day (if not completed online) 		<ul style="list-style-type: none"> Receive a \$20 check Represent the United States in preparations for the international study
Selected Students			<ul style="list-style-type: none"> Attend the assessment session, complete the assessment and Student Questionnaire 	<ul style="list-style-type: none"> Receive a small thank-you gift Represent the United States in preparations for the international study
Westat assessment staff	<ul style="list-style-type: none"> Work with the school to set an assessment date Help school 	<ul style="list-style-type: none"> Call the school coordinator to discuss assessment day location(s) and student participation Select student sample and notify school of selected 	<ul style="list-style-type: none"> Administer assessment from start to finish Furnish all the assessment materials, pencils, and test booklets 	<ul style="list-style-type: none"> Ensure quality and uniformity of data collected across the United States

	coordinator with assessment details and logistics <ul style="list-style-type: none"> ▪ Protect school and student confidentiality 	students <ul style="list-style-type: none"> ▪ Provide School and Teacher Questionnaires to the school coordinator for distribution 	<ul style="list-style-type: none"> ▪ Administer a brief debriefing interview with the school coordinator at the end of the assessment ▪ Maintain security of all materials 	
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For additional information, go to [NCES ICILS Website link TBD].

ICILS Main Study Sample Notification Letter

SCHOOL LETTERHEAD

Dear Parent or Guardian,

This letter is to inform you about an important international study of student learning being conducted in our school this spring. The International Computer and Information Literacy Study (ICILS) provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018.

Our school has accepted an invitation from the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to participate in the ICILS main study. Twenty of our 8th grade students will take part. The enclosed summary sheet provides some background information about ICILS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To have an accurate picture of U.S. 8th graders' computer and information literacy, it is important that each student selected takes part in the study. In addition to answering computer and information literacy questions, students will be asked to complete a brief questionnaire about themselves. Although participation in this study is entirely voluntary, I urge you to support this effort by encouraging your child to take part. Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

Thank you for taking the time to learn about this important study.

Sincerely,

[School official]

Enclosures:

Facts for Parents about the ICILS Main Study

ICILS Main Study Sample Implicit Consent Letter

SCHOOL LETTERHEAD

Dear Parent or Guardian,

This letter is to inform you about an important international study of student learning being conducted in our school this spring. The International Computer and Information Literacy Study (ICILS) provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018.

Our school has accepted an invitation from the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to participate in the ICILS main study. Twenty of our 8th grade students will take part. The enclosed summary sheet provides some background information about ICILS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To have an accurate picture of U.S. 8th graders' computer and information literacy, it is important that each student selected takes part in the study. In addition to answering computer and information literacy questions, students will be asked to complete a brief questionnaire about themselves. Although participation in this study is entirely voluntary, I urge you to support this effort by encouraging your child to take part. Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

If you have any objection to your child joining in the ICILS activities, please let us know by completing the attached consent form and returning it to the school.

Thank you for taking the time to learn about this important study.

Sincerely,

[School Official]

Enclosures:

Facts for Parents about the ICILS Main Study

Parent/Guardian Consent Form

ICILS Main Study Implicit Consent Form:

International Computer and Information Literacy Study (ICILS) Main Study Parent/Guardian Consent Form

Your child has been asked to participate in an international study of student learning called the International Computer and Information Literacy Study (ICILS). Each student who participates will receive a small gift.

The student assessment will be administered by a team of researchers from Westat, on behalf of the National Center for Education Statistics (NCES).

If you grant permission for your child to participate in the 2018 ICILS, you do not need to return this form.

If you do not consent to your child's participation in the 2018 ICILS, please return this form to your child's school as soon as possible.

I do not grant permission for my child, _____, to participate in the International Computer and Information Literacy Main Study.

(Signature of parent or guardian)

Date of signature: ____/____/____

PLEASE PRINT:

Student name: _____

School name: _____

FOR OFFICE USE ONLY:

Student ID: _____

ICILS Main Study Sample Explicit Consent Letter

SCHOOL LETTERHEAD

Dear Parent or Guardian,

This letter is to inform you about an important international study of student learning being conducted in our school this spring. The International Computer and Information Literacy Study (ICILS) provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered

internationally in 2013 in 21 education systems and will be administered again in 2018. The United States will participate for the first time in the spring of 2018.

Our school has accepted an invitation from the National Center for Education Statistics (NCES), part of the U.S. Department of Education, to participate in the ICILS main study. Twenty of our 8th grade students will take part. The enclosed summary sheet provides some background information about ICILS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To have an accurate picture of U.S. 8th graders' computer and information literacy, it is important that each student selected takes part in the study. In addition to answering computer and information literacy questions, students will be asked to complete a brief questionnaire about themselves. Although participation in this study is entirely voluntary, I urge you to support this effort by encouraging your child to take part.

Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

Before we can allow your child to join in the ICILS activities, we must have your written consent. Please let us know by completing the attached form and returning it to the school.

Thank you for taking the time to learn about this important study and to consider your child's participation in it.

Sincerely,

[School Official]

Enclosures:

Facts for Parents about the ICILS Main Study

Parent/Guardian Consent Form

ICILS Main Study Explicit Consent Form

International Computer and Information Literacy Study (ICILS) Main Study Parent/Guardian Consent Form

Your child has been asked to participate in an international study of student learning called the International Computer and Information Literacy Study (ICILS). Each student who participates will receive a small gift.

The student assessment will be administered by a team of researchers from Westat, on behalf of the National Center for Education Statistics (NCES).

Yes I grant permission for my child to participate in the 2018 ICILS.

No, I do not grant permission for my child to participate in the 2018 ICILS.

(Signature of parent or guardian)

Date of signature: ____/____/____

PLEASE PRINT:

Student name: _____

School name: _____

FOR OFFICE USE ONLY:

Student ID: _____

ICILS Facts for Parents about the Main Study

Between March and May of this year, your child's school will be one of about 150 nationwide taking part in the ICILS 2018 Main Study. The schools were selected randomly to represent the nation's schools with 8th grade students. Within each school, 8th grade students were selected randomly to represent the nation's 8th graders, and your child was among those students selected to take part in the ICILS main study.

What is ICILS?

ICILS (International Computer and Information Literacy Study) is an international assessment that measures student computer and information literacy. ICILS provides a unique opportunity to compare U.S. eighth-grade students' computer and information literacy skills and access to and use of technology with that of their peers in countries around the world. ICILS was developed internationally as a response to the increasing use of information and communication technology (ICT) in modern society and the need for citizens to develop relevant skills in order to participate effectively in the digital age. ICILS was first administered internationally in 2013 in 21 education systems and will be administered again in 2018. Along with more than **XX** other nations, the U.S. will take part in the 2018 ICILS cycle. The National Center for Education Statistics (NCES) within the U.S. Department of Education conducts ICILS with the United States

What is involved?

ICILS staff will visit the school and administer the study. The main assessment will take approximately 2.5 hours and include a questionnaire that asks students about themselves and their educational experience.

What are the benefits?

The nation as a whole benefits from ICILS by having a greater understanding of how the computer and information literacy knowledge and skills of U.S. 8th graders compare with 8th graders from other countries. Schools that participate in ICILS will receive \$200, and each student who participates will receive a small gift.

Who administers ICILS?

The entire assessment is administered by trained staff from Westat, a research organization under contract to the U.S. Department of Education's National Center for Education Statistics (NCES).

All of the information collected is safeguarded, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA, 2002; 20 U.S.C. § 9543). Under that law, the data provided by schools, staff, and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C., § 9573). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

Where can I find out more about ICILS?

More information about ICILS is available at the ICILS website at [NCES Website link TBD]. Or if you like to contact an ICILS staff member directly, please feel free to call the ICILS U.S. home office at [Contact Phone Number] or email us at [Contact Email].

Email to School Coordinator to Submit Student and Teacher Lists for Main Study

Dear [School Coordinator],

ICILS needs a complete and current list of **all of your school's eighth-grade students** in order to randomly select students to participate in the ICILS assessment. ICILS also needs a list of **all of your school's eighth-grade teachers** in order to randomly select teachers to complete the ICILS teacher questionnaire.

Please go to [MyICILS website] to submit student lists. If you have forgotten your login ID please contact the ICILS helpdesk at xxx@xxx.com or 1-xxx-xxx-xxxx. If you have forgotten your password, you can request a new password on the MyICILS login page.

After logging in, select **Submit Student List** to provide an electronic list of currently enrolled eighth-grade students in your school. Once you have provided information about all eighth-grade students, select **Submit Teacher List** to provide a list of all eighth-grade teachers in your school.

Instructions for **Submit Student List** and **Submit Teacher List** are attached. These tip sheets and Excel templates can also be found in the **Documents** section of MyICILS. An optional webinar will be held on XXXXXXXX to review the Submit Student and Submit Teacher procedures. Registration information for the webinar will be sent to you in a separate mail. The webinar will be recorded for viewing at a later time as well.

If you have any questions about submitting your list, please email or call the ICILS E-File Help Desk at xxx@xxx.com or 1-xxx-xxx-xxxx.

Please submit your student E-File by **XXXXXX**. ICILS will process your submission and select the sample of eighth-grade students to be assessed. You will be informed of the students and teachers selected within a few weeks of submitting your lists.

Thank you very much for participating in ICILS and for submitting your school's student and teacher lists!

Sincerely,

ICILS Team

Attachments: Submit Student List Tip Sheet; Submit Teacher List Tip Sheet

NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543. By law, the data provided by your school, staff, and students 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 (20 U.S. Code, § 9573).

Instructions for Submitting Student List for the Main Study

ICILS needs a complete and current list of **all students in grade 8** in order to draw a random sample of students to participate in the assessment. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file.

You may use one of the **ICILS Excel Templates** (located in **Documents** on [MyICILS Website] and described below) or you may provide an Excel file with the same information. If you cannot submit your student data with this information in an Excel file, please call or email the ICILS E-File Help Desk at xxx@xxxx.com or 1-xxx-xxx-xxxx.

Step 1 - Compile Data in an Excel File

Prepare an Excel file with the following data elements for all students in **grade 8**.

Data Element	Description
Student Name	The preferred format is First Name, Middle Name (or Initial), and Last Name in separate columns. However, TIMSS will accept student names in one column.
Sex	Codes (numeric or text) for Male/Female
Date of Birth	The preferred format is Month of Birth and Year of Birth in separate columns. However, TIMSS will accept Date of Birth in one column.
Student with a Disability (SD) Status	School-defined codes for: <ul style="list-style-type: none"> • Yes, IEP: Student has an Individualized Education Plan (IEP). Students with 504 plans that need accommodations can be coded this value as well. • No, not SD: • Information unavailable at this time.
English Language Learner (ELL) Status	School-defined codes for: <ul style="list-style-type: none"> • Yes, ELL • No, not ELL • Information unavailable at this time.

You may use one of the templates provided or create your own Excel file with these data for each student. It is preferred that you include column headers as the first row in your E-File, as in these templates. However, E-Files without column headers will be accepted.

Template 1 has student name in three separate columns, and month of birth and year of birth in two separate columns.

C	D	E	F	G	H	I	J
Student First Name	Student Middle Name or Initial	Student Last Name	Sex	Month of Birth	Year of Birth	Student with a Disability Status	English Language Learner Status

Template 2 has student name in one column, and date of birth in one column.

C	D	E	F	G
Student Name	Sex	Date of Birth	Student with a Disability Status	English Language Learner Status

Tips for ensuring the E-File process goes smoothly:

- Use the template or provide column headers. Student information should begin on the second row. There should be no empty rows within the student data.
- Be sure to give your file a unique, descriptive name. Within Excel, click on *File*, then *Save As*, and give your file a name such as “Your School Name Grade 8 Students.xls.”
- The first row of data in your file will be read as the column header unless you indicate otherwise on the **Submit Student List** webpage. Each succeeding row will be considered a student record.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

Step 2 - Upload Your Excel File

Once your file is prepared and checked for accuracy and completeness, login to [MyICILS Website] and select “Submit Student List” from the left-hand menu.

[The following screenshots are from TIMSS to provide an example and will be updated with ICILS images and instructions]

Once you have submitted an E-File, the file's information will appear under these headings, as shown in the box below

Filename	Filesize	Uploaded	Uploaded By
----------	----------	----------	-------------

Does your student data file contain [column headers](#): Yes ▾ **The e-Filing system needs to know if the first row of the file contains headings**

New file: TIMSS Gr 8 test efile one col.xlsx **You can type in the file name or use "Browse" to find the file on your computer**

Click here to go to the next step

Filename	Filesize	Uploaded	Uploaded By
TIMSS Gr 8 test efile.xlsx	13471	2/3/2015 2:00:14 PM	James Morris

Step 3 - Identify Your Columns

We need to know what information is in each column of your student data file (E-File). If you provided column headers in your E-File (preferred), they are displayed in **Column Heading Is** in the table. If you did not provide column headers, **Column Heading Is** will contain numbers for each column in your submitted E-File. Click on the down arrows in **Your Column Contains** to select descriptions for each column header. If there is no appropriate description in the drop-down list, please select N/A.

Select *Next* after all columns have been identified.

[The below screenshot is from TIMSS to provide an example and will be updated to reflect ICILS]

Column Heading Is	Your Column Contains
Mathematics Class	Class
Mathematics Teacher Name	Mathematics Teacher Name
Science Teacher Name	Science Teacher Name
Student Name	Student Name
Sex	Sex
DOB	Date of Birth
IEP Status	Student with a Disability
ELL Status	Column Contains ...

Previous Next

Column Contains ...

Student Name

Student Name: First

Student Name: Middle

Student Name: Last

Date of Birth

Birth Date: Month of Birth

Birth Date: Year of Birth

Sex

Student with a Disability

English Language Learner

Mathematics Teacher Name

Mathematics Teacher Name: Last

Mathematics Teacher Name: First

Mathematics Teacher Name: Middle

Science Teacher Name

Science Teacher Name: Last

Science Teacher Name: First

Science Teacher Name: Middle

Class

up to date. Up

Step 4 - Match Your Values to ICILS Codes

ICILS also needs to know the values for some of the columns in your E-File. The tables contain the following information for each column:

- Your Values: The values in your E-File
- ICILS Codes: Click on the down arrow and select the ICILS Code that best matches Your Values
- Number: The number of students in your E-File with that value
- Percentage: The percentage in your E-File with that value

[The below screenshot is from TIMSS to provide an example and will be updated to reflect ICILS]

Your Values	TIMSS Codes	Number	Percentage
F	Female	10	47.62%
M	Select Code	11	52.38%

Previous Next

Select Code

N/A

Male

Female

In this step, you explain to the system what the data in your columns means

Use the *Previous* and *Next* buttons to navigate from column header to column header.

If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.

Step 5 - Verify Your E-File

The table in this section summarizes the information you have provided on your student list (E-File). Please review this summary and verify that the information is correct. *Total Enrollment* at the bottom of the table should match the number of students in your E-File, and the total number of students currently enrolled in grade 8.

Record whether the information is correct or incorrect by selecting the appropriate button at the bottom of the page. Then click the *Submit* button. If you select INCORRECT, you will need to correct your E-File and resubmit it.

[The below screenshot is from TIMSS to provide an example and will be updated to reflect ICILS]

	Number	Percentage
Date of Birth		
MDY	27	100%
Sex		
Male	15	55.56%
Female	12	44.44%
Student with a Disability		
Yes, IEP	5	18.52%
No, not SD	22	81.48%
English Language Learner		
Yes, ELL	5	18.52%
No, not ELL	22	81.48%
Class		
Intro to Algebra	9	33.33%
Business Math 1	10	37.04%
Geometry	8	29.63%
Total Enrollment:	27	

Information is **CORRECT and CURRENT.**
 Information is **INCORRECT.**

This number is the total number of students in the e-File. It should match your enrollment numbers.

Review your data and choose an option. Click "Submit" to finish.

If you need assistance, please contact the ICILS E-File Help Desk at xxx@xxxx.com or 1-xxx-xxx-xxxx.

Instructions for Submitting Teacher List for the Main Study

In addition to a student list, ICILS needs a complete and current list of **all of your school's eighth-grade teachers** in order to select a random sample to complete the teacher questionnaire. This list should include all teachers that are teaching regular school subjects to eighth-grade students (regardless of the subject or the number of hours taught) during the ICILS testing period and since the beginning of the school year.

Enter information about all teachers of eighth-grade students:

On [MyICILS Website] select **Submit Teacher List** from the navigation menu on the left. Enter into the form each teacher's name and the courses the teacher teaches to eighth-grade students. Click on the *Save* button, and continue until you have entered information about all teachers who teach eighth-grade students.

Example: [This is an example from TIMSS, and will be updated for ICILS instructions to not be specific to science teachers and to allow multiple course listings if needed]

	Course Name	Name of Science Teacher

The science course and teacher list is blank at first.

	Course Name	Name of Science Teacher
✘	Earth Science	Jess Alban

Click "Save" to save the science course and teacher and create an empty row for another one.

	Course Name	Name of Science Teacher
✘	Earth Science	Jess Alban
	Biology 1	Nate Halloran

Choose "Finished" once you have entered all mathematics classes and science courses for Grade 8. No further editing is possible when you choose this option.

When you have entered information for all eighth-grade teachers in your school click on the *Finished* button.

Additional tips:

- Use the most current enrollment information.
- Include all teachers who teach to eighth-grade students in the list, regardless of the subject or number of hours taught, and even if they also teach students in other grades.
- Print a list of the teachers you included for your future reference using the *Print* button.

If you need assistance, email xxx@xxx.com or call 1-xxx-xxx-xxxx.