

# **Trends in International Mathematics and Science Study (TIMSS) 2019 Pretest**

**OMB# 1850-0803 v.238**

## **Appendices Communication Materials**

**Submitted by:**

**National Center for Education Statistics (NCES)  
Institute of Education Sciences (IES)  
U.S. Department of Education  
Washington, DC**

**September 2018**

# Table of Contents

<b>Appendix A: School Environment Recruitment Materials.....</b>	<b>3</b>
Notification Letter from Chief State School Officer to District Superintendent.....	3
Notification Letter from NAEP State Coordinator to Principals.....	4
Pretest Logistics Information Letter from NAEP State Coordinator to School Coordinator.....	5
TIMSS 2019 Main Study Pocket Folder.....	6
TIMSS 2019 Main Study Brochure.....	8
TIMSS 2019 Main Study Frequently Asked Questions.....	10
TIMSS Pretest Sample Notification Letter: Grade 4.....	12
TIMSS Pretest Sample Notification Letter: Grade 8.....	13
TIMSS Facts for Parents about the Pretest: Grade 4.....	14
TIMSS Facts for Parents about the Pretest: Grade 8.....	15
<b>Appendix B: Simulated Classroom Environment Recruitment Materials.....</b>	<b>16</b>
Recruitment E-mail/Letter to Youth Organizations.....	16
EurekaFacts LLC Recruitment Phone Script for Community Centers and Organizations.....	17
Recruitment Internet/Newspaper Advertisement.....	19
Flyer/Information Brochure.....	20
E-mail/Letter Recruiting Parents or Legal Guardians of Student (under age 18) Participants.....	21
EurekaFacts LLC Recruitment Phone Script for Parents/Guardians of Student Participants.....	22
EurekaFacts LLC Recruitment Phone Script for Student Participants.....	25
Frequently Asked Questions (FAQs).....	27
Consent Form for Parent/Guardian of Student Participants.....	28
Day of Research Session Reminder E-mail.....	30
EurekaFacts Confirmation of Research Session (Email/Letter) to Student Participant.....	31
EurekaFacts Confirmation of Participation (Email/Letter) to Parent/Guardian of Student Participant.....	32
Thank You E-mail/Letter to Parent/Guardian of Student Participants.....	33

# Appendix A: School Environment Recruitment Materials

## Notification Letter from Chief State School Officer to District Superintendent

---

TIMSS 2019 Pretest Notification Letter From CHIEF STATE SCHOOL OFFICER TO DISTRICT SUPERINTENDENT

Dear <District Superintendent name>,

I am pleased to notify you that <Insert Name of School or Schools> in your district have been selected to participate in the 2019 administration of the Trends in International Mathematics and Science Study (TIMSS) Pretest. TIMSS is the longest ongoing international student assessment. Since 1995, TIMSS has measured trends in academic achievement at grades 4 and 8 in countries around the world, including the United States. Results from TIMSS 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. For the first time, in 2019, TIMSS will be administered digitally. The electronic version of TIMSS, sometimes called “eTIMSS,” will be on the same scale and directly comparable to the previous paper versions of TIMSS.

In preparation for the 2019 assessment, TIMSS will administer a pretest in winter 2018-2019. The purpose of the pretest is to help ensure that the TIMSS assessment and field operations will be effective for the main study in 2019. <School District> will play an important role by participating, and I know that we can count on your full support to make this a meaningful experience for your schools and students.

The TIMSS 2019 Pretest will be administered in <Insert month>. TIMSS representatives will work with your school(s) to conduct the assessment on a date that is convenient for them. Students will take the TIMSS assessment on tablets provided by TIMSS representatives. Schools will receive \$200 to thank them for their time and effort.

More information about TIMSS can be found at <http://nces.ed.gov/timss>. **Name**, our NAEP State Coordinator, will contact your staff with additional information.

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

Sincerely,

**Name of Chief State School Officer**

CC: State Testing Director  
District Testing Director  
NAEP State Coordinator

*NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information provided by school 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 and 6 U.S.C. §151).*

## Notification Letter from NAEP State Coordinator to Principals

---

Dear Principal,

I am pleased to notify you that <School> has been selected to participate in the 2019 administration of the Trends in International Mathematics and Science Study (TIMSS) Pretest. TIMSS is the longest ongoing international student assessment. Since 1995, TIMSS has measured trends in academic achievement at grades 4 and 8 in countries around the world, including the United States. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. The purpose of the pretest is to help ensure that the TIMSS assessment and field operations will be effective for the main study in 2019.

TIMSS representatives will provide significant support to your school, bring all materials and equipment, including tablets, and administer the assessment. The TIMSS pretest assessment will take around two hours to complete. Your school may either select one grade 4 or grade 8 class to participate, or TIMSS representatives can work with you to randomly select a class to participate. Each participating school will receive a \$200 check after their session to thank them for their time and willingness to participate. Participating students will receive a small gift for participating.

In <insert month>, I will send you an assessment date and detailed Pretest information. If the date presents a conflict for your school, we will work together to identify an alternate. I will also ask you to identify a school coordinator.

More information about TIMSS can be found at <http://nces.ed.gov/timss>. If you have questions, please contact me at **telephone number** or via email at **email address**.

Our chief state school officer, **name**, and your district superintendent, **name**, support TIMSS and look forward to your school's participation. We know that we can count on you to help reach our goal of 100 percent participation.

Sincerely,

NAEP State Coordinator

CC: District Test Director

*NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information provided by school 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 and 6 U.S.C. §151).*

## Pretest Logistics Information Letter from NAEP State Coordinator to School Coordinator

---

Dear <School Coordinator **name**>:

I recently notified **school name** of its selection to participate in the Trends in International Mathematics and Science Study (TIMSS) 2019 Pretest. I am following up with you to provide additional information about the upcoming assessment.

Please complete the following to prepare for the assessment:

- **Place the TIMSS pretest date, **assessment date**, on your school calendar.**
- **Designate a school coordinator** to serve as the liaison for all TIMSS activities in your school.
- **Select a grade <4 or 8> class** to participate in the TIMSS 2019 Pretest. If you would prefer, TIMSS representatives can work with you to randomly select a class to participate
- **Give the **enclosed/attached** TIMSS folder to your designated school coordinator.** The school coordinator should **be familiar with how students participate in statewide assessments.**

In **a couple of weeks**, a TIMSS representative responsible for administering the assessment will contact your school coordinator. During the assessment, we would appreciate the presence of a school staff person as an observer in each session. The staff member's presence can have a positive impact on students' motivation and performance.

If you have questions, please contact me at **telephone number** or via email at **email address**.. You may visit the TIMSS website at <http://nces.ed.gov/timss> for more information about TIMSS.

Again, I would like to express my appreciation for your assistance with this very important assessment of our nation's students. Our chief state school officer, **name**, supports TIMSS and encourages your students' participation.

NAEP State Coordinator

CC: Principal

*NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information provided by school 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 and 6 U.S.C. §151).*

Enclosed: TIMSS folder with TIMSS 2019 Brochure and TIMSS 2019 Frequently Asked Questions



Trends in International  
Mathematics and  
Science Study (TIMSS)

**2019 Main Study**







**Other information collected by TIMSS**

TIMSS is more than an assessment of student knowledge in mathematics and science. TIMSS also considers the context in which learning occurs. Students, teachers, and schools are asked about a variety of aspects of the environments in which content is taught, learned, practiced, and applied. In this way, TIMSS provides each country with a rich source of information on the factors influencing mathematics and science achievement.

**Participating countries and other education systems in TIMSS 2019**

<b>North and South America</b>	Kosovo	Israel
Canada	Latvia	Japan
Chile	Lithuania	Jordan
United States	Macedonia	Kazakhstan
	Malta	Korea, Rep. of
<b>Europe</b>	Montenegro	Kuwait
Albania	Netherlands	Lebanon
Austria	Northern Ireland	Malaysia
Azerbaijan	Norway	Oman
Belgium (FL)	Poland	Pakistan
Bosnia and Herzegovina	Portugal	Philippines
Bulgaria	Romania	Qatar
Croatia	Russian Federation	Saudi Arabia
Cyprus	Serbia	Singapore
Czech Republic	Slovak Republic	United Arab Emirates
Denmark	Spain	
England	Sweden	<b>Africa</b>
Finland	Turkey	Egypt
France		Morocco
Georgia	<b>Asia and Middle East</b>	South Africa
Germany	Armenia	
Hungary	Bahrain	<b>Oceania</b>
Ireland	Chinese Taipei	Australia
Italy	Hong Kong SAR	New Zealand
	Iran, Islamic Rep. of	

**Benchmarking participants**

Abu Dhabi, UAE	Moscow City, Russian Federation
Dubai, UAE	Ontario, Canada
Madrid, Spain	Quebec, Canada

NCES is authorized to conduct TIMSS 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. All of the information you provide may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). The U.S. Office of Management and Budget has approved the data collection under OMB# 1850-0695 (Expires 01/31/2021). Individual responses will be combined with those from other participants to produce summary statistics and reports.



For questions about TIMSS 2019, contact the toll-free TIMSS information hotline at 855-445-5604 or email [TIMSS@westat.com](mailto:TIMSS@westat.com).

52276.0418



**Trends in International Mathematics and Science Study (TIMSS)**

**2019 Main Study**



## What is TIMSS?

The Trends in International Mathematics and Science Study (TIMSS) is an international assessment and research project designed to measure trends in mathematics and science achievement at the fourth- and eighth-grade levels as well as school and teacher practices related to instruction. Since 1995, TIMSS has been administered every 4 years. TIMSS 2019, the seventh study in the series, will involve students from more than 60 countries, including the United States.

TIMSS 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 TIMSS important?

TIMSS provides a unique opportunity to compare U.S. students' math and science knowledge and skills at the fourth- and eighth-grade levels with that of their peers in countries around the world. TIMSS 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.

TIMSS provides valuable benchmark information on how U.S. students compare to students around the world, allows educators and policymakers to examine other educational 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 TIMSS?

In 2019, for the first time TIMSS will be a digitally based assessment administered on supplied tablets. A subset of students will take a paper-and-pencil TIMSS in order to bridge the study to TIMSS 2015 and prior TIMSS. The assessment contains a mix of questions; some require students to select appropriate

responses, while others require that students solve problems and provide written answers. The TIMSS mathematics and science assessment is developed through an international process involving input from U.S. and international experts in mathematics, science, and measurement. In a final step, the assessment is endorsed as suitable by all participating countries. Examples of released TIMSS items are available at <http://nces.ed.gov/timss/educators.asp>.

## How does the United States compare internationally? Results from TIMSS 2015

### Mathematics

- U.S. fourth-graders' average score in mathematics was 539, which was higher than the average scores of students in 34 education systems and lower than the average scores of students in 10 education systems. U.S. fourth-grade students have, on average, shown long-term improvement on the TIMSS mathematics assessments. At the fourth grade, U.S. students' average mathematics scores increased from 1995, 2003, and 2007 to 2015. The average mathematics score in 2015, however, was not measurably different from the most recent assessment in 2011. Over 20 years, U.S. fourth-graders' average mathematics score increased from 518 points in 1995 to 539 points in 2015.
- U.S. eighth-graders' average score in mathematics was 518, which was higher than the average scores of students in 24 education systems and lower than the average scores of students in 8 education systems. At the eighth grade, U.S. students' average mathematics scores increased from all prior time points (1995, 1999, 2003, 2007 and 2011) to 2015. Over 20 years, U.S. eighth-graders' mathematics scores increased from 492 points in 1995 to 518 points in 2015.

### Science

- U.S. fourth-graders' average score in science was 546, which was higher than the average scores of students in 38 education systems and lower than the average scores of students in 7 education systems. U.S. fourth-grade students have shown improvement on the TIMSS science assessments over some time periods: average scores in 2015 were higher than in 2003 and 2007. However, there was no measurable difference between the average science score in 2015 and the average science score in 1995 or 2011. The apparent difference between the average score in 1995 and in 2015 (542 vs. 546 points) was not statistically significant.
- U.S. eighth-graders' average score in science was 530, which was higher than the average scores of students in 26 education systems and lower than the average scores of students in 7 education systems. At the eighth grade, U.S. students' average science scores increased from 1995, 1999, and 2007 to 2015, but there were no measurable differences from 2003 or the most recent time point (2011) to 2015. Over 20 years, U.S. eighth-graders' science scores increased from 513 points in 1995 to 530 points in 2015.

Additional TIMSS 2015 results can be found at <https://nces.ed.gov/timss/timss2015/findings.asp>.



### **What is TIMSS?**

The Trends in International Mathematics and Science Study (TIMSS) is an international assessment and research project designed to measure trends in mathematics and science achievement at the fourth- and eighth-grade levels as well as school and teacher practices related to instruction. Since 1995, TIMSS has been administered every 4 years. TIMSS 2019, the seventh study in the series, will involve students from more than 60 countries, including the United States. In 2019, for the first time TIMSS will be administered digitally. The electronic version of TIMSS, sometimes called “eTIMSS,” will be on the same scale and directly comparable to the previous paper versions of TIMSS.

### **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 fairly be compared with samples of schools from other countries.

### **Why should my school and students participate?**

TIMSS informs national discussions about student skills, education policy, and international competitiveness. It is important for selected schools to participate because they represent similar U.S. schools across the country. When students participate and give their best effort, TIMSS gets the most accurate measure possible of student achievement in the U.S. to compare with other countries.

### **Will all our fourth- or eighth-grade students be asked to participate?**

It depends on the number of fourth- or eighth-grade classrooms in the school. In schools with only one or two such classrooms, all students will be asked to participate. In schools with more than two such classrooms, only students in two randomly selected classrooms will be asked to participate. In addition, some students with special needs or who are English language learners may be excused from the assessment.

### **Who conducts the TIMSS assessment?**

The National Center for Education Statistics (NCES), within the U.S. Department of Education, 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# 1850-0695. The entire assessment process will be administered on behalf of NCES by trained staff from Westat, a research organization under contract with NCES.

### **How are the school and teacher questionnaires administered?**

The teacher and school questionnaires are administered online from a secure website. Teacher questionnaires ask teachers about their experience, available resources, and instructional practices and take about 30 minutes to complete. School questionnaires ask about school practices and resources and take about 30 minutes to complete.

### **Do teachers need to help administer the assessment?**

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

### **Do schools need to provide computer equipment for the assessment?**

No, Westat TIMSS staff will bring all the equipment needed for the assessment, including tablets, styluses, and keyboards.

### **When will the assessment be conducted?**

The assessment will be conducted between April and May 2019. Each school will be notified of its scheduled assessment date in summer/fall 2018. Westat TIMSS staff will work with schools to identify an alternate date should there be a conflict on that date.

### **How long does the assessment take?**

The assessment takes 72 minutes at fourth grade and 90 minutes at eighth grade, and there will be breaks between sections and a questionnaire that takes 30 minutes. The two classes will be assessed in sequential sessions, with one class assessed in the morning and the second class assessed in the afternoon.

### **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. All of the information provided by school 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 and 6 U.S.C. §151). 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.

### **Where can I find more information about TIMSS?**

Visit the TIMSS website at <http://nces.ed.gov/timss>.

For additional information about the TIMSS 2019 assessment, contact the TIMSS information hotline at **855-445-5604** or email [TIMSS@westat.com](mailto:TIMSS@westat.com).



## TIMSS Pretest Sample Notification Letter: Grade 4

---

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 winter. The Trends in International Mathematics and Science Study (TIMSS) provides important information for benchmarking student performance in mathematics and science at grades 4 and 8 in the United States against countries around the world. Since 1995, TIMSS has measured worldwide trends in student knowledge of mathematics and science. The next TIMSS assessment will be in the spring of 2019.

For the first time, in 2019, TIMSS will be administered digitally. In preparation for the 2019 assessment, TIMSS will administer a pretest in winter 2018-2019. The purpose of the pretest is to help ensure that the new electronic TIMSS assessment and field operations will be effective for the main study in 2019.

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 TIMSS pretest. One of our 4th-grade classes will take part. This is your child's class. The enclosed summary sheet provides some background information about TIMSS, 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 help ensure the success of TIMSS 2019, it is important that each student selected take part in the study. I urge you to support this effort by encouraging your child to take part; however, participation in this study is entirely voluntary. 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). All of the information provided by school 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 and 6 U.S.C. §151). 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 TIMSS Pretest

## TIMSS Pretest Sample Notification Letter: Grade 8

---

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 winter. The Trends in International Mathematics and Science Study (TIMSS) provides important information for benchmarking student performance in mathematics and science at grades 4 and 8 in the United States against countries around the world. Since 1995, TIMSS has measured worldwide trends in student knowledge of mathematics and science. The next TIMSS assessment will be in the spring of 2019.

For the first time, in 2019, TIMSS will be administered digitally. In preparation for the 2019 assessment, TIMSS will administer a pretest in winter 2018-2019. The purpose of the pretest is to help ensure that the new electronic TIMSS assessment and field operations will be effective for the main study in 2019.

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 TIMSS pretest. One of our 8th-grade classes will take part. This is your child's class. The enclosed summary sheet provides some background information about TIMSS, 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 help ensure the success of TIMSS 2019, it is important that each student selected take part in the study. In addition to answering mathematics and science questions, students will be asked to complete a brief questionnaire about themselves. I urge you to support this effort by encouraging your child to take part; however, participation in this study is entirely voluntary. 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). All of the information provided by school 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 and 6 U.S.C. §151). 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 TIMSS Pretest

## **Facts for Parents**

### **About the TIMSS Pretest**

Between December and January, your child's school will be one of about 3 nationwide taking part in a pretest to prepare for TIMSS 2019.

#### **What is TIMSS?**

TIMSS (Trends in International Mathematics and Science Study) is an international assessment that measures student learning in mathematics and science. Every four years since 1995, TIMSS documents worldwide trends in the knowledge of 4<sup>th</sup> graders. The National Center for Education Statistics (NCES), within the U.S. Department of Education, conducts TIMSS in the United States. Along with more than 60 other nations, the U.S. will take part in the 2019 TIMSS cycle as we did in 1995, 1999, 2003, 2007, 2011, and 2015.

#### **What is the purpose of the TIMSS Pretest?**

The TIMSS Pretest is testing 4th- and 8th-grade questions in electronic formats on tablet computers in approximately three schools in the United States in preparation for the 2019 international study. This Pretest will allow test developers to help ensure that the TIMSS assessment and field operations will be effective for the main study in 2019.

#### **What is involved?**

TIMSS staff will visit the school and administer the Pretest on tablet computers that they will bring to the school. The Pretest will take approximately 1 ½ hours. The assessment itself is 72 minutes with breaks between sections. Students will also be asked some questions about their experiences taking the TIMSS assessment on tablets. Participation in the study is voluntary.

#### **What are the benefits?**

The nation as a whole benefits from TIMSS by having a greater understanding of how the knowledge and skills of U.S. 4<sup>th</sup> graders compare with those of 4<sup>th</sup> graders in other countries. Our country benefits from the Pretest by ensuring that the electronic assessment is fair and appropriate for U.S. students. Schools that participate in TIMSS will receive \$200, and each student who participates will receive a small gift that we believe they will like.

#### **Who administers TIMSS?**

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.

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). All of the information provided by school 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 and 6 U.S.C. §151). 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 TIMSS?**

More information about TIMSS is available at the TIMSS website at <http://nces.ed.gov/timss> or <http://timss.bc.edu>. Or if you would like to contact a TIMSS staff member directly, please feel free to call the TIMSS hotline at 1-(855)-445-5604 or email us at [TIMSS@westat.com](mailto:TIMSS@westat.com).

## **Facts for Parents**

### **About the TIMSS Pretest**

Between December and January, your child's school will be one of about 3 nationwide taking part in a pretest to prepare for TIMSS 2019.

#### **What is TIMSS?**

TIMSS (Trends in International Mathematics and Science Study) is an international assessment that measures student learning in mathematics and science. Every four years since 1995, TIMSS documents worldwide trends in the knowledge of 8<sup>th</sup> graders. The National Center for Education Statistics (NCES), within the U.S. Department of Education, conducts TIMSS in the United States. Along with more than 60 other nations, the U.S. will take part in the 2019 TIMSS cycle as we did in 1995, 1999, 2003, 2007, 2011, and 2015.

#### **What is the purpose of the TIMSS Pretest?**

The TIMSS Pretest is testing 4th- and 8th-grade questions in electronic formats on tablet computers in approximately three schools in the United States in preparation for the 2019 international study. This Pretest will allow test developers to help ensure that the TIMSS assessment and field operations will be effective for the main study in 2019.

#### **What is involved?**

TIMSS staff will visit the school and administer the Pretest on tablet computers that they will bring to the school. The Pretest will take approximately 2 hours. The assessment itself is 90 minutes with breaks between sections. Students will also be asked some questions about their experiences taking the TIMSS assessment on tablets. Participation in the study is voluntary.

#### **What are the benefits?**

The nation as a whole benefits from TIMSS by having a greater understanding of how the knowledge and skills of U.S. 8<sup>th</sup> graders compare with those of 8<sup>th</sup> graders in other countries. Our country benefits from the Pretest by ensuring that the electronic assessment is fair and appropriate for U.S. students. Schools that participate in TIMSS will receive \$200, and each student who participates will receive a small gift that we believe they will like.

#### **Who administers TIMSS?**

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.

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). All of the information provided by school 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 and 6 U.S.C. §151). 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 TIMSS?**

More information about TIMSS is available at the TIMSS website at <http://nces.ed.gov/timss> or <http://timss.bc.edu>. Or if you would like to contact a TIMSS staff member directly, please feel free to call the TIMSS hotline at 1-(855)-445-5604 or email us at [TIMSS@westat.com](mailto:TIMSS@westat.com).

# Appendix B: Simulated Classroom Environment Recruitment Materials

## Recruitment E-mail/Letter to Youth Organizations

---

IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in Grade <4 or 8> for TIMSS>

<DATE>

Dear <NAME>,

We are administering an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). Because your organization plays an active role in the community, we **need your help**.

We are looking for students in <fourth or eighth> grade to test new questions that will be used for the Trends in International Mathematics and Science Study, also known as TIMSS, a computer-based international assessment of <fourth- or eighth->grade students' math and science skills. **Student participation is vital in helping us develop the best way to deliver the test.**

The voluntary research sessions will last for about 2 hours each. During group testing sessions, students will be asked to answer questions using a tablet computer as if it were an actual test. Their feedback helps us find and fix problems before other students take tests nationwide. Because we care about student privacy, we will assign each student a unique student identifier. Student names will not be linked to their answers.<sup>1</sup>

Each student will receive a **\$35 VISA gift card** at the end of the session as a thank you for participation. In addition, the student's parent or legal guardian will receive a **\$35 VISA gift card** as a thank you for bringing the student to and from the testing site.

**Students play a key role in helping us improve our tests. In fact, their participation enhances the experience of thousands of students all over the United States who will take the tests.**

We would like to ask for your assistance in letting parents/legal guardians and students know how they can help shape this international assessment to be conducted in the United States. I have included a flyer with a brief description of our study in the hopes that you can post it for everyone to see. I have also included a Frequently Asked Questions (FAQs) page with additional information about the study.

<IF OFFSITE SESSIONS ARE POSSIBLE: To make it more convenient for students, we would like to hear from you if you have space available and a group of interested students who are unable to commute to <Location>.>

We appreciate your consideration of this request and invite you to please contact us with any questions regarding this project. We look forward to speaking with you soon!

ATTACHED: Flyer<sup>2</sup> and FAQs

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts <CONTACT PHONE>

---

<sup>1</sup> NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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 and 6 U.S.C. §151).

<sup>2</sup> Note: Text for the flyer/brochure can be found below.

## EurekaFacts LLC Recruitment Phone Script for Community Centers and Organizations

---

Hello. May I please speak to <NAME OF CONTACT AT COMMUNITY CENTER>?

Good morning/afternoon/evening. My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company, and we need your help. We are carrying out an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). Because your organization plays an active role in the community, we are asking for your help in spreading the word about this exciting research opportunity.

We are recruiting students who are in <fourth or eighth> grade to help us evaluate computer-based questions that are part of a test called the Trends in International Mathematics and Science Study, also known as TIMSS, which is delivered to students nationwide and in other countries. [If community center or organization asks what TIMSS is: This international assessment is a computer-based assessment of math and science administered periodically to students in elementary or middle schools throughout the United States and in other countries.]

**Students play a key role in helping us improve our tests. In fact, their participation enhances the experience of thousands of students all over the United States who will take the tests.** Student participation is vital in helping us fix any issues and develop the best way to deliver the test. The study will not retain any personally identifiable information. **[Recruiter: If asked about confidentiality, please read the statement in the footnote.]**<sup>3</sup> Each student who participates will receive a **\$35 VISA gift card** at the end of the session as a thank you for participating. In addition, the student's parent or guardian will also receive a **\$35 VISA gift card** as a thank you for bringing their child to and from the testing site.

We would like your help in distributing and posting informational flyers to let parents and students know how they can be involved in this important study. We will follow up directly with those who contact us. We will hold sessions at <LOCATION>, <ADDRESS>.

Would your <community center or organization> be interested in advertising and/or helping us to recruit students for this study?

If **NO**: Thank you for your time. Have a wonderful day/evening. [END CALL]

If **YES**: Good, thank you very much. To ensure that we have a broad mix of students to participate in the research session, I have a few brief screening questions to ask you. It should take only a few minutes.

### **Screener**

[Recruiter: Determine recruitment needs in advance. Look in public documents and the website to find what grades the community center or organization includes, as well as the size, socio-economic status (SES), and racial/ethnic makeup of the student population. Record all responses to Screener questions. End Screener at whatever point the staff member gives a response that confirms that their group has already been sampled adequately. End Screener Script: "Based on the requirements of this study, we are not able to include your students in the study at this time. Thank you for your time. Have a good day/evening." [Interviewer: END CALL]]

---

<sup>3</sup> NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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 and 6 U.S.C. §151).

1. Do you have <a child or children> who are in grade <4 or 8> who might be available to participate in the study?

If NO: Thank you for your time. Have a wonderful day/evening. [END CALL]

If YES: Great.

2. Would you be able to distribute and post flyers regarding this study? [Recruiter: Interested parties would contact EurekaFacts directly. We would follow up with them by phone and ask them some screening questions to ensure that a diverse sample of students is included in this study.]

If NO: Thank you for your time. Have a good day/evening. [Recruiter: END CALL]

If YES: Great. Thank you for taking the time to answer the screening questions. Your <community center or organization> is generally eligible to participate in the study. EurekaFacts staff will follow up with interested parents/legal guardians by phone to make interview arrangements. [Recruiter go to **Closing**]

### **(Closing)**

Thank you for agreeing to share the information about this important study. We will send you an email with the informational flyers attached.

We may need to reach you by telephone. Is the number I called the best number to use?

Do you have any questions at this time? [Recruiter: Answer any questions.]

If you have any (additional) questions, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this important research project.

# PAID

## EDUCATIONAL STUDY FOR

# 4<sup>TH</sup> and 8<sup>TH</sup> GRADE

## STUDENTS

Students will test new versions of an assessment on a tablet computer for an important study for the U.S. Department of Education's National Center for Education Statistics (NCES).

After school and weekend sessions last up to 120 minutes. Students will get a **\$35 VISA gift card** for participating and the parent or legal guardian will also get a **\$35 VISA gift card** as a thank you for bringing the student to and from the testing site.

Test scores will not be shared with schools.

**For more information or register, please call us at (866) 985 – 7910 OR (240) 403 – 4800 ext. 216**

**OR email:**

**TestTheTest@EurekaFacts.com**

### About EurekaFacts

We are an organization dedicated to conducting research that positively impacts our communities. Our mission is to support and empower organizations working towards a better future.

For more information, please go to: [www.EurekaFacts.com](http://www.EurekaFacts.com)



ISO Certified to International  
Quality Standard 20252  
market, public opinion and  
social research



EurekaFacts, LLC  
51 Monroe St. PE 10  
Rockville, MD 20850



## GET PAID AND HAVE FUN TESTING NEW QUESTIONS ON A TABLET!

EurekaFacts invites **4<sup>th</sup> & 8<sup>th</sup> grade students** to participate in an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). Sessions will take place on <DATE>. Students will get a **\$35 gift card** and the parent or legal guardian will also get a **\$35 gift card** as a thank you for bringing the student to and from the testing site.

For more information:

**<PHONE NUMBER>**  
**<LINK>**

## **E-mail/Letter Recruiting Parents or Legal Guardians of Student (under age 18) Participants**

---

IF SENT AS E-MAIL - Subject: Paid Education Research Opportunity

Dear <NAME>:

We are reaching out to parents of <4<sup>th</sup>/8<sup>th</sup>> grade students just like you, because we **need your help**. Our company, EurekaFacts, is administering an important education study for the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education.

NCES is looking for students who are in <fourth or eighth> grade to test new questions that will be used for the Trends in International Mathematics and Science Study (TIMSS). **Students' participation and opinions will help us find and fix issues before other students take the tests nationwide.**

The research session for your child will take place at <LOCATION> and will last about 2 hours. Your child will be in a classroom setting with a group of students. They will answer questions using a tablet computer as if it were an actual test.

Your child will receive a **\$35 VISA gift card** at the end of the session as a thank you. The parent or legal guardian who brings the student to and from the site will **also receive a \$35 VISA gift card** as a thank you for his/her time and effort.

Because we care about your child's privacy, we will assign him/her a unique student identifier. Your child's name will not be linked to his/her answers.<sup>4</sup>

This study is voluntary and there are two sessions available, one for 4<sup>th</sup> graders and one for 8<sup>th</sup> graders.

If your child is interested in participating in this voluntary study, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>

<JOB TITLE>

EurekaFacts

<CONTACT PHONE>

---

<sup>4</sup> NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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 and 6 U.S.C. §151).

## EurekaFacts LLC Recruitment Phone Script for Parents/Guardians of Student Participants

---

(Script when calling parents/guardians from a previously compiled list)

Good morning/afternoon/evening. Is this the <NAME FROM CALL LIST> household? My name is <CALLER NAME>, and I am calling from EurekaFacts, a local research company. Our company is administering an important education study on behalf of the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education, and we need your help.

We are recruiting students who are in <fourth or eighth> grade to help us test computer-based questions. If selected to participate, your child will receive a **\$35 VISA gift card** at the end of the session as a thank you. The parent or legal guardian who brings them to and from the study site will **also receive a \$35 VISA gift card** as a thank you for his/her time and effort.

1. Are there any students in your household who are in <fourth or eighth> grade?

	<u>SELECT ONE</u>	
Yes	<input type="text" value="1"/>	→(CONTINUE)
No	<input type="text" value="2"/>	→(THANK AND TERMINATE)

We are administering a study to explore how students work through these questions. Students' participation and opinions will help us find and fix issues before other students take the test nationwide. This test is part of a study called the Trends in International Mathematics and Science Study, also known as TIMSS. [If parent/guardians asks what TIMSS is: This international assessment is computer-based assessment of math and science administered periodically to students in elementary and middle schools throughout the United States and in other countries.]

The study session will take place at <NAME OF STUDY SITE AND LOCATION>. It can be scheduled at your convenience and will last about 2 hours. Your child will be in a classroom setting with a group of students. He/she will answer questions using a tablet computer as if it were an actual test.

NCES is authorized to conduct this study under the Education Sciences Reform Act <sup>5</sup> and all of the information you provide 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<sup>6</sup> [Recruiter: If parent/legal guardian asks about the specific laws please provide the citation from the footnote.]

2. If your child qualifies, do you give your permission for us to invite your child to participate?

	<u>SELECT ONE</u>	
Yes	<input type="text" value="1"/>	→(CONTINUE)
No	<input type="text" value="2"/>	→(THANK AND TERMINATE)

---

<sup>5</sup> The Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).

<sup>6</sup> 20 U.S.C. §9573 and 6 U.S.C. §151.

3. *What is your child's sex?* → (READ THE QUESTION AND RESPONSE OPTIONS)

	<u>SELECT ONE</u>
Male	1
Female	2

4. *Would you like me to send the consent form by e-mail or by U.S. Postal mail?*

<u>SELECT ONE</u>	
<input type="checkbox"/> e-mail	→(CONTINUE TO 4A)
<input type="checkbox"/> postal mail	→(CONTINUE TO 4B)

4A. *What is your e-mail address?*

RECORD PARENT'S/GUARDIAN'S EMAIL ADDRESS:

---

4B. *What is your postal mail address?*

RECORD PARENT'S/GUARDIAN'S MAILING ADDRESS AND PHONE NUMBER:

---

The next few questions are for classification purposes only.

5. *Does your child participate in the National School Lunch program?*

	<u>SELECT ONE</u>
<u>Yes</u>	1
<u>No</u>	2
<u>Prefer not to answer</u>	3

6. *Do you speak a language other than English at home?*

	<u>SELECT ONE</u>	
<u>Yes</u>	1	(CONTINUE TO 6A)
<u>No</u>	2	
<u>Prefer not to answer</u>	3	

6A. *What is this language? (For example: Korean, Italian, Spanish, Vietnamese)*

---

7. Is your child Hispanic or Latino?

SELECT ONE	
Yes	1
No	2
Prefer not to answer	3

8. Which of the following categories best describes your child's ethnic or racial background? (READ LIST)

SELECT ALL THAT APPLY	
American Indian or Alaska Native	1
Asian	2
Black or African American	3
Native Hawaiian or Other Pacific Islander	4
White	5
Prefer not to answer	6

9. We are administering study sessions in <Month> and <Month>. If your child chooses to participate, which month would work best for you to take [HIM/HER] to the study session? <<OR, WE ARE ADMINISTERING STUDY SESSIONS ON DATE. WILL YOUR CHILD BE ABLE TO PARTICIPATE ON THAT DATE>>

[CHECK SCHEDULE FOR RESPONDENT'S AVAILABLE TIMES.]

RECORD THE PREFERRED MONTH:

---

10. Now that you have agreed for your child to participate in the study if he/she is selected, I would like to be able to ask your child a few questions, during which you are welcome to stay on the line. Is he/she available to speak with me at this time? (If not, get a call back time and call back) What is your child's name?

RECORD NAME:

---

Again, you are welcome to stay on the line, but please allow your child to speak for him/herself. Thank you.

## EurekaFacts LLC Recruitment Phone Script for Student Participants

---

**RECRUITER:** Please determine how talkative and articulate the student is. It is critical that we speak with students who are comfortable expressing themselves with someone they are meeting for the first time. Please use your best judgment and recruit only students that are thoughtful and freely express themselves in a manner that is relevant to the topic being discussed.

All recruits **MUST** be articulate students who can answer open ended questions, and can provide support or explanation for their responses (e.g., “I like it because...,” “I don’t like it because...”)

**DO NOT** recruit any who have difficulty answering these questions, whose parent/guardian answers **FOR** them, who seem hesitant or shy speaking with you (as an adult they do not know), who answer “I don’t know,” or who **CANNOT** provide an explanation supporting their responses.

Hi, <STUDENT’S NAME>. My name is \_\_\_\_\_ and I have been speaking with your parent/guardian for a few minutes.

As I explained to your parent/guardian, I work for a research company and we are administering an important study to help us test questions for an international student assessment, the Trends in International Mathematics and Science Study, also known as TIMSS. For the study session, if you agree to participate, you would be asked to visit <LOCATION> and complete computer-based questions. Your response would not be graded. The National Center for Education Statistics (or NCES) simply wants to know how you answer the questions.

You will be in a classroom setting with a group of other students your age. You will answer questions using a tablet computer as if it were an actual test. Your participation will help us find and fix problems with the test before other students take these tests nationwide. The session will take about 2 hours and you will receive a \$35 VISA gift card to thank you for participating in the research session. If a parent or legal guardian brings you to and from the session site, they will also receive a \$35 VISA gift card to thank them for their time and effort.

As I said before, your responses would be used to improve the national test so that it works well for all students. We would not use your name to identify you in any of our records.

1. Do you think you would be interested in participating if selected?

	SELECT ONE	
Yes	<input type="text" value="1"/>	→(CONTINUE)
No	<input type="text" value="2"/>	→(READ THE FOLLOWING)

If No: Thank you for your time. I will need to let your parent/guardian know that you would not like to participate. Is he or she available?

TO PARENT/GUARDIAN: Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us about this opportunity.

2. What grade are you in?

RECORD GRADE \_\_\_\_\_

(MUST BE in fourth or eighth grade OTHERWISE THANK AND TERMINATE)

3. What type of school do you currently attend? (READ LIST)

	SELECT ONE	
Public school	1	→(CONTINUE)
Private school	2	
Don't know	3	→(THANK AND TERMINATE)

4. You qualify to participate in a study session with a researcher in < LOCATION>. Your parent/legal guardian is available to bring you to the study on <DAY/DATE AND TIME>. The session will last about 2 hours. You will receive a \$35 VISA gift card for participating. Your parent/guardian gave permission for you to attend if you are available. Will you be able to attend the session?

	SELECT ONE	
Yes	1	→(CONTINUE)
No	2	→(THANK AND TERMINATE)

5. To attend the session and receive the \$35 we must receive the parental consent form that we will [e-mail OR send by U.S. Postal mail] to your parent/guardian. Your parent/guardian can scan and e-mail the consent form to us, or you can bring it with you and give it to the study leader. Do you understand that you must have a completed and signed parental consent form to participate?

	SELECT ONE
Yes	1
No	2

Thank you. We look forward to seeing you at the research session.

[END OF SCREENER]

## Frequently Asked Questions (FAQs)

---

### Frequently Asked Questions (From Consent Form)

**1. What is this study about?**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting a study with students who are in fourth and eighth grade about questions that will be used for the Trends in International Mathematics and Science Study (TIMSS). Students' participation will help them find and fix issues before other students take the tests nationwide.

**2. Where will the research session take place?**

The study session will take place at <NAME OF RESEARCH SESSION LOCATION>, located at <LOCATION>. There will be more than one adult present in the room.

**3. What will happen during the research session?**

Students are tested in a group setting. At the start of a session, students will be given a brief introduction to the process and to the task(s) they will be asked to complete. Following this introduction, the student will be asked to complete a real-world test of the TIMSS system, allowing the systems to be tested in the manner that will be used in the international study to help identify system issues during the software development process.

**4. How long will the research session last?**

The session will last about 2 hours. The session requires only one visit to the site.

**5. Will you keep information private and confidential?**

The participating student will be assigned a unique student identifier (ID) and his/her name will not be linked to any of his/her answers.<sup>7</sup>

**6. Will the results go to the participating student's school?**

The participating student's answers will not be disclosed to their school and will not be linked to any personally identifiable information, such as the school's name.

**7. What are the possible risks of being in the study?**

There are no known risks to participating in this study.

**8. Whom can I contact with questions or for further information?**

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>.

**9. Is participation required?**

Participation in this study is completely voluntary. The participating student has the right to refuse to answer particular questions. The student may elect to withdraw from this study at any time and can end early if he/she wishes.

---

<sup>7</sup> NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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 and 6 U.S.C. §151).

## Consent Form for Parent/Guardian of Student Participants

---

### PARENTAL CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for your interest in participating in the study described below. This consent form explains the study. Please read it carefully and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them later as they occur to you.

**1. What is this study about?**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting a study with students who are in <fourth or eighth> grade about questions that will be used for the Trends in International Mathematics and Science Study (TIMSS). Students' participation will help them find and fix issues before other students take the tests nationwide.

**2. Where will the study sessions take place?**

The study sessions will take place at <NAME OF STUDY LOCATION>, located at <LOCATION>. There will be more than one adult present in the room.

**3. What will happen during the research session?**

Students are tested in a group setting. At the start of a session, they are given a brief introduction to the process and to the task(s) he or she will be asked to complete. Following this introduction, your child will complete the task and discuss in a group setting with other students what he/she thought about while working through the task(s).

**4. How long will the research session last?**

The session will last about 2 hours. The session requires only one visit to the site.

**5. Will you keep information private and confidential?**

Your child will be assigned a unique student identifier (ID) and his/her name will not be linked to any of his/her answers.<sup>8</sup>

**6. Will the results go to my child's school?**

Your child's answers will not be disclosed to his/her school and will not be linked to any personally identifiable information, such as the school's name.

**7. What are the possible risks of being in the study?**

There are no known risks to participating in this study.

**8. Whom can I contact with questions or for further information?**

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>.

**9. Is participation required?**

Participation in this study is completely voluntary. Your child has the right to refuse to answer particular questions. Your child may elect to withdraw from this study at any time and can end early if he/she wishes.

---

<sup>8</sup> NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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 and 6 U.S.C. §151).

By signing below, you agree that your child, \_\_\_\_\_, may participate in this study and that we may record your child's conversation with the researcher. Your child will receive a \$35 VISA gift card at the conclusion of the session.

In addition, if transportation to the site is involved, you will receive a \$35 VISA gift card to thank you for bringing your child to and from the study session site.

Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Day of Research Session Reminder E-mail

---

Dear <NAME>:

Thank you for agreeing to help us try out new computer-based questions from the Trends in International Mathematics and Science Study (TIMSS).

The session will last about 2 hours. **We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be able to participate and receive the \$35 VISA gift card.

This is a friendly reminder that your child has been scheduled to participate in a study at the following location and date/time:

**LOCATION:**        **Location Address**

**DATE:**            **Day of Week, Month Day, Year**

**TIME:**            **XX:XX AM/PM**

**GIFT CARD:**    **Your child will receive a \$35 gift card to thank him/her for their participation. If you bring your child to and from the research session, you will also receive a \$35 VISA gift card as a thanks for your time.**

### **PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH SESSION:**

- Parent/guardian valid picture ID – this is required for participation.
- Signed parent/guardian consent form (attached), if not we have copies available in person when you arrive.
- If your child uses eyeglasses for reading or watching TV, they should wear them during the study session.

Thank you for volunteering in this very important research for NCES. We look forward to seeing you. If you have any questions about the study, please contact <EurekaFacts CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

## **EurekaFacts Confirmation of Research Session (Email/Letter) to Student Participant**

---

<DATE>

*IF SENT AS E-MAIL* - Subject: Confirmation of Your Participation in our Study

Dear <NAME>:

Thank you for agreeing to help us try out new computer-based questions from the Trends in International Mathematics and Science Study (TIMSS). Your comments, along with the comments of other students, will help us identify and address issues prior to the operational use of the system. You will not be graded on your work.

Your participation is totally voluntary. All of your answers 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 and 6 U.S.C. §151).

The research session will last about 2 hours. **We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that you will be able to participate and receive the \$35.

**LOCATION:** <ADDRESS>

**DATE:** <DATE>

**TIME:** <TIME>

**GIFT CARD:** You will receive \$35 to thank you for your participation. If your parent or legal guardian brings you to and from the research session, he or she will receive \$35 to thank them for bringing you.

### **PLEASE BRING THE FOLLOWING ITEMS TO THE STUDY SESSION:**

- Signed <parent/guardian> consent form, if not previously provided by e-mail.
- If you use eyeglasses for reading or watching TV, you should wear them during the study session.

If for any reason you cannot fulfill your commitment, DO NOT invite anyone else to take your place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for you.

Thank you for volunteering in this very important research for NCES. We look forward to seeing you. If you have any questions about the study, please contact <EurekaFacts CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,  
<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

## **EurekaFacts Confirmation of Participation (Email/Letter) to Parent/Guardian of Student Participant**

<DATE>

IF SENT AS E-MAIL - Subject: Confirmation of Your Child's Participation in Study

Dear <NAME>,

Thank you for agreeing to allow your child to participate in this important study about the Trends in International Mathematics and Science Study (TIMSS). Your <son OR daughter> is scheduled for <his OR her> session on <DAY AND DATE> at <NAME OF STUDY LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION>.

Your child will be assigned a unique student identifier (ID) and his/her name will not be linked to any of his/her answers.<sup>9</sup>

**We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be able to participate and that you and your child will receive \$35. The session will last about 2 hours.

Please read and sign the attached consent form. Your child can either bring the signed form to the session or you can scan it and e-mail it back. Without a signed form, your child cannot participate in the study and receive the \$35.

### **PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH SESSION:**

- Your valid picture ID is required for participation.
- Signed parent/guardian consent form, if not previously provided by e-mail (attached).
- If your child uses eyeglasses for reading or watching TV, he/she should wear them during the study session.

If for any reason you cannot fulfill your child's commitment, DO NOT invite anyone else to take your child's place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for participating in the study.

Thank you for allowing your child to volunteer in this very important research for NCES. We look forward to seeing you. If you have any questions about the study, please contact <EurekaFacts CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

Attachment: Consent Form for Parent/Guardian of Student Participants <Appendix>

---

<sup>9</sup> NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information you provide 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 and 6 U.S.C. §151).

## Thank You E-mail/Letter to Parent/Guardian of Student Participants

---

<DATE>

*IF SENT AS E-MAIL* - Subject: Thank you for your child's participation in the TIMSS Study

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing <CHILD'S NAME> to participate in the study for the Trends in International Mathematics and Science Study (TIMSS). <CHILD'S NAME>'s input helped us identify and address issues prior to the operational use of the system. The assistance <he/she> provided, combined with input from other students, was incredibly useful and informative. We greatly appreciate you taking the time to bring <CHILD'S NAME> to and from the study location to participate.

For more information on TIMSS, please visit the NCES TIMSS website at: <https://nces.ed.gov/surveys/TIMSS/>.

Again, thank you for your assistance.

Sincerely,

<NAME>

EurekaFacts

<CONTACT INFORMATION >