

**TRENDS IN INTERNATIONAL MATHEMATICS AND SCIENCE STUDY  
(TIMSS 2019)  
FIELD TEST RECRUITMENT AND PILOT TEST**

**REQUEST FOR OMB CLEARANCE  
OMB# 1850-0695 v.9**

**APPENDIXES A1, A2, B1, B2  
Pilot and Field Test Recruitment and Parent Materials**

**The confidentiality pledge has been updated to reflect the addition of the Cybersecurity Enhancement Act of 2015 provision in the following documents: Field Test sample notification, all Field Test consent forms, email to school coordinator to submit student and class lists for the Field Test. The eTIMSS pilot materials in A-1 and B-1 do not reflect this revision because these materials were fielded prior to the implementation of the revised pledge.**

**Submitted by:**

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

**August 2016  
revised April 2017**

## Appendix A-1

### TIMSS 2019 Pilot Test Recruitment Materials

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## State TIMSS Pilot Letter

[Date]

[Title] [Name First] [Name Last]

[Title/Department]

[State]

[Address 1]

[Address 2]

[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2019: the Trends in International Mathematics and Science Study (TIMSS). 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 include a digitally-based assessment—referred to as “eTIMSS.”

In preparation for the full study in 2019, TIMSS will administer a pilot study in 2017. Some schools in your state have been randomly selected to participate in this international pilot for TIMSS this spring. I am writing to ask your agency to support the participation of those selected schools in the eTIMSS pilot. The purpose of the pilot is to evaluate TIMSS items that have been converted to or developed for a digital format as well as to study the mode effect of transitioning from a paper-and-pencil assessment to a digital one. Understanding the mode effect is critical for TIMSS to maintain its 20-year trend line of student achievement.

TIMSS is described in more detail in the enclosed materials. In the United States, TIMSS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and its data collection is administered by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695. 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 the eTIMSS pilot, and how TIMSS fits in with other national data collections conducted by NCES. We also coordinate the administration of TIMSS with NAEP and other NCES activities. In the meantime, if you have questions about the study, please do not hesitate to call Dr. Chris Averett at (XXX) XXX-XXXX or send an email to [TIMSS@westat.com](mailto:TIMSS@westat.com). You may also get more information about these studies by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or [stephen.provasnik@ed.gov](mailto:stephen.provasnik@ed.gov), or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

Thank you for your time and support.

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 TIMSS Pilot Letter

[Date]

[Title] [Name First] [Name Last], [Title/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 pilot for an important international study: the Trends in International Mathematics and Science Study (TIMSS). 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 includes a digitally-based assessment—referred to as “eTIMSS.”

In preparation for the 2019 assessment, TIMSS will administer a pilot study in 2017. The purpose of the pilot is both to evaluate TIMSS items that have been converted to or developed for a digital format and to study the mode effect of transitioning from a paper-and-pencil assessment to a digital one. Understanding the mode effect is critical for TIMSS to maintain its 20-year trend line of student achievement.

Selected schools are notified in advance so that principals can place the assessment date on their calendars and incorporate TIMSS into the planned school program. I am writing to ask for your support of the participation of those selected school. Selected students will take both a paper-and-pencil version of TIMSS and an eTIMSS assessment on supplied tablets. Participating schools will receive \$400, and each school’s TIMSS school coordinator (the school staff person designated to work with TIMSS staff) will receive \$100 as a thank you for his or her time and effort. Each student who participates will receive a small gift as a token of appreciation.

TIMSS is described in more detail in the enclosed materials. In the United States, TIMSS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and its data collection is administered by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695. 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 TIMSS assessment window (XXX-XXX 2017) on your district test calendar. [Name], our NAEP State Coordinator, will contact your staff with additional information. If you have any questions, please do not hesitate to call 1-(XXX)-XXX-XXXX or send an email to TIMSS@westat.com. You may also get more information about this study by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or stephen.provasnik@ed.gov, or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

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

[Name of Chief State School Officer]

Enclosures

cc: [State Testing Director]  
[District Test Coordinator]  
[NAEP State Coordinator]

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## School TIMSS Pilot Letter

[Date]  
[Title] [Name First] [Name Last], [Title/Department]  
[School District]  
[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 in 2017: the Trends in International Mathematics and Science Study (TIMSS). TIMSS is the longest ongoing international student assessment. Since 1995, TIMSS has measured trends in academic achievement at grades 4 and 8 in more than 60 countries around the world, including the United States. Results from these assessments 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 includes a digitally-based assessment—referred to as “eTIMSS.”

Your school has been randomly selected to participate in a TIMSS pilot in spring 2017. The purpose of the pilot is both to evaluate TIMSS items that have been converted to or developed for a digital format and to study the mode effect of transitioning from a paper-and-pencil assessment to a digital one. Understanding the mode effect is critical for TIMSS to maintain its 20-year trend line of student achievement. Students will take both a paper-and-pencil version of TIMSS and an eTIMSS assessment on supplied tablets. Students who participate in the pilot will receive a small token of appreciation. Your school’s TIMSS school coordinator (a staff person you designate to liaise with TIMSS staff) will receive \$100 for his or her time and effort coordinating TIMSS in the school. Your school will receive \$400 for participating in TIMSS.

TIMSS is described in more detail in the enclosed materials. In the United States, TIMSS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and its data collection is administered by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695. For information on the confidentiality of the data collected, please see the enclosed FAQ. I hope you will participate in this voluntary study because it is important that the United States has a nationally representative sample of schools.

For now, I am writing only to notify you of the assessment. The assessment window is XXX-XXX, 2017. Within the next few weeks I will send you an assessment date. Should there be a conflict on that date, a TIMSS representative will work with you to identify an alternate. Please put this date on your 2016-2017 school calendar. In January, I will send you detailed information about the assessment and will ask you to identify a school coordinator. TIMSS representatives will provide significant support to schools, bring all necessary materials, including tablets and all equipment, and administer the assessment.

If you have any questions, please do not hesitate to call 1-(XXX)-XXX-XXXX or send an email to TIMSS@westat.com. You may also get more information about this study by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or stephen.provasnik@ed.gov, or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

Your participation in the 2017 eTIMSS pilot to help us prepare for TIMSS 2019 is very important to its success. We need to ensure that students in schools like yours are represented in our evaluation of the transition to eTIMSS. Thank you for your time and for supporting this important international study.

Name of Coordinator  
NAEP State Coordinator

cc: [District Test Coordinator]

Enclosures

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## TIMSS 2015 Study Brochure Content: 8 ½ X 11in Tri-fold

### **Title page:**

TIMSS USA Logo

Trends in International Mathematics and Science Study (TIMSS) 2019

### **Inside panels:**

#### **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 61 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?**

The TIMSS mathematics and science assessment is developed through an international consensus building 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. 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. Examples of released TIMSS items are available at <http://nces.ed.gov/timss/educators.asp>. For the first time, in 2019, TIMSS includes a digitally-based assessment administered on supplied tablets.

#### **Key findings from TIMSS 2011**

##### *Mathematics*

- At grade 4, the U.S. average mathematics score (541) was higher than the TIMSS average of 500. The U.S. was among the top 15 education systems (8 education systems had higher averages and 6 were not measurably different) and scored higher, on average, than 42 education systems. The U.S. mathematics average at grade 4 rose 12 points between 2007 and 2011. The U.S. was one of 12 education systems that increased its average score during this time period.
- At grade 8, the U.S. mathematics score (509) was higher than the TIMSS scale average of 500. The U.S. was among the top 24 education systems in mathematics (11 education systems had higher averages and 12 were not measurably different) and scored higher, on average, than 32 education systems. The U.S. mathematics average score at grade 8 was not measurably different than in 2007.

##### *Science*

- At grade 4, the U.S. average science score (544) was higher than the TIMSS scale average of 500. The U.S. was among the top 10 education systems (6 education systems had higher averages and 3 were not measurably different) and scored higher, on average, than 47 education systems. The U.S. science average score at grade 4 was not measurably different than in 2007.
- At grade 8, the U.S. average science score (525) was higher than the TIMSS scale average of 500. The U.S. was among the top 23 education systems (12 education systems had higher averages and 10 were not measurably different) and scored higher, on average, than 33 education systems. The U.S. science average score at grade 8 was not measurably different than in 2007.

Findings from TIMSS 2015 will be released at the end of November 2016.

***Back panels:***

**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 education systems in TIMSS 2015

### Countries

#### North and South America

Canada  
Chile  
United States

#### Europe

Austria  
Belgium (Flemish)  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
England  
Finland  
France  
Georgia  
Germany  
Hungary  
Ireland  
Italy  
Lithuania  
Macedonia  
Malta  
The Netherlands  
Norway  
Poland  
Portugal  
Romania  
Russian Federation  
Serbia  
Slovak Republic  
Slovenia  
Spain  
Sweden  
Turkey

#### Asia and Middle East

Armenia  
Azerbaijan  
Bahrain  
Chinese Taipei  
Hong Kong SAR  
Iran, Islamic Rep. of  
Israel  
Japan  
Jordan  
Kazakhstan  
Korea, Rep. of  
Kuwait  
Lebanon  
Malaysia  
Oman  
Palestinian Nat'l Auth.  
Qatar  
Saudi Arabia  
Singapore  
Thailand  
United Arab Emirates  
Yemen

#### Africa

Botswana  
Morocco  
South Africa  
Tunisia

#### Australia and Oceania

Australia  
New Zealand

### Benchmarking participants

Abu Dhabi, UAE  
Alberta, Canada

Buenos Aires, Argentina  
Dubai, UAE

Ontario, Canada  
Quebec, Canada

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NCES is authorized to conduct TIMSS under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 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. Code, § 9573). The U.S. Office of Management and Budget has approved the data collection under OMB # 1850-0695. Individual responses will be combined with those from other participants to produce summary statistics and reports.

TIMSS USA logo

IES / NCES logo

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For questions about TIMSS 2015, contact the TIMSS Information Hotline at 1-888-XXX-XXXX or email [TIMSS@westat.com](mailto:TIMSS@westat.com).

## eTIMSS 2017 Pilot FAQ

Trends in International Mathematics and Science Study

### Frequently Asked Questions

TIMSS 2019 Pilot (Spring 2017)

#### **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. For the first time, in 2019, TIMSS includes a digitally-based assessment—referred to as “eTIMSS.”

#### **What is the pilot for?**

Pilots and field tests are a critical part of the development of assessments like TIMSS. The TIMSS pilot is a small scale tryout of the new eTIMSS assessment system. It will allow assessment developers to see if TIMSS items perform well when transferred from a paper administration to a digital one, and to try out new questions developed specifically to take advantage of digital technology. It will also evaluate whether student performance on eTIMSS is similar to their performance on paper. The results of the U.S. pilot 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 United States to study the effects of students’ digital skills on their performance on eTIMSS.

#### **Why was my school selected for participation?**

Your school was randomly selected so that the overall U.S. pilot sample will be representative of the overall U.S. school population. Pilot-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, and to evaluate performance among students with a variety of digital skills.

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

TIMSS informs national discussions about education policy as well as international competitiveness. By participating, students ensure fairness in the questions that will be used in the main study in 2019. Pilot-testing the assessment questions will identify specific wording and content that could disadvantage U.S. students in the main study. Their participation helps ensure that students in schools like theirs are represented in our evaluation of the transition to eTIMSS. Students’ efforts in the pilot help ensure that the achievement of our nation’s grade 4 and 8 students can be accurately and fairly reported.

#### **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 limited English proficiency may be excused from the assessment.

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

The entire assessment process will be administered on behalf of the National Center for Education Statistics (NCES), within the U.S. Department of Education, by trained staff from Westat, a research organization under contract with NCES. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002), 20 U.S. Code, § 9543, and approval of the U.S. Office of Management and Budget under OMB # 1850-0695.

#### **How is the school questionnaire administered?**

The school questionnaire is administered online from a secure website. It takes about 10 minutes to complete, and asks about school practices and resources.

**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.

**Do schools need to provide computer equipment for the pilot?**

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

**When will the pilot be conducted?**

The pilot will be conducted in April 2017. Westat will work with schools to identify an assessment date convenient for the school in that time period.

**Where will the pilot be conducted?**

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

**How long does the pilot take?**

The pilot will be administered over two sessions, which in many schools will be divided evenly over two days. In one session, students will take a paper assessment and in the other session an electronic assessment on a tablet. In each session, the assessment takes 72 minutes at fourth grade and 90 minutes at eighth grade, and there will be breaks between sections and a short questionnaire that takes 10 minutes. In total, over the two sessions, the pilot takes about 3 hours at fourth grade and about 3½ hours at eighth grade.

**What will happen with the collected data?**

The pilot data will be used to evaluate whether the assessment fairly and accurately measures students' 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. Code, Section 9573]. Reports of the findings from the field test will not identify participating districts, schools, students, parent/guardians, 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/timms>.

For additional information about TIMSS 2019, contact the TIMSS U.S. home office at 1-(XXX)-XXX-XXXX or email [TIMSS@westat.com](mailto:TIMSS@westat.com).

## Summary of School Activities: TIMSS 2017 Pilot

Summary of School Activities: TIMSS 2017 Pilot				
	November-December 2016	January-March 2017 Prior to assessment day	April 2017 Assessment day	Benefits
<b>Principal</b>	<ul style="list-style-type: none"> <li>Designate a school coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Complete a brief School Questionnaire on technology resources and instruction at the school (available online or hardcopy)</li> <li>Share the importance of participation in the study with school staff</li> </ul>	<ul style="list-style-type: none"> <li>Support assessment day activities</li> <li>Encourage students to participate and do their best on the assessment</li> </ul>	<ul style="list-style-type: none"> <li>Represent other similar U.S. schools</li> <li>Receive a \$400 check for the school</li> </ul>
<b>School coordinator</b>	<ul style="list-style-type: none"> <li>Confirm an assessment date convenient for your school</li> </ul>	<ul style="list-style-type: none"> <li>Arrange assessment day location</li> <li>Confirm date and location with TIMSS assessment staff</li> <li>Provide class lists and student lists through online MyTIMSS portal</li> <li>Notify teachers, selected students, and students' parents of the study and benefit of participating</li> <li>Work with assessment staff to identify students with special needs</li> <li>Coordinate the principal's completion of the School Questionnaire (online or hardcopy)</li> <li>Collect parental consent forms where required and submit to TIMSS staff</li> </ul>	<ul style="list-style-type: none"> <li>Confirm space for assessment is problem-free</li> <li>Collect complete School Questionnaire (if not completed online) and give to assessment staff</li> <li>Ensure all sampled students attend the assessment session</li> <li>Meet with assessment staff and provide feedback about the assessment process</li> </ul>	<ul style="list-style-type: none"> <li>Receive a \$100 personal check</li> </ul>
<b>Selected Students</b>			<ul style="list-style-type: none"> <li>Attend the assessment sessions, complete the assessment and Student Questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>Receive a small thank-you gift</li> <li>Represent the United States in preparations for the international study</li> </ul>
<b>Westat assessment staff</b>	<ul style="list-style-type: none"> <li>Work with the school to set an assessment date</li> <li>Help school coordinator with assessment details and logistics</li> <li>Protect school and student information</li> </ul>	<ul style="list-style-type: none"> <li>Call the school coordinator to discuss assessment day location and student participation</li> <li>Select classroom sample and notify school of selected classes</li> </ul>	<ul style="list-style-type: none"> <li>Administer assessment from start to finish</li> <li>Furnish all assessment equipment or materials: e.g., tablets, styluses, keyboards, pencils, and test booklets</li> <li>Administer a brief debriefing interview with the school coordinator at the end of the assessment</li> <li>Maintain security of all materials</li> </ul>	<ul style="list-style-type: none"> <li>Ensure quality and uniformity of data collected across the United States</li> </ul>

For additional information, go to <http://nces.ed.gov/timss>.

## Email to School Coordinator to Submit Class and Student Lists—Grade 4

Dear [School Coordinator],

TIMSS needs a complete and current list of **all of your school's fourth-grade classes** and **all the fourth-grade students in those classes** in order to randomly select classes to participate in the TIMSS Pilot assessment.

Please go to <https://www.mytimss.com> to submit your class and student lists. If you have forgotten your login ID please contact the TIMSS helpdesk at [timss@westat.com](mailto:timss@westat.com) or 1-xxx-xxx-xxxx. If you have forgotten your password, you can request a new password on the MyTIMSS login page.

After logging in, select **Submit Class List** from the left hand panel to provide information about your fourth-grade classes. Once you have provided information about all fourth-grade classes, select **Submit Student List** to provide an electronic list of currently enrolled fourth-grade students in your school.

Instructions for **Submit Class List** and **Submit Student List** are attached. These tip sheets and Excel templates can also be found in the **Documents** section of MyTIMSS.

If you have any questions about submitting your list, please email or call the TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

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

Thank you very much for participating in TIMSS, and for submitting your school's class and student lists!

Sincerely,

TIMSS Pilot Team

Attachments: Grade 4 Submit Class List Tip Sheet; Grade 4 Submit Student List Tip Sheet

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# Instructions for Submitting Class Lists—Grade 4

## TIMSS Pilot: Instructions for Grade 4 Submit Class List

TIMSS needs a complete and current list of all of your school’s fourth-grade classes in order to randomly select classes to be assessed. Typically, two classes are sampled in each school, and all students in the selected classes will be assessed.

On [www.mytimss.com](http://www.mytimss.com), select **Submit Class List** from the navigation menu on the left. Enter information for each fourth-grade class in the web form. After you have entered information for each class, click on the *Save* button, and another row will appear for you to enter information about another class.

Continue until you have entered information for all classes that contain fourth-grade students. Include the following information for each class:

- *Class Name*
- *Class Group or Track* (If applicable)
- *Number of Students*
- *Class Exclusion Status* (If applicable)
- *Name of Mathematics Teacher*
- *Name of Science Teacher*

When you have entered information for fourth-grade classes in your school, click on the *Finished* button.

### Example 1: Small school with the same Mathematics and Science Teacher for each class

Please refer to important definitions and examples by hovering over the ⓘ in each column header. These definitions are also provided in the [Class Roster Definitions](#).

Use the *Save* button to save information you have entered for each class.  
 If you need to delete a class, click on the ✖ at the beginning of a saved class row.  
 Use the *Print* button to print a list of the classes you included for reference.  
 Click on the *Finished* button when you have entered all fourth-grade classes in the form.

Grade 4						
ⓘ Class Name	ⓘ Class Group	ⓘ Number of Students	ⓘ Class Exclusion Status (If applicable)	ⓘ Name of Mathematics Teacher	ⓘ Name of Science Teacher	
<input type="text"/>	Select.. ▾	<input type="text"/>	Select.. ▾	<input type="text"/>	<input type="text"/>	

When you choose "Submit Class List" for Grade 4, you will see this empty form.

Grade 4						
ⓘ Class Name	ⓘ Class Group	ⓘ Number of Students	ⓘ Class Exclusion Status (If applicable)	ⓘ Name of Mathematics Teacher	ⓘ Name of Science Teacher	
✖ Jensen	Average ▾	30	Students with intellectual disabilities ▾	Anne Jensen	Anne Jensen	
<input type="text"/>	Select.. ▾	<input type="text"/>	Select.. ▾	<input type="text"/>	<input type="text"/>	

Save records the class information and opens a new line for another class

Grade 4						
ⓘ Class Name	ⓘ Class Group	ⓘ Number of Students	ⓘ Class Exclusion Status (If applicable)	ⓘ Name of Mathematics Teacher	ⓘ Name of Science Teacher	
✖ Jensen	Average ▾	30	Students with intellectual disabilities ▾	Anne Jensen	Anne Jensen	
Adams	High ▾	29	Select.. ▾	Trevor Adams	Trevor Adams	

Choose "Finished" once you have entered all class information for Grade 4. No further editing is possible when you choose this option.



## Example 2: Larger school with multiple Grade 4 classes

Grade 4						
	Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher	Name of Science Teacher
<input checked="" type="checkbox"/>	Grade 4 - 1	Average	26	Students with intellectual disabilities	Paul Smith	Julia O'Donnell
<input checked="" type="checkbox"/>	Grade 4 - 2	High	24	Select..	Mary Porter	Julia O'Donnell
<input checked="" type="checkbox"/>	Grade 4 - 3	Low	23	Students with intellectual disabilities	William Peters	Julia O'Donnell
		Select..		Select..		

"Save" records the class information and opens a new line for another class

Grade 4						
	Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher	Name of Science Teacher
<input checked="" type="checkbox"/>	Grade 4 - 1	Average	26	Students with intellectual disabilities	Paul Smith	Julia O'Donnell
<input checked="" type="checkbox"/>	Grade 4 - 2	High	24	Select..	Mary Porter	Julia O'Donnell
	Grade 4 - 3	Low	23	Students with intellectual disabilities	William Peters	Julia O'Donnell

Choose "Finished" only when you have entered all classes. No further editing is possible once you choose this option.

You can print any time

### Additional tips for submitting information about your fourth-grade classes:

- Refer to the important definitions in the **Class Roster Definitions** document in the **Documents** section of MyTIMSS.
- Record the Class Name that is typically used by your school to refer to the class.
- For classes with students from more than one grade level, include in *Number of Students* only those students in grade 4. For example, if the class has 5 third-graders, 6 fourth-graders, and 4 fifth-graders, enter "6" as the *Number of Students* in this class.
- Use the most current enrollment information.
- Include all classes, even if they typically are excluded from your state testing program, or all students take alternate assessments. You can indicate information about the class in *Class Exclusion Status*.
- Name of mathematics teacher and name of science teacher may be the same.
- Print a list of the classes you included for your future reference using the *Print* button.

If you need assistance, email [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or call 1-xxx-xxx-xxxx.

## Instructions for Submitting Student Lists—Grade 4

### TIMSS Pilot: Instructions for Grade 4 Submit Student List

Along with the list of classes, TIMSS needs a complete and current list of **all students** in grade 4 in order to draw a random sample of classes (and therefore 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 **TIMSS Grade 4 Excel Templates** (located in **Documents** on [www.mytimss.com](http://www.mytimss.com) 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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.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 4.

Data Element	Description
Class	The fourth-grade class the student is enrolled in. Please use the same class names you used in <b>Submit Class List</b> .
Teacher Name	Teacher of the above named class
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"> <li>• Yes, IEP: Student has an Individualized Education Plan (IEP). Students with 504 plans that need accommodations can be coded this value as well.</li> <li>• No, not SD:</li> <li>• Information unavailable at this time.</li> </ul>
English Language Learner (ELL) Status	School-defined codes for: <ul style="list-style-type: none"> <li>• Yes, ELL</li> <li>• No, not ELL</li> <li>• Information unavailable at this time.</li> </ul>

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.

	A	B	C	D	E	F	G	H	I	J
1	Class Name	Teacher Name	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.

	A	B	C	D	E	F	G
1	Class Name	Teacher Name	Student Name	Sex	Date of Birth	Student with a Disability Status	English Language Learner Status
2							

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 4.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 [www.mytimss.com](http://www.mytimss.com) and select “Submit Student List” from the left-hand menu.

Filename	Filesize	Uploaded	Uploaded By
Once you have submitted an E-File, the file’s information will appear under these headings, as shown in the box below			
Does your student data file contain <a href="#">column headers</a> : <span style="border: 1px solid gray; padding: 2px;">Yes</span> <span style="font-size: small;">▼</span> <span style="color: red; font-weight: bold;">The e-Filing system needs to know if the first row of the file contains headings</span>			
New file: <span style="border: 1px solid gray; padding: 2px;">Browse...</span> TIMSS Gr 4 test efile one col.xlsx		You can type in the file name or use "Browse" to find the file on your computer	
<span style="border: 1px solid gray; padding: 2px;">Upload</span> <span style="color: red; font-weight: bold;">Click here to go to the next step</span>			

Filename	Filesize	Uploaded	Uploaded By
<a href="#">TIMSS Gr 4 test efile three col.xlsx</a>	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.

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

Previous Next

**You need to define the contents of the columns in your file by choosing field options from the drop-down lists.**

- 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
- Teacher Name
- Teacher Name: Last
- Teacher Name: First
- Teacher Name: Middle
- Class
- N/A

#### Step 4 - Match Your Values to TIMSS Codes

TIMSS 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
- TIMSS Codes: Click on the down arrow and select the TIMSS 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

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

Previous Next

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

- Select Code
- N/A
- Male
- Female

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 4.

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.

	Number	Percentage
<b>Date of Birth</b>		
MDY	27	100%
<b>Sex</b>		
Male	15	55.56%
Female	12	44.44%
<b>Student with a Disability</b>		
Yes, IEP	3	11.11%
No, not SD	24	88.89%
<b>English Language Learner</b>		
Yes, ELL	3	11.11%
No, not ELL	24	88.89%
<b>Class</b>		
Grade 4 - 1	15	55.56%
Grade 4 - 2	12	44.44%
<b>Total Enrollment:</b>	27	

Information is **CORRECT and CURRENT**.

Information is **INCORRECT**.

**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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

## Email to School Coordinator to Submit Class and Student Lists—Grade 8

Dear [School Coordinator],

TIMSS needs a complete and current list of **all of your school's eighth-grade mathematics classes** and **all the eighth-grade students in those classes** in order to randomly select classes to participate in the TIMSS Pilot assessment. TIMSS also needs a list of your school's eighth-grade science teachers and the courses they teach in order to link information about science teachers to the assessed students.

Please go to <https://www.mytimss.com> to submit your class and student lists. If you have forgotten your login ID please contact the TIMSS helpdesk at [timss@westat.com](mailto:timss@westat.com) or 1-xxx-xxx-xxxx. If you have forgotten your password, you can request a new password on the MyTIMSS login page.

After logging in, select **Submit Class List** from the left hand panel to provide information about your eighth-grade mathematics classes and science teachers. Once you have provided information about all eighth-grade mathematics classes and science teachers, select **Submit Student List** to provide an electronic list of currently enrolled eighth-grade students in your school.

Instructions for **Submit Class List** and **Submit Student List** are attached. These tip sheets and Excel templates can also be found in the **Documents** section of MyTIMSS. An optional webinar will be held on XXXXXXXX to review the Submit Class and Submit Student 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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

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

Thank you very much for participating in TIMSS, and for submitting your school's class and student lists!

Sincerely,

TIMSS Pilot Team

Attachments: Grade 8 Submit Class List Tip Sheet; Grade 8 Submit Student 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 Class Lists—Grade 8

### TIMSS Pilot: Instructions for Grade 8 Submit Class List

TIMSS needs a complete and current list of all of your school's eighth-grade mathematics classes in order to randomly select classes to be assessed. Typically, two classes are sampled in each school, and all students in the selected classes will be assessed.

#### Step 1 – Enter information about all eighth-grade mathematics classes

On [www.mytimss.com](http://www.mytimss.com), select **Submit Class List** from the navigation menu on the left. Enter information for each eighth-grade mathematics class in the web form. After you have entered information for each mathematics class, click on the *Save* button, and another row will appear for you to enter information about another mathematics class. Continue until you have entered information for all mathematics classes that contain eighth-grade students.

Include the following information for each class:

- *Class Name*
- *Class Group or Track* (If applicable)
- *Number of Students*
- *Class Exclusion Status* (If applicable)
- *Name of Mathematics Teacher*

#### Example:

Grade 8				
Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher
<input type="text"/>	Select...	<input type="text"/>	Select...	<input type="text"/>

**The mathematics class list is blank the first time you choose "Submit Class List"**

Grade 8				
Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher
<input type="text" value="Math 1"/>	Average	<input type="text" value="32"/>	Students with intellectual disabilities	<input type="text" value="Charles Moore"/>
<input type="text" value="Business Math"/>	Average	<input type="text" value="27"/>	Students with intellectual disabilities	<input type="text" value="Rebecca Newman"/>
<input type="text" value="Math 2"/>	High	<input type="text" value="29"/>	Select..	<input type="text" value="Rebecca Newman"/>
<input type="text" value="Intro to Algebra"/>	High	<input type="text" value="24"/>	Select..	<input type="text" value="Charles Moore"/>

**Click "Save" to save a class and create an empty row for another class. When you are finished, move on to the science teacher section, below.**

#### Step 2 – Enter information about your eighth-grade science teachers

TIMSS also needs a complete and current list of all of your school's eighth-grade science teachers in order to link information about science teachers to the assessed students. Enter each teacher's name and the course the teacher teaches (e.g. biology, integrated science) into the form. Click *Save* after entering each teacher. Continue until you have entered information about all science teachers who teach eighth-grade students.

**Example:**

	<b>Course Name</b>	<b>Name of Science Teacher</b>

The science course and teacher list is blank at first.

	<b>Course Name</b>	<b>Name of Science Teacher</b>
<input type="checkbox"/>	Earth Science	Jess Alban

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

	<b>Course Name</b>	<b>Name of Science Teacher</b>
<input type="checkbox"/>	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 eighth-grade mathematics classes, and eighth-grade science teachers, in your school, click on the *Finished* button.

**Additional tips for submitting information about your eighth-grade mathematics classes:**

- Refer to the important definitions in the **Class Roster Definitions** document in the **Documents** section of MyTIMSS.
- Record the Class Name that is typically used by your school to refer to the class.
- For math classes with students from more than one grade level, include in *Number of Students* only those students in grade 8. For example, if the class has 5 seventh-graders, 6 eighth-graders, and 4 ninth-graders, enter "6" as the *Number of Students* in this class.
- Use the most current enrollment information.
- Include all classes, even if they typically are excluded from your state testing program, or all students take alternate assessments. You can indicate information about the class in *Class Exclusion Status*.
- Examples of science courses include: general science, integrated science, biology, physical science. Use the course names that you use in your school.
- Print a list of the mathematics classes and science teachers you included for your future reference using the *Print* button.

If you need assistance, email [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or call 1-xxx-xxx-xxxx.



## Instructions for Submitting Student Lists—Grade 8

### TIMSS Pilot: Instructions for Grade 8 Submit Student List

Along with the list of classes, TIMSS needs a complete and current list of **all students** in grade 8 in order to draw a random sample of mathematics classes (and therefore 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 **TIMSS Grade 8 Excel Templates** (located in **Documents** on [www.mytimss.com](http://www.mytimss.com) 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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.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
Mathematics Class	The mathematics class the student is enrolled in. Please use the same class names you used in <b>Submit Class List</b> .
Mathematics Teacher	Teacher of the above named mathematics class that the student is taking
Science Teacher	Name of science teacher who teaches science to each student
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"> <li>• Yes, IEP: Student has an Individualized Education Plan (IEP). Students with 504 plans that need accommodations can be coded this value as well.</li> <li>• No, not SD:</li> <li>• Information unavailable at this time.</li> </ul>
English Language Learner (ELL) Status	School-defined codes for: <ul style="list-style-type: none"> <li>• Yes, ELL</li> <li>• No, not ELL</li> <li>• Information unavailable at this time.</li> </ul>

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.

	A	B	C	D	E	F	G	H	I	J	K
1	Mathematics Class Name	Mathematics Teacher Name	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	Science Teacher Name

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

	A	B	C	D	E	F	G	H
1	Mathematics Class Name	Mathematics Teacher Name	Student Name	Sex	Date of Birth	Student with a Disability Status	English Language Learner Status	Science Teacher Name

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.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 [www.mytimss.com](http://www.mytimss.com) and select “Submit Student List” from the left-hand menu.

Filename	Filesize	Uploaded	Uploaded By
Once you have submitted an E-File, the file's information will appear under these headings, as shown in the box below			
Does your student data file contain <a href="#">column headers</a> : <span style="border: 1px solid gray; padding: 2px;">Yes</span> <span style="font-size: small;">▼</span> <span style="color: red; font-weight: bold;">The e-Filing system needs to know if the first row of the file contains headings</span>			
New file: <span style="border: 1px solid gray; padding: 2px;">Browse...</span> 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	
<span style="border: 1px solid gray; padding: 5px 15px;">Upload</span>		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.

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 ...  
 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 TIMSS Codes

TIMSS 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
- TIMSS Codes: Click on the down arrow and select the TIMSS 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

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

Previous Next

Select Code  
 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.

	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.**

**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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

## **Appendix B-1: Draft TIMSS 2019 Pilot Notification Letters and Supporting Materials**

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## Draft TIMSS Pilot 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new questions will be piloted in an electronic format in approximately 25 schools in the United States that include 4<sup>th</sup> grade. This pilot 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 TIMSS pilot. {Insert number} of our 4th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 4<sup>th</sup> graders can do in mathematics and science, 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. Code, Section 9543. 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 (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 TIMSS Pilot

## Draft TIMSS Pilot 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new questions will be piloted in an electronic format in approximately 25 schools in the United States that include 8<sup>th</sup> grade. This pilot 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 TIMSS pilot. {Insert number} of our 8th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 8<sup>th</sup> graders can do in mathematics and science, 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. Code, Section 9543. 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 (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 TIMSS Pilot

## Draft TIMSS Pilot Sample Implicit Consent 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new questions will be piloted in an electronic format in approximately 25 schools in the United States that include 4<sup>th</sup> grade. This pilot 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 TIMSS pilot. {Insert number} of our 4th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 4<sup>th</sup> graders can do in mathematics and science, 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. Code, Section 9543. 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 (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 TIMSS 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 TIMSS Pilot

Parent/Guardian Consent Form



## Draft TIMSS Pilot Sample Implicit Consent 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new questions will be piloted in an electronic format in approximately 25 schools in the United States that include 8<sup>th</sup> grade. This pilot 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 TIMSS pilot. {Insert number} of our 8th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 8<sup>th</sup> graders can do in mathematics and science, 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. Code, Section 9543. 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 (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 TIMSS 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 TIMSS Pilot

Parent/Guardian Consent Form

**Draft TIMSS Implicit Consent Form: Grades 4 and 8**  
**Trends in International Mathematics and Science Study (TIMSS)**

**Pilot**

**Parent/Guardian Consent Form**

Your child has been asked to participate in a pilot of an international study of student learning called the Trends in International Mathematics and Science Study (TIMSS). Each student who participates will receive a small gift. This assessment will be administered by a team of researchers from Westat, who are operating under contract on behalf of the National Center for Education Statistics (NCES), with the U. S. Department of Education. In spring 2017, 4<sup>th</sup> and 8<sup>th</sup> grade questions in both new electronic formats and in traditional printed formats will be tested in approximately 50 schools in the United States in preparation for the 2019 international study (25 schools that include 4<sup>th</sup> grade and 25 that include 8<sup>th</sup> grade). This pilot will allow test developers to modify or delete questions that are not reliable or fair in the new electronic format as well as understand differences in student performance between electronic and paper formats.

**If you grant permission for your child to participate in the TIMSS pilot, you do not need to return this form.**

**If you do not consent to your child's participation in the TIMSS pilot, 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 Trends in International Mathematics and Science Study Pilot.

\_\_\_\_\_  
(Signature of parent or guardian)

Date of signature: \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE PRINT:

**Student name:** \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

## Draft TIMSS Pilot Sample Explicit Consent 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new questions will be piloted in an electronic format in approximately 25 schools in the United States that include 4<sup>th</sup> grade. This pilot 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 TIMSS pilot. {Insert number} of our 4th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 4<sup>th</sup> graders can do in mathematics and science, 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. Code, Section 9543. 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 (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 TIMSS 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 TIMSS Pilot

Parent/Guardian Consent Form

## Draft TIMSS Pilot Sample Explicit Consent Letter: Grade 8

SCHOOL LETTERHEAD
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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 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2017, new questions will be piloted in an electronic format in approximately 25 schools in the United States that include 8<sup>th</sup> grade. This pilot 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 TIMSS pilot. {Insert number} of our 8th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 8<sup>th</sup> graders can do in mathematics and science, 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. Code, Section 9543. 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 (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 TIMSS 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 TIMSS Pilot

Parent/Guardian Consent Form

**Draft TIMSS Explicit Consent Form: Grades 4 and 8**  
**Trends in International Mathematics and Science Study (TIMSS)**

**Pilot**

**Parent/Guardian Consent Form**

Your child has been asked to participate in a pilot of an international study of student learning called the Trends in International Mathematics and Science Study (TIMSS). Each student who participates will receive a small gift. This assessment will be administered by a team of researchers from Westat, who are operating under contract on behalf of the National Center for Education Statistics (NCES), with the U. S. Department of Education. In spring 2017, 4<sup>th</sup> and 8<sup>th</sup> grade questions in both new electronic formats and in traditional printed formats will be tested in approximately 50 schools in the United States in preparation for the 2019 international study (25 schools that include 4<sup>th</sup> grade and 25 that include 8<sup>th</sup> grade). This pilot will allow test developers to modify or delete questions that are not reliable or fair in the new electronic format as well as understand differences in student performance between electronic and paper formats.

Yes, I grant permission for my child to participate in the TIMSS pilot.

No, I do not grant permission for my child to participate in the TIMSS pilot.

\_\_\_\_\_

(Signature of parent or guardian)

Date of signature: \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE PRINT:

**Student name:** \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

## Facts for Parents

### About the TIMSS Pilot

Between April and May of this year, your child's school will be one of about 25 nationwide taking part in the TIMSS 2019 Pilot at 4<sup>th</sup> grade level<sup>1</sup>. The schools were selected randomly to represent the nation's schools and, within each school, 4<sup>th</sup> grade students were selected randomly to represent the nation's 4<sup>th</sup> graders. Your child was among those students selected to take part in the TIMSS pilot.

#### 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 Pilot?

The TIMSS Pilot is testing 4<sup>th</sup> and 8<sup>th</sup> grade questions in both new electronic formats and in traditional printed formats in approximately 50 schools in the United States in preparation for the 2019 international study (25 schools that include 4<sup>th</sup> grade and 25 that include 8<sup>th</sup> grade). This pilot will allow test developers to modify or delete questions that are not reliable or fair in the new electronic format as well as understand differences in student performance between electronic and paper formats.

#### What is involved?

TIMSS staff will visit the school and administer the pilot. The pilot will take approximately 3 hours over two sessions, which in many schools will be divided into 1½ hours one day and 1½ hours a second day. In one session students will take a paper assessment, and in the other session an electronic assessment on a tablet. In each session, the assessment takes 72 minutes, but there will be breaks between sections and a short questionnaire that takes 10 minutes. In this questionnaire, students will be asked some questions about themselves and their experience using computers and digital devices. The information from this questionnaire will be very useful for helping understand whether testing young children electronically helps them perform better or not. 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 from other countries. The country benefits from the pilot by ensuring that the questions used are fair and appropriate for U.S. students. It also will help us understand the effect that electronic testing has on student performance compared with traditional printed tests. Schools that participate in TIMSS will receive \$400, and each student who participates will receive a small gift that we believe they will like.

---

<sup>1</sup> Another 25 schools nationwide will take part in the TIMSS 2019 Pilot at the 8<sup>th</sup> grade level.



## **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. Code, Section 9543. 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 (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 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 XXX-XXX-XXXX or email us at [TIMSS@westat.com](mailto:TIMSS@westat.com).

## Draft TIMSS Facts for Parents About the Pilot: Grade 8

### Facts for Parents

### About the TIMSS Pilot

Between April and May of this year, your child's school will be one of about 25 nationwide taking part in the TIMSS 2019 Pilot at 8<sup>th</sup> grade level<sup>2</sup>. The schools were selected randomly to represent the nation's schools and, within each school, 8<sup>th</sup> grade students were selected randomly to represent the nation's 8<sup>th</sup> graders. Your child was among those students selected to take part in the TIMSS pilot.

#### 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 Pilot?

The TIMSS Pilot is testing 4<sup>th</sup> and 8<sup>th</sup> grade questions in both new electronic formats and in traditional printed formats in approximately 50 schools in the United States in preparation for the 2019 international study (25 schools that include 4<sup>th</sup> grade and 25 that include 8<sup>th</sup> grade). This pilot will allow test developers to modify or delete questions that are not reliable or fair in the new electronic format as well as understand differences in student performance between electronic and paper formats.

#### What is involved?

TIMSS staff will visit the school and administer the pilot. The pilot will take approximately 4 hours over two sessions, which in many schools will be divided into 2 hours one day and 2 hours a second day. In one session, students will take a paper assessment and in the other session an electronic assessment on a tablet. In each session, the assessment takes 90 minutes, but there will be breaks between sections and a short questionnaire that takes 10 minutes. In this questionnaire, students will be asked some questions about themselves and their experience using computers and digital devices. The information from this questionnaire will be very useful for helping understand whether testing children electronically helps them perform better or not. 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 from other countries. The country benefits from the pilot by ensuring that the questions used are fair and appropriate for U.S. students. It also will help us understand the effect that electronic testing has on student performance compared with traditional printed tests. Schools that participate in TIMSS will receive \$400, and each student who participates will receive a small gift that we believe they will like.

---

<sup>2</sup> Another 25 schools nationwide will take part in the TIMSS 2019 Pilot at the 4<sup>th</sup> grade level.

## **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. Code, Section 9543. 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 (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 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 XXX-XXX-XXXX or email us at [TIMSS@westat.com](mailto:TIMSS@westat.com).

## Appendix A-2

### TIMSS 2019 Field Test Recruitment Materials

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## State TIMSS Field Test Letter

[Date]

[Title] [Name First] [Name Last]

[Title/Department]

[State]

[Address 1]

[Address 2]

[City], [State] [Zip code]

Dear [Title] [Name Last]:

The United States is participating in an important international study in 2019: the Trends in International Mathematics and Science Study (TIMSS). 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 full study in 2019, TIMSS will administer a field test in 2018. Some schools in your state have been randomly selected to participate in this international field test for TIMSS in the spring of 2018. I am writing to ask your agency to support the participation of those selected schools in the TIMSS field test. The purpose of the field test is to determine whether TIMSS questions are valid and fair for U.S. students and to help ensure that the TIMSS field operations will be effective for the main study in 2019.

TIMSS is described in more detail in the enclosed materials. In the United States, TIMSS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and its data collection is administered by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695. 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 the TIMSS field test, and how TIMSS fits in with other national data collections conducted by NCES. We also coordinate the administration of TIMSS with NAEP and other NCES activities. In the meantime, if you have questions about the study, please do not hesitate to call Dr. Chris Averett at (240) 314-2492 or send an email to [TIMSS@westat.com](mailto:TIMSS@westat.com). You may also get more information about these studies by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or [stephen.provasnik@ed.gov](mailto:stephen.provasnik@ed.gov), or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

Thank you for your time and support.

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.C. §9543). All of the information 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.C. §9573 and 6 U.S.C. §151).*

## School District TIMSS Field Test Letter

[Date]  
[Title] [Name First] [Name Last], [Title/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 2018 field test for an important international study: the Trends in International Mathematics and Science Study (TIMSS). 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 field test in 2019. The purpose of the field test is to determine whether TIMSS questions are valid and fair for U.S. students and to help ensure that the TIMSS field operations will be effective for the main study in 2019. Selected schools are notified in advance so that principals can place the assessment date on their calendars and incorporate TIMSS into the planned school program. I am writing to ask for your support of the participation of those selected schools. Selected students will take the TIMSS assessment on supplied tablets. Participating schools will receive \$200, and each school’s TIMSS school coordinator (the school staff person designated to work with TIMSS staff) will receive \$100 as a thank you for his or her time and effort. A school administrator and teachers of the selected students 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.

TIMSS is described in more detail in the enclosed materials. In the United States, TIMSS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and its data collection is administered by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695. 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 TIMSS assessment window (XXX-XXX 2018) on your district test calendar. [Name], our NAEP State Coordinator, will contact your staff with additional information.

If you have any questions, please do not hesitate to call 1-(XXX)-XXX-XXXX or send an email to TIMSS@westat.com. You may also get more information about this study by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or stephen.provasnik@ed.gov, or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

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

[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.C. §9543). All of the information 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.C. §9573 and 6 U.S.C. §151).*

## **School TIMSS Field Test Letter**

[Date]  
[Title] [Name First] [Name Last], [Title/Department]  
[School District]  
[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 in 2018: the Trends in International Mathematics and Science Study (TIMSS). TIMSS is the longest ongoing international student assessment. Since 1995, TIMSS has measured trends in academic achievement at grades 4 and 8 in more than 60 countries around the world, including the United States. Results from these assessments 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.

Your school has been randomly selected to participate in a TIMSS field test in spring 2018. The purpose of the field test is to determine whether TIMSS questions are valid and fair for U.S. students and to help ensure that the TIMSS field operations will be effective for the main study in 2019. Students will take the assessment on supplied tablets. Students who participate in the field test will receive a small token of appreciation.

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 TIMSS a success in your school. TIMSS will sample two classes of fourth-graders [or two math classes of eighth-graders] in your school. A school administrator and teachers of the selected students will be asked to complete a questionnaire.

As a token of appreciation for participating in TIMSS, your school will receive \$200. Your school’s TIMSS school coordinator (a staff person you designate to liaise with TIMSS staff) will receive \$100 for his or her time and effort coordinating TIMSS in the school. Teachers of selected students will receive \$20 for completing a brief questionnaire about themselves.

TIMSS is described in more detail in the enclosed materials. In the United States, TIMSS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education, and its data collection is administered by Westat in Rockville, Maryland. The U.S. Office of Management and Budget has approved the data collection under OMB #1850-0695.



For information on the confidentiality of the data collected, please see the enclosed FAQ. I hope you will participate in this voluntary study because it is important that the United States has a nationally representative sample of schools.

For now, I am writing only to notify you of the assessment. The assessment window is XXX-XXX, 2018. Within the next few weeks I will send you an assessment date. Should there be a conflict on that date, a TIMSS representative will work with you to identify an alternate. Please put this date on your 2017-2018 school calendar. In January, I will send you detailed information about the assessment and will ask you to identify a school coordinator. TIMSS representatives will provide significant support to schools, bring all necessary materials, including tablets and all equipment, and administer the assessment.

If you have any questions, please do not hesitate to call 1-(XXX)-XXX-XXXX or send an email to [TIMSS@westat.com](mailto:TIMSS@westat.com). You may also get more information about this study by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or [stephen.provasnik@ed.gov](mailto:stephen.provasnik@ed.gov), or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

Your participation in the 2017 TIMSS field test to help us prepare for TIMSS 2019 is very important to its success. We need to ensure that students in schools like yours are represented in our evaluation of assessment items and questionnaires. Thank you for your time and for supporting this important international study.

Name of Coordinator  
NAEP State Coordinator

cc: [District Test Coordinator]

Enclosures

*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 your 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.C. §9573 and 6 U.S.C. §151).*

## Teacher TIMSS 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 2019: the Trends in International Mathematics and Science Study (TIMSS). TIMSS is the longest ongoing international student assessment. Since 1995, TIMSS has measured trends in academic achievement at grades 4 and 8 in more than 60 countries around the world, including the United States. Results from these assessments are used by researchers and policymakers to chart national progress against international standards and in comparison to 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, [School Name] is participating in a field test in the spring of 2018. 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 2019 assessment.

We are asking you to complete a 30-minute questionnaire to provide insight into school and classroom contexts for mathematics and/or science learning, your teaching experience and available resources and instructional practices at your school. You may complete the questionnaire 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 you prefer to complete the questionnaire by hardcopy, please use the enclosed business reply envelope to return the completed questionnaire to us. You may also let your school’s TIMSS coordinator, [school coordinator name], know and a hardcopy questionnaire will be provided for you. 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, TIMSS 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# 1850-0695. 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 1-(XXX)-XXX-XXXX or send an email to TIMSS@westat.com. You may also get more information about this study by contacting Dr. Stephen Provasnik at NCES at (202) 245-6442 or [stephen.provasnik@ed.gov](mailto:stephen.provasnik@ed.gov), or by visiting the TIMSS website at <http://nces.ed.gov/surveys/timss>.

Your participation in the 2017 TIMSS field test to help us prepare for TIMSS 2019 is very important to its success. We need to ensure that students in schools like yours are represented in our evaluation of assessment items and questionnaires. Thank you for your time and for supporting this important international study.

Peggy 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.C. §9543). 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).*

## TIMSS 2019 Study Brochure Content: 8 ½ X 11in Tri-fold

### **Title page:**

TIMSS USA Logo

Trends in International Mathematics and Science Study (TIMSS) 2019

### **Inside panels:**

#### **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 61 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?**

The TIMSS mathematics and science assessment is developed through an international consensus building 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. 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. Examples of released TIMSS items are available at <http://nces.ed.gov/timss/educators.asp>. For the first time, in 2019, TIMSS includes a digitally-based assessment administered on supplied tablets.

#### **Key findings from TIMSS 2011 [replace with findings from TIMSS 2015, to be released November, 2016.]**

##### *Mathematics*

- At grade 4, the U.S. average mathematics score (541) was higher than the TIMSS average of 500. The U.S. was among the top 15 education systems (8 education systems had higher averages and 6 were not measurably different) and scored higher, on average, than 42 education systems. The U.S. mathematics average at grade 4 rose 12 points between 2007 and 2011. The U.S. was one of 12 education systems that increased its average score during this time period.
- At grade 8, the U.S. mathematics score (509) was higher than the TIMSS scale average of 500. The U.S. was among the top 24 education systems in mathematics (11 education systems had higher averages and 12 were not measurably different) and scored higher, on average, than 32 education systems. The U.S. mathematics average score at grade 8 was not measurably different than in 2007.

##### *Science*

- At grade 4, the U.S. average science score (544) was higher than the TIMSS scale average of 500. The U.S. was among the top 10 education systems (6 education systems had higher averages and 3 were not measurably different) and scored higher, on average, than 47 education systems. The U.S. science average score at grade 4 was not measurably different than in 2007.
- At grade 8, the U.S. average science score (525) was higher than the TIMSS scale average of 500. The U.S. was among the top 23 education systems (12 education systems had higher averages and 10 were not measurably different) and scored higher, on average, than 33 education systems. The U.S. science average score at grade 8 was not measurably different than in 2007.

Additional TIMSS 2015 results can be found at <http://nces.ed.gov/surveys/timss..>

***Back panels:***

**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 education systems in TIMSS 2015

### Countries

#### North and South America

Canada  
Chile  
United States

#### Europe

Austria  
Belgium (Flemish)  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
England  
Finland  
France  
Georgia  
Germany  
Hungary  
Ireland  
Italy  
Lithuania  
Macedonia  
Malta  
The Netherlands  
Norway  
Poland  
Portugal  
Romania  
Russian Federation  
Serbia  
Slovak Republic  
Slovenia  
Spain  
Sweden  
Turkey

#### Asia and Middle East

Armenia  
Azerbaijan  
Bahrain  
Chinese Taipei  
Hong Kong SAR  
Iran, Islamic Rep. of  
Israel  
Japan  
Jordan  
Kazakhstan  
Korea, Rep. of  
Kuwait  
Lebanon  
Malaysia  
Oman  
Palestinian Nat'l Auth.  
Qatar  
Saudi Arabia  
Singapore  
Thailand  
United Arab Emirates  
Yemen

#### Africa

Botswana  
Morocco  
South Africa  
Tunisia

#### Australia and Oceania

Australia  
New Zealand

### Benchmarking participants

Abu Dhabi, UAE  
Alberta, Canada

Buenos Aires, Argentina  
Dubai, UAE

Ontario, Canada  
Quebec, Canada

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NCES is authorized to conduct this study 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. Individual responses will be combined with those from other participants to produce summary statistics and reports.

TIMSS USA logo

IES / NCES logo

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For questions about TIMSS 2019, contact the TIMSS Information Hotline at 1-888-XXX-XXXX or email [TIMSS@westat.com](mailto:TIMSS@westat.com).

## TIMSS 2018 Field Test FAQ

Trends in International Mathematics and Science Study

### Frequently Asked Questions

Spring 2018 Field Test for TIMSS 2019

#### **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. 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. ”

#### **What is the field test for?**

Field tests are a critical part of the development of assessments like TIMSS. 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 United States to fine tune operational procedures for the 2019 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, and to evaluate performance among students with a variety of digital skills.

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

TIMSS informs national discussions about education policy as well as international competitiveness. By participating, students ensure fairness in the questions that will be used in the main study in 2019. Field-testing the assessment questions will identify specific wording and content that could disadvantage U.S. students in the main study. Their participation helps ensure that students in schools like theirs are represented in our evaluation of assessment content and the transition to eTIMSS. Students' efforts in the field test help ensure that the achievement of our nation's grade 4 and 8 students can be accurately and fairly reported.

#### **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 limited English proficiency 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, school, and parent/guardian questionnaires are administered online from a secure website. Teacher questionnaires take about 30 minutes to complete, and ask teachers questions about their experience, available resources, and instructional practices. School questionnaires take about 20 minutes to complete, and ask about school practices and resources.

**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.

**Do schools need to provide computer equipment for the field test?**

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

**When will the field test be conducted?**

The field test will be conducted in March and April 2018. 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 will take approximately 2 ½ hours to complete. This includes time for directions, the assessment, and a brief questionnaire that students complete about themselves.

**What will happen with the collected data?**

The field test data will be used to evaluate whether the assessment fairly and accurately measures students' knowledge and skills in all participating countries. All of the information provided by 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.C. §9573 and 6 U.S.C. §151).. Reports of the findings from the field test will not identify participating districts, schools, students, parent/guardians, 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 TIMSS 2019, contact the TIMSS U.S. home office at 1-(XXX)-XXX-XXXX or email [TIMSS@westat.com](mailto:TIMSS@westat.com).



## Summary of School Activities: TIMSS 2018 Field Test

Summary of School Activities: TIMSS 2018 Field Test				
	November-December 2017	January-February 2018 Prior to assessment day	March-April 2018 Assessment day	Benefits
<b>Principal</b>	<ul style="list-style-type: none"> <li>Designate a school coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Complete a brief School Questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment (available online) Share the importance of participation in the study with school staff</li> </ul>	<ul style="list-style-type: none"> <li>Support assessment day activities</li> <li>Encourage students to participate and do their best on the assessment</li> </ul>	<ul style="list-style-type: none"> <li>Represent other similar U.S. schools</li> <li>Receive a \$200 check for the school</li> </ul>
<b>School coordinator</b>	<ul style="list-style-type: none"> <li>Confirm an assessment date convenient for your school</li> </ul>	<ul style="list-style-type: none"> <li>Arrange assessment day location</li> <li>Confirm date and location with TIMSS assessment staff</li> <li>Provide class lists and student lists through online MyTIMSS portal</li> <li>Notify teachers, selected students, and students' parents of the study and benefit of participating</li> <li>Work with assessment staff to identify students with special needs</li> <li>Coordinate the principal's completion of the school questionnaire and teacher's completion of teacher questionnaires (online)</li> <li>Collect parental consent forms where required and submit to TIMSS staff</li> </ul>	<ul style="list-style-type: none"> <li>Confirm space for assessment is problem-free</li> <li>Ensure all sampled students attend the assessment session</li> <li>Meet with assessment staff and provide feedback about the assessment process</li> </ul>	<ul style="list-style-type: none"> <li>Receive a \$100 personal check</li> </ul>
<b>Selected Students</b>			<ul style="list-style-type: none"> <li>Attend the assessment sessions, complete the assessment and student questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>Receive a small thank-you gift</li> <li>Represent the United States in preparations for the international study</li> </ul>
<b>Westat assessment staff</b>	<ul style="list-style-type: none"> <li>Work with the school to set an assessment date</li> <li>Help school coordinator with assessment details and logistics</li> <li>Protect school and student information</li> </ul>	<ul style="list-style-type: none"> <li>Call the school coordinator to discuss assessment day location and student participation</li> <li>Select classroom sample and notify school of selected classes</li> </ul>	<ul style="list-style-type: none"> <li>Administer assessment from start to finish</li> <li>Furnish all assessment equipment or materials: e.g., tablets, styluses, and keyboards.</li> <li>Administer a brief debriefing interview with the school coordinator at the end of the assessment</li> <li>Maintain security of all materials</li> </ul>	<ul style="list-style-type: none"> <li>Ensure quality and uniformity of data collected across the United States</li> </ul>

For additional information, go to <http://nces.ed.gov/timss>.

## Email to School Coordinator to Submit Class and Student Lists—Grade 4

Dear [School Coordinator],

TIMSS needs a complete and current list of **all of your school's fourth-grade classes** and **all the fourth-grade students in those classes** in order to randomly select classes to participate in the TIMSS Field Test.

Please go to <https://www.mytimss.com> to submit your class and student lists. If you have forgotten your login ID please contact the TIMSS helpdesk at [timss@westat.com](mailto:timss@westat.com) or 1-xxx-xxx-xxxx. If you have forgotten your password, you can request a new password on the MyTIMSS login page.

After logging in, select **Submit Class List** from the left hand panel to provide information about your fourth-grade classes. Once you have provided information about all fourth-grade classes, select **Submit Student List** to provide an electronic list of currently enrolled fourth-grade students in your school.

Instructions for **Submit Class List** and **Submit Student List** are attached. These tip sheets and Excel templates can also be found in the **Documents** section of MyTIMSS.

If you have any questions about submitting your list, please email or call the TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

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

Thank you very much for participating in TIMSS, and for submitting your school's class and student lists!

Sincerely,

TIMSS Field Test Team

Attachments: Grade 4 Submit Class List Tip Sheet; Grade 4 Submit Student List Tip Sheet

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# Instructions for Submitting Class Lists—Grade 4

## TIMSS Field Test: Instructions for Grade 4 Submit Class List

TIMSS needs a complete and current list of all of your school’s fourth-grade classes in order to randomly select classes to be assessed. Typically, two classes are sampled in each school, and all students in the selected classes will be assessed.

On [www.mytimss.com](http://www.mytimss.com), select **Submit Class List** from the navigation menu on the left. Enter information for each fourth-grade class in the web form. After you have entered information for each class, click on the *Save* button, and another row will appear for you to enter information about another class.

Continue until you have entered information for all classes that contain fourth-grade students. Include the following information for each class:

- *Class Name*
- *Class Group or Track* (If applicable)
- *Number of Students*
- *Class Exclusion Status* (If applicable)
- *Name of Mathematics Teacher*
- *Name of Science Teacher*

When you have entered information for fourth-grade classes in your school, click on the *Finished* button.

### Example 1: Small school with the same Mathematics and Science Teacher for each class

Please refer to important definitions and examples by hovering over the ⓘ in each column header. These definitions are also provided in the [Class Roster Definitions](#).

Use the *Save* button to save information you have entered for each class.  
 If you need to delete a class, click on the ✖ at the beginning of a saved class row.  
 Use the *Print* button to print a list of the classes you included for reference.  
 Click on the *Finished* button when you have entered all fourth-grade classes in the form.

Grade 4						
	ⓘ Class Name	ⓘ Class Group	ⓘ Number of Students	ⓘ Class Exclusion Status (If applicable)	ⓘ Name of Mathematics Teacher	ⓘ Name of Science Teacher
	<input type="text"/>	Select... ▾	<input type="text"/>	Select... ▾	<input type="text"/>	<input type="text"/>

When you choose "Submit Class List" for Grade 4, you will see this empty form.

Grade 4						
	ⓘ Class Name	ⓘ Class Group	ⓘ Number of Students	ⓘ Class Exclusion Status (If applicable)	ⓘ Name of Mathematics Teacher	ⓘ Name of Science Teacher
✖	Jensen	Average ▾	30	Students with intellectual disabilities ▾	Anne Jensen	Anne Jensen
	<input type="text"/>	Select... ▾	<input type="text"/>	Select... ▾	<input type="text"/>	<input type="text"/>

Save records the class information and opens a new line for another class

Grade 4						
	ⓘ Class Name	ⓘ Class Group	ⓘ Number of Students	ⓘ Class Exclusion Status (If applicable)	ⓘ Name of Mathematics Teacher	ⓘ Name of Science Teacher
✖	Jensen	Average ▾	30	Students with intellectual disabilities ▾	Anne Jensen	Anne Jensen
	Adams	High ▾	29	Select... ▾	Trevor Adams	Trevor Adams

Choose "Finished" once you have entered all class information for Grade 4. No further editing is possible when you choose this option.

## Example 2: Larger school with multiple Grade 4 classes

Grade 4						
	Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher	Name of Science Teacher
<input checked="" type="checkbox"/>	Grade 4 - 1	Average	26	Students with intellectual disabilities	Paul Smith	Julia O'Donnell
<input checked="" type="checkbox"/>	Grade 4 - 2	High	24	Select..	Mary Porter	Julia O'Donnell
<input checked="" type="checkbox"/>	Grade 4 - 3	Low	23	Students with intellectual disabilities	William Peters	Julia O'Donnell
		Select..		Select..		

"Save" records the class information and opens a new line for another class

Grade 4						
	Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher	Name of Science Teacher
<input checked="" type="checkbox"/>	Grade 4 - 1	Average	26	Students with intellectual disabilities	Paul Smith	Julia O'Donnell
<input checked="" type="checkbox"/>	Grade 4 - 2	High	24	Select..	Mary Porter	Julia O'Donnell
	Grade 4 - 3	Low	23	Students with intellectual disabilities	William Peters	Julia O'Donnell

Choose "Finished" only when you have entered all classes. No further editing is possible once you choose this option.

You can print any time

### Additional tips for submitting information about your fourth-grade classes:

- Refer to the important definitions in the **Class Roster Definitions** document in the **Documents** section of MyTIMSS.
- Record the Class Name that is typically used by your school to refer to the class.
- For classes with students from more than one grade level, include in *Number of Students* only those students in grade 4. For example, if the class has 5 third-graders, 6 fourth-graders, and 4 fifth-graders, enter "6" as the *Number of Students* in this class.
- Use the most current enrollment information.
- Include all classes, even if they typically are excluded from your state testing program, or all students take alternate assessments. You can indicate information about the class in *Class Exclusion Status*.
- Name of mathematics teacher and name of science teacher may be the same.
- Print a list of the classes you included for your future reference using the *Print* button.

If you need assistance, email [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or call 1-xxx-xxx-xxxx.

## Instructions for Submitting Student Lists—Grade 4

### TIMSS Field Test: Instructions for Grade 4 Submit Student List

Along with the list of classes, TIMSS needs a complete and current list of **all students** in grade 4 in order to draw a random sample of classes (and therefore 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 **TIMSS Grade 4 Excel Templates** (located in **Documents** on [www.mytimss.com](http://www.mytimss.com) 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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.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 4.

Data Element	Description
Class	The fourth-grade class the student is enrolled in. Please use the same class names you used in <b>Submit Class List</b> .
Teacher Name	Teacher of the above named class
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"> <li>• Yes, IEP: Student has an Individualized Education Plan (IEP). Students with 504 plans that need accommodations can be coded this value as well.</li> <li>• No, not SD:</li> <li>• Information unavailable at this time.</li> </ul>
English Language Learner (ELL) Status	School-defined codes for: <ul style="list-style-type: none"> <li>• Yes, ELL</li> <li>• No, not ELL</li> <li>• Information unavailable at this time.</li> </ul>

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.

	A	B	C	D	E	F	G	H	I	J
1	Class Name	Teacher Name	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.

	A	B	C	D	E	F	G
1	Class Name	Teacher Name	Student Name	Sex	Date of Birth	Student with a Disability Status	English Language Learner Status
2							

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 4.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 [www.mytimss.com](http://www.mytimss.com) and select “Submit Student List” from the left-hand menu.

Filename	Filesize	Uploaded	Uploaded By
Once you have submitted an E-File, the file’s information will appear under these headings, as shown in the box below			
Does your student data file contain <a href="#">column headers</a> : <span style="border: 1px solid gray; padding: 2px;">Yes</span> <span style="font-size: small;">▼</span> <span style="color: red; font-weight: bold;">The e-Filing system needs to know if the first row of the file contains headings</span>			
New file: <span style="border: 1px solid gray; padding: 2px;">Browse...</span> TIMSS Gr 4 test efile one col.xlsx		You can type in the file name or use "Browse" to find the file on your computer	
<span style="border: 1px solid gray; padding: 2px;">Upload</span> <span style="color: red; font-weight: bold;">Click here to go to the next step</span>			

Filename	Filesize	Uploaded	Uploaded By
<a href="#">TIMSS Gr 4 test efile three col.xlsx</a>	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.

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

Previous Next

**You need to define the contents of the columns in your file by choosing field options from the drop-down lists.**

- 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
- Teacher Name
- Teacher Name: Last
- Teacher Name: First
- Teacher Name: Middle
- Class
- N/A

#### Step 4 - Match Your Values to TIMSS Codes

TIMSS 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
- TIMSS Codes: Click on the down arrow and select the TIMSS 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

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

Previous Next

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

- Select Code
- N/A
- Male
- Female

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 4.

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.

	Number	Percentage
<b>Date of Birth</b>		
MDY	27	100%
<b>Sex</b>		
Male	15	55.56%
Female	12	44.44%
<b>Student with a Disability</b>		
Yes, IEP	3	11.11%
No, not SD	24	88.89%
<b>English Language Learner</b>		
Yes, ELL	3	11.11%
No, not ELL	24	88.89%
<b>Class</b>		
Grade 4 - 1	15	55.56%
Grade 4 - 2	12	44.44%
<b>Total Enrollment:</b>	27	

Information is **CORRECT and CURRENT**.

Information is **INCORRECT**.

**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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.



## Email to School Coordinator to Submit Class and Student Lists—Grade 8

Dear [School Coordinator],

TIMSS needs a complete and current list of **all of your school's eighth-grade mathematics classes** and **all the eighth-grade students in those classes** in order to randomly select classes to participate in the TIMSS Field Test. TIMSS also needs a list of your school's eighth-grade science teachers and the courses they teach in order to link information about science teachers to the assessed students.

Please go to <https://www.mytimss.com> to submit your class and student lists. If you have forgotten your login ID please contact the TIMSS helpdesk at [timss@westat.com](mailto:timss@westat.com) or 1-xxx-xxx-xxxx. If you have forgotten your password, you can request a new password on the MyTIMSS login page.

After logging in, select **Submit Class List** from the left hand panel to provide information about your eighth-grade mathematics classes and science teachers. Once you have provided information about all eighth-grade mathematics classes and science teachers, select **Submit Student List** to provide an electronic list of currently enrolled eighth-grade students in your school.

Instructions for **Submit Class List** and **Submit Student List** are attached. These tip sheets and Excel templates can also be found in the **Documents** section of MyTIMSS. An optional webinar will be held on XXXXXXXX to review the Submit Class and Submit Student 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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

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

Thank you very much for participating in TIMSS, and for submitting your school's class and student lists!

Sincerely,

TIMSS Field Test Team

Attachments: Grade 8 Submit Class List Tip Sheet; Grade 8 Submit Student List Tip Sheet

*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 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).*

## Instructions for Submitting Class Lists—Grade 8

### TIMSS Field Test: Instructions for Grade 8 Submit Class List

TIMSS needs a complete and current list of all of your school's eighth-grade mathematics classes in order to randomly select classes to be assessed. Typically, two classes are sampled in each school, and all students in the selected classes will be assessed.

#### Step 1 – Enter information about all eighth-grade mathematics classes

On [www.mytimss.com](http://www.mytimss.com), select **Submit Class List** from the navigation menu on the left. Enter information for each eighth-grade mathematics class in the web form. After you have entered information for each mathematics class, click on the *Save* button, and another row will appear for you to enter information about another mathematics class. Continue until you have entered information for all mathematics classes that contain eighth-grade students.

Include the following information for each class:

- *Class Name*
- *Class Group or Track* (If applicable)
- *Number of Students*
- *Class Exclusion Status* (If applicable)
- *Name of Mathematics Teacher*

#### Example:

Grade 8				
Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher
<input type="text"/>	Select..	<input type="text"/>	Select..	<input type="text"/>

**The mathematics class list is blank the first time you choose "Submit Class List"**

Grade 8				
Class Name	Class Group	Number of Students	Class Exclusion Status (If applicable)	Name of Mathematics Teacher
<input type="text" value="Math 1"/>	Average	<input type="text" value="32"/>	Students with intellectual disabilities	<input type="text" value="Charles Moore"/>
<input type="text" value="Business Math"/>	Average	<input type="text" value="27"/>	Students with intellectual disabilities	<input type="text" value="Rebecca Newman"/>
<input type="text" value="Math 2"/>	High	<input type="text" value="29"/>	Select..	<input type="text" value="Rebecca Newman"/>
<input type="text" value="Intro to Algebra"/>	High	<input type="text" value="24"/>	Select..	<input type="text" value="Charles Moore"/>

**Click "Save" to save a class and create an empty row for another class. When you are finished, move on to the science teacher section, below.**

#### Step 2 – Enter information about your eighth-grade science teachers

TIMSS also needs a complete and current list of all of your school's eighth-grade science teachers in order to link information about science teachers to the assessed students. Enter each teacher's name and the course the teacher teaches (e.g. biology, integrated science) into the form. Click *Save* after entering each teacher. Continue until you have entered information about all science teachers who teach eighth-grade students.

**Example:**

	<b>Course Name</b>	<b>Name of Science Teacher</b>

The science course and teacher list is blank at first.

	<b>Course Name</b>	<b>Name of Science Teacher</b>
<input type="checkbox"/>	Earth Science	Jess Alban

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

	<b>Course Name</b>	<b>Name of Science Teacher</b>
<input type="checkbox"/>	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 eighth-grade mathematics classes, and eighth-grade science teachers, in your school, click on the *Finished* button.

**Additional tips for submitting information about your eighth-grade mathematics classes:**

- Refer to the important definitions in the **Class Roster Definitions** document in the **Documents** section of MyTIMSS.
- Record the Class Name that is typically used by your school to refer to the class.
- For math classes with students from more than one grade level, include in *Number of Students* only those students in grade 8. For example, if the class has 5 seventh-graders, 6 eighth-graders, and 4 ninth-graders, enter "6" as the *Number of Students* in this class.
- Use the most current enrollment information.
- Include all classes, even if they typically are excluded from your state testing program, or all students take alternate assessments. You can indicate information about the class in *Class Exclusion Status*.
- Examples of science courses include: general science, integrated science, biology, physical science. Use the course names that you use in your school.
- Print a list of the mathematics classes and science teachers you included for your future reference using the *Print* button.

If you need assistance, email [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or call 1-xxx-xxx-xxxx.

## Instructions for Submitting Student Lists—Grade 8

### TIMSS Field Test: Instructions for Grade 8 Submit Student List

Along with the list of classes, TIMSS needs a complete and current list of **all students** in grade 8 in order to draw a random sample of mathematics classes (and therefore 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 **TIMSS Grade 8 Excel Templates** (located in **Documents** on [www.mytimss.com](http://www.mytimss.com) 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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.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
Mathematics Class	The mathematics class the student is enrolled in. Please use the same class names you used in <b>Submit Class List</b> .
Mathematics Teacher	Teacher of the above named mathematics class that the student is taking
Science Teacher	Name of science teacher who teaches science to each student
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"> <li>• Yes, IEP: Student has an Individualized Education Plan (IEP). Students with 504 plans that need accommodations can be coded this value as well.</li> <li>• No, not SD:</li> <li>• Information unavailable at this time.</li> </ul>
English Language Learner (ELL) Status	School-defined codes for: <ul style="list-style-type: none"> <li>• Yes, ELL</li> <li>• No, not ELL</li> <li>• Information unavailable at this time.</li> </ul>

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.

	A	B	C	D	E	F	G	H	I	J	K
1	Mathematics Class Name	Mathematics Teacher Name	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	Science Teacher Name

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

	A	B	C	D	E	F	G	H
1	Mathematics Class Name	Mathematics Teacher Name	Student Name	Sex	Date of Birth	Student with a Disability Status	English Language Learner Status	Science Teacher Name

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.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 [www.mytimss.com](http://www.mytimss.com) and select “Submit Student List” from the left-hand menu.

Filename	Filesize	Uploaded	Uploaded By
<b>Once you have submitted an E-File, the file’s information will appear under these headings, as shown in the box below</b>			
Does your student data file contain <a href="#">column headers</a> : <span style="border: 1px solid gray; padding: 2px;">Yes</span> ▾			<b>The e-Filing system needs to know if the first row of the file contains headings</b>
<b>New file:</b>	<input style="border: 1px solid gray;" type="button" value="Browse..."/> TIMSS Gr 8 test efile one col.xlsx		<b>You can type in the file name or use "Browse" to find the file on your computer</b>
<input type="button" value="Upload"/>	<b>Click here to go to the next step</b>		

Filename	Filesize	Uploaded	Uploaded By
<a href="#">TIMSS Gr 8 test efile.xlsx</a>	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.

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 ...  
 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 TIMSS Codes

TIMSS 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
- TIMSS Codes: Click on the down arrow and select the TIMSS 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

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

Previous Next

Select Code  
 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.

	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.**

**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 TIMSS E-File Help Desk at [TIMSSefile@westat.com](mailto:TIMSSefile@westat.com) or 1-xxx-xxx-xxxx.

**Appendix B-2: Draft TIMSS 2019 Field Test Notification Letters and Supporting Materials**

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## Draft TIMSS Field Test 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2018, new questions will be piloted in an electronic format in approximately 35 schools in the United States that include 4<sup>th</sup> grade. 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 TIMSS field test. {Insert number} of our 4th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 4<sup>th</sup> graders can do in mathematics and science, 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 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.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 Field Test

## Draft TIMSS Field Test 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2018, new questions will be piloted in an electronic format in approximately 35 schools in the United States that include 8<sup>th</sup> grade. 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 TIMSS field test. {Insert number} of our 8th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 8<sup>th</sup> graders can do in mathematics and science, 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 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.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 Field Test

## Draft TIMSS Field Test Sample Implicit Consent 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 spring. 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2018, new questions will be piloted in an electronic format in approximately 35 schools in the United States that include 4<sup>th</sup> grade. 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 TIMSS field test. {Insert number} of our 4th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 4<sup>th</sup> graders can do in mathematics and science, 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 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.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.

If you have any objection to your child joining in the TIMSS 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 TIMSS Field Test

Parent/Guardian Consent Form

## Draft TIMSS Field Test Sample Implicit Consent Letter: Grade 8

SCHOOL LETTERHEAD
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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 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2018, new questions will be piloted in an electronic format in approximately 35 schools in the United States that include 8<sup>th</sup> grade. 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 TIMSS field test. {Insert number} of our 8th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 8<sup>th</sup> graders can do in mathematics and science, 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 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.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.

If you have any objection to your child joining in the TIMSS 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 TIMSS Field Test

Parent/Guardian Consent Form

**Draft TIMSS Implicit Consent Form: Grades 4 and 8**  
**Trends in International Mathematics and Science Study (TIMSS)**

**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 Trends in International Mathematics and Science Study (TIMSS). Each student who participates will receive a small gift. This assessment will be administered by a team of researchers from Westat, who are operating under contract on behalf of the National Center for Education Statistics (NCES), with the U. S. Department of Education. In spring 2018, 4<sup>th</sup> and 8<sup>th</sup> grade questions in electronic formats will be tested on tablet computers in approximately 70 schools in the United States in preparation for the 2019 international study (35 schools that include 4<sup>th</sup> grade and 35 that include 8<sup>th</sup> grade). This field test will allow test developers to modify or delete questions that are not reliable or fair for students in the United States..

**If you grant permission for your child to participate in the TIMSS Field Test, you do not need to return this form.**

**If you do not consent to your child's participation in the TIMSS 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 Trends in International Mathematics and Science Study Field Test.

\_\_\_\_\_  
(Signature of parent or guardian)

Date of signature: \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE PRINT:

**Student name:** \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_

## Draft TIMSS Field Test Sample Explicit Consent Letter: Grade 4

SCHOOL LETTERHEAD
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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 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.

Each time the study is done, new test questions need to be developed and tested to ensure that those questions accurately measure the knowledge and skills of students. In spring 2018, new questions will be piloted in an electronic format in approximately 35 schools in the United States that include 4<sup>th</sup> grade. 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 TIMSS field test. {Insert number} of our 4th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 4<sup>th</sup> graders can do in mathematics and science, 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.

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Before we can allow your child to join in the TIMSS 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 TIMSS Field Test

Parent/Guardian Consent Form

## Draft TIMSS Field Test Sample Explicit Consent Letter: Grade 8

SCHOOL LETTERHEAD
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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 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.

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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 field test. {Insert number} of our 8th-grade classes will take part. {This/One of these} 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 have an accurate picture of what U.S. 8<sup>th</sup> graders can do in mathematics and science, 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.

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Sincerely,

[School Official]

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**Field Test**

**Parent/Guardian Consent Form**

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Yes, I grant permission for my child to participate in the TIMSS Field Test.

No, I do not grant permission for my child to participate in the TIMSS Field Test.

\_\_\_\_\_  
(Signature of parent or guardian)

Date of signature: \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE PRINT:

**Student name:** \_\_\_\_\_

School name: \_\_\_\_\_

FOR OFFICE USE ONLY:

Student ID: \_\_\_\_\_



## Facts for Parents

### About the TIMSS Field Test

Between April and May of this year, your child's school will be one of about 35 nationwide taking part in a 4<sup>th</sup>-grade field test to prepare for TIMSS 2019.<sup>3</sup> Schools were selected randomly to represent the nation's schools and, within each school, 4<sup>th</sup>-grade students were selected randomly to represent the nation's 4<sup>th</sup> graders. Your child was among those students selected to take part in the TIMSS field test.

#### 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 Field Test?

The TIMSS Field Test is testing 4<sup>th</sup>- and 8<sup>th</sup>-grade questions in electronic formats on tablet computers in approximately 70 schools in the United States in preparation for the 2019 international study. This field test will allow test developers to modify or delete questions that are not reliable or fair for students in the United States.

#### What is involved?

TIMSS staff will visit the school and administer the field test on tablet computers that they will bring to the school. The field test will take approximately 2 ½ hours. The assessment itself is 72 minutes with breaks between sections. Students will also be asked some questions about themselves and their educational experience. 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 field test by ensuring that the questions used are 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 schools, staff, and students may only

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<sup>3</sup> Another 35 schools nationwide will take part in the TIMSS 2019 Field Test at the 8<sup>th</sup>-grade level.

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). 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 XXX-XXX-XXXX or email us at [TIMSS@westat.com](mailto:TIMSS@westat.com).

## Facts for Parents

### About the TIMSS Field Test

Between April and May of this year, your child's school will be one of about 35 nationwide taking part in an 8<sup>th</sup>-grade field test to prepare for TIMSS 2019<sup>4</sup>. Schools were selected randomly to represent the nation's schools and, within each school, 8<sup>th</sup>-grade students were selected randomly to represent the nation's 8<sup>th</sup> graders. Your child was among those students selected to take part in the TIMSS field test.

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#### What is involved?

TIMSS staff will visit the school and administer the field test on tablet computers that they will bring to the school. The field test will take approximately 2½ hours. The assessment itself is 90 minutes with breaks between sections. Students will also be asked some questions about themselves and their educational experience. Participation in the study is voluntary.

#### What are the benefits?

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#### Who administers TIMSS?

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<sup>4</sup>Another 35 schools nationwide will take part in the TIMSS 2019 Field Test at the 4<sup>th</sup> grade level.

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