**Progress in International Reading Literacy Study (PIRLS) 2021 Field Test Pretest**

OMB# 1850-0803 v.257

Appendices

Communication Materials

Submitted by:

National Center for Education Statistics (NCES)

Institute of Education Sciences (IES)

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# Appendix A: School Environment Recruitment Materials

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

PIRLS 2021 Field Test Pretest Notification Letter From CHIEF STATE SCHOOL OFFICER TO DISTRICT SUPERINTENDENT

[Date]

Dear <District Superintendent name>,

I am pleased to notify you that <Insert Name of School or Schools> in your district have been selected to participate in the Pretest for the 2021 administration of the Progress in International Reading Literacy Study (PIRLS). Since 2001, PIRLS has measured trends in reading achievement at grade 4 in countries around the world, including the United States. Results from PIRLS 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, PIRLS will be completely electronic, and administered on a tablet with a keyboard. The electronic version of PIRLS, referred to as “*digital*PIRLS,” will be on the same scale and directly comparable to the previous paper versions of PIRLS.

In preparation for the 2021 main study, PIRLS will administer a pretest in winter 2020. The purpose of the pretest is to help ensure that the PIRLS assessment and field operations will be effective for the field test in the spring of 2020. <School District> will play an important role by participating, and I know that we can count on your full support to make this a meaningful experience for your schools and students.

The PIRLS 2021 Pretest will be administered in <Insert month>. PIRLS representatives will work with your school(s) to conduct the assessment on a date that is convenient for them. Students will take the PIRLS assessment on tablets provided by PIRLS representatives. Schools will receive $200 to thank them for their time and effort.

More information about PIRLS can be found at <http://nces.ed.gov/surveys/pirls/index.asp>. Name, our NAEP State Coordinator, will contact your staff with additional information.

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

Sincerely,

Name of Chief State School Officer

CC: State Testing Director

District Testing Director

NAEP State Coordinator

*The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.*

## Notification Letter from NAEP State Coordinator to Principals

[Date]

Dear Principal,

I am pleased to notify you that <Insert Name of School or Schools> in your district have been selected to participate in the Pretest for the 2021 administration of the Progress in International Reading Literacy Study (PIRLS). Since 2001, PIRLS has measured trends in reading achievement at grade 4 in countries around the world, including the United States. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. The purpose of the pretest is to help ensure that the PIRLS assessment and field operations will be effective for the field test in 2020.

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

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

More information about PIRLS can be found at <http://nces.ed.gov/surveys/pirls/index.asp>. If you have questions, please contact me at telephone number or via email at email address.

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

Sincerely,

NAEP State Coordinator

CC: District Test Director

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

[Date]

Dear <School Coordinator name>:

I recently notified school name of its selection to participate in the Pretest for the Progress in International Reading Literacy Study (PIRLS) 2021 Field Study. I am following up with you to provide additional information about the upcoming assessment.

Please complete the following to prepare for the assessment:

* **Place the PIRLS pretest date, assessment date, on your school calendar**.
* **Designate a school coordinator** to serve as the liaison for all PIRLS activities in your school.
* **Select a grade 4 class** to participate in the PIRLS 2021 Field Study Pretest. If you would prefer, PIRLS representatives can work with you to randomly select a class to participate
* **Give the enclosed/attached PIRLS folder to your designated school coordinator**. The school coordinator should **be familiar with how students participate in statewide assessments**.

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

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

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

NAEP State Coordinator

CC: Principal

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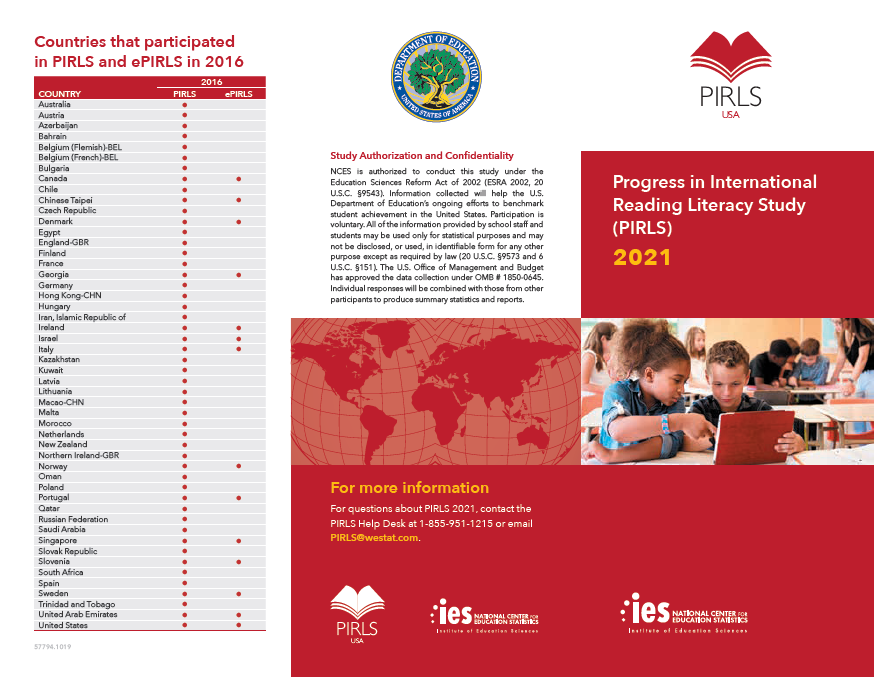
Enclosed: PIRLS folder with PIRLS 2021 Field Test Brochure and PIRLS 2021 Field Test Frequently Asked Questions

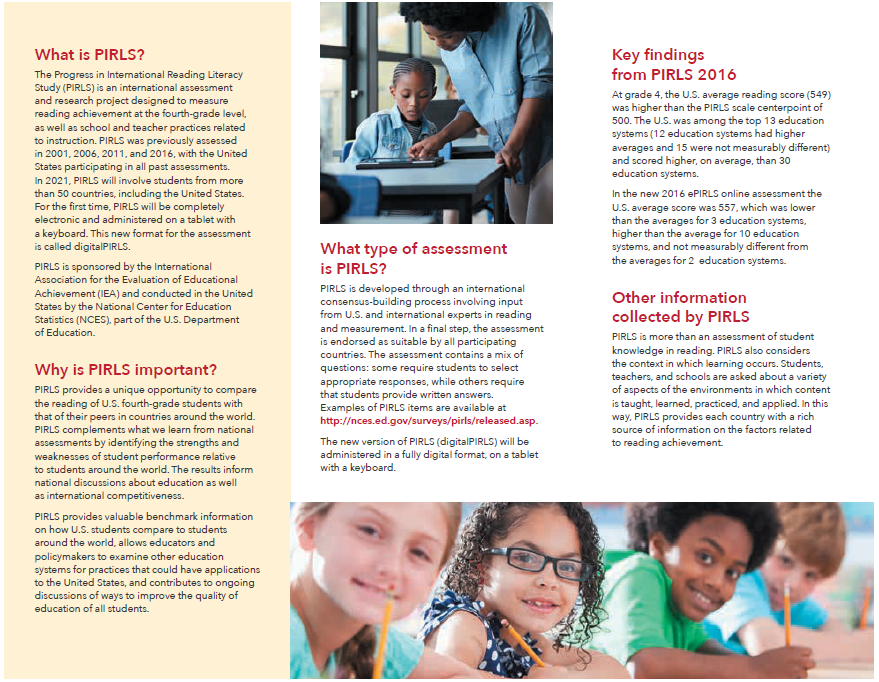
## PIRLS 2021 Field Test Pocket Folder



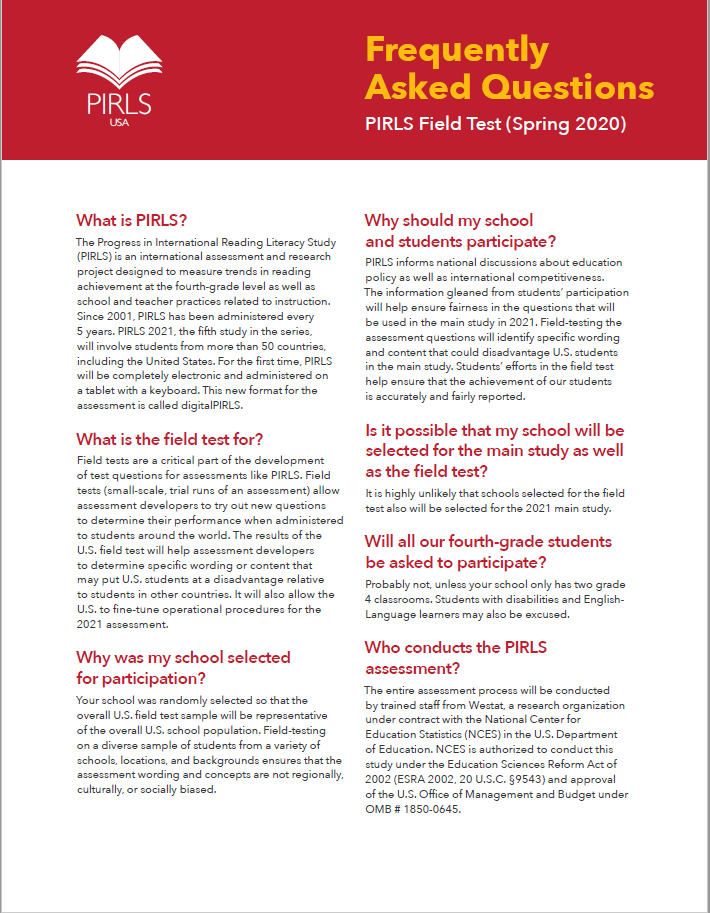


## PIRLS 2021 Field Test Brochure





## PIRLS 2021 Field Test Frequently Asked Questions





## PIRLS Pretest Sample Notification Letter

SCHOOL LETTERHEAD

[Date]

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 Progress in International Reading Literacy Study (PIRLS) provides important information for benchmarking student performance in reading in the United States against countries around the world. Since 2001, PIRLS has measured worldwide trends in student reading skills at grade 4. The next PIRLS assessment will be in the spring of 2021.

For the first time, in 2021, PIRLS will be administered digitally. In preparation for PIRLS 2021, PIRLS will administer a pretest in winter 2020. The purpose of the pretest is to help ensure that the new digital PIRLS assessment and field operations will be effective for the field test in 2020.

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 PIRLS pretest. One of our 4th-grade classes will take part. This is your child’s class. The enclosed summary sheet provides some background information about PIRLS, explains what is involved for each student selected to participate in the study, and gives a contact phone number and email address where you can find answers to any questions you might have.

To help ensure the success of PIRLS 2021, it is important that each student selected take part in the study. I urge you to support this effort by encouraging your child to take part; however, participation in this study is entirely voluntary. Previous experience suggests that students actually enjoy taking part, and participating students will receive a small gift, which we think they will like.

All of the information collected is protected, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

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

Sincerely,

[School official]

Enclosures: Facts for Parents about the PIRLS Pretest

*The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.*

## PIRLS Facts for Parents about the Pretest

**Facts for Parents**

**About the PIRLS Pretest**

In January, your child’s school will be one of two nationwide taking part in a pretest to prepare for PIRLS 2021.

**What is PIRLS?**

PIRLS (Progress in International Reading Literacy Study) is an international assessment that measures student learning in reading. Every five years since 2001, PIRLS documents worldwide trends in the reading knowledge of 4th graders. The National Center for Education Statistics (NCES) within the U.S. Department of Education conducts U.S. participation in PIRLS. Along with more than 50 other nations, the U.S. will take part in the 2021 PIRLS cycle as we did in 2001, 2006, 2011, and 2016. For the first time, PIRLS will be completely electronic and administered on a tablet with a keyboard.

**What is the purpose of the PIRLS Pretest?**

The PIRLS Pretest is testing 4th-grade questions in electronic formats on tablet computers in approximately two schools in the United States in preparation for the 2021 international study. This Pretest will allow test developers to help ensure that the PIRLS assessment and field operations will be effective for the field test in spring of 2020.

**What is involved?**

PIRLS staff will visit the school and administer the study. The pretest will take approximately 2.5 hours and will include an online questionnaire that asks students about themselves and their educational experience. Participation in the study is voluntary.

**What are the benefits?**

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

**Who administers PIRLS?**

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 protected, as required by law. NCES is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Students and schools are never identified in any reports. All reported statistics refer to the United States as a whole.

**Where can I find out more about PIRLS?**

More information about PIRLS is available at the PIRLS website at <http://nces.ed.gov/surveys/PIRLS> or the PIRLS International Study Center website at http://pirls.org. Or if you would like to contact a PIRLS staff member directly, please feel free to call the PIRLS Help Desk at 1-855-951-1215 or email us at PIRLS@westat.com.

# Appendix B: Simulated Classroom Environment Recruitment Materials

## Recruitment E-mail/Letter to Youth Organizations

*IF SENT AS E-MAIL -* Subject: Education Research Opportunity for Students in Grade 4 for PIRLS>

<DATE>

Dear <NAME>,

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

We are looking for students in fourth grade to test new questions that will be used for the Progress in International Reading Literacy Study, also known as PIRLS, a computer-based assessment of reading administered periodically to students in elementary schools throughout the United States and in other countries. **Student participation is vital in helping us develop the best way to deliver the test.**

The voluntary research sessions will last for about 2.5 hours each. During group testing sessions, students will be asked to answer questions using a tablet computer as if it were an actual test. Their feedback helps us find and fix problems before other students take tests nationwide. Because we care about student privacy, we will assign each student a unique student identifier. Student names will not be linked to their answers.[[1]](#footnote-1)

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

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

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

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

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

ATTACHED: Flyer and FAQs

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts <CONTACT PHONE>

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

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

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

*We are recruiting students who are in fourth grade to help us evaluate computer-based questions that are part of a test called the Progress in International Reading Literacy Study, also known as PIRLS, which is delivered to students nationwide and in other countries. [If community center or organization asks what PIRLS is: This international assessment is a computer-based* *assessment of reading administered periodically to students in elementary schools throughout the United States and in other countries.]*

***Students play a key role in helping us improve our tests. In fact, their participation enhances the experience of thousands of students all over the United States who will take the tests.*** *Student participation is vital in helping us fix any issues and develop the best way to deliver the test. The study will not retain any personally identifiable information.****[Recruiter: If asked about confidentiality, please read the statement in the footnote.][[2]](#footnote-2)****Each student who participates will receive a* ***$35 gift card from a major credit card company*** *at the end of the session as a thank you for participating. In addition, the student’s parent or guardian will also receive a* ***$35 gift card from a major credit card company*** *as a thank you for bringing their child to and from the testing site.*

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

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

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

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

***Screener***

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

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

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

If YES: *Great.*

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

If **NO:** *Thank you for your time. Have a good day/evening.* [Recruiter: End call]

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

**(Closing)**

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

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

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

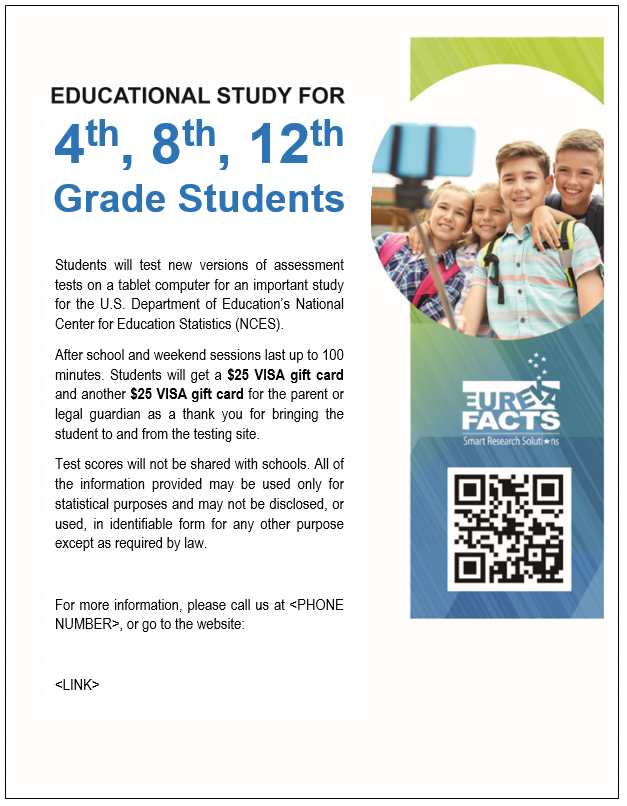
*If you have any (additional) questions, please call <*PHONE NUMBER>.

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

## Recruitment Internet/Newspaper Advertisement

Note: The correct QR code, phone number, and website link will be inserted prior to recruitment.

**PAID**

A screenshot of a cell phone

Description generated with high confidence

**EDUCATIONAL STUDY FOR**

**4TH**

**GRADE STUDENTS**

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



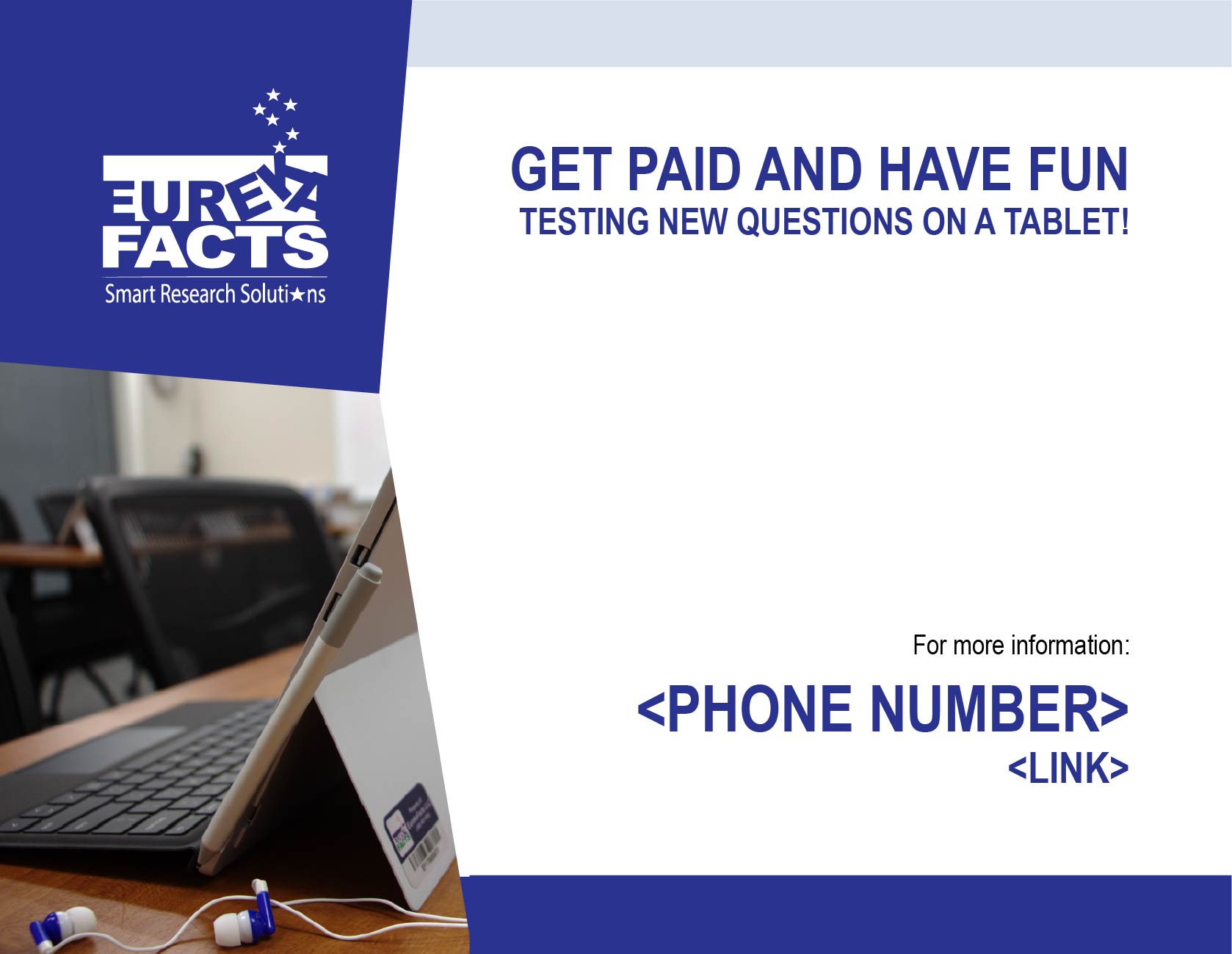
The group sessions will last up to 120 minutes.

Test scores will not be shared with schools.

**For more information or to register, please scan the QR code, call us at <project phone> OR visit our website:**

**<LINK>**

## Flyer/Information Brochure



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

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

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

Dear <NAME>:

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

NCES is looking for students who are in fourth grade to test new questions that will be used for the Progress in International Reading Literacy Study (PIRLS). **Students’ participation and opinions will help us find and fix issues before other students take the tests nationwide.**

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

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

Because we care about your child’s privacy, we will assign him/her a unique student identifier. Your child’s name will not be linked to his/her answers.[[3]](#footnote-3)

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

Thank you,

<NAME>

<JOB TITLE>

EurekaFacts

<CONTACT PHONE>

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

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

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

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

1. *Are there any students in your household who are in fourth grade?*

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

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

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

*NCES is authorized to conduct this study under the Education Sciences Reform Act [[4]](#footnote-4) and all of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law[[5]](#footnote-5)* ***[Recruiter: If parent/legal guardian asks about the specific laws please provide the citation from the footnote.]***

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

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

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

|  |  |  |
| --- | --- | --- |
|  | SELECT ONE |  |
| Male | 1 |  |
| Female | 2 |

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

|  |  |
| --- | --- |
| SELECT ONE |  |
| e-mail | →(CONTINUE TO 4A) |
|  |  |
| postal mail | →(CONTINUE TO 4B) |

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

RECORD PARENT’S/GUARDIAN’S EMAIL ADDRESS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The next few questions are for classification purposes only.*

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

|  |  |
| --- | --- |
|  | SELECT ONE |
| Yes | 1 |
| No | 2 |
| Prefer not to answer | 3 |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | SELECT ONE |  |  |
| Yes | 1 | (CONTINUE TO 6A) |  |
| No | 2 |  |
| Prefer not to answer | 3 |  |  |

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

|  |  |  |
| --- | --- | --- |
|  |  |  |

1. *Is your child Hispanic or Latino?*

|  |  |
| --- | --- |
|  | SELECT ONE |
| Yes | 1 |
| No | 2 |
| Prefer not to answer | 3 |

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

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

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

[CHECK SCHEDULE FOR RESPONDENT’S AVAILABLE TIMES.]

RECORD THE PREFERRED MONTH:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

RECORD NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## EurekaFacts LLC Recruitment Phone Script for Student Participants

|  |
| --- |
| **RECRUITER: Please determine how talkative and articulate the student is. It is critical that we speak with students who are comfortable expressing themselves with someone they are meeting for the first time. Please use your best judgment and recruit only students that are thoughtful and freely express themselves in a manner that is relevant to the topic being discussed.**  **All recruits MUST be articulate students who can answer open ended questions, and can provide support or explanation for their responses (e.g., “I like it because...,” “I don’t like it because...”)**  **DO NOT recruit any who have difficulty answering these questions, whose parent/guardian answers FOR them, who seem hesitant or shy speaking with you (as an adult they do not know), who answer “I don’t know,” or who CANNOT provide an explanation supporting their responses.** |

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

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

*You will be in a classroom setting with a group of other students your age. You will answer questions using a tablet computer as if it were an actual test. Your participation will help us find and fix problems with the test before other students take these tests nationwide.* *The session will take about 2.5 hours and you will receive a $35 gift card from a major credit card company to thank you for participating in the research session. If a parent or legal guardian brings you to and from the session site, they will also receive a $35 gift card from a major credit card company to thank them for their time and effort.*

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

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

|  |  |  |
| --- | --- | --- |
|  | SELECT ONE |  |
| Yes | 1 | →(CONTINUE) |
|  |  |  |
| No | 2 | →(READ THE FOLLOWING) |

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

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

1. *What grade are you in?*

RECORD GRADE

(MUST BE in fourth grade OTHERWISE THANK AND TERMINATE)

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

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

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

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

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

|  |  |
| --- | --- |
|  | SELECT ONE |
| Yes | 1 |
|  |  |
| No | 2 |

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

[END OF SCREENER]

## Frequently Asked Questions (FAQs)

**Frequently Asked Questions**

**(From Consent Form)**

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

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

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

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

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

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

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

The session will last about 2.5 hours. The session requires only one visit to the site.

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

The participating student will be assigned a unique student identifier (ID) and his/her name will not be linked to any of his/her answers.[[6]](#footnote-6)

1. **Will the results go to the particating student’s school?**

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

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

There are no known risks to participating in this study.

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

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

1. **Is participation required?**

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

## Consent Form for Parent/Guardian of Student Participants

PARENTAL CONSENT FORM

FOR PARTICIPATION IN RESEARCH

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

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

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

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

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

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

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

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

The session will last about 2.5 hours. The session requires only one visit to the site.

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

Your child will be assigned a unique student identifier (ID) and his/her name will not be linked to any of his/her answers.[[7]](#footnote-7)

1. **Will the results go to my child’s school?**

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

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

There are no known risks to participating in this study.

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

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

1. **Is participation required?**

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

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

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

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

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## Day of Research Session Reminder E-mail

Dear <NAME>:

Thank you for agreeing to help us try out new computer-based questions from the Progress in International Reading Literacy Study (PIRLS).

The session will last about 2.5 hours. **We will begin promptly at** **<TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be able to participate and receive the $35 gift card from a major credit card company.

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

**LOCATION: Location Address**

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

**TIME:** **XX:XX AM/PM**

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

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

* Parent/guardian valid picture ID – this is required for participation.
* Signed parent/guardian consent form (attached). If needed, we have copies available to complete when you arrive.
* If your child uses eyeglasses for reading, computer work, or watching TV, they should wear them during the study session.

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

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

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

<DATE>

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

Dear <NAME>:

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

Your participation is totally voluntary. All of your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

The research session will last about 2.5 hours. **We will begin promptly at** <**TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that you will be be able to participate and receive the $35.

**LOCATION: <ADDRESS>**

**DATE: <DATE>**

**TIME:** **<TIME>**

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

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

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

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

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

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

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

<DATE>

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

Dear <NAME>,

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

Your child will be assigned a unique student identifier (ID) and his/her name will not be linked to any of his/her answers.[[8]](#footnote-8)

**We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be able to participate and that you and your child will receive $35. The session will last about 2.5 hours.

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

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

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

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

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

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

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

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

<DATE>

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

Dear <Name>,

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

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

Again, thank you for your assistance.

Sincerely,

<NAME>

EurekaFacts

<CONTACT INFORMATION >

1. *The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.* [↑](#footnote-ref-1)
2. *The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.* [↑](#footnote-ref-2)
3. *The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.* [↑](#footnote-ref-3)
4. *The Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543).* [↑](#footnote-ref-4)
5. *20 U.S.C. §9573 and 6 U.S.C. §151.* [↑](#footnote-ref-5)
6. *The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.* [↑](#footnote-ref-6)
7. *The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.* [↑](#footnote-ref-7)
8. *The National Center for Education Statistics (NCES) is authorized to conduct this study under the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543), and to collect students’ education records from educational agencies or institutions for the purpose of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by school staff and students may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). In the United States, PIRLS is conducted by 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 # 1850-0803.* [↑](#footnote-ref-8)