

International Study of Adult Skills and Learning  
(ISASL) [Program for the International Assessment  
of Adult Competencies (PIAAC) Cycle II]  
2022 Field Test

Appendix E

Respondent Contact Materials

OMB # 1850-0870 v.7

**Submitted by**  
**National Center for Education Statistics**  
**U.S. Department of Education**

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As in Cycle I, a user-friendly name for PIAAC Cycle II was created – the International Study of Adult Skills and Learning (ISASL) – to represent the program to the public, and will be used on all public-facing materials and reports. As this international program is well-known within the federal and education research communities, we continue to use "PIAAC" in all internal and OMB clearance materials and communications, and use the "PIAAC" name throughout this submission. However, as seen in Appendix E, all recruitment and communication materials refer to the study as ISASL.

### **Letters and Contact Scripts for ISASL (PIAAC Cycle II) Field Test**

The materials described below are for use during the efforts of recruiting and contacting households and sampled participants in these households. These parties include the household respondent, the sampled participants as well as gatekeepers in locked buildings who may block an interviewer's entry to a building with sampled addresses. Each document is described below along with a description of the target recipient.

The ISASL materials for respondents are:

1. Advance Postcard – This postcard is sent to all sampled households a week before data collection starts to notify residents that their household was selected and that a letter will be sent with more information about the study. Due to the Screener incentive experiment, there are two versions of the advance postcard: one with and one without the screener incentive notification.
2. Advance Letter (and Spanish translation) – This letter is sent to all sampled households at the start of data collection to notify the residents (a) that their household has been sampled for the ISASL (PIAAC Cycle II) Field Test and (b) that an interviewer will be visiting their house in the near future. The letter provides information about the study as well as a telephone number and the study website if the recipient wants more information. Due to the screener incentive experiment, there are two versions of the advance letter (one with and one without the screener incentive notification). Interviewers carry copies of this letter for screener respondents who do not remember receiving the letter in the mail.
3. Household Refusal Letter – Locked Building – This letter is sent to sampled households the interviewer is unable to contact for screening because the building is locked or is part of a gated community.
4. Household Refusal Letter – No Selling – This letter is sent to sampled households that refuse to participate when initially approached by the interviewer because of suspicion about the reason for the interviewer's visit.
5. Household Refusal Letter – Too Busy – This letter is sent to sampled households who refuse to participate when initially approached by interviewer because they say they are too busy.
6. Household Refusal Letter – Refusal After Initial Contact – If a sampled household refuses to participate when initially contacted by an interviewer and does not provide a specific reason for the refusal, the Household Refusal Letter is sent to the household. Only one refusal letter is sent per household.

7. ISASL (PIAAC Cycle II) Brochure Text (and Spanish translation) - This text will be included in a brochure given to the sampled respondent and serves as the informed consent for the study.
8. Study Introduction (and Spanish translation) - An introductory statement printed on a card for the interviewer to use when introducing the study at the door.
9. Background Questionnaire Opening Window (and Spanish translation) - An introductory window that will display when the interviewer opens the Background Questionnaire (see Appendices C). This screen contains the legal language for this study.
10. Postcard for High Priority Cases (and Spanish translation) - Postcard sent to cases designated as high priority through the adaptive survey design procedures.

### **Advance Postcard - Incentive Experiment Treatment Group (Screener Incentives)**

The International Study of Adult Skills and Learning (ISASL) is in your neighborhood! Your household has been selected for an important first step.

In the next week, you will receive a letter with more information about what to expect. **The letter is important and includes a small cash token of our appreciation for your time.** Please watch for this letter.

Conducted by the National Center for Education Statistics, part of the Department of Education. For more information visit: <https://nces.ed.gov/surveys/isasl/>.

### **Advance Postcard - Incentive Experiment Control Group (no Screener Incentive)**

The International Study of Adult Skills and Learning (ISASL) is in your neighborhood! Your household has been selected for an important first step.

In the next week, **you will receive a letter** with more information about what to expect. Please watch for this letter.

Conducted by the National Center for Education Statistics, part of the Department of Education. For more information visit: <https://nces.ed.gov/surveys/isasl/>.

**Advance Letter - Incentive Experiment Control Group (no Screener incentives)**

(NCES letterhead with ISASL logo)

[date]

Dear Sir or Madam,

Your household has been selected to take part in an important international study about the education, work experiences, and skills of adults in the United States and around the world. This is the International Study of Adult Skills and Learning, or ISASL. ISASL is being conducted in 34 countries around the world. In the United States, the National Center for Education Statistics, part of the Department of Education, is conducting the study.

Your household has been scientifically selected to represent thousands of others similar to yours in the United States. In the next few weeks, one of our study representatives will make a personal visit to your home to determine if you or a member of your household will be invited to participate in this study. Here is what to expect:

- The study representative will show you photo identification issued by the National Center for Education Statistics (NCES).
- He or she will ask a few questions about you and other household members to see who qualifies to participate.

If you or other household members are chosen, you will represent thousands of people in the U.S. to help us better understand what education and skills adults have and need to compete in this economy. **The selected person will receive \$50 after completing the study.**

If you have questions, our study representative will be glad to answer them. You may also call the study's toll free number (1-XXX-XXX-XXXX) or visit the study's website at <https://nces.ed.gov/surveys/isasl/>.

The National Center for Education Statistics 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). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

We ask that you take a few minutes to speak with our study representative when they visit. Thank you in advance for helping this important study.

Sincerely,

James Lynn Woodworth  
Commissioner

## National Center of Education Statistics

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary survey is 1850-0870. The time required to complete this survey is estimated to average between 5 minutes to two hours per response, depending on the components applicable to household, including the time to review instructions, gather the data needed, and complete and review the ISASL (PIAAC Cycle II) questionnaire and exercise. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding this survey, please write directly to: PIAAC, National Center for Education Statistics, Potomac Center Plaza, 550 12th Street, SW, Washington, DC 20202. Approval expires MM/DD/YYYY.

## **Spanish Advance Letter - Incentive Experiment Control Group (no Screener incentives)**

(NCES letterhead with ISASL logo)

[date]

Estimado(a) señor(a),

Su hogar ha sido seleccionado para participar en un importante estudio internacional acerca de la educación, las experiencias laborales y los conocimientos y aptitudes de los adultos en Estados Unidos y en todo el mundo. Se trata del Estudio internacional de destrezas y aprendizaje de adultos, o ISASL, por sus siglas en inglés. ISASL se está llevando a cabo en 34 países por todo el mundo. En Estados Unidos el estudio lo realiza el Centro Nacional para Estadísticas de la Educación, el cual forma parte del Departamento de Educación.

Su hogar ha sido seleccionado mediante un método científico para representar a miles de otros hogares similares al suyo en Estados Unidos. En las próximas semanas uno de nuestros representantes del estudio irá personalmente a su hogar para determinar si usted o un miembro de su hogar puede ser invitado a participar en este estudio. Esto es lo que se anticipa:

- El representante del estudio le mostrará una identificación con foto expedida por el Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés).
- Le hará algunas preguntas acerca de usted y de los demás miembros de su hogar para ver quién reúne los requisitos para participar.

Si usted u otro miembro de su hogar es seleccionado, representarán a miles de personas en Estados Unidos ayudándonos a entender mejor qué conocimientos educativos y aptitudes tienen o necesitan los adultos para competir en esta economía. **La persona seleccionada recibirá \$50 después de completar el estudio.**

Si tiene alguna pregunta, nuestro representante se la responderá con gusto. Asimismo, puede llamar a la línea directa y gratuita del estudio (1-XXX-XXX-XXXX) o ir a la página web del estudio en <https://nces.ed.gov/surveys/isasl/>.

El Centro Nacional para Estadísticas de la Educación, el cual forma parte del Departamento de Educación de Estados Unidos, está autorizado para llevar a cabo este estudio bajo la Ley de Reforma de Ciencias de la Educación (ESRA 2002; 20 U.S.C. § 9543). Toda información que usted proporcione se puede usar para propósitos estadísticos solamente y no se puede dar a conocer ni usar de una manera identificable para ningún otro propósito excepto como lo requiere la ley (20 U.S.C., § 9573). (20 U.S.C. §9573 y 6 U.S.C. §151). A las personas nunca se les identificará en ningún informe. Todos los informes estadísticos se refieren a Estados Unidos en su totalidad o subgrupos nacionales.

Queremos invitarlo a tomarse unos minutos para hablar con nuestro representante del estudio cuando lo visite. Gracias de antemano por su ayuda con este importante estudio.

Atentamente,

James Lynn Woodworth  
Comisionado  
Centro Nacional para Estadísticas de la Educación

De acuerdo con la Ley de reducción de trámites de 1995 ninguna persona está obligada a responder a una recolección de información a menos que esta muestre un número de control de la OMB (oficina de gestión y presupuesto) vigente. El número de control vigente de la OMB para esta encuesta voluntaria es 1850-0870. Se calcula que el tiempo requerido para contestar esta encuesta es de 5 minutos a 2 horas, dependiendo de los componentes que se apliquen al hogar, incluyendo el tiempo para revisar las instrucciones, reunir los datos necesarios y completar y revisar el cuestionario y los ejercicios de ISASL (Ciclo II de PIAAC). Si tiene algún comentario respecto a la exactitud de este cálculo de tiempo, sugerencias para mejorar esta encuesta o cualquier otro comentario o inquietud respecto a esta encuesta, por favor, escriba directamente a: PIAAC, National Center for Education Statistics, Potomac Center Plaza, 550 12th Street, SW, Washington, DC 20202. La aprobación se vence en MM/DD/YYYY.

**Advance Letter - Incentive Experiment - Treatment Group (Screener incentives)**

(NCES letterhead with ISASL logo)

[date]

Dear Sir or Madam,

Your household has been selected to take part in an important international study about the education, work experiences and skills of adults in the United States and around the world. This is the International Study of Adult Skills and Learning (ISASL). ISASL is being conducted in 34 countries around the world. In the United States, the National Center for Education Statistics, part of the Department of Education, is conducting the study.

Your household has been scientifically selected to represent thousands of others similar to yours in the United States. In the next few weeks, one of our study representatives will make a personal visit to your home to determine if you or a member of your household will be invited to participate in this study. Here is what to expect:

- The study representative will show you photo identification issued by the National Center for Education Statistics (NCES).
- He or she will ask a few questions about you and other household members to see who qualifies to participate.

If you or other household members are chosen, you will represent thousands of people in the U.S. to help us better understand what education and skills adults have and need to compete in this economy. **The selected person will receive \$50 after completing the study.**

If you have questions, our study representative will be glad to answer them. You may also call the study's toll free number (1-XXX-XXX-XXXX) or visit the study's website at <https://nces.ed.gov/surveys/isasl/>.

The National Center for Education Statistics 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). All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

We ask that you take a few minutes to speak with our study representative when they visit. To thank you in advance for speaking with our interviewer and learning more about ISASL, we are enclosing a **\$2 bill**. This token of appreciation is yours to keep whether or not you decide to participate. We will also give you a **\$5** token of appreciation for answering questions about you and your household.

Thank you in advance for helping this important study.



Sincerely,

James Lynn Woodworth  
Commissioner  
National Center of Education Statistics

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary survey is 1850-0870. The time required to complete this survey is estimated to average between 5 minutes to two hours per response, depending on the components applicable to household, including the time to review instructions, gather the data needed, and complete and review the ISASL (PIAAC Cycle II) questionnaire and exercise. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding this survey, please write directly to: PIAAC, National Center for Education Statistics, Potomac Center Plaza, 550 12th Street, SW, Washington, DC 20202. Approval expires MM/DD/YYYY.

**Spanish Advance Letter - Incentive Experiment - Treatment Group  
(Screener incentives)**

(NCES letterhead with ISASL logo)

[date]

Estimado(a) señor(a),

Su hogar ha sido seleccionado para participar en un importante estudio internacional acerca de la educación, las experiencias laborales y los conocimientos y aptitudes de los adultos en Estados Unidos y en todo el mundo. Se trata del Estudio internacional de destrezas y aprendizaje de adultos, o ISASL, por sus siglas en inglés. ISASL se está llevando a cabo en 34 países por todo el mundo. En Estados Unidos el estudio lo realiza el Centro Nacional para Estadísticas de la Educación, el cual forma parte del Departamento de Educación.

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- El representante del estudio le mostrará una identificación con foto expedida por el Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés).
- Le hará algunas preguntas acerca de usted y de los demás miembros de su hogar para ver quién reúne los requisitos para participar.

Si usted u otro miembro de su hogar es seleccionado, representarán a miles de personas en Estados Unidos ayudándonos a entender mejor qué conocimientos educativos y aptitudes tienen o necesitan los adultos para competir en esta economía. **La persona seleccionada recibirá \$50 después de completar el estudio.**

Si tiene alguna pregunta, nuestro representante se la responderá con gusto. Asimismo, puede llamar a la línea directa y gratuita del estudio (1-XXX-XXX-XXXX) o ir a la página web del estudio en <https://nces.ed.gov/surveys/isasl/>.

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U.S.C. § 9543). Toda información que usted proporcione se puede usar para propósitos estadísticos solamente y no se puede dar a conocer ni usar de una manera identificable para ningún otro propósito excepto como lo requiere la ley (20 U.S.C., § 9573). (20 U.S.C. §9573 y 6 U.S.C. §151). A las personas nunca se les identificará en ningún informe. Todos los informes estadísticos se refieren a Estados Unidos en su totalidad o subgrupos nacionales.

Queremos invitarlo a tomarse unos minutos para hablar con nuestro representante del estudio cuando lo visite. Como agradecimiento por anticipado por hablar con nuestro entrevistador y saber más acerca de ISASL, le estamos enviando aquí un **billete de \$2**. Esta pequeña muestra de agradecimiento es para usted ya sea que decida participar o no. También le daremos **\$5** como una pequeña muestra de agradecimiento por contestar preguntas acerca de usted y de su hogar.

Gracias de antemano por su ayuda con este importante estudio.

Atentamente,

James Lynn Woodworth  
Comisionado  
Centro Nacional para Estadísticas de la Educación

De acuerdo con la Ley de reducción de trámites de 1995 ninguna persona está obligada a responder a una recolección de información a menos que esta muestre un número de control de la OMB (oficina de gestión y presupuesto) vigente. El número de control vigente de la OMB para esta encuesta voluntaria es 1850-0870. Se calcula que el tiempo requerido para contestar esta encuesta es de 5 minutos a 2 horas, dependiendo de los componentes que se apliquen al hogar, incluyendo el tiempo para revisar las instrucciones, reunir los datos necesarios y completar y revisar el cuestionario y los ejercicios de ISAL (Ciclo II de PIAAC). Si tiene algún comentario respecto a la exactitud de este cálculo de tiempo, sugerencias para mejorar esta encuesta o cualquier otro comentario o inquietud respecto a esta encuesta, por favor, escriba directamente a: PIAAC, National Center for Education Statistics, Potomac Center Plaza, 550 12th Street, SW, Washington, DC 20202. La aprobación se vence en MM/DD/YYYY.

**Household Refusal Letter - Locked Building (NOT TRANSLATED INTO SPANISH)**

(NCES letterhead with ISASL logo)

[date]

Dear Sir or Madam,

Recently your household should have received a letter like this one from the National Center for Education Statistics (NCES), explaining that it has been selected to participate in an important international study called the International Study of Adult Skills and Learning (ISASL).

We sent one of our study representatives to contact your household, but without success.

This study is designed to tell us what skills adults in the United States have and how those skills relate to their employment and education. This information will help us develop educational and training programs to better prepare our workforce to achieve its potential and compete in this economy.

Since we cannot conduct an interview in every household in this country, we use scientific methods to randomly select addresses throughout the United States, and your household has been selected to represent thousands of other households.

Please help us determine if anyone in your household qualifies to participate in the study by completing a short interview. You may call our study's toll free number (1-XXX-XXX-XXXX) to arrange a time to meet with our study representative.

If an adult in your household is selected to participate and **completes the study, that person will receive \$50.00 as a thank you.** Participation is entirely voluntary and is a service to the community and the nation.

The National Center for Education Statistics 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). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

Thanks in advance for your contribution to this important study.

Sincerely,

James Lynn Woodworth  
Commissioner  
National Center of Education Statistics

Enclosure

## **Household Refusal Letter - No Selling (NOT TRANSLATED INTO SPANISH)**

(NCES letterhead with ISASL logo)

[date]

Dear Sir or Madam,

Recently, a study representative contacted your household on behalf of the National Center for Education Statistics (NCES), explaining that your household has been selected to participate in an important international study called the International Study of Adult Skills and Learning.

It is understandable that you may have suspicions these days when a stranger knocks on the door. As the Commissioner of the National Center of Education Statistics, I want to assure you that this is a legitimate nationwide study conducted by the U.S. Department of Education's National Center for Education Statistics. We are NOT advertising or selling anything, and at no time will we attempt to collect money from you.

This study is designed to tell us what skills adults in the United States have and how those skills relate to their employment and education. This information will help us develop educational and training programs to prepare our workforce to meet the challenges of the 21<sup>st</sup> century.

Since we cannot conduct an interview in every household in this country, we use scientific methods to randomly select addresses throughout the United States. Your household has been selected to represent thousands others similar to yours across the country. Please help us determine if anyone in your household qualifies to participate in the study. If an adult in the household is selected to participate and **completes the study, that person will receive \$50.00 as a thank you.**

Our study representative will contact your household again shortly to schedule a time to meet with you. He or she will be wearing a study ID badge, will provide you with a brochure describing the study, and can address any concerns or questions you may have. If you still have questions, please call our toll free number (1- XXX-XXX-XXXX). Your participation is entirely voluntary and is a service to your community and the nation.

The National Center for Education Statistics 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). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

Thanks in advance for your contribution to this important study.

Sincerely,

James Lynn Woodworth  
Commissioner  
National Center of Education Statistics

Enclosure

## **Household Refusal Letter - Too Busy (NOT TRANSLATED INTO SPANISH)**

(NCES letterhead with ISASL logo)

[date]

Dear Sir or Madam,

Recently one of our study representatives contacted you about an international study called International Study of Adult Skills and Learning, which is being conducted by the U.S. Department of Education's National Center for Education Statistics. I am writing to give you more information and ask for your help.

We understand that time is a precious commodity in today's day and age, but we would appreciate it very much if you would share some of yours with us. Your participation is very important because you were scientifically selected to represent thousands of other similar individuals. If you do not participate, others like you will not be represented in this study. **If you complete the study, you will receive \$50.00 as a thank you for your time and participation.**

This study is designed to tell us what skills adults in the United States have and how those skills relate to their employment and education. This information will help us develop educational and training programs to better prepare our workforce to achieve its potential and compete in this economy.

The National Center for Education Statistics 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). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

If you have additional questions, our study representative will be glad to answer them. You may also call the study's toll free number (1- XXX-XXX-XXXX), or visit the study's website at <https://nces.ed.gov/surveys/isas/>.

Thanks in advance for your contribution to this important study.

Sincerely,

James Lynn Woodworth  
Commissioner  
National Center of Education Statistics

**Household Refusal Letter - Refusal After Initial Contact (NOT TRANSLATED INTO SPANISH)**

NCES letterhead with ISASL logo

[date]

Dear Sir or Madam,

Recently, a study representative contacted you on behalf of the National Center for Education Statistics, explaining that you have been selected to represent thousands of other households in the United States in an important international study called the International Study of Adult Skills and Learning. At that time you were unable to begin the study. I am writing now to tell you a little more about why this study is important and why we have contacted you.

This study is designed to tell us what skills adults in the United States have and how those skills relate to their employment and education. This information will help us develop educational and training programs to prepare our workforce to meet the challenges of the 21<sup>st</sup> century.

Your participation is important because you represent thousands of other individuals who are like you across the country. Contacting every adult in the United States is very expensive and difficult. Therefore, we have used statistical methods to randomly select several thousand adults who can represent the entire nation. I understand that you are very busy and that time can be hard to come by. However, **if you complete the study, you will receive \$50.00 as a thank you for your time and participation.**

I have taken the liberty of asking our field representative to contact you again shortly to schedule a time to meet with you. Your participation is entirely voluntary and is a service to your community and the nation.

The National Center for Education Statistics 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). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

Thanks in advance for your contribution to this important study.

Sincerely,



James Lynn Woodworth  
Commissioner  
National Center of Education Statistics

## **ISASL (PIAAC Cycle II) Field Test Brochure Text**

### **What is the International Study of Adult Skills and Learning?**

ISASL is an international study designed to measure a range of skills among the adult population in the more than 30 countries that are participating worldwide. Specifically, this study looks at adults' reading and math skills as well as how they use computers and the Internet in their daily lives to locate information and solve problems. This study also collects information from participants about their background, work, and educational experiences.

In the United States, the National Center for Education Statistics, a part of U.S. Department of Education, is conducting this international study.

### **Why is this study important?**

The results of this study will provide a snapshot of U.S. adults' skills and help us as a country develop the educational and training programs to better prepare our workforce to achieve their potential and compete in this economy. For example, this study is the first national study in the United States to give us an accurate picture of how often and how effectively U.S. adults use computers in their work and daily lives. Such information is important for policymakers, educators, and researchers trying to develop educational and training policies and programs to improve adults' skills in the United States.

### **How was I chosen?**

Contacting every adult in the United States is very expensive and difficult. Thus, the National Center for Education Statistics uses statistical methods to randomly select several thousand individual adults who can represent the entire nation.

### **What will I be asked to do?**

You will be asked to respond to a questionnaire read to you by a study representative who comes to your home. The questionnaire asks you about your education, work experiences, use of computers, and other information. After the questionnaire, you will be asked to complete a series of tasks that represent common everyday activities, such as figuring out the expiration date on a food product, using a map to give directions, following instructions on a prescription label, or using a bus schedule. You will be asked to complete these tasks on a tablet computer.

### **How much time will it take?**

The study takes around two hours to complete.

## **Why should I participate?**

You represent thousands of other adults throughout the country. And, because of the statistical methods used to select you, we cannot substitute anyone else for you if you do not participate. If you do participate, you will help us get an accurate picture of the variety and range of adult skills in the United States. In addition, you will receive \$50.00 as a thank you for completing the study. Your participation in this study is entirely voluntary and is a service to your community and the nation.

## **I haven't been in school in years, and I don't work. I don't think I can help.**

You can help! If you were selected, we need you! Whether you are retired, a student, unemployed, working from home, a caretaker, looking for work, a stay at home parent, or employed, we need information from you and from everyone who was selected to participate. The success of the study depends on having an accurate representation of U.S. adults between the ages of 16 and 74.

## **How do I know my answers will be kept confidential?**

The National Center for Education Statistics 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). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups. In addition, everyone working on the study has signed a confidentiality agreement pledging to protect the information provided by respondents. As soon as the survey is completed, all personal information that links data to respondents is removed.

## **How will I recognize the study representative?**

The study representative who contacts you will be carrying a study photo identification issued by the National Center for Education Statistics.

## **What if I have more questions?**

The study representative who visits your home will be able to answer questions you may have about this study. You may also call the study toll-free number or visit the study web site below.

[study toll-free phone number]:1-855-286-9240

[study website]: <https://nces.ed.gov/surveys/isasl/>

Thank you in advance for participating in this important study.



## **Spanish Brochure Text**

### **¿Qué es el Estudio internacional de destrezas y aprendizaje de adultos?**

Este es un estudio internacional que está diseñado para medir una variedad de destrezas de la población adulta. Hay más de 30 países que están participando a nivel mundial. Específicamente, este estudio observa las destrezas de los adultos en lectura y matemáticas, así como el uso de la computadora e Internet en su vida diaria para buscar información y resolver problemas. Este estudio además reúne información de los participantes acerca de sus antecedentes, trabajo y experiencia educativa.

En Estados Unidos el Centro Nacional para Estadísticas de la Educación, una parte del Departamento de Educación de Estados Unidos, está llevando a cabo este estudio internacional.

### **¿Por qué es importante este estudio?**

Los resultados de este estudio proporcionarán una imagen de las destrezas de los adultos en Estados Unidos y nos ayudarán a desarrollar, como país, los programas de educación y capacitación necesarios para preparar a nuestra fuerza de trabajo para cumplir con su potencial y competir en esta economía. Por ejemplo, este estudio será el primer estudio nacional en Estados Unidos que nos dé una descripción exacta de la frecuencia y efectividad del uso de computadoras en el trabajo y la vida diaria de los adultos en Estados Unidos. Dicha información es importante para los legisladores, educadores e investigadores que están tratando de desarrollar políticas de educación y capacitación y programas para mejorar las destrezas de los adultos en Estados Unidos.

### **¿Cómo me escogieron?**

Comunicarse con cada adulto en Estados Unidos es muy caro y difícil. Por ello, el Centro Nacional para Estadísticas de la Educación usa métodos estadísticos para seleccionar al azar a muchos miles de adultos que pueden representar a todo el país.

### **¿Qué me pedirán que haga?**

Un representante de campo que irá a su casa, le leerá un cuestionario y le pedirá que lo responda. En el cuestionario se pregunta acerca de su educación, experiencias de trabajo, uso de la computadora y otra información. Después del cuestionario, se le pedirá que haga una serie de tareas que representan actividades comunes de todos los días, tales como deducir la fecha de vencimiento de un producto alimenticio, usar un mapa para dar indicaciones, seguir las instrucciones de la etiqueta de una medicina, o usar el horario de un autobús. A usted se le pedirá que haga estas tareas en una computadora tableta.

### **¿Cuánto tiempo tomará esto?**

Toma alrededor de dos horas completar el estudio.

### **¿Por qué debo participar?**

Usted representa a miles de otros adultos en todo el país. Y, debido al método estadístico usado para seleccionarlo, no lo podemos sustituir con ningún otro adulto

si usted no participa. Si participa, nos ayudará a obtener una descripción exacta de la variedad y el alcance de las destrezas de los adultos en Estados Unidos. Además, usted recibirá un incentivo de \$50.00 como agradecimiento por completar el estudio. Su participación en este estudio es completamente voluntaria y es un servicio para su comunidad y el país.

**No he ido a la escuela por muchos años, y no trabajo. No creo que yo pueda ayudar.**

¡Sí, usted puede ayudar! Si usted fue seleccionado, ¡le necesitamos! Si usted está jubilado, es un estudiante, está desempleado, trabajando de casa, buscando trabajo, en casa cuidando a sus hijos, o empleado, necesitamos información de usted y de todas las personas que han sido seleccionadas para participar. El éxito de este estudio depende de tener una representación exacta de los adultos en Estados Unidos entre las edades de 16 y 74 años.

**Yo no uso la computadora en mi vida diaria. No creo que pueda participar en este estudio.**

¡Sí, usted sí puede! No todos usan computadora en su vida diaria. Uno de los propósitos de este estudio es saber la frecuencia con que las personas usan en realidad las computadoras.

**¿Cómo sé que mis respuestas se mantendrán de manera confidencial?**

El Centro Nacional para Estadísticas de la Educación está autorizado para conducir este estudio bajo la Ley de Reforma de Ciencias de la Educación de 2002 (ESRA 2002, 20 U.S.C. §9543). Toda la información que usted proporcione se puede usar con propósitos estadísticos solamente y no se puede dar a conocer ni usar de una manera identificable con ningún otro propósito excepto como lo requiere la ley (20 U.S.C. §9573 and 6 U.S.C. §151). A las personas nunca se les identifica en ningún informe. Todos los informes estadísticos se refieren a Estados Unidos en su totalidad o subgrupos nacionales. Además, todas las personas que trabajan en el estudio han firmado un acuerdo de confidencialidad en el que se comprometen a proteger toda la información proporcionada por los adultos entrevistados. Tan pronto se complete la encuesta, se quitará toda la información personal que se relacione con la persona entrevistada.

**¿Cómo reconoceré al representante de campo?**

El representante de campo que se comuniqué con usted llevará una identificación con foto del estudio emitida por el Centro Nacional para Estadísticas de la Educación.

**¿Qué debo hacer si tengo más preguntas?**

El representante de campo que visite su hogar le podrá responder las preguntas que usted tenga acerca de este estudio. También puede llamar al número gratis del estudio o visitar la página Web a continuación.

[study toll-free phone number]: 1-855-286-9240

[study website]: <https://nces.ed.gov/surveys/isasl/>

Le agradecemos de antemano por participar en este importante estudio.

### **Study Introduction (printed on card)**

Hello, my name is [NAME] and I am working on a study for the Department of Education [*Show study ID card*]. We are collecting information about skills of adults in the United States, as well as the work and educational activities that they undertake in their daily lives. Is this [DU ADDRESS]? [*Make corrections to address if needed. If at correct address, continue with introduction, if not at correct address, thank person and leave.*]

A letter was sent to you recently explaining the study and to let you know I would be stopping by to speak with a member of your household. Did you receive this mailing? [*If respondent does not remember, hand copy of the letter*]

First, I need to determine if any members of your household are eligible to participate. To do this, I'll need to ask a few questions about the people who live here. Before we begin, I want to assure you that all the information you give me 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. Your answers will be combined with answers from other households to make totals and averages, in which no person or family will be identified.

### **Spanish Study Introduction (printed on card)**

Buenos(as) (días/tardes), mi nombre es [NAME] y trabajo en un estudio para el Departamento de Educación [*Show Study ID card*] acerca de las destrezas de los adultos en los Estados Unidos, así como también las actividades laborales y educativas que ellos llevan a cabo en su vida diaria. ¿Es esta dirección [DU ADDRESS]? [*Make corrections to address if needed. If at correct address, continue with introduction, if not at correct address, thank person and leave.*]

Hace poco le enviamos una carta para explicar el estudio y avisarle que le visitaría para hablar con un miembro de su hogar. ¿Recibió esta correspondencia? [*If respondent does not remember, hand copy of the letter.*]

Primero, necesito determinar si algún miembro de su hogar cumple los requisitos para participar. Para hacer esto necesito hacer algunas preguntas acerca de las personas que viven aquí. Antes de empezar, quiero asegurarle que toda la información que me dé se mantendrá de manera confidencial según lo exige la ley, y además que sus respuestas se combinarán con las respuestas de otros hogares para producir datos totales y en promedio en los cuales ninguna persona ni familia podrá ser identificada.





## **Window with OMB Statement Prior to Background Questionnaire Administration**

This window will be displayed on the screen when the interviewer opens the Background Questionnaire for administration. The interviewer will turn the tablet over to the respondent and ask the respondent to read the statement on the screen to themselves. If requested, the interviewer can read the statement to the respondent out loud.

A Spanish version is available in case the respondent would prefer to read the statement in Spanish. The interviewer will be able to toggle between the two languages.



### **Welcome to the International Study of Adult Skills and Learning**

The National Center for Education Statistics 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). 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). Individuals are never identified in any reports. All reported statistics refer to the U.S. as a whole or to national subgroups.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary survey is 1850-0870. The time required to complete this survey is estimated to average between 5 minutes to two hours per response, depending on the components applicable to household, including the time to review instructions, gather the data needed, and complete and review the ISASL (PIAAC Cycle II) questionnaire and exercise. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding this survey, please write directly to: PIAAC, National Center for Education Statistics, Potomac Center Plaza, 550 12th Street, SW, Washington, DC 20202. Approval expires MM/DD/YYYY.

**Thank you for participating.**

Close

Spanish



### Bienvenido al Estudio Internacional de Destrezas y Aprendizaje de Adultos

El Centro Nacional para Estadísticas de la Educación, el cual forma parte del Departamento de Educación de Estados Unidos, está autorizado para llevar a cabo este estudio bajo la Ley de Reforma de Ciencias de la Educación (ESRA 2002; 20 U.S.C. § 9543). Toda información que usted proporcione se puede usar para propósitos estadísticos solamente y no se puede dar a conocer ni usar de una manera identificable para ningún otro propósito excepto como lo requiere la ley (20 U.S.C. §9573 y 6 U.S.C. §151). A las personas nunca se les identificará en ningún informe. Todos los informes estadísticos se refieren a Estados Unidos en su totalidad o subgrupos nacionales.

De acuerdo con la Ley de reducción de trámites de 1995 ninguna persona está obligada a responder a una recolección de información a menos que esta muestre un número de control de la OMB (oficina de gestión y presupuesto) vigente. El número de control vigente de la OMB para esta encuesta voluntaria es 1850-0870. Se calcula que el tiempo requerido para contestar esta encuesta es de 5 minutos a 2 horas, dependiendo de los componentes que se apliquen al hogar, incluyendo el tiempo para revisar las instrucciones, reunir los datos necesarios y completar y revisar el cuestionario y los ejercicios de ISASL (Ciclo II de PIAAC). Si tiene algún comentario respecto a la exactitud de este cálculo de tiempo, sugerencias para mejorar esta encuesta o cualquier otro comentario o inquietud respecto a esta encuesta, por favor, escriba directamente a: PIAAC, National Center for Education Statistics, Potomac Center Plaza, 550 12th Street, SW, Washington, DC 20202. La aprobación se vence en MM/DD/YYYY.

**Gracias por participar.**

Close

English

## **Postcard for High Priority Cases**

Understanding Adult Skills in the United States

Your household has been selected to participate in the **International Study of Adult Skills and Learning**.

Anyone selected in your household to participate would receive **\$50** upon completing the study.

Please contact us today to schedule a visit from a study representative!

**1-XXX-XXX-XXXX** <http://nces.ed.gov/surveys/isasl/>

## **Spanish Postcard for High Priority Cases**

### **Comprendiendo las destrezas de los adultos en el siglo XXI**

Su hogar ha sido seleccionado para participar en el **Estudio internacional de destrezas y aprendizaje de adultos**. Cualquier persona seleccionada en su hogar para participar recibirá **\$50 al completar el estudio**.

¡Por favor comuníquese con nosotros hoy para programar una visita de un representante del estudio.

**1-XXX-XXX-XXXX** <http://nces.ed.gov/surveys/isasl/>