TIMSS 2023

# TIMSS 2023

# School Coordinator Manual

# Grade 8

IEA
TIMSS & PIRLS International Study Center
Lynch School of Education
BOSTON COLLEGE

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# Introduction

Thank you for agreeing to be a School Coordinator for the IEA's Trends in International Mathematics and Science Study (TIMSS).

The International Association for the Evaluation of Educational Achievement (IEA) is an independent international cooperative of national research institutions and government agencies that has been conducting studies of cross-national achievement since 1959.

Internationally recognized as a valid and reliable measure of student achievement in mathematics and science at the fourth and eighth grades, IEA's TIMSS has reported on international achievement trends every four years since 1995. Since the 2019 cycle, TIMSS has transitioned from paper-pencil to computer-based administration.

More than 65 countries are participating in TIMSS 2023. **Cyprus** will participate for the 7$^{th}$ time in this important project.

For the Main Study, all the secondary schools in Cyprus are participating. Within each of the schools, at least one eighth-grade class will be selected to participate in the assessment. Based on initial information, which you, as School Coordinator, will be asked to provide, the National Center will select the classes and give you the necessary information about the whole process.

Every student in the selected classes will be asked to participate in an Achievement Testing session and to complete the Student Questionnaire. Additionally, teachers teaching Mathematics and Science to the selected students will receive a Teacher Questionnaire and the school Principal will receive a School Questionnaire. **All Questionnaires (Student, School and Teacher) will be administered online.**

*Please note that the study isn't in any way an effort to evaluate the performance of individual students, teachers, or school Principals. No data will be published that will enable individual students, teachers, or schools to be identified. The data you are asked to collect will enable us to monitor the Cyprus educational system and provide policy-relevant information, without revealing the identity of the respondents.*

To document the quality of the administrative procedures, both, IEA and the National Center will send Quality Control Observers to a random selection of the participating schools. These observers will not interfere in the testing in any way. Their responsibility is only to observe whether the standardized procedures described in this manual and the Test Administrator Manual are followed.

# 1 Your Role as the School Coordinator

Your responsibility as a School Coordinator is to assist us in identifying classes, teachers, and students in the selected school and ensuring the correct distribution, completion and submission of TIMSS materials. Basically, you have the overall responsibility for the administration of the achievement test and context questionnaires in your school.

More specifically, your work will include the following:

- *Providing a list of all the eighth-grade classes and some information about them: number of students and their Mathematics teachers' pseudonyms (see Figure 1: **Class Listing Form**).*
- *Providing student information for the selected classes, and assisting in completing **Student-Teacher Linkage Form** (see Figures 2.1 and 2.2).*
- *Use of **Teacher Tracking Form** for administering the Cover Letters to the selected teachers (Appendix C).*
- *Before the testing session, making copies of the document titled **Information for Parents** and distribute them to the students of the selected eighth-grade classes, in order to give them to their parents/guardians (you will get this online).*
- *Working with the school Principal and the IT coordinator/specialist to **check the availability of computers** and prepare the available computers for TIMSS administration (this includes running the System Check Program and the TIMSS Mini Player to determine whether the available computers are properly equipped).*
- *Working with the school Principal, the Test Administrator and the teachers to plan the testing day (e.g., arranging rooms, times, classes, and testing materials).*
- *Providing assistance to the Test Administrator in completing the **Student Tracking Form** (Appendix B) and the **Test Administration Form** (Appendix A).*

## 1.1. TIMSS 2023 forms

TIMSS relies on a series of forms to sample classes and track the participation status of the respondents. It is very important that they are completed accurately. Throughout this document, you will be given directions for completing specific forms. You will get these forms from the National Center. Some of these documents, will all be completed and submitted to the National Center via TIMSS webpage: Οικοσελίδα - Κέντρο Εκπαιδευτικής Έρευνας και Αξιολόγησης - TIMSS WebSite (pi.ac.cy), link Συντονιστές/Συντονίστριες (School Coordinators) The rest of them, will be returned with the Test Administrator, at the end of the assessment session. You will be informed by the National Center about the forms you will receive and submit online. If you have any questions about the completion of these forms, please contact the National Center.

There are five different survey forms in all, which are listed below.

- ***Class Listing Form:*** *You will be asked to list* ***all eighth-grade*** *classes in your school and provide such details as number of students and pseudonyms of Math teachers.*
- ***Student-Teacher Linkage Form:*** *The National Center will prepare a Student-Teacher Linkage Form for each class sampled for TIMSS and send it to you for completion. You will be asked to list students and their Math and Science teachers in the sampled classes and to link the students to their teachers*.
- ***Teacher Tracking Form:*** *You will be asked to use this form to distribute the Cover Letters which contain directions for the Teacher Questionnaire completion (Appendix C).*
- ***Student Tracking Form:*** *It will be completed by the Test Administrators during the test administration. It contains information about students' login to the TIMSS Player and their participation status in both, the Achievement Test and the Questionnaire (Appendix B).*
- ***Test Administration Form:*** *It will be completed by the Test Administrators during the test and the Student Questionnaire administration. The form contains questions regarding the assessment's duration and the whole procedure's quality (Appendix A).*

### *Check digital devices for TIMSS 2023 - Instructions*

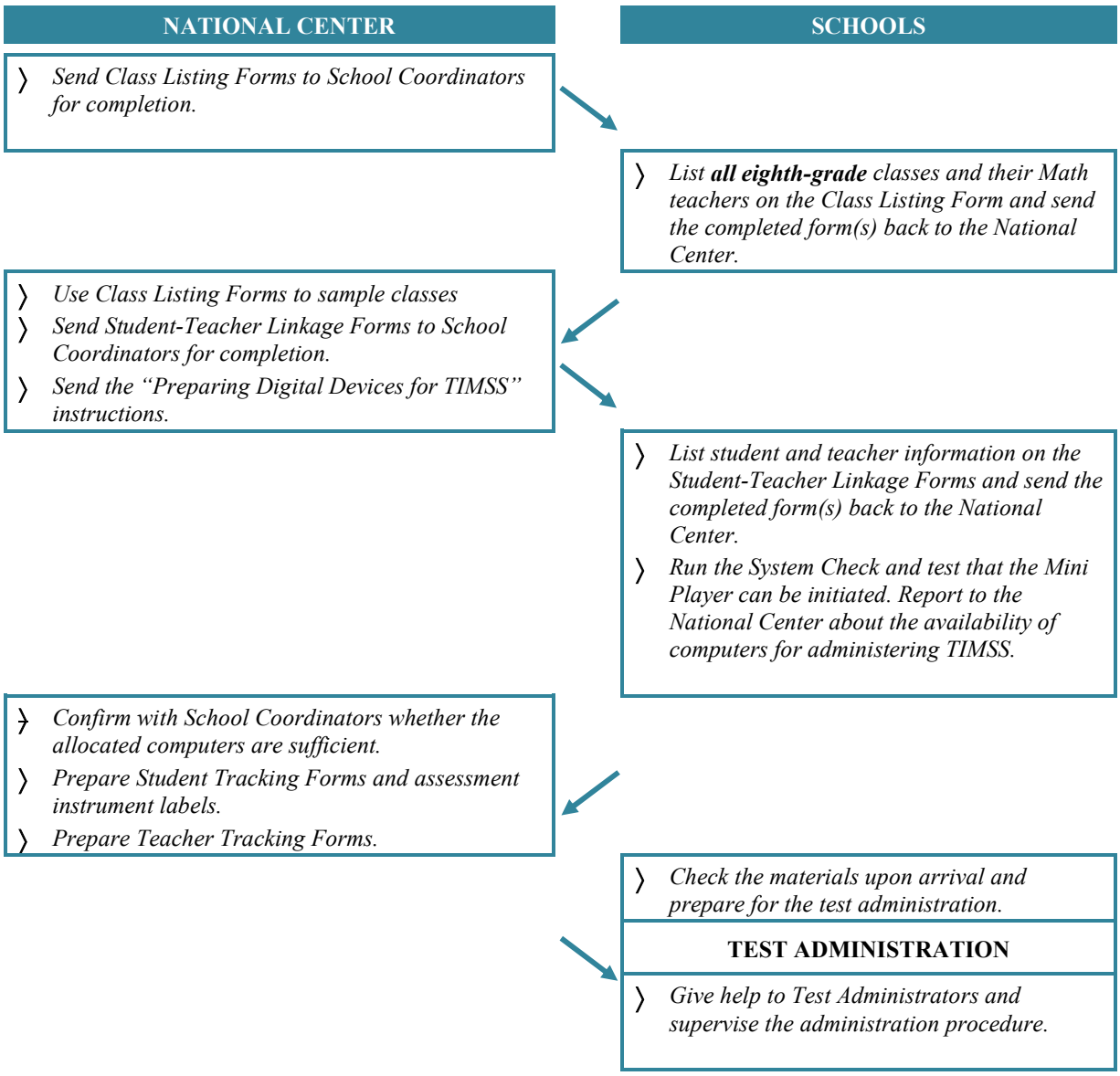
You will be provided with instructions on preparing digital devices allocated for TIMSS administration in your school. The instructions are uploaded on the TIMSS 2023 website (Έλεγχος ηλεκτρονικών συσκευών – Digital Devices Check). It is strongly recommended to cooperate with the school IT coordinator, in order to correctly report the results to the National Center.

## 1.2. Steps for implementing TIMSS 2023

The following diagram illustrates the major steps for working with the National Center, to exchange information in order to sample classes and prepare for the test administration. These steps are explained in detail throughout this document. The column on the left lists activities to be conducted by the National Center, and the column on the right lists activities to be carried out by you, the School Coordinator.

**Diagram 1**

*National Center's and School Coordinators' Activities in TIMSS 2023*



# 2 Identifying Classes, Teachers, and Students

At least one eighth-grade class (1-3) will be selected within each selected school, and all students in the selected classes will be assessed.

## 2.1. Completing the Class Listing Form

Your first task is identifying all eligible classes within the school and listing them on the Class Listing Form you received from the National Center. For each class, this list should include the class name (i.e., 2A, 2B etc.), the grade and the number of students enrolled in the class, as well as the Mathematics teacher's pseudonym. At this stage, only the pseudonyms of the Mathematics teachers should be identified. Eighth-grade Science teachers will be identified later for the sampled classes only.

Pseudonyms consist of the initial letters of the teachers' names. For example, Michael Niovi → MN, Georgiou Andreas → GA. In case the initial letters of two or more teachers are the same, distinguish the teachers with a number next to their initial letters. For example, Michael Niovi → MN, Michael Neophytos → MN2, Mastrou Nelli → MN3 etc.

Please ignore Columns 3 and 5 (Class Group and Class Exclusion Status).

Upload the completed Class Listing Form on TIMSS website: Συντονιστές/Συντονίστριες (School Coordinators) .

An example of a completed Class Listing Form is provided in Table 1.

**Table 1**

*Example of a Grade 8 Completed Class Listing Form*

**TIMSS 2023 - Class Listing Form - Grade 8**

| | |
|---|---|
| **TIMSS Participant Country** | Cyprus |
| **School Name** | NICOSIA SCHOOL |
| **School ID** | 0153 |
| **School Coordinator Name** | MN |
| **School Coordinator's Phone Number** | 99-XXXXXX |
| **School Coordinator's Email** | XXXX@yahoo.com |

| ❶ Class Name | ❷ Grade | ❸ Class Group | ❹ Number of Students | ❺ Class Exclusion Status | ❻ Pseudonym of Mathematics Teacher |
|---|---|---|---|---|---|
| *2A* | *8* | | *21* | | *ZA* |
| *2C* | *8* | | *22* | | *AZ* |
| *2D* | *8* | | *20* | | *AZ* |
| *2E* | *8* | | *18* | | *ZA* |
| *2H* | *8* | | *17* | | *KP* |
| | | | | | |
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## 2.2. Completing the Student-Teacher Linkage Form

Using your completed Class Listing Form, the National Center will select the classes to be tested in your school with a specialized software and will send you the Student-Teacher Linkage Form(s) for the selected classes for you to complete.

As the first step in completing the Student-Teacher Linkage Forms, you should list all students in the corresponding class in Column 1. For each student in the class, this list should indicate the student's name/pseudonym in Column 1, sequence number in Column 2, date of birth in Column 3, gender (using codes—1 for female and 2 for male) in Column 4, and exclusion status in Column 5.

### Exclusion status categories

If a student is to be excluded from testing, you are asked to indicate the exclusion status in Column 5 on the Student-Teacher Linkage Form. It is the responsibility of the school officials to ensure that only students meeting the conditions for exclusions are excluded. Students whose parents do not permit them to participate should not be assigned an exclusion code. When in doubt, the student should always be included. Students should not be excluded solely because of poor academic performance or normal disciplinary problems.

You should use the following codes to indicate the reason for exclusion:

Code 1 **Students with functional disabilities:** These are students who have physical disabilities in such a way that they cannot perform in the TIMSS testing situation. Students with functional disabilities who are able to perform should be accommodated in the test situation, within reason, rather than excluded.

Code 2 **Students with intellectual disabilities:** These are students who are considered, in the professional opinion of qualified staff, to have severe intellectual disabilities or who have been tested as such. This includes students who are emotionally or mentally unable to follow even the general instructions of the test. It should be noted that students with dyslexia, or other such learning disabilities, should be accommodated in the test situation, within reason, rather than excluded.

Code 3 **Non-native language speakers:** These are students who are unable to read or speak the languages of the test and would be unable to overcome the language barrier in the test situation.

**Teacher information**

Once the student information is complete, you should verify that the teacher information, listed in the header of Column 6, is correct and adapt and/or add information as necessary. All teachers teaching Mathematics and Science to the students in the selected class should be listed in the header of Column 6.

**Subject codes**

For each teacher listed in the header of Column 6, you should indicate a Subject Code. This code corresponds to the subject(s) this teacher teaches to students in the selected class. The following codes should be used:

| | |
|---|---|
| Code 1 | Mathematics |
| Code 2 | Physics |
| Code 3 | Biology |
| Code 4 | Chemistry |
| Code 5 | Earth Science |
| Code 6 | Integrated Science (Physics / Biology / Chemistry / Earth Science) |
| Code 8 | Physics / Chemistry |
| Code 9 | Biology / Earth Science |
| Code 10 | Biology / Chemistry |
| Code 11 | Physics / Biology |
| Code 12 | Physics / Earth Science |
| Code 13 | Chemistry / Earth Science |
| Code 16 | Physics / Biology / Chemistry |
| Code 17 | Biology / Chemistry / Earth Science |
| Code 18 | Physics / Biology / Earth Science |

**Linking students to teachers**

As the final step, link each student to his or her teachers by placing a checkmark X in the corresponding cells of Column 6, showing that a student is taught by a particular teacher (See, for example, Table 2.1).

An example of a completed Student-Teacher Linkage Form is provided in Tables 2.1 and 2.2 (the first one with names and the second one without names).

**Using pseudonyms Instead of names**

For confidentiality reasons, please create and use pseudonyms to identify students and teachers.

Prepare two versions of the Student-Teacher Linkage Form for each corresponding class: one with sequential numbers and student names and the other with students' pseudonyms. The students on both sheets must be listed in the same order, and the rest of the information should be identical on both versions of the forms.

**Send the version without student names to the National Center.** Keep the version with student names in the school and use it to identify students in the Student Tracking Forms during the test administration later on.

***Guidelines for replacing student names with pseudonyms***

- Use the initial of the surname and the name of a student (i.e. Andreou Christos → AC).
- Add a dot after the initials.
- Use the sequence number of this student (i.e. Andreou Christos→ AC.01).
- Add a dot after the sequence number.
- Use the gender of the student, code 1 if the student is a female, and code 2 if the student is a male (i.e. Andreou Christos→ AC.01.2).
- Pseudonym for Andreou Christos: AC.01.2

***Guidelines for replacing teacher names with pseudonyms:***

- Everything mentioned in Chapter 2.1. applies here. It is very important to distinguish the teachers, in case of identical initials.

**Table 2.1**

*Example of a Completed Student-Teacher Linkage Form (with names)*

**Table 2.2**

**TIMSS 2023**
**Student-Teacher Linkage Form - Grade 8**

| School Name: | TIMSS Participant Country: | | | |
|---|---|---|---|---|
| THE NICOSIA SCHOOL | Cyprus | | | |
| | [a] School ID | [b] Class ID | [c] Class Name | [d] Grade |
| | 0153 | 15301 | 8A | 8 |

| ❶ | ❷ | ❸ | | | ❹ | ❺ | ❻ | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Teacher Information | | | | | | | | | | | | | | | | |
| | | | | | | | NM | 8A | 1 | MA | 8A | 6 | | | | | | | | | | | |
| Student Name/Pseudonym | Sequence Number | Date of Birth | | | Gender | Exclusion Status | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: |
| | | DD | MM | YYYY | | | | | | | | | | | | | | | | | | | |
| Brown Dalia | 1 | 20 | 10 | 2007 | 1 | | x | | | x | | | | | | | | | | | | | |
| Andreou Tomas | 2 | 04 | 04 | 2008 | 2 | | x | | | x | | | | | | | | | | | | | |
| Fotiou Yiasmin | 3 | 04 | 03 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| Hamlin Maria | 4 | 08 | 12 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| Hamlin Walter | 5 | 24 | 03 | 2008 | 2 | | x | | | x | | | | | | | | | | | | | |
| Kosta Mina | 6 | 06 | 12 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| King Renos | 7 | 27 | 01 | 2008 | 2 | | x | | | x | | | | | | | | | | | | | |
| Kyriakou Rea | 8 | 19 | 09 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| Michael Andrea | 9 | 24 | 07 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| Peter Andrew | 10 | 26 | 11 | 2007 | 2 | | x | | | x | | | | | | | | | | | | | |
| Petrescou Eliza | 11 | 27 | 01 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| Stefanou Elena | 12 | 14 | 05 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
| Swaz Yioussef | 13 | 05 | 06 | 2008 | 2 | | x | | | x | | | | | | | | | | | | | |
| Theocharous Reggina | 14 | 15 | 07 | 2008 | 1 | | x | | | x | | | | | | | | | | | | | |
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*Example of a Completed Student-Teacher Linkage Form (no names)*

**TIMSS 2023**
**Student-Teacher Linkage Form - Grade 8**

| School Name: | TIMSS Participant Country: |
|---|---|
| THE NICOSIA SCHOOL | Cyprus |

| [a] School ID | [b] Class ID | [c] Class Name | [d] Grade |
|---|---|---|---|
| 0153 | 15301 | 8A | 8 |

| ❶ | ❷ | ❸ | | | ❹ | ❺ | ❻ | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Teacher Information | | | | | | | | | | | | | | | | |
| | | | | | | | NM | 8A | 1 | MA | 8A | 6 | | | | | | | | | | | |
| Student Name/Pseudonym | Sequence Number | Date of Birth | | | Gender | Exclusion Status | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: | Teacher: | Class (Course) Name: | Subject Code: |
| | | DD | MM | YYYY | | | | | | | | | | | | | | | | | | | |
| BD.01.1 | 1 | 20 | 10 | 2007 | 1 | | | x | | | x | | | | | | | | | | | | |
| AT.02.2 | 2 | 04 | 04 | 2008 | 2 | | | x | | | x | | | | | | | | | | | | |
| FY.03.1 | 3 | 04 | 03 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| HM.04.1 | 4 | 08 | 12 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| HW.05.2 | 5 | 24 | 03 | 2008 | 2 | | | x | | | x | | | | | | | | | | | | |
| KM.06.1 | 6 | 06 | 12 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| KR.07.2 | 7 | 27 | 01 | 2008 | 2 | | | x | | | x | | | | | | | | | | | | |
| KR.08.1 | 8 | 19 | 09 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| MA.09.1 | 9 | 24 | 07 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| PA.10.2 | 10 | 26 | 11 | 2007 | 2 | | | x | | | x | | | | | | | | | | | | |
| PE.11.1 | 11 | 27 | 01 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| SE.12.1 | 12 | 14 | 05 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
| SY.13.2 | 13 | 05 | 06 | 2008 | 2 | | | x | | | x | | | | | | | | | | | | |
| TR.14.1 | 14 | 15 | 07 | 2008 | 1 | | | x | | | x | | | | | | | | | | | | |
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# 3 Preparing for the Test Administration

## 3.1. Scheduling the testing dates

The TIMSS 2023 Main Study is scheduled for the period **March 21st - May 12th 2023.** The National Centre will notify you about the testing about two weeks earlier. If there are any changes in the school schedule, you should notify the National Center immediately. Both, teachers and students should be notified of the time and location of the testing in advance.

## 3.2. Informing parents/guardians

A month before the testing session, the document titled ***Information for Parents*** will be available on the TIMSS 2023 website: Συντονιστές/Συντονίστριες (School Coordinators). Please print it, multiply it and distribute it to the eighth-grade students who are included in the Student Tracking Form, in order to give it to their parents/guardians.

Additionally, on the TIMSS 2023 website, link Data Protection Declaration, Data Protection Declaration documents are uploaded in line with General Data Protection Regulation (GDPR) of Europe. It is recommended for the parents and guardians to read them. Our target is the participation of all eighth-grade students included in the Student Tracking Forms.

## 3.3. Arrangements for the testing sessions

For each testing session, you will need to arrange a room that is quiet, spacious, and allows students to work without distractions. There should be enough aisle space to allow the Test Administrator to move quietly between the students while they work and enough seating space for the number of students that will be tested.

Although the teachers of the participating classes will not be the Test Administrators, they are expected to be present in the classroom during the testing session.

Each school is expected to provide the students who will not participate in the study with material to work with during the testing session.

## 3.4. Timing of the testing sessions

As the School Coordinator, you are responsible for arranging the required amount of uninterrupted time for each testing session. Each testing session, including the necessary preparations and both the Achievement Test and Student Questionnaire sessions, should require about 3,5-4 hours.

It is essential to **strictly follow the time limits of the testing session** indicated in this section of the manual. The actual timing of the testing sessions and Student Questionnaire administration should be recorded by the Test Administrator on the Test Administration Form (Appendix A).

The Achievement Test administration to the students is divided into two parts. After the test, students will be asked to complete the Student Questionnaire. Both parts of the Achievement Test and the Student Questionnaire have to be administered to students on the same day, with a short break in between.

The timing of the testing sessions should be as follows:

**TIMSS Timetable**

| Time | Activity | Duration |
|---|---|---|
| 07:30 - 07:50 | Set up the testing room and log in each student to his/her computer | 20 min |
| 07:50 - 08:10 | Directions | 20 min |
| 08:10 - 08:55 | Achievement Test Part 1 | 45 min |
| **08:55 - 09:20** | **Break** | **25 min** |
| 09:20 - 09:30 | Prepare students for Achievement Test Part 2 | 10 min |
| 09:30 - 10:15 | Achievement Test Part 2 | 45 min |
| **10:15 - 10:45** | **Break** | **30 min** |
| 10:45 - 11:15 | Student Questionnaire (instructions and completion) | 30 min |
| **11:15 – 11:20** | **End of the testing time** | **5 min** |

If a student has completed Part 1 or Part 2 of the test before the time allowed is up, he/she may use the time to review his/her answers to the items within the corresponding part of the test. They may also read a book or work on a worksheet. It is highly advisable for students to remain in the testing room until the testing time is over. Allowing students to leave the classroom might result in lower participation rates for either Part 2 of the Achievement Test or the Student Questionnaire. However, if a student needs to leave the room for an emergency, his or her device should be kept secure during the time that student is not in the class. The computer should be kept secure so that another student cannot access it during the absence of the tested student.

# 4 Tasks Upon Arrival of the Testing Materials

The National Center will send to you by mail a package with essential material. When you receive the material, you should check it to make sure everything is included and keep everything secure. You should also distribute the Cover Letters for the School and Teacher Questionnaires, and make arrangements for the whole procedure.

For your school, you should receive:

- *The Teacher Tracking Form.*
- *The Student Tracking Form.*
- *The Test Administration Form.*
- *A Cover Letter (Printed directions), for the online School Questionnaire, for the school Principal.*
- *Cover Letters (Printed directions), for the online Teacher Questionnaires, for each of the Mathematics and Science Teacher who are teaching the selected classes.*
- *Labels including information about the students (pseudonym, ID and password).*
- *Informative material for TIMSS.*

If you do not receive the complete set of testing materials 10 working days before your school's testing date, you should contact the National Center **immediately** via email at timss@cyearn.pi.ac.cy

As School Coordinator, you are responsible for the security and safe storage of all materials at all times. They must not be duplicated or displayed in any way.

## 4.1. Administering the School Questionnaire

The School Questionnaire will be completed online from the School Principal. The Cover Letter you will receive contains directions and information for the Principal on accessing the online Questionnaire (Questionnaire's URL, School ID and Password).

You should let the school Principal know that the Questionnaire takes approximately 30 minutes to complete and should be completed no later than the date of the test administration. The Principal should keep the Cover Letter until he/she completes the online Questionnaire and presses the submit button.

## 4.2. Administering the Teacher Questionnaire

All Teacher Questionnaires will be completed online. Teachers whose pseudonym is included on the Teacher Tracking Form will receive a Cover Letter with the Teacher ID and Password. The Cover Letter includes some printed directions for accessing the online Questionnaire with an identification label on the cover page with the Teacher ID for anonymity purposes. You should administer the Cover Letters only to teachers whose pseudonyms are indicated on the Teacher Tracking Form (column 1) and correspond to the Teacher ID (column 2). **Selected teachers cannot be replaced in any way.**

Cover Letters include teacher's pseudonym, subject code, class name, Questionnaire's URL and log in credentials (Teacher ID and Password). The Subject Code described earlier in this manual (page 8) identifies which subject he or she is teaching to the corresponding class. If, for any reason, a wrong set of questions is displayed (e.g., a teacher teaches Mathematics to the corresponding class, but Science-related questions are displayed), the teacher should exit the Questionnaire and log in again using Subject Code 99. Questions related to both subjects will be displayed and the teacher can simply skip the parts that are not applicable.

You should instruct the teachers that the Questionnaire takes approximately 35 minutes to complete and should be completed no later than the date of the test administration. Teachers should keep the Cover Letter until they complete the online Questionnaire and press the submit button.

# 5 Tasks on the Testing Day

There might be one or more testing days in your school (e.g., possible make-up sessions). Your major tasks for each testing session are described in the sections below.

## 5.1. Before the testing session

The Test Administrators will arrive at your school before the testing session. You and the Test Administrator will need to set up the room that will be used. Each student to be tested should have a workstation with a fully equipped computer/device, previously evaluated for TIMSS compatibility, with an external keyboard, a mouse, internet connection and connected to power.

Make sure that the Test Administrator has the following materials:

- *The Test Administrator Manual*
- Access to the TIMSS Player and the Student Questionnaire (URL)

You are going to provide the Test Administrators the following:

- *The Student Tracking Form for the class tested*
- *The Test Administration Form*
- *The labels including information about the students*

Please work with the Test Administrators to place the login labels on the electronic devices to be used. Each student should use the device labeled with their own information only.

It is important to ensure in advance that there will be a teacher from the school in each assessment room, during the whole process.

Because break times for students participating in the assessment may not coincide with scheduled school breaks, please, in advance inform the Principal, the teachers and the students of the school, so as to minimize any inconvenience or distraction.

## 5.2. During the testing session

Please make sure everything runs smoothly and help the Test Administrator if he or she has any problems. In addition, check that the Test Administrator properly completes the Student Tracking Form and the Test Administration Form.

Please note that for all testing sessions, students must store away all their electronic devices other than the device used for the TIMSS testing for the duration of the test administration.

**Students with special arrangements**

For students with special arrangements, the policy applied in the educational system of Cyprus for similar cases should be followed.

Students with special arrangements who will participate in the survey should be marked with the SA code (column 6) on the Selected Students Form as follows:

SA Code: Joined with special arrangements

In the event that some special arrangements are made for the participation of a student, the Test Administrator should specify these arrangements on the Test Administration Form (Appendix A, Question 18).

### *5.2.1. Completing the Student Tracking Form*

The Student Tracking Form is very important to the assessment's administration. It contains important information for the students, and links them to their own Achievement Test and Questionnaire, through the ID and Password. The Test Administrators will record the students' participation status in column 7 of this form.

The column dedicated to recording student participation status (Column 7) is divided into two sections: one for the main or regular session and the other (shaded) for a make-up session if one is being held. A make-up session should be held if the student response rate is below 90% in the class.

You will find that there are more pre-coded Student IDs in the Student Tracking Form than there are students in the class. If there is a new student in the class at the time of testing who was not recorded on the Student Tracking Form, the Test Administrator should use one of the spare records (see lines marked with <A>). See, for example, in Appendix B how the Student Tracking Form was completed for the new student GS (GS.14.2).

The Test Administrator should code the participation status of the students as follows:

| | |
|---|---|
| Code C | Student participated in the session |
| Code SA | Student participated in the session with special arrangements (add a note describing the arrangement) |
| Code A | Student was absent from the session |
| Code P | Parental permission was denied |
| Code NA | Student has left school permanently. |

A student should be marked as having participated even if he or she was present only during one of the two parts of the Achievement Testing session. No participation code needs to be marked for students who were excluded from the assessment.

Please also identify the achievement session number in Column 7 of the Student Tracking Form. If all students in the class are assessed together in one Achievement Testing session, you may leave the Session Number column blank or enter 1 for the entire class. If multiple sessions are held, assign 1 for each student taking part in the first session, 2 for each student taking part in the second session, etc.

An example of completed Student Tracking Form is provided in Appendix B.

## 5.3. After the testing session

When the Achievement Test and Student Questionnaire sessions have been completed, you should assist the Test Administrator to check that the Student Tracking Form and the Test Administration Form have been completed correctly.

The data are uploaded automatically by exiting the player and Student Questionnaire.

The Test Administrators should return to the TIMSS National Center all the forms used. For this reason, make sure they take the following material with them:

- ✓ Teacher Tracking Form
- ✓ Student Tracking Forms (without names)
- ✓ Completed Test Administration Forms

If you have any questions or concerns, please contact TIMSS National Center.

**TIMSS NATIONAL CENTRE**

**Centre for Educational Research and Evaluation (CERE)**

**Email:** timss@cyearn.pi.ac.cy **Fax:** 22560118

**National Research Coordinator:** Yiasemina Karagiorgi (tel. 22402317)

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Sofia Vlami (tel. 22402456), Andros Polydorou (tel. 22402455)

**Thank you again for your help in conducting this important international study.**

# Appendix A: Test Administration Form

## TIMSS 2023 - Grade 8

### Test Administration Form

**Class ID:**

[1] **School Name:**

[2] **Class Name:**

[3] **School Coordinator's Name:**

[4] **Test Administrator's Name:**

[5] **Test Administrator's Position:**

- ☐ **TIMSS national centre staff**
- ☐ **Teacher from school but not teacher of the selected class**
- ☐ **Other, please describe**

[6] **Type of testing session:** ☐ **Regular** ☐ **Session Number** ☐ **Make-up**

[7] **Date of testing:** ☐ **DD: Day of testing** ☐ **MM: Month of testing**

**Timing of Test and Questionnaire Sessions**

| Start time | End time | Task |
|---|---|---|
| (8a) | (8b) | |
| | | Administrative tasks (assigning computers to students, preparation of students, instructions, etc.) |
| (9a) | (9b) | |
| | | Testing, first part |
| (10a) | (10b) | |
| | | Preparation of students for second part |
| (11a) | (11b) | |
| | | Testing, second part |
| (12a) | (12b) | |
| | | Session for the Student Questionnaire |

**13**

Were there any special circumstances or unusual events during the testing session (e.g., loud noises, students leaving or disturbing the testing session, or attempting to cheat, fire or smoke alarms, etc.)?

No ○ Yes, please explain ○

**14**

Were there any problems with the testing materials (e.g., errors or omissions in the Student Tracking Forms, insufficient supply of materials)?

No ○ Yes, please explain ○

**15**

Were there any technical problems that prevented data collection from any of the students?

No ○ Yes, please explain ○

**16**

Were there any problems discovered with student logins (e.g., same loigin used for more than one student, spare records/logins from the Student Tracking Form used)?

No ○ Yes, please specify student IDs and describe the issue(s), including the part of the test the issue happened ○

**17**

Did any technical problems, such as speed of the test software or malfunctioning keyboards/mice, occur during the testing that seemed to frustrate students or prevent them from giving their "best" responses?

No ○ Yes, please explain ○

**18**

Were there any students requiring special accommodations (e.g., students with visual or hearing impairment, dyslexia, etc.)?

No ○ Yes, please specify the accommodation(s) provided ○

**19**

Did a Quality Control Monitor observe the testing session?

No ○ Yes, please explain ○

# Appendix B: Student Tracking Form

## TIMSS 2023 Student Tracking Form - Grade 8

| School Name: | TIMSS Participant Country: |
|---|---|
| THE NICOSIA SCHOOL | Cyprus |

| [a] School ID | [b] Class ID | [c] Class Name | [d] Grade | [e] Language of Test |
|---|---|---|---|---|
| 7027 | 702701 | 8A | 8 | English |

| ❶ Student Pseudonym | ❷ Student ID | ❸ Password | ❹ Date of Birth DD | MM | YYYY | ❺ Gender | ❻ Exclusion Status | ❼ Participation Status: Main Session – Achievement Session | Main Session – Session Number | Main Session – Questionnaire Session | Make-Up Session – Achievement Session | Make-Up Session – Questionnaire Session |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BD.01.1 | 70270101 | 55717 | 20 | 10 | 2007 | 1 | | C | 1 | C | | |
| AT.02.2 | 70270102 | 56544 | 04 | 04 | 2008 | 2 | | C | 1 | C | | |
| FY.03.1 | 70270103 | 57400 | 04 | 03 | 2008 | 1 | | P | 1 | P | | |
| HM.04.1 | 70270104 | 58193 | 08 | 12 | 2008 | 1 | | C | 1 | C | | |
| HW.05.2 | 70270105 | 59110 | 24 | 03 | 2008 | 2 | | P | 1 | P | | |
| KM.06.1 | 70270106 | 60056 | 06 | 12 | 2008 | 1 | | C | 1 | C | | |
| KR.07.2 | 70270107 | 61032 | 27 | 01 | 2008 | 2 | | P | 1 | P | | |
| KR.08.1 | 70270108 | 62866 | 19 | 09 | 2008 | 1 | | C | 1 | C | | |
| MA.09.1 | 70270109 | 63657 | 24 | 07 | 2008 | 1 | | A | 1 | A | | |
| PA.10.2 | 70270110 | 64478 | 26 | 11 | 2007 | 2 | | P | 1 | P | | |
| PE.11.1 | 70270111 | 54153 | 27 | 01 | 2008 | 1 | | C | 1 | C | | |
| SE.12.1 | 70270112 | 55072 | 14 | 05 | 2008 | 1 | | C | 1 | C | | |
| SY.13.2 | 70270113 | 56021 | 05 | 06 | 2008 | 2 | | C | 1 | C | | |
| TR.14.1 | 70270114 | 57125 | 15 | 07 | 2008 | 1 | | A | 1 | A | | |
| <A> GS.14.2 | 70270115 | 58939 | 14 | 08 | 2008 | 2 | | C | 1 | C | | |
| <A> | 70270116 | 59733 | | | | | | | | | | |
| <A> | 70270117 | 60557 | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

**Gender (column 5):** 1 = Female; 2 = Male
**Exclusion Status (column 6):** 1 = Students with functional disabilities; 2 = Students with intellectual disabilities; 3 = Non-native language speakers
**Participation Status (column 7):** C = Participated; SA = Participated with special accommodation; A = Absent; P = No parental permission; NA = Left school permanently
**Session Number (Column 7):** Session number is applicable if the test is administered in more than one session due to the number of computers available

# Appendix C: Teacher Tracking Form

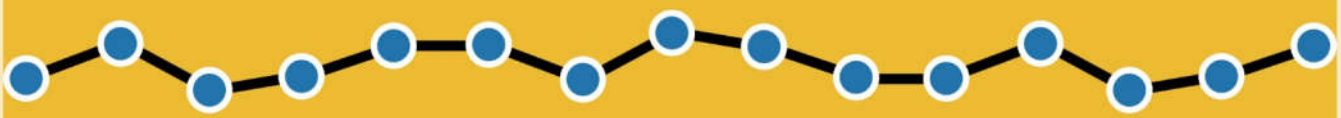
**TIMSS 2023 - Teacher Tracking Form - Grade 8**

| School Name: | TIMSS Participant Country: |
|---|---|
| NICOSIA SCHOOL | CYPRUS |

| [a] School ID | [b] Grade |
|---|---|
| 0153 | 8 |

| ❶ Teacher Pseudonym | ❷ Teacher ID | ❸ Link Number | ❹ Selected Class ID | ❺ Class (Course) Name | ❻ Number of Eligible Students | ❼ Subject Code | ❽ Questionnaire Return Status |
|---|---|---|---|---|---|---|---|
| NM | 015301 | 01 | 015303 | B1 | 22 | 1 | O |
| AA | 015302 | 02 | 015303 | B1 | 22 | 6 | O |
| AA | 015302 | 05 | 015307 | B2 | 17 | 6 | O |
| GC | 015303 | 03 | 015303 | B1 | 22 | 5 | O |
| CA | 015304 | 04 | 015307 | B2 | 17 | 1 | O |
| SA | 015305 | 06 | 015307 | B2 | 17 | 5 | O |

# TIMSS 2023



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