



OECD Test for Schools

Test Administration Script – US Edition

Version 1.1

January 2020

1. Introduction

This test administration script provides you with step-by-step instructions to monitor and manage students taking the digital OECD Test for Schools (OTS) in the online OTS platform.



The anticipated timing of the OECD Test for Schools is shown in the table below.

Activity	Time
Students arrive, start their devices and prepare to start the Test	10-15 minutes (approximately)
Students start the Cognitive Test	1 hour (exactly)
Short break	No more than 5 minutes
Students complete the Cognitive Test	1 hour (exactly)
Break	15 minutes
Students complete the Student Questionnaire	35 minutes (approximately)
Students log out and/or shutdown their device	3-5 minutes (approximately)

2. Supervision

You are responsible for monitoring the assessment session. In so doing, please pay special attention to the following matters:

Student attendance

- Students may not be admitted to the session once the booklet or questionnaire directions have begun. Students must attend the beginning of the first part of the assessment to participate in the assessment. This is very important to maintain standardised assessment procedures across all the participating schools.
- Students should not leave the session unless it is absolutely necessary.
- If a student cannot complete the session (e.g., she or he becomes ill) or must leave temporarily, collect their materials.

Assistance

- You may NOT help the students with any of the items in the online Cognitive Test. However, you may answer questions about items in the Student Questionnaire.
- Students finishing early should be encouraged to review their work. There are three sections of the online Cognitive Test, once each section of the Cognitive Test is completed, students cannot return to review or change their answers.
- Once you are completely satisfied that the students have finished, then provide them with reading materials (books or magazines).

Observers

- Observers should be limited to necessary staff members and Quality Monitors.
- To ensure standardised assessment procedures and security of the assessment items, no copying of test materials or photographs or video recordings of the sessions is allowed.

3. Test Administration Script

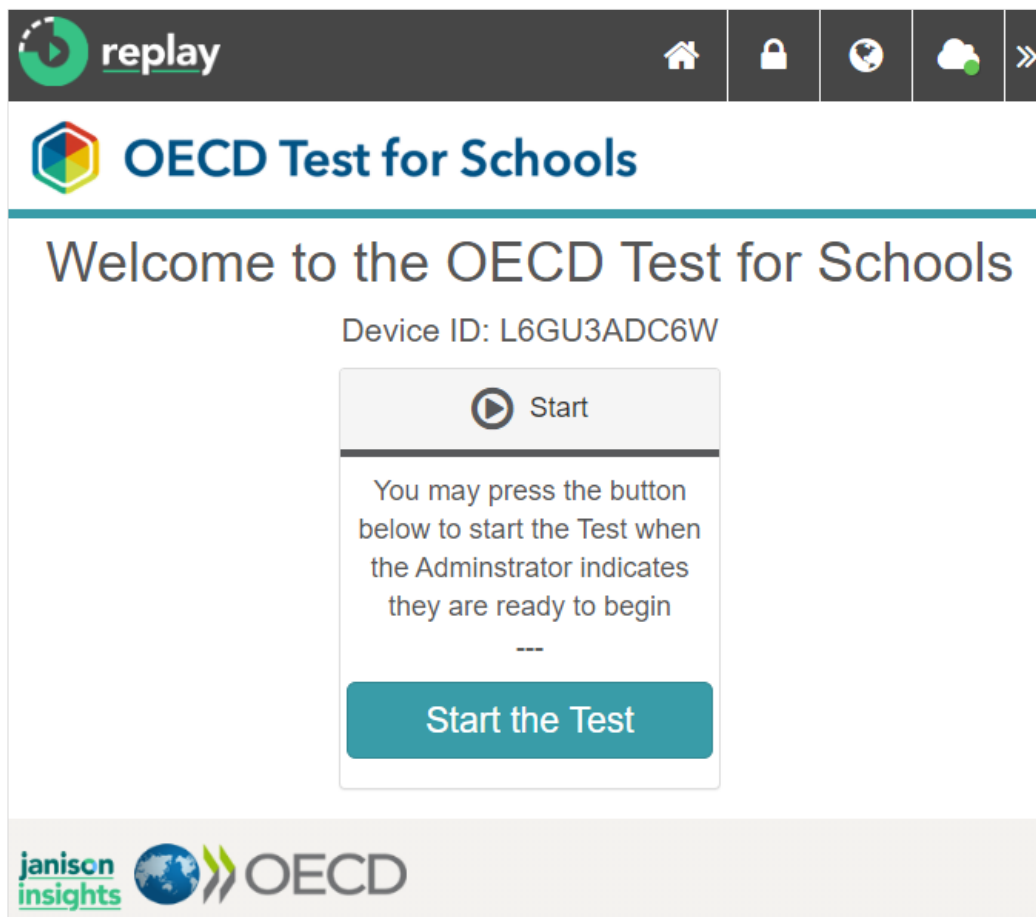
The following section includes a script for spoken instructions. The only text to be read to the students is in shaded boxes and MUST be read WORD-FOR-WORD. The un-shaded text is background and instructions for you to follow as the Test Administrator.

Preparing to start the Test

ALLOW the students to enter the room and to find a seat.

ASK the students to clear their desks except for the device used to take the test

CHECK that all students have opened the Janison Replay application or web browser and can see the Test Start Page



Introducing the OECD Test for Schools

INTRODUCE yourself to the students as the Test Administrator.

SAY:

You are here to participate in the OECD Test for Schools. This is an international student assessment designed by the OECD. In this study, we would like to find out what you know about mathematics, science and reading in comparison to students all over the world.

Your participation in the Test is very important because it will tell us about what you have been learning and what school is like for you. Because your answers will help better understand your school's performance in an international context, we ask you to do the very best you can.

SAY:

Now, please switch off any mobile phones or any other electronic devices apart from the computer you are using to take the test.

GIVE students a moment to do so.

SAY:

You will take this test online. There are two parts to the test, the first part is the Student Test and the second part is a Student Questionnaire. You will be now provided with the Access code you will use for the Student Test and the Student Questionnaire.

The Student Test must be taken first and will take TWO hours.

HAND OUT the individual paper for each student that contains the access code for the Student Test and the Student Questionnaire.

DO NOT admit any more students to the session.

SAY:

This paper contains your access code to take the Test and the Questionnaire. Please check the details on the paper to ensure the access codes are yours.

Beginning the Cognitive Test session

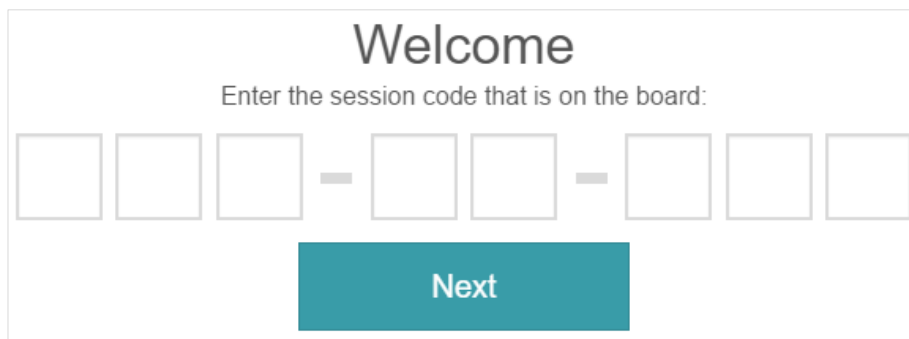
WRITE the Session Code you have been supplied with on the board.

SAY:

This is the Session Code we will use today to access the test. You must first enter the Session Code before you start the Test.

Please click the Start the Test button and enter the Session Code you see on the board.

WAIT to ensure that student have been able to enter the Session Code.



Welcome

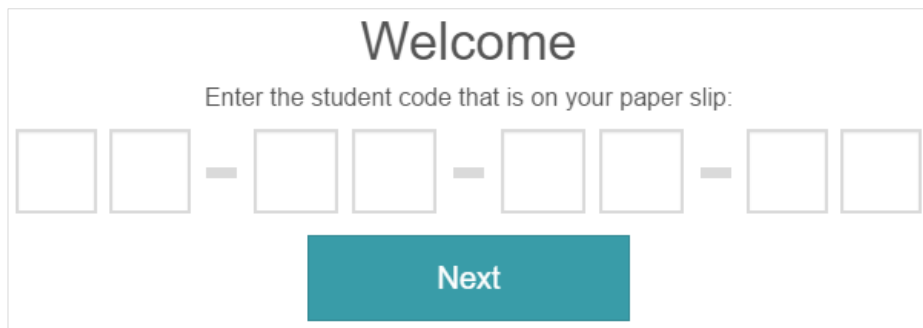
Enter the session code that is on the board:

- -

Next

SAY:

Please now enter you Access Code for the Student Test and press NEXT.



Welcome

Enter the student code that is on your paper slip:

- - -

Next

SAY:

You should now see the Instructions for the Student Test.

replay


Instructions

Welcome to the OECD Test For Schools – Online Assessment


This assessment is made up of two parts, (1) an online Student Test that will take 120 minutes and (2) an online Student Questionnaire that will take 30 minutes.

This is the Student Test.

The following pages can be viewed before the test starts, they describe how to use the online test tools and how to answer each of the question types.



Student Test



The OECD is an international organisation that seeks to address the economic, social and environmental challenges of globalisation. Through this test the OECD can provide your school with helpful information to improve its education standards.




Next ▶

SAY:

*You now have five minutes to review the instructions and the six practice questions.
The practice questions explain how each question type is answered.
Once you have reviewed the practice questions, please wait at the page titled Ready to start.
When everyone has reached this page we will start the test.*

CHECK students have accessed the instructions and are able to view the practice questions.


AFTER five minutes, or when you have ensured all students have been able to review the practice questions.

 **Instructions**  


Ready to start

You are now ready to start the test.

Please **wait on this page** until your test administrator advises you can proceed to answer the questions.



Student Test



The OECD is an international organisation that seeks to address the economic, social and environmental challenges of globalisation. Through this test the OECD can provide your school with helpful information to improve its education standards.

[← Back](#) [Finish practice →](#)

SAY:

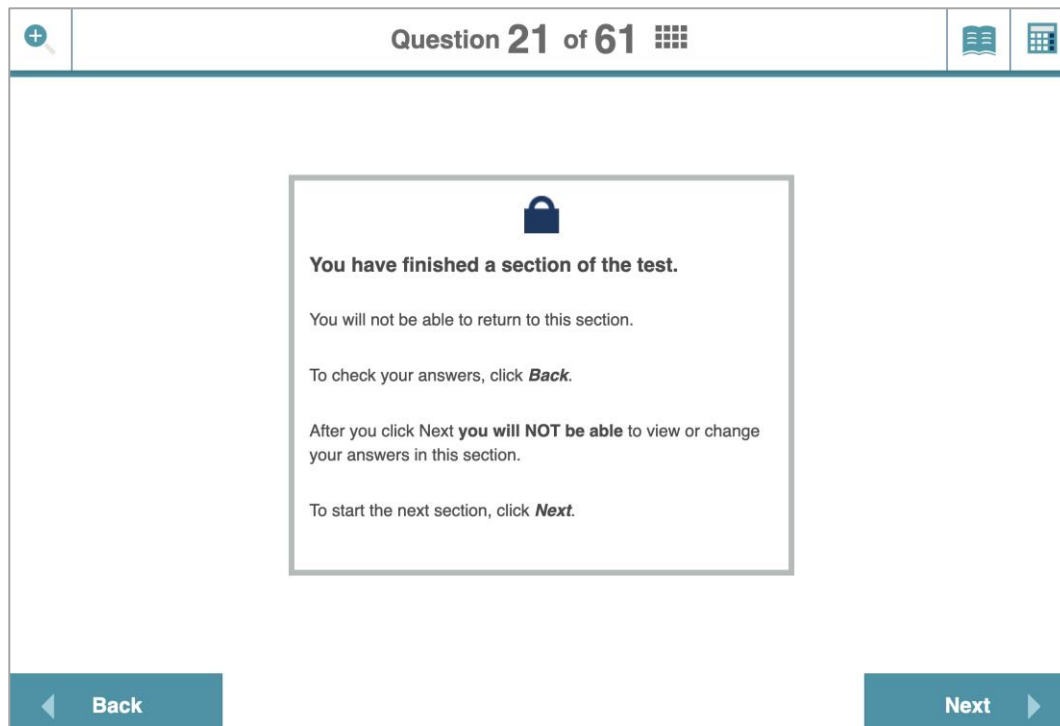
Your time for previewing questions has now completed.

Please click Finish Practice to start the Student Test, you have two hours to complete the Student Test.

Use your time carefully and do as much as you can. Please begin.

OBSERVE that students have started to answer questions. Students are randomly assigned tests. Tests can have between 57 to 62 questions.

AFTER approximately 20 Questions and 40 Questions, a section of the Student Test will be completed.



WHEN students proceed past these pages, they are unable to return to previous questions.

OPTIONALLY you may have a short break of 5 minutes after one hour of taking the Student Test. If you choose to do so. Ask students to stand up and stretch, stay quiet and do not talk to each other. Then after 5 (or less) minutes return to your seats and continue to answer questions.

AS the end time approaches, watch for students who appear to have finished and remind them to check their work from the last section. Once you are satisfied that a student has finished all that she or he can do, they can finish the test by clicking the Finish button and responding with YES to the final prompt. You may then give her/him a book or magazine to read.



You have reached the end of the test.

To check your answers, click a question number below.

If you are ready to finish the test, click **Finish**.

Progress summary

 Show all **0** Answered **61** Not answered **0** Not read

Questions

Click a number to go to that question.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

◀ Back

Finish ▶

PBTS Cognitive Test 2 - English - US

Are you sure you want to finish the test?

Have you completed all questions?
Have you reviewed all your answers?

No

Yes

AFTER two hours total of test time.

SAY:

Please stop.

If you have not finished all of the questions, please click Next until you reach the Finish page and press Finish and Select Yes to complete the test..

Break after the test session

SAY:

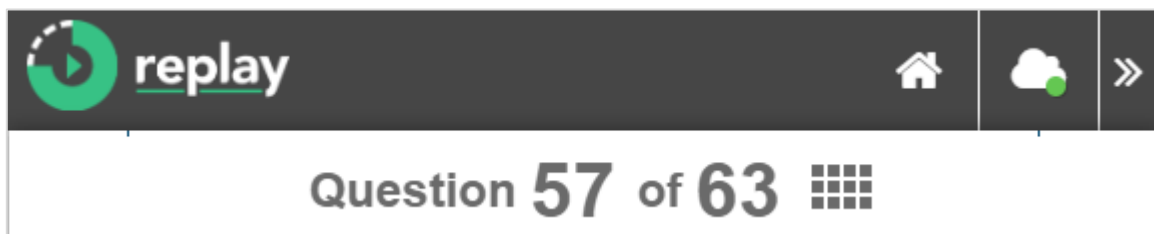
We are now going to take a 15 minutes break before completing the questionnaire.

Depending on what you have arranged with the school, the students may go outside for this brief break. They should be advised to spend the time somewhere near the testing room so that they will hear you when you call them back in.

REMIND them to visit the toilet and have a drink during the break.

Finish a test for a student

If a student leaves the room without clicking Finish, you will need to submit the test on behalf of them. These steps need to be carried out on the Replay device.



Select the  icon.

A screenshot of a dialog box titled 'Leave test'. The dialog box contains the text 'Are you sure you want to leave the test?' and 'Enter your PIN to proceed.' Below this text is a text input field with the placeholder text 'Enter PIN'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Leave test'.

Enter your **PIN** and select **Leave test**.

Your PIN is the School Code that was provided to you by your School Coordinator.

Important: You should not share your PIN with the student.

Beginning the Student Questionnaire session

ASK the students to come in the testing room and be seated.

SAY:

In the next 35 minutes you are going to be answering some questions about yourself, your family, your school, your interests and your views on various issues. There are no right or wrong answers to these questions so please answer the questions as best as you can. Your answer will not be seen by anyone from your school and will remain confidential.

WRITE the Session Code you have been supplied with on the board.

SAY:

This is the Session Code we will use today to access the questionnaire. You must first enter the Session Code before you start the Questionnaire.

Please click the Start the Test button and enter the Session Code you see on the board.

WAIT to ensure that student have been able to enter the Session Code.

Welcome

Enter the session code that is on the board:

- -

Next

SAY:

Please now enter you Access Code for the Student Questionnaire and press NEXT.

Welcome

Enter the student code that is on your paper slip:

- - -

Next

SAY:


You should now see the Instructions for the Student Questionnaire.

Page 1 of 34


**Welcome to the
OECD Test For Schools – Online
Assessment**

This assessment is made up of two parts, (1) an online Student Test that will take 120 minutes and (2) an online Student Questionnaire that will take 30 minutes.

This is the Student Questionnaire.



Student Questionnaire



The OECD is an international organisation that seeks to address the economic, social and environmental challenges of globalisation. Through this test the OECD can provide your school with helpful information to improve its education standards.

Scroll

Next ▶

ALLOW the students a short time to read the instructions.

SAY:

Are there any instructions that you don't understand?

ANSWER any questions the students may have.

SAY:

Please start to answer the questions in the Questionnaire. You will have 35 minutes to complete the Questionnaire. You may ask me for help if there is something in the questionnaire that you don't understand. Please raise your hand, if you need assistance.

USE a watch or clock to time the session.

ANSWER to students' queries about items in the questionnaire. Usually you can answer these queries individually, going to the student's desk to do so.

Ending the Student Questionnaire session

SAY:

Please go back and look over your answers, particularly to make sure you didn't leave out any of the questions, then use Next to navigate to the last page and click Finish.

ALLOW a few minutes for students to finish their checking

SAY

Please use Next to navigate to the last page and click Finish.

SAY:

Thank you very much for participating in the OECD Test for Schools, your school will receive results in a few months.

DISMISS the students according to the policy of the school.

Finish a questionnaire for a student

If a student leaves the room without clicking Finish, you will need to submit the questionnaire on behalf of them. These steps need to be carried out on the Replay device.



Select the  icon.

Leave test ✕

Are you sure you want to leave the test?

Enter your PIN to proceed.

Cancel Leave test

Enter your **PIN** and select **Leave test**.

Your PIN is the School Code that was provided to you by your School Coordinator.

Important: You should not share your PIN with the student.