

# Summary of School Activities



For additional information, go to <http://nces.ed.gov/timss> or the TIMSS international website at <http://timss.bc.edu>.



For questions about TIMSS 2015,  
contact the toll-free TIMSS information  
hotline at 855-445-5604  
or email [TIMSS@westat.com](mailto:TIMSS@westat.com)

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# Summary of School Activities

## Trends in International Mathematics and Science Study (TIMSS) **2015**



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# SUMMARY OF SCHOOL ACTIVITIES: TIMSS 2015

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	Fall 2014	January-March 2015, Prior to assessment day	March 30–May 29, 2015 Assessment day	Benefits
<b>Principal</b>	<ul style="list-style-type: none"> <li>Designate a school coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Complete a brief school questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment (available online or hardcopy)</li> <li>Share the importance of participation in the study with school staff</li> </ul>	<ul style="list-style-type: none"> <li>Support assessment day activities</li> <li>Encourage students to participate and do their best on the assessment</li> </ul>	<ul style="list-style-type: none"> <li>Represent other similar U.S. schools</li> <li>Receive a \$200 check for the school</li> <li>Receive a confidential report on how students selected from your school performed on TIMSS assessment questions that are made public</li> </ul>
<b>School coordinator</b>	<ul style="list-style-type: none"> <li>Confirm an assessment date convenient for your school</li> </ul>	<ul style="list-style-type: none"> <li>Arrange assessment day location</li> <li>Confirm date and location with TIMSS assessment staff</li> <li>Provide class lists and student lists through online MyTIMSS portal</li> <li>Notify teachers, selected students, and students' parents of the study and benefit of participating</li> <li>Work with assessment staff to identify students with special needs</li> <li>Coordinate the principal's completion of the school questionnaire (online or hardcopy)</li> <li>Coordinate the teachers' completion of the teacher questionnaire (online or hardcopy)</li> <li>Distribute parent notification letters to parents of selected students</li> </ul>	<ul style="list-style-type: none"> <li>Confirm space for assessment is problem-free</li> <li>Collect complete school and teacher questionnaires (if not completed online) and give to assessment staff</li> <li>Ensure all sampled students attend the assessment session</li> <li>Meet with assessment staff and provide feedback about the assessment process</li> </ul>	<ul style="list-style-type: none"> <li>Receive a \$100 personal check</li> <li>Opportunity to participate in a professional development web seminar series on international assessments and educational policy</li> </ul>
<b>Teachers of sampled classes</b>		<ul style="list-style-type: none"> <li>Complete online teacher questionnaire</li> </ul>		<ul style="list-style-type: none"> <li>Represent U.S. teachers in the international study results</li> <li>Opportunity to participate in a professional development web seminar series on international assessments and educational policy</li> </ul>
<b>Selected students</b>			<ul style="list-style-type: none"> <li>Attend the assessment session, complete the assessment and student questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>Receive a small thank-you gift</li> <li>Represent the United States in the international study</li> </ul>
<b>TIMSS representative</b>	<ul style="list-style-type: none"> <li>Work with the school to confirm an assessment date</li> <li>Help school coordinator with assessment details and logistics</li> <li>Protect school and student confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Call the school coordinator to discuss assessment day location and student participation</li> <li>Review selected classes with school coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Conduct assessment from start to finish</li> <li>Furnish all the assessment materials, pencils, and test booklets</li> <li>Conduct a brief debriefing interview with the school coordinator at the end of the assessment</li> <li>Maintain security of all materials</li> </ul>	<ul style="list-style-type: none"> <li>Ensure quality and uniformity of data collected across the United States</li> </ul>