PACIFIC ISLANDS LITERACY AND NUMERACY ASSESSMENT

PILNA 2018

IMPLEMENTATION MANUAL

TEST SUPERVISOR

PACIFIC ISLANDS LITERACY AND NUMERACY ASSESSMENT

PILNA 2018

IMPLEMENTATION MANUAL

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T E S T   S U P E R V I S O R

Contents

Section 1 | Overview of PILNA 2018

1.1   Introduction

The Pacific Islands Literacy and Numeracy Assessment (PILNA) enables the collection of evidence of how well children at Years 4 and 6 have achieved the learning outcomes in literacy and numeracy that are stipulated in the 2016 regional benchmarks.

The PILNA represents a commitment by Pacific Island governments to monitor the outcomes of education systems by measuring student achievement on a regular basis and within an agreed common framework. It aims to provide a basis for policy dialogue and for collaboration in defining and implementing educational goals, in innovative ways that reflect judgments about the skills that are relevant to life.

1.2   PILNA

The PILNA assesses learning achievements of Year 4 and 6 primary school students in three domains:

- Literacy – Writing
- Literacy – Reading
- Numeracy.

In addition to collecting literacy and numeracy item statistics data, an essential part of the PILNA study is to gather contextual information on related factors likely to influence students' performance in literacy and numeracy from the following questionnaires:

- Pupils' questionnaire
- Teacher questionnaire
- Head teacher questionnaire.

The PILNA this year will be administered in 15 countries[1] in 10 languages.

Managing a large-scale assessment such as PILNA involves many personals, that EQAP relies on to ensure a seamless administration of the assessment in the 15 countries. The PILNA Implementation Manual ensures consistency in how all those involved in PILNA follow the correct procedures hence collecting valuable and reliable data.

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[1] *Cook Islands, Fiji, Federated States of Micronesia (FSM), Kiribati, Nauru, Niue, Palau, Papua New Guinea (PNG), Republic of the Marshall Islands (RMI), Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu.*

1.3 The Purpose of PILNA Implementation Manual

The PILNA Implementation Manual (PIM) for the test supervisor outlines the roles and responsibilities essential for ensuring that the data collection process is appropriately carried out so that valid and reliable information is captured.

The test supervisor, who is either a teacher in Year 4 or Year 6, ensures that PILNA tests are conducted and administered properly, according to the standardised procedures in the test room during the test sessions over two days.

Figure 1 shows how EQAP interacts with the national coordinator, school coordinators and test supervisors in-country in the overall PILNA implementation.

EQAP	National Coordinator	School Coordinator	Test Supervisor
Overseeing PILNA implementation at **Regional Level**	Overseeing PILNA implementation at **Country Level**	Overseeing PILNA implementation at **School Level**	Overseeing PILNA implementation at **Classroom Level**
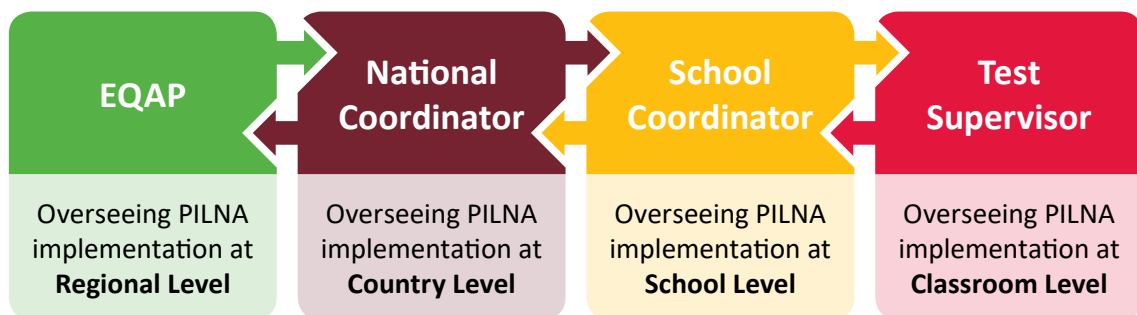
Figure 1: PILNA implementation at various levels

1.4 Distribution and return of PILNA materials

The distribution and return of PILNA materials are very important processes that require great attention to detail.

Figure 2 with the flow diagram shows the distribution of the PILNA materials from EQAP to the national coordinators then to school coordinators and test supervisors and back to EQAP.
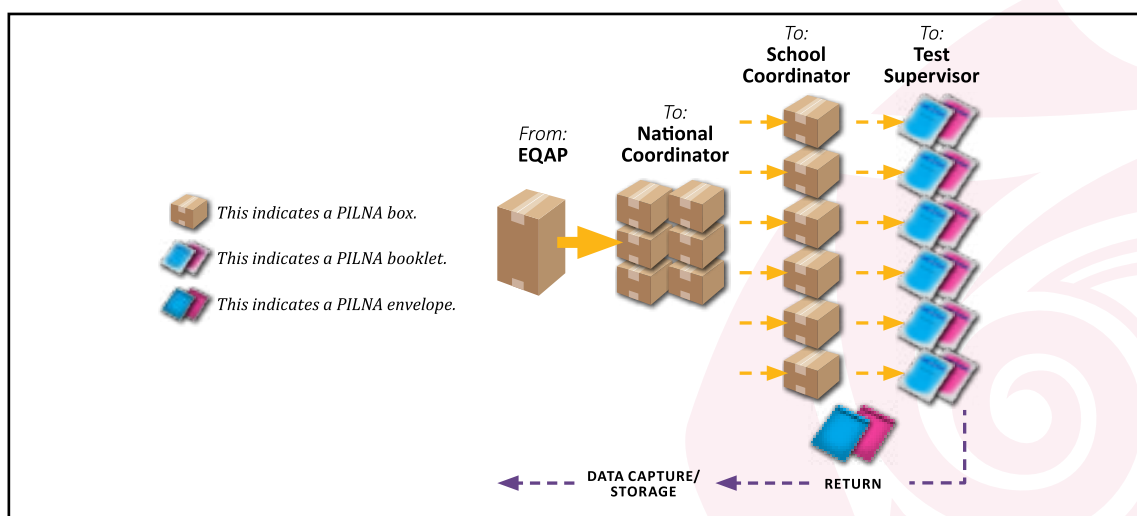

Figure 2 : PILNA test material distribution

The PILNA test booklets are:

i)   the Literacy Booklet, which has the writing test on side A and the reading test on side B;
ii) the Numeracy Booklet with the pupils' questionnaire has the numeracy test on side X and the questionnaire on side Y; and
iii) the Test Instruction Booklet, which contains the literacy, numeracy and questionnaire instructions during the test.

1.5   Timing of PILNA

The PILNA tests are to be conducted over two successive days, preferably within the 'test window' period of October 15–19 or October 22–26.

There are four test sessions, as shown in the suggested timetable in Table 1.

Table 1: PILNA Administration Timetable 2018

PILNA TEST ADMINISTRATION TIMETABLE: Year 4 & Year 6		
DAY 1	**SESSION 1**	**Literacy - Writing**
	Break	15 minutes
	SESSION 2	**Literacy - Reading**
Day 2	**SESSION 3**	**Numeracy**
	Break	15 minutes
	SESSION 4	**Pupils' Questionnaire**

The literacy paper is administered in two sessions, the writing test in session 1 and the reading test in session 2. The numeracy paper is administered in Session 3, and session 4 is for filling in the pupils' questionnaire. Tables 2 and 3 show the allocation of times for each test session.

Table 2: PILNA Test Administration Session Timing – Day 1

DAY/SESSION		ACTIVITY	TIME
DAY 1	**Session 1 Literacy Writing**	Preparation for Writing test including: • preparation of students, • distributing test booklets, • checking and completing required information on the front of the booklet, and • reading aloud the instructions.	10 minutes (approximately)
		Completing the Writing tasks	**60 minutes**
		Break before returning for the Writing test session	15 minutes (approximately)
	Session 2 Literacy Reading	Preparation for Reading test including: • preparation of students, and • reading aloud the instructions (including practice questions).	5 minutes (approximately)
		Completing the Reading tasks	**60 minutes**
		Collect the materials and end the session	15 minutes (approximately)
		Total Day 1 test administration	**2 hours 45 minutes (approximately)**

Table 3: PILNA Test Administration Session Timing – Day 2

DAY/SESSION		ACTIVITY	TIME
DAY 2	**Session 3Numeracy**	Preparation for Numeracy test including: • preparation of students, • distributing test booklets, • reading aloud the instructions, • checking and completing required information on the front of the booklet, and • reading the script.	10 minutes (approximately)
		Completing the Numeracy tasks	**60 minutes**
		Extra time if needed by students	**15 minutes**
		Break before returning for the Questionnaire session	15 minutes (approximately)
	Session 4 Questionnaire	Preparation for the Questionnaire, including: • preparation of students • reading aloud the instructions and the Questionnaire	5 minutes (approximately)
		Completing the Questionnaire	**30 minutes (approximately)**
		Collect the materials and end the session	15 minutes (approximately)
		Total DAY 2 administration	**2 hours 30 minutes (approximately)**

1.6　PILNA Materials

EQAP sends the PILNA materials to participating schools to ensure that PILNA is correctly administered. These materials are to be returned to EQAP after the PILNA is carried out.

Table 4 is a list of PILNA test materials that the school coordinator will receive prior to the PILNA test administration days. You can use the list as a checklist.

Table 4: PILNA Test Materials Checklist

RECEIVED	When	Material	Quantity
☐	March/April 2018	**Class enrolment list** – to fill in with the required details	One copy
☐	Four weeks prior to the test day	**PILNA administration manual** for the test supervisors	One copy
☐	Two weeks prior to the test day	**Class attendance list** (see Appendix 1)	One copy for each participating class
☐	Two weeks prior to the test day	**The instructions booklet** with the test administration script and instructions for filling in the literacy and numeracy test booklets and pupils' questionnaires (a separate booklet in your language)	One copy for each participating class
☐	Two weeks prior to the test day	**PILNA Test Supervision Report Form** (see Appendix 2)	One copy for each TS
☐	One week prior to the test day	**Teacher questionnaire** to complete prior to the test day	One copy
☐	On the test day	**PILNA literacy test booklets** (one package containing the test materials for the reading and writing tests) Each booklet has a label with the unique student identification	One for each participating student
☐	On the test day	**PILNA numeracy test booklets** (one package containing the test material for the numeracy test and the pupils' questionnaire) Each booklet has a label with the unique student identification	One for each participating student
☐	On the test day	**Extra PILNA literacy test booklets** Each booklet has a label with a unique ID for additional students not listed in the class attendance list	Extra copies per class
☐	On the test day	**Extra PILNA numeracy test booklets** Each booklet has a label with a unique ID for additional students not listed in in the class attendance list	Extra copies per class
☐	On the test day	'Return envelopes', tapes and marking pens for repackaging	Sufficient envelopes for packing scripts

Section 2 | Responsibilities of the Test Supervisor

2.1 Test supervisor's role

The quality of the information obtained from the PILNA rests with the test supervisor and the pupils during the test sessions, so it is very important that the test supervisor is familiar with and follows the procedures for the administration of the tests as instructed.

1. The test supervisor is a Year 4 or Year 6 teacher.
2. The Year 4 teacher is the supervisor for the Year 6 test and the Year 6 teacher is the test supervisor for the Year 4 test.
3. Test supervisors are accountable to the head teacher or principal for the smooth running of the tests.

2.2 Test supervisor's tasks

Test Supervisor's main responsibilities are to:

• attend a briefing session;
• familiarise him/herself with administration procedures;
• confirm administration dates with the school coordinator;
• complete the teacher questionnaire before the test day;
• conduct the test administration in the allocated class of the school;
• update the class attendance list to record students' attendance; and
• collect all assessment materials and give them back to the school coordinator for despatch to the national coordinator.

The above responsibilities of test supervisors can be broken down into a number of tasks. Table 2 lists these tasks by assessment stage: before, during and after the assessment. You can use the table as a checklist to make sure you have completed each task on time. More details of each task are provided in the following sub-sections.

Table 2: Checklist of Test Supervisor's Key Tasks

STAGE	DATE/TIMEFRAME	TASKS	TICK (✓) WHEN DONE
I. BEFORE THE ADMINISTATION	April/May	Compile the **class enrolment list** for the PILNA class you teach, with pupils' names listed in alphabetical order of their first name, gender, and date of birth, and give it to the school coordinator.	

STAGE	DATE/TIMEFRAME	TASKS	TICK (✓) WHEN DONE
	At the briefing)	Sign the confidentiality agreement.	
	At least four weeks before administration	Confirm assessment dates and times	
	Two weeks before the test administration	Organise suitable rooms for test administration sessions	
	Two weeks before the test administration	Receive the PILNA test package and check the content with the school coordinator.	
	Two weeks before the test administration	Receive the *PILNA Implementation Manual* for *test supervisors* from the school coordinator and read it to familiarise yourself with test procedures, timing, the class attendance form, script and instructions.	
	One week before the test administration	Confirm and review test administration procedures with the school coordinator.	
	Two days before the test administration	Review and verify the class attendance list with the school coordinator. (Check and fill in all relevant students' data if missing and not prefilled, e.g. students' IDs, names, DOB, etc.). Sign the Confidentiality Agreement Form (see Appendix 3)	
	Before the test administration	Complete the teacher questionnaire.	
II. DURING THE ADMINISTRATION DAYS	One hour before the test administration	Set up the room and materials.	
	Test administration session	Conduct the PILNA test administration.	
	Test administration session	Record student's attendance in the class attendance list using relevant participation codes.	
III. AFTER THE ADMINISTRATION	Soon after the test administration	Collect all the literacy and numeracy test booklets (used and unused) and pack them in return envelopes.	
	Soon after the test administration	Complete the Test Supervision Report Form.	
	Soon after the administration	Hand over the teacher questionnaire, class attendance list and Test Supervision Report Form to the school coordinator for packing and dispatch to the national coordinator.	

2.3   Before the PILNA test administration

2.3.1 Compile the class enrolment list

Once the class enrolment list is received from the head teacher (the PILNA school coordinator), fill in the list with the required information (see Figure 6).

This information must be captured electronically/typed.

CLASS ENROLMENT LIST				
Country: _____			School Name: _____	
Grade: _____	Stream: _____		Class Teacher's Name: _____	
No.	FIRST NAME (in alphabetical order: A - Z)	LAST NAME	GENDER: B or G	DATEww OF BIRTH: dd/mm/yyyy
1				
2				
3				
4				
5				
6				
7				

Figure 6: PILNA 2018 Class Enrolment List/Sample

Class enrolment list heading:
First, the class teacher has to write the following details in the fields above the table.
- **Class** teacher's name (name and surname)
- **Grade** (for the class he/she teaches)
- **Stream** (for the class he/she teaches)

Class enrolment list columns:
Then the class teacher should fill in the first four blank columns as follows:
- **First name** of a student (The students' names should be in the alphabetical order of their FIRST name.)
- **Last name** of a student
- **Gender** (B-boy, G-girl)
- **Date of Birth** (in format dd/mm/yyyyy, e.g. 04/12/2011)

The class teacher should compile and submit the completed class enrolment list electronically to the school coordinator by the nominated date. The national coordinator will advise on requirements of the class enrolment list.

EQAP will then process these details to generate the class attendance list that test supervisors will use during each of the four test sessions.

2.3.2 Confirm and review test administration procedures with the school coordinator

Discuss and review test administration preparations with the school coordinator. These include:

- confirmation of test dates and times;
- supervision of the class;
    - o   you are NOT ALLOWED to supervise the class you teach;
- verification of the class attendance list;
- organising test administration rooms;
    - o   ensure that your test room is prepared for the test session, including arrangement of desks and chairs and removal of learning materials in the classroom, e.g. charts that may provide clues or answers;
- organising basic resources, such pens, pencils, rubbers, rulers, clocks/watches, etc.

2.3.3 Receive PIM from the school coordinator

Ensure that you read through the PIM for test supervisors (hard or soft copies) in order to:

- know your test supervisor roles and responsibilities, and
- understand how to conduct the standardised test administration properly.

2.3.4 Verify the class attendance list with the school coordinator

Once the PILNA materials are received, the school coordinator will organize verification of the number of booklets against the class attendance list received from EQAP.

This verification is to be done by the Year 4 and Year 6 class teachers/test supervisors under strict supervision by the school coordinator, preferably one or two days prior to test administration days.

The following checks are needed in the class attendance list to verify that:

a)   the names of all the students from Year 4 or Year 6 selected to sit the PILNA test are up-to-date;
b)   each student has got an allocated student ID number that is identical to the student ID number printed on the label of the test booklet covers;
c)   each student listed will get the literacy and numeracy booklets bearing the same identification data on the cover, e.g. student ID number, name, class, year, etc. Do not open the package of test booklets until the test administration day. Verify the number on the class list with the number written inside the plastic package.

Students who have withdrawn/left the class
d)   In the case of students who have withdrawn or left the class, the class teacher should:
- neatly cross off their names from the class attendance list;

Students who are new to the class
e)   In the case of students who are new to the class and not listed in the class attendance list, the class teacher should:
- add their names to the list in the section for additional students next to the first pre-populated student ID, allocate this particular ID to the student and complete the required information, e.g. name and surname, gender and DOB in the relevant columns;
    - o   If there are no spare booklets, the class teacher can write the name of the added student in the space of a withdrawn student. On the test day and before the test begins, the Test Supervisor MUST remember to replace the name and other ID details in the corresponding literacy and numeracy booklets.

- Identify any shortage of booklets before the actual test administration day. Test supervisors are to alert the school coordinator, who must decide or grant approval to photocopy **ONLY** the required number of extra booklets.

Blank Class Attendance List

f) The class teacher for each stream is to fill the following information in the Class Attendance List:
- Stream
- Class Teacher Name
- List of Students first name, last name, date of birth and gender.

Test supervisors need to have the correct class attendance lists to record attendance during the test sessions.

EDUCATIONAL QUALITY ASSESSMENT PROGRAMME (EQAP)

CLASS ATTENDANCE LIST

Country: PACIFIC ISLANDS   **School:** Blue Sea
Grade: 6   **Stream:** 1   **Class Teacher:** White Sands

STUDENT ID	#	FIRST NAME	LAST NAME	DATE OF BIRTH dd/mm/yyyy	GENDER: B or G	LITERACY WRITING *	LITERACY READING *	NUMERACY *	QUESTIONNAIRE *
184010001601001	1	Blue Sea1	GS1	01/03/2008	B	✓	✓	✓	✓
184010001601002	2	Blue Sea2	GS2	02/03/2008	G	✓	✓	✓	✓
184010001601003	3	Blue Sea3	GS3	03/03/2008	G	✓	✓	✓	✓
184010001601004	4	Blue Sea4	GS4	04/03/2008	B	✓	AB	✓	✓
184010001601005	5	Blue Sea5	GS5	05/03/2008	B	✓	✓	✓	✓
184010001601006	6	Blue Sea6	GS6	06/03/2008	G	LS	LS	LS	LS
184010001601007	7	Blue Sea7	GS7	07/03/2008	B	✓	✓	✓	✓
184010001601008	8	Blue Sea8	GS8	08/03/2008	G	✓	✓	✓	✓
184010001601009	9	Blue Sea9	GS9	09/03/2008	B	AB	AB	AB	AB
184010001601010	10	Blue Sea10	GS10	10/03/2008	G	✓	✓	✓	✓
184010001601011	11	Blue Sea11	GS11	11/05/2008	G	✓	✓	✓	✓
184010001601012	12					NU	NU	NU	NU
184010001601013	13					NU	NU	NU	NU
184010001601014	14					NU	NU	NU	NU
184010001601015	15					NU	NU	NU	NU
Total number of scripts received:									
Total number of students sat:									

I certify that this assessment has been conducted in accordance with the timetable and instructions issued.
Signed: Signed:
Supervisor's Name: School Coordinator's Name:

Figure 7: Filled in Class Attendance List/Sample

The school coordinator and the class teachers are required to check and review the following data on the class attendance list for the Year 4 and Year 6 students from PILNA classes (Figure 7 above is a sample):

Class attendance list headings:

- Country (name of the country/the Pacific Island participating in PILNA)
- School name (name of the school participating in PILNA)
- Grade (the year of the class participating in PILNA)
- Stream (stream of the class participating in PILNA)
- Class teacher's name (the class teacher's name and surname)

o   In the case where the class teacher has changed and is different from the name in the class attendance list, the test supervisor must write the 'new' teacher's name in the space above the table in the list. Do not write the test supervisor's name in that space.

Class attendance list prefilled columns:
• Student ID (a unique identification number of a student)
• # (order number)
• First name (the first name of the students in alphabetical order)
• Last name (the last name of the student)
• Gender (B-boy, G-girl)
• Date of birth (in format dd/mm/yyyyy, e.g. 04/12/2011)

Class attendance list columns for students' attendance should be filled in by test supervisors. The relevant participation codes are (✓ – present; AB – absent; LS – left school; and NU – spare script not used).
• Literacy – Writing
• Literacy – Reading
• Numeracy
• Pupils' Questionnaire

2.3.5 Sign the Confidentiality Agreement Form

Each teacher must sign the Confidentiality Agreement form and return the signed form to the School Coordinator. This is the agreement between you and SPC/EQAP that you will not disclose information in the test.

2.3.6 Complete the teacher questionnaire

All PILNA Years 4/6 class teachers are required to complete the teacher questionnaire. Submit the completed questionnaire to your head teacher/principal, before the end of the second day of the test.

2.4   During the PILNA test administration

2.4.1 Consider important aspects of test administration

On the morning of Day 1 you should receive the following materials from the school coordinator:
o   an adequate number of return envelopes to separately pack:
o   the literacy booklets;
o   the instructions booklet; and
o   the class attendance list and Test Supervision Report Form.

NOTE - Test booklets without student information on the cover page:
The Test Supervisor must fill in the students information on the cover page before the test begins.

Using the class list filled by the class teacher, the test supervisor is to transfer the following information from the class list to the front cover of the test booklet:
• Name
• Date of birth
• Gender
• Teacher name

The test supervisor is to make sure the Student ID on the class list is the same as the ID on the test booklet.

On the morning of Day 2 you should receive the following materials from the school coordinator:
- o   an adequate number of return envelopes to separately pack:
- o   the numeracy /pupils' questionnaire booklets;
- o   the instructions booklet ; and
- o   class attendance list and Test Supervision Report Form.

Do the same as in the NOTE above if the student information is not on the test booklet.

2.4.2 Test administration sessions timing

The PILNA tests should be administered over TWO DAYS. The literacy tests will be administered on the first day and the numeracy test and questionnaire will be administered on the second day. The detailed test administration session timing is shown in Table 3 and Table 4.

Table 3: PILNA Test Administration Session Timing – Day 1

DAY	SESSION	ACTIVITY	TIME
DAY 1	**Session 1 Literacy –Writing**	Preparation for the writing test includes: • preparation of students; • distributing the test booklets; • checking and completing the required information on the front of the booklet; and • reading aloud the instructions.	10 minutes (approximately)
		Completing the writing tasks	**60 minutes**
		Break before returning for the reading test session	15 minutes (approximately)
	Session 2 Literacy –Reading	Preparation for the reading test includes: • preparation of students; and • reading aloud the instructions (including practice questions).	5 minutes (approximately)
		Completing the reading tasks	**60 minutes**
		Collect the materials and end the session.	15 minutes (approximately)
		Total Day 1 administration session	**2 hours 45 minutes (approximately)**
	Collect all used and unused scripts and pack them in the pink envelopes and return them to the School Coordinator.		

Table 4: PILNA Test Administration Session Timing – Day 2

DAY	SESSION	ACTIVITY	TIME
DAY 2	**Session 3 Numeracy**	Preparation for the numeracy test includes: • preparation of students; • distributing the test booklets; • reading aloud the instructions; • checking and completing the required information on the front of the booklet; and • completing the practice questions.	10 minutes (approximately)
		Completing the numeracy tasks	**60 minutes**
		Extra time if needed by students	**15 minutes**
		Break before returning for the questionnaire session	15 minutes (approximately)
	Session 4 Questionnaire	Preparation for the questionnaire includes: • preparation of students; • reading aloud the instructions; and • completing the practice questions.	5 minutes (approximately)
		Completing the questionnaire by reading the script to the students	**30 minutes (approximately)**
		Collect the materials and end the session.	15 minutes (approximately)
		Total Day 2 administration session	**2 hours 30 minutes (approximately)**
	Collect all used and unused scripts and pack them in the pink envelopes and return them to the School Coordinator. Also return the filled Class Attendance List, the filled Test Supervisor Report form and the filled questionnaire to the School Coordinator.		

2.4.3 Record students' attendance in the class attendance list

1. The class attendance list will be given to you on the day of the test to record attendance and confirm the number of students who have attended the session.
2. Record the attendance for each pupil during each of the four sessions (writing, reading, numeracy, and pupils' questionnaire). There are four columns to the right of the pupils' names/details for this. Use the participation codes shown in Table 5.
3. Review the class attendance list and complete it with any additional information.

2.4.4 Students' participation codes

1. Summary of student participation codes:

Table 5: Students' Participation Codes.

Code Symbol	Students' Participation
Place a **tick** (✓)	Student is **PRESENT**
Write **AB**	Student is **ABSENT**
Write **LS**	Student has **LEFT SCHOOL**
Write **NU**	Spare script is **NOT USED**

2. When the test is in progress, test supervisors should count the number of students and record the number under 'Total number of students sat' in the last row of the class attendance list.
3. Ensure that the class attendance lists and Test Supervision Report Forms are submitted to the school coordinator. They must be packed in the envelope containing the teachers' and head teacher's questionnaires.

2.4.5 General rules for test supervision

It is important that you observe the following general rules during the test administration to enable the collection of data that are reliable and will lead to valid interpretations for your country, as well as the Pacific region.

General rules

a) The only people in the test room should be the test supervisor and pupils participating in the test.

b) Pupils must NOT have access to classroom materials or calculators to help them do the tests.

c) Student textbooks, any materials in student desks, and learning charts on the wall must be removed prior to testing.

d) Ensure that each pupil has a ruler to use in the numeracy test.

e) Ensure that all pupils understand what they are supposed to do and know how to record their responses.

f) Do NOT answer questions about the content of the test items or provide specific assistance or explanation on what the answer is to any item to any student.

g) Pupils MUST NOT communicate or copy from each other during the test.

h) Specific test instructions for the different sessions (literacy: writing and reading, numeracy and questionnaire) are provided in the instruction booklet.

i) During the test, move around the room to see that pupils are following instructions, and answering in the appropriate spaces provided.

j) If a student has finished answering questions before the test session is over, he or she may review his/her answers to the questions quietly at his or her desk and should not leave the room.

k) Pupils are to leave the room after all the booklets are collected.

l) Write details of any irregularities (e.g. cheating, illness during the test, major disturbance during the test, etc.) on the Test Supervision Report Form. A sample of this form is provided in Appendix 2.

m) In case of an emergency during a test session, report the matter immediately to the school coordinator, the report the details in the Test Supervision Report Form.

n) Ensure that all test materials (all test booklets [used and unused], questionnaires, and Test Supervision Report Form) are packed into the appropriate return envelopes provided, and that details required on the envelopes are filled in correctly.

2.4.6 Administer the pupils' questionnaire

The administration of the pupils' questionnaire will take approximately 30 minutes. The questionnaire gathers information about characteristics of pupils that may influence their learning. This includes their attitude towards a number of factors.

1. It is recommended that the test supervisor reads the questions first before the pupils answer. Read each question and explain a difficult term, if needed, before giving the students time to place a tick in the box beside their choice of answer.
2. The test supervisor is to explain to pupils how to answer the questions if pupils seem unclear. An example of a possible question is:

Do you think that everyone must attend school? (Tick one box only)
Yes   ☐1
No   ☐2

3. Pupils are to answer the questions independently and not discuss their responses with any other pupil.
4. After all the questions have been answered, completed questionnaires are to be collected and placed in the return envelope provided.

2.5 After the PILNA test administration

2.5.1 Prepare test materials for dispatch to the school coordinator

After the PILNA Day 2 test administration test supervisors have to make sure that:
- all literacy and numeracy test booklets (used and unused) are collated in order of the class attendance list and packed in return envelopes provided;
- the class attendance list is completed; IMPORTANT: Class attendance lists are NOT to be put inside the return envelopes for literacy or numeracy. Instead they are to be placed in the return envelope containing the Test Supervision Report Form. This is to enable the national coordinator to access the attendance list when the school box is returned to the central office.
- the Test Supervisor's Report Form is completed;
- the teacher's questionnaire is completed;
- all return envelopes for the literacy and numeracy test booklets and questionnaire are sealed;
- the details required on the back of the return envelopes are filled in correctly;
- the PILNA materials in the return envelopes are packed in a box and returned to the school coordinator so that he/she can prepare the package with all relevant test materials at the earliest possible opportunity for dispatch to the national coordinator.

Section 3 | Conclusion and Appendices

3.1   Conclusion

It is crucial that the procedures and instructions provided in this manual are strictly followed. This is to ensure a fair, reliable and valid assessment throughout the Pacific region.

It is important that the data gathered are reliable. School coordinators and test supervisors are urged to avoid any actions that may lead to inaccurate data collection. Such action will provide unreliable information for formulating national policies and designing appropriate literacy and numeracy intervention programmes.

Checklists are provided in the PIM for national coordinators, school coordinators and test supervisors to monitor their own activities in implementing PILNA. The purpose of using checklists is to ensure that the administration of PILNA is well coordinated and done effectively.

Samples of the class attendance list and report form are provided as Appendix 1 and Appendix 2.

If you have any queries or concerns, please contact EQAP by:

Telephone: (679) 3315600, (679) 7734 600
Fax: (679) 3378 599
Email: EQAP@spc.int

EDUCATIONAL QUALITY ASSESSMENT PROGRAMME (EQAP)

CLASS ATTENDANCE LIST

Country: **Cook Islands**

Grade: **6**   Stream: **1**

School: **Apii Araura**

Class Teacher: **George Seas**

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* Place a **tick** if student is present; write **AB** if student is absent; write **LS** if student has left school and write **NU** if spare script is not used.

STUDENT ID	#	FIRST NAME	LAST NAME	DATE OF BIRTH dd/mm/yyyy	GENDER: B or G	LITERACY – WRITING *	LITERACY – READING *	NUMERACY *	QUESTIONNAIRE *
184010016101	1	Araura1	GS1	01/03/2008	B				
184010016102	2	Araura2	GS2	02/03/2008	B				
184010016103	3	Araura3	GS3	03/03/2008	G				
184010016104	4	Araura4	GS4	04/03/2008	B				
184010016105	5	Araura5	GS5	05/03/2008	B				
184010016106	6	Araura6	GS6	06/03/2008	G				
184010016107	7	Araura7	GS7	07/03/2008	G				
184010016108	8	Araura8	GS8	08/03/2008	G				
184010016109	9	Araura9	GS9	09/03/2008	B				
184010016110	10	Araura10	GS10	10/03/2008	B				
184010016111	11	Araura11	GS11	11/03/2008	G				
184010016112	12	Araura12	GS12	12/03/2008	G				
184010016113	13	Araura13	GS13	13/03/2008	G				
184010016114	14	Araura14	GS14	14/03/2008	B				
184010016115	15	Araura15	GS15	15/03/2008	B				
184010016116	16	Araura16	GS16	16/03/2008	G				
184010016117	17	Araura17	GS17	17/03/2008	B				
184010016118	18	Araura18	GS18	18/03/2008	G				
184010016119	19	Araura19	GS19	19/03/2008	B				
				Total number of scripts received:					
				Total number of students sat:					

I certify that this assessment has been conducted in accordance with the timetable and instructions issued.

Signed: Supervisor's Name:

Signed: School Coordinator's Name:

Appendix 2 | PILNA Test Supervision Report Form

Fill in this form for all the four sessions
Name of Test Supervisor: _____
School name: _____
Country name: _____
Year/Grade level: _____

1. *Fill in the date and time of each test session:*

Sessions	Date	Start time	End time
Literacy – Writing			
Literacy – Reading			
Numeracy			
Questionnaire			

Fill in the tables below
Place a tick (✓) in the bracket beside No or Yes. Provide details if you tick (✓) Yes

2. *Did any special or unusual events occur during the session?*	
Literacy – Writing	No ( ) Yes ( ) Please describe:
Literacy – Reading	No ( ) Yes ( ) Please describe:
Numeracy	No ( ) Yes ( ) Please describe:
Questionnaire	No ( ) Yes ( ) Please describe:

3. *Did students have any particular problems with the questions (for example, too difficult, not enough time, language problems, tiring, instructions not clear, etc.)?*	
Literacy – Writing	No ( ) Yes ( ) Please describe:
Literacy – Reading	No ( ) Yes ( ) Please describe:

3.	**_Did students have any particular problems with the questions (for example, too difficult, not enough time, language problems, tiring, instructions not clear, etc.)?_**
Numeracy *[For **Numeracy**, please indicate the number of students who uses the extra 15 minutes]*	No ( ) Yes ( ) Number of students: _____ Please describe:
Questionnaire	No ( ) Yes ( ) Please describe:

4.	**_Were there any problems with the test materials (for example, errors, blank pages, inappropriate language, inadequate numbers of test papers or questionnaires, etc.)?_**
Literacy – Writing	No ( ) Yes ( ) Please describe:
Literacy – Reading	No ( ) Yes ( ) Please describe:
Numeracy	No ( ) Yes ( ) Please describe:
Questionnaire	No ( ) Yes ( ) Please describe:

5. Other comments:

_____
_____
_____
_____

Test Supervisor's Signature: _____

Date: _____

Appendix 3 | Confidentiality Agreement

Important: read carefully

THE DISCLOSURE TO YOU OF THESE SETS OF PILNA ITEMS AND ANY ACCOMPANYING PILNA MATERIALS IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CONFIDENTIALITY AGREEMENT.

CONFIDENTIALITY AGREEMENT for the PILNA MAIN STUDY ITEMS

This agreement between SPC/EQAP and you that sets forth the terms and conditions of your use of the PILNA materials.

You understand, acknowledge, and agree that:

• The questions and answers of the PILNA items are the exclusive and confidential property of SPC/EQAP;

• You will not disclose the items or answers or discuss any of the content of the PILNA instruments with any person;

• You will not make a copy or attempt to make copies of the PILNA instruments (written, electronic, photocopied or otherwise of any items);

• Violation of this agreement will lose the validity, reliability and credibility of the PILNA data collected and may cause harm to SPC/EQAP and the Region for which money has been invested on.

The terms and conditions of this Agreement are mutual and it is mandatory for each participant to fill the information below and sign in the space provided.

Name of Officer: _____   Signature: _____

Designation: _____   Date: _____

Country: _____