

# Survey Operations Procedures

2011

for Administering  
PIRLS and TIMSS in 2011

## Overview



**TIMSS & PIRLS**  
International Study Center  
Lynch School of Education, Boston College

PIRLS

2011

TIMSS

# 1 Introduction

For the first time, the IEA's PIRLS and TIMSS international assessments both will be conducted at the same time. This provides participating countries the unique opportunity to administer one comprehensive assessment of three essential subjects—reading, mathematics, and science—at the fourth grade. Moreover, rich contextual background information for improving teaching and learning will be collected in addition to assessing student achievement. Depending on individual interests, countries can choose to participate either in one or both fourth-grade assessments. Countries participating in TIMSS have a choice to assess students at the fourth grade and/or eighth grade. Additionally, countries where most children in the fourth grade are still developing fundamental reading skills have an opportunity to administer PIRLS 2011 at the fifth- or sixth-grade and/or administering the less demanding but technically sound reading assessment (prePIRLS) to their fourth, fifth, or even sixth graders.

Operationally however, this represents a considerable challenge, and conducting PIRLS and TIMSS will be an ambitious enterprise in each participating country. In order to ensure that high quality, internationally comparable data will be available for analysis, internationally standardized survey operations procedures have been developed. Deviating from these procedures without prior approval of the TIMSS & PIRLS International Study Center may result in an inability to measure trends appropriately or compare data with other countries participating in the study. **Any anticipated deviation from these procedures should be brought to the attention of the TIMSS & PIRLS International Study Center prior to implementation.** The operations are intended to be flexible enough to meet the needs of individual participants, while meeting the high quality standards of the IEA.

## 2 Survey Operations Procedures Units

To assist the National Research Coordinators (NRCs) every step of the way, the survey operations and procedures will be provided in seven chronological units according to different stages of the studies. The survey operations procedures units are very important resources for you. It is essential that you read these units carefully and understand the tasks you are responsible for, even if some of these tasks are contracted out to other people or organizations. It is important that you

have sufficient knowledge of these matters to supervise the activities of the people who will help you to conduct the study(s) in your country.

*It is essential that you read these units carefully and understand the tasks you are responsible for*

The survey operations procedures units are organized to help you plan for and conduct the assessment(s) and will be distributed as the information becomes available. In some stages, survey operations do not differ enough between the two studies, and combined PIRLS and TIMSS unit will be provided. On contrary, whenever differences are considerable and crucial, the TIMSS & PIRLS International Study Center will provide three versions—a combined PIRLS and

TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS. Survey operations for prePIRLS will follow the same procedures as PIRLS. With very few exceptions, when a separate prePIRLS section will need to be provided, all prePIRLS specific information will be incorporated when describing PIRLS procedures.

When necessary, units will be supplemented by additional materials, including more specialized manuals and software packages. We strongly urge you to use the provided software, since it greatly simplifies many tasks while producing the required documentation.

The contents of each unit and accompanying materials are described in the sections below. If anything in these materials is unclear, please contact the TIMSS & PIRLS International Study Center.

### ***Unit 1: Sampling Schools and Obtaining their Cooperation***

This unit provides details on procedures of the school sampling for field test and data collection of the PIRLS and TIMSS studies in 2011. If your country participates in both studies, you will find additional information on coordinating the sampling procedures. Apart from the target populations, school sampling procedures are the same regardless of whether schools are sampled for the PIRLS or TIMSS study. Thus, only one, combined version will be provided.

To prevent the same schools from being selected for both the field test(s) and data collection, the selection of school samples will be coordinated accordingly and will be completed before the field test. In other words, school samples will be drawn for the field test(s) and data collection both at the same time.

The unit specifies timelines, actions, and procedures that must be followed to develop and implement your national school sampling design. The unit is restricted to the activities related to sampling schools and obtaining their cooperation. Although sampling classes is briefly mentioned, further steps for working with the sampled schools, including within-school sampling procedures, will be described in detail in later units.

***Unit 1 will be provided on April 23rd, 2009.***

# FIELD TEST

## **Unit 2: *Preparing for and Conducting the PIRLS 2011 and TIMSS 2011 Field Test***

This unit describes all activities involved in conducting the field test. Because the field test also has stages in regards to survey operations as well as different timelines for PIRLS, prePIRLS, and TIMSS, Unit 2 consists of six separate sections.

*The Section for Preparing the Field-test Achievement Booklets* describes procedures of translating, verifying (internal and external verification), producing, and duplicating achievement booklets for the field test. This section will be provided in two separate versions for PIRLS and TIMSS.

*The PIRLS specific section will be provided on July 2nd, 2009.*

*The TIMSS specific section will be provided on December 17th, 2009.*

*The Section for Preparing the Field-test Background Questionnaires* describes procedures of translating, verifying (internal and external verification), producing, and duplicating background questionnaires for the field test. This section will be provided in three versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS.

*All three versions of this section will be provided on October 1st, 2009.*

*The Section for Sampling Classes and Administering the Field Test* describes procedures of sampling classes within the participating schools using the Windows Within-school Sampling Software (WinW3S) and administering the field test. This section will be provided in four versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS, prePIRLS, and TIMSS.

*All four versions of this section will be provided on October 22nd, 2009.*

*The Section for Preparing the prePIRLS Field-test Instruments* describes procedures of translating, verifying (internal and external verification), producing, and duplicating prePIRLS achievement booklets and background questionnaires for the field test.

*This prePIRLS specific section will be provided on December 17th, 2009.*

*The Section for Scoring the Field-test Constructed-response Items* describes all procedures related to scoring the constructed-response items for the field test. This section will be provided in three versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS.

*All three versions of this section will be provided on January 21st, 2010.*

*The Section for Creating the Field-test Data Files* describes procedures for creating data files using the WinW3S and the Data Entry software. This section will be provided in four versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS, prePIRLS, and TIMSS.

*All four versions of this section will be provided on February 18th, 2010.*

**Unit 2** will be supplemented by the following materials:



**School Coordinator Manual, Field-test Version:** This manual describes the steps to be taken by the School Coordinator from the moment the school agrees to participate until the moment the completed testing materials are returned to the national center. The manual will be provided in three versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS.

*All three versions of the manual will be provided on October 22nd, 2009.*



**Online Survey System** for countries choosing to administer school and teacher questionnaires online.

*The Online Survey System and its manual will be provided on October 22nd, 2009.*



**Windows Within-School Sampling Software (WinW3S), Field-test Version:** This software is designed to help you sample classes, prepare the survey tracking forms, assign the test booklets to students, and print labels for the test booklets and questionnaires.

*The software and its manual will be provided on November 19th, 2009.*



**Test Administrator Manual, Field-test Version:** This manual covers the procedures from the beginning of testing to the return of the testing materials and completed Student Tracking Forms to the School Coordinator.

*The PIRLS 2011 Test Administrator Manual for the field test will be available on November 19th, 2009.*

*The prePIRLS 2011 Test Administrator Manual for the field test will be available on December 17th, 2009.*

*The TIMSS 2011 Test Administrator Manual for the field test will be available on December 17th, 2009.*



**National Quality Control Monitor Manual, Field-test Version:** This manual describes the procedures that Quality Control Monitors should follow when observing the field-test administration.

*The manual will be provided in only one—combined PIRLS and TIMSS version—and will be available on January 21st, 2010.*



**Scoring Guides for the Constructed–response Field–test Items:** These guides provide instructions for scoring responses to the constructed–response field–test items.

*The PIRLS and prePIRLS field–test scoring guides will be available on February 18th, 2010.*

*The TIMSS field–test scoring guides will be available on March 25th, 2010.*



**Data Entry Software, Field–test Version:** This software is designed for data entry and data verification.

*The software and its manual will be provided on February 18th, 2010.*



**Codebooks, Field–test Version:** The codebooks are used in conjunction with the data entry software. They specify information on the data fields in each of the data files.

*The PIRLS and prePIRLS field–test codebooks will be available on February 18th, 2010.*

*The TIMSS field–test codebooks will be available on March 25th, 2010.*

# DATA COLLECTION

## **Unit 3: *Contacting Schools and Sampling Classes for the PIRLS 2011 and TIMSS 2011 Data Collection***

This unit describes the activities involved in working with the sampled schools. Unit 3 will guide you through the following data collection procedures:

- *Establishing contact with schools*
- *Identifying and training School Coordinators*
- *Using the within-school sampling software (WinW3S)*
- *Sampling classes*
- *Identifying teachers, and students*
- *Tracking school, teacher, and student information*

Unit 3 will be provided in four versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS, prePIRLS, and TIMSS.

*All four versions of Unit 3 will be provided on June 24th, 2010.*

Unit 3 will be supplemented by the following materials:



**School Coordinator Manual:** This manual describes the steps to be taken by the School Coordinator from the moment the school agrees to participate until the moment the completed testing materials are returned to the national center. The manual will be provided in three versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS.

*All three versions of the manual will be provided in June 24th, 2010.*



**Windows Within-School Sampling Software (WinW3S):** This software is designed to help you sample classes, prepare the survey tracking forms, assign the test booklets to students, and print labels for the test booklets and questionnaires.

*The software and its manual will be provided on July 15th, 2010.*

#### **Unit 4:     *Preparing Materials for the PIRLS 2011 and TIMSS 2011 Data Collection***

This unit describes how to translate and produce the assessment materials. Unit 4 will guide you through the following procedures:

- *Translating assessment materials*
- *International verification of your translated materials*
- *Preparing the test booklets and questionnaires*
- *International layout verification of your survey instruments*
- *Duplicating materials for the assessment*

Because the survey instruments and procedures for preparing them are study specific, two separate versions—one describing the PIRLS 2011 (including prePIRLS) survey instrument production and the other describing TIMSS 2011 survey instrument production—will be provided.

*The PIRLS specific version will be provided on August 12th, 2010.*

*The TIMSS specific version will be provided on August 26th, 2010.*

#### **Unit 5:     *Administering the PIRLS 2011 and TIMSS 2011 Assessments***

This unit describes how to administer the assessments and how to organize and store the assessment materials for scoring and data entry. Unit 5 will guide you through the following data collection procedures:

- *Packaging and sending materials to schools*
- *Administering the test*
- *Monitoring the quality of the survey administration*
- *Organizing materials received from schools for scoring and data entry*

Unit 5 will be provided in three versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS.

*All three versions of Unit 5 will be provided on September 15th, 2010.*

**Unit 5** will be supplemented by the following materials:

 **Test Administrator Manual:** This manual covers the procedures from the beginning of testing to the return of the testing materials and completed Student Tracking Forms to the School Coordinator.

*All versions of the Test Administrator Manual (PIRLS, prePIRLS, and TIMSS) will be available on September 15th, 2010.*

 **National Quality Control Monitor Manual:** This manual describes the procedures that Quality Control Monitors should follow when observing sessions of the survey administration.

*The manual will be provided in only one—combined PIRLS and TIMSS version—and will be available on September 15th, 2010.*

 **International Quality Control Monitor Manual:** This manual describes the procedures that the international Quality Control Monitors should follow when observing sessions of the survey administration. Separate manuals will be available for PIRLS and TIMSS.

Both versions of the manual will be provided directly to the international PIRLS and TIMSS Quality Control Monitors at the training seminar. *The seminar will take place on September 23-24, 2010 for SH countries and in January 2011 for NH countries.*

### **Unit 6: Scoring the Constructed–response Items of the PIRLS 2011 and TIMSS 2011 Assessments**

This unit describes all activities related to scoring the constructed–response items. Unit 6 will guide you through the following procedures:

- *Preparing for scoring*
- *Scoring the constructed–response items*
- *Conducting within-country, trend, and cross-country reliability scoring*

Unit 6 will be provided in three versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS and TIMSS.

*All three versions of Unit 6 will be provided on October 14th, 2010.*

Unit 6 will be supplemented by the following materials:



**Scoring Guides for the Constructed–response Items:** These guides provide instructions for scoring responses to the constructed–response items.

*The PIRLS and prePIRLS scoring guides will be available on November 11th, 2010.*

*The TIMSS scoring guides will be available on November 24th, 2010.*



**Trend and Cross–Country Scoring Reliability Software:** This includes sets of student responses to be scored for trend and cross–country reliability studies.

The software, their manuals, and the sets of student responses to be scored will be distributed *in November 2010 for SH countries and in March 2011 for NH countries.*

### **Unit 7:     *Creating the PIRLS 2011 and TIMSS 2011 Data Files***

This unit describes all procedures of creating the data files using WinW3S and Data Entry Software, and submitting the data along with documentation. Unit 7 will guide you through the following procedures:

- › *Recording participation status using WinW3S*
- › *Exporting WinW3S data files for the IEA DPC and Statistics Canada*
- › *Using Data Entry Software to prepare for data entry*
- › *Entering and verifying data*
- › *Completing and submitting the curriculum and survey activities questionnaires*
- › *Submitting data and documentation*

Unit 7 will be provided in four versions—a combined PIRLS and TIMSS version for countries assessing students in both studies, as well as separate versions for PIRLS, prePIRLS, and TIMSS.

*All four versions of Unit 7 will be provided on November 17th, 2010.*

Unit 7 will be supplemented by the following materials:



**Data Entry Software:** This software is designed for data entry and data verification.

*The software and its manual will be provided on November 17th, 2010.*



**Codebooks:** The codebooks are used in conjunction with the Data Entry Software. They specify information on the data fields in each of the data files.

*PIRLS, prePIRLS, and TIMSS codebooks will be available on November 17th, 2010.*

### **3 Summary of Activities and their Timelines for Administering PIRLS and TIMSS in 2011**

It is critical that all tasks related to the survey operations be carried out in accordance with the international project schedule so that the data are collected and ready for analysis in a timely manner. The time periods between certain activities can be rather short. Please, plan accordingly. If you cannot meet the international schedule for test administration and data delivery, there is a risk that your data will be omitted from the analysis for the international report(s).

The following table presents important dates to assure meeting the international schedule for survey operations procedures for both assessments from now on. If you are in danger of missing any of the international deadlines, you should contact the TIMSS & PIRLS International Study Center immediately.

# Important Activities and their Timelines for Implementing the PIRLS and TIMSS Assessments in 2011

## 2009

PIRLS

TIMSS

TIMSS & PIRLS

**April**

April 23: Survey Operations Procedures Unit 1: Sampling Schools and Obtaining their Cooperation is provided  
NRCs consult with Statistics Canada to begin preparing national lists of schools and developing their national sampling plans

**May**

May 31 – June 5: PIRLS 2011 3rd NRC meeting is held to review the field-test materials

May 10 – 15: TIMSS 2011 2nd NRC meeting is held to develop items and review background questionnaires for the field test

**July**

July 2: PIRLS 2011 field-test achievement booklets are finalized and posted on the Web  
July 2: Survey Operations Procedures Unit 2: The PIRLS specific section for preparing the field-test achievement booklets is provided

**September**

September 10: The IEA Secretariat begins translation verification for the PIRLS 2011 field-test achievement materials

TIMSS & PIRLS International Study Center begins layout verification for the PIRLS 2011 field-test achievement materials

**October**

October 1: PIRLS and TIMSS background questionnaires for the field test are finalized and posted on the Web

October 1: Survey Operations Procedures Unit 2: Section for preparing the field-test background questionnaires is provided

October 22: Survey Operations Procedures Unit 2: Section for sampling classes and administering the field test is provided

October 22: School Coordinator manuals—Field-test Version—are provided

October 22: Online Survey System for administering school and teacher questionnaires online is provided

October 26: The IEA Secretariat begins accepting the PIRLS and TIMSS field-test background questionnaires for translation verification

October 26 – 29: IEA DPC conducts the PIRLS and TIMSS field-test data management seminar (Group 1) in Hamburg, Germany

# Important Activities and their Timelines for Implementing the PIRLS and TIMSS Assessments in 2011 (Continued)

**2009**

**PIRLS**

**TIMSS**

**TIMSS & PIRLS**

**November**

November 19: PIRLS 2011 Test Administrator Manual—Field-test Version—is provided

November 8 – 13: TIMSS 2011 3rd NRC meeting is held to review the field-test achievement materials

November 2 – 5: IEA DPC conducts the PIRLS and TIMSS field-test data management seminar (Group 2) in Hamburg, Germany

November 19: WinW3S software and manual are provided and countries begin to sample classes

TIMSS & PIRLS International Study Center begins layout verification for the PIRLS and TIMSS field-test background questionnaires

**December**

December 17: prePIRLS 2011 field-test materials are finalized and posted on the Web

December 17: Survey Operations Procedures Unit 2: The prePIRLS specific section for preparing the field-test materials and the prePIRLS 2011 Test Administrator Manual—Field-test Version are provided

December 3: TIMSS 2011 field-test background questionnaires in Arabic are posted on the Web

December 17: TIMSS 2011 field-test achievement materials are finalized and posted on the Web

December 17: Survey Operations Procedures Unit 2: The TIMSS specific section for preparing the field-test achievement booklets and the TIMSS 2011 Test Administrator Manual—Field-test Version are provided

# Important Activities and their Timelines for Implementing the PIRLS and TIMSS Assessments in 2011 (*Continued*)

2010	PIRLS			TIMSS			TIMSS & PIRLS		
	PIRLS	TIMSS	TIMSS & PIRLS	PIRLS	TIMSS	TIMSS & PIRLS	PIRLS	TIMSS	TIMSS & PIRLS
<b>January</b>	January 31 – February 5: PIRLS 2011 4th NRC meeting is held to conduct training for scoring the field–test constructed–response items								
	January 21: TIMSS 2011 fourth grade field–test achievement materials in Arabic are posted on the Web								
	January 28: TIMSS 2011 eighth grade field–test achievement materials in Arabic are posted on the Web								
	January 21: Survey Operations Procedures Unit 2: Section for scoring the field–test constructed–response items is provided								
	January 21: National Quality Control Monitor Manual is provided								
<b>February</b>	January 31: Translation verification is completed for the PIRLS field–test achievement materials and the PIRLS and TIMSS field–test background questionnaires								
	February 1: The IEA Secretariat begins translation verification for the prePIRLS field–test materials								
	February 18: PIRLS 2011 field–test scoring materials are provided								
	February 1: The IEA Secretariat begins translation verification for the TIMSS 2011 field–test achievement materials								
	TIMSS & PIRLS International Study Center begins layout verification for the TIMSS 2011 field–test achievement booklets and prePIRLS field–test materials								
	February 18: Data Entry Software, manual, all background codebooks, and PIRLS field–test achievement codebooks are provided								
<b>March</b>	February 18: Survey Operations Procedures Unit 2: Section on creating the field–test data files is provided								
	March 7 – 12: TIMSS 2011 4th NRC meeting is held to conduct training for scoring the field–test constructed–response items								
	March 25: TIMSS 2011 field–test scoring materials and achievement codebooks are provided								
	March 12: All field–test translation and layout verification is completed PIRLS and TIMSS FIELD TEST (continues through the middle of April)								
<b>April</b>	April 1: PIRLS 2011 trend passages and items are posted on the Web								
	April 29: TIMSS 2011 trend item blocks are posted on the Web								
<b>May</b>	May 14: All field–test data sent to the IEA DPC								

# Important Activities and their Timelines for Implementing the PIRLS and TIMSS Assessments in 2011 (Continued)

## 2010

PIRLS

TIMSS

TIMSS & PIRLS

**June**

June 24: Survey Operations Procedures Unit 3: Contacting Schools and Sampling Classes is provided

June 24: School Coordinator manuals for data collection are provided

**July**

July 18 – 23: PIRLS 2011 5th NRC meeting is held to review and finalize assessment materials for data collection

IEA DPC conducts the PIRLS and TIMSS data management seminar for Southern Hemisphere (SH) countries

July 15: WinW3S software and manual are provided and SH countries begin to sample classes

**August**

August 12: PIRLS 2011 data collection instruments are finalized and posted on the Web

August 12: Survey Operations Procedures Unit 4: The PIRLS specific version for preparing survey materials for data collection is provided

August 8 – 13: TIMSS 2011 5th NRC meeting is held to review and finalize survey instruments for data collection

August 26: TIMSS 2011 data collection instruments are finalized and posted on the Web

August 26: Survey Operations Procedures Unit 4: The TIMSS specific version for preparing survey materials for data collection is provided

**September**

September 15: The IEA Secretariat begins translation verification and TIMSS & PIRLS International Study Center begins layout verification for the PIRLS and TIMSS data collection materials for SH countries

September 15: Survey Operations procedures Units 5: Administering the PIRLS 2011 and TIMSS 2011 Assessments and the Test Administrator manuals are provided

September 15: National Quality Control Monitor Manual is provided

IEA DPC conducts the PIRLS and TIMSS data management seminar for Northern Hemisphere (NH) countries in Hamburg, Germany

**October**

October 24 – 27: PIRLS 2011 meeting is held for SH countries to conduct training for scoring the constructed-response items

DATA COLLECTION for SH countries (continues through December)

October 14: Survey Operations procedures Units 6: Scoring the Constructed-response Items for the PIRLS 2011 and TIMSS 2011 Assessments is provided

# Important Activities and their Timelines for Implementing the PIRLS and TIMSS Assessments in 2011 (*Continued*)

## 2010

### November

November 11: PIRLS 2011 and prePIRLS 2011 scoring materials are posted on the Web

November 9 – 12: TIMSS 2011 meeting is held for SH countries to conduct training for scoring the constructed–response items

November 24: TIMSS 2011 scoring materials are posted on the Web

November 15: The IEA Secretariat begins accepting PIRLS and TIMSS data collection materials for translation verification from NH countries

November 17: Survey Operations Procedures Unit 7: Creating the PIRLS 2011 and TIMSS 2011 Data Files is provided

November 17: Data Entry software, manual, and codebooks are provided

Trend and Cross-Country Scoring Reliability Software with sets of student responses to be scored are provided to SH countries

TIMSS & PIRLS International Study Center begins layout verification for the PIRLS and TIMSS data collection materials for NH countries

### December

December 15: Translation verification and layout verification for SH countries is completed

## 2011

### February

February 13 – 18: PIRLS 2011 6th NRC meeting is held for NH countries to conduct training for scoring the constructed–response items

February 28: Translation verification for NH countries is completed

February 28: SH countries submit all data to the IEA DPC

### March

March 6 – 11: TIMSS 2011 6th NRC meeting is held for NH countries to conduct training for scoring the constructed–response items

March 18: Layout verification for NH countries is completed

DATA COLLECTION for NH countries (continues through June)

Trend and Cross-Country Scoring Reliability Software with sets of student responses to be scored are provided to NH countries

### April

PIRLS and TIMSS Curriculum Questionnaires available in PDF format

### August

August 31: All PIRLS 2011 (including prePIRLS) data sent to the IEA DPC

Curriculum and Survey Operations Questionnaires available online for NRCs to complete

### September

September 30: All TIMSS 2011 data sent to the IEA DPC

### December

December 4 – 9: PIRLS 2011 and TIMSS 2011 7th NRC meeting is held to review countries' data and draft International Report outline

# Important Activities and their Timelines for Implementing the PIRLS and TIMSS Assessments in 2011 (*Continued*)

## 2012

PIRLS

TIMSS

TIMSS & PIRLS

**June**

June 24 – 29: PIRLS 2011 and TIMSS 2011 8th NRC meeting is held to review draft International Reports

**December**

December 4: TIMSS & PIRLS International Study Center and IEA conduct international press conferences to release the PIRLS 2011 and TIMSS 2011 International Reports

## 2013

**January**

PIRLS 2011 International Database and User Guide are published and sent to the countries

January 20 – 25: PIRLS 2011 9th NRC Meeting is held to conduct training in use of PIRLS 2011 International Database

**February**

TIMSS 2011 International Database and User Guide are published and sent to the countries

February 17 – 22: TIMSS 2011 9th NRC Meeting is held to conduct training in use of TIMSS 2011 International Database

# 4 Computer and Software Requirements

Your computer system should have the following configuration:

- › 1.5GHz processor or faster
- › Microsoft® Windows® XP with Service Pack 2 (Service Pack 3 recommended) or Windows Vista® Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (certified for 32-bit Windows XP and Windows Vista)
- › 512MB of RAM (1GB recommended)
- › 1,024x768 display (1,280x800 recommended) with 16-bit video card
- › DVD-ROM drive
- › about 2.5GB of available hard-disk space for installing required software

The PIRLS and TIMSS field-test and data collection instruments will be developed using the Adobe InDesign layout program. You will need the following software on your computer to produce your national versions of the instruments:

- › Adobe InDesign CS4, or above; Middle Eastern Version if you plan to prepare the test instruments in Arabic
- › Acrobat Reader 9
- › CopyFlow Gold plugin for InDesign CS4 is recommended to facilitate easy import of translations and adaptations into InDesign

## 5 Important Contact Information

If you have questions, need assistance, or plan on making changes to the process outlined in survey operations procedures units and manuals at any time, please contact the appropriate person listed below.



Questions about survey operations should be directed to **Ieva Johansone** at the TIMSS & PIRLS International Study Center.

### *TIMSS & PIRLS International Study Center*

Boston College/Manresa House

140 Commonwealth Ave.

Chestnut Hill, MA 02467

UNITED STATES

Tel: +1 (617) 552-6235 / Fax: +1 (617) 552-1203

e-mail: [timss@bc.edu](mailto:timss@bc.edu) / [pirls@bc.edu](mailto:pirls@bc.edu)

Questions about sampling should be directed to **Marc Joncas** at Statistics Canada.

### *Statistics Canada*

100 Tunney's Pasture Driveway

Ottawa ON K1A 0T6

CANADA

Tel.: +1 (613) 951-0007 / Fax : +1 (613) 951-0653

e-mail: [marc.joncas@statcan.gc.ca](mailto:marc.joncas@statcan.gc.ca)

Questions about data processing should be directed to **Oliver Neuschmidt** and **Juliane Hencke**, at the IEA Data Processing and Research Center.

***IEA Data Processing Center***

Mexikoring 37  
22297 Hamburg  
GERMANY  
Tel: +49 (40) 48 500 701 Fax: +49 (40) 48 500 501  
e-mail: [timss@iea-dpc.de](mailto:timss@iea-dpc.de) / [pirls@iea-dpc.de](mailto:pirls@iea-dpc.de)

Questions about translation verification should be directed to **Barbara Malak** and **David Ebbs** at the IEA Headquarters.

***IEA Headquarters***

The IEA Secretariat  
Herengracht 487  
1017 BT Amsterdam  
THE NETHERLANDS  
Tel.: +31 (20) 625-3625 / Fax: +31 (20) 420-7136  
e-mail: [b.malak@iea.nl](mailto:b.malak@iea.nl) / [d.ebbs@iea.nl](mailto:d.ebbs@iea.nl)

# PIRLS

## Survey

## Operations

## Procedures

for Administering  
PIRLS and TIMSS in 2011

# 2011

## Overview

# TIMSS