





Tracking Form and information listed on the Student Identification Form, the errors were usually limited to one student in the group and consisted of a mismarking of the student's gender or a mismarked digit on the student ID number.

In the few cases where it was reported that there was not enough room for students, QCMs noted that this was due to unavoidable circumstances (e.g., the test was administered in a small classroom, the desks were too narrow, the students sat at round tables).

The absence of a visible wall clock was also considered an environmental restriction more than a limitation of the implementation of the testing procedures. In many of the cases the room had a clock, but not all students were able to see it.

In general, QCMs observed no procedural deviations in preparations for the testing that were severe enough to compromise the integrity of the test administration.

Exhibit 9.1 Preliminary Activities of the Test Administrator

Question	Yes	No	N/A
Had the test administrator verified adequate supplies of the test booklets?	97 ⁺	1 ^{**}	-
Had the test administrator familiarized himself or herself with the script prior to testing?	94 ⁺	4 ^{**}	-
Were all the seals intact on the test booklets prior to distribution?	41	1	55 ⁺
Did the Student Identification information on test booklet correspond with the Student Tracking Form?	85	10	3
Was there adequate seating space for the students to work without distractions?	85	13	-
Was there adequate room for the test administrator to move about the room during testing?	93	5	-
Did the test administrator have a stopwatch or timer for accurately timing testing sessions?	96	2	-
Did the test administrator have an adequate supply of pencils and other materials?	97	-	1
Was there a wall clock visible for the students to check their timing during the testing?	83	14	1

⁺ ...
^{**} ...

9.2.2 Test Session Activities

Section B of the classroom observation record dealt with the test session activities themselves. These included the extent to which the test administrator followed the script, how the test booklets were distributed and collected, and the various announcements made during the testing session.

The achievement test was administered in two sessions, with a short break between. Exhibit 9.2 documents the activities associated with the first testing session and shows that at least 70% of the test administrators followed their script exactly when preparing the students and delivering instructions for Session 1. Where changes were made, they tended to be additions to the script.

Further examination of Exhibit 9.2 shows that in more than 75% of the sessions, the test administrator collected booklets one at a time from students. In the remaining sessions, students laid their booklets down on their desks during a brief 1 to 2 minute break.

Note that in 35 of 98 testing sessions (36%), the length of the testing session did not equal the time allowed. In each instance, all students had finished early.

Finally, booklets were rarely collected at the end of Session 1; rather, students were given a very short 1 to 2 minute break while the books remained on their desks.

Exhibit 9.2 Test Administrator's Activities—Testing Session 1

Question	Yes	No	N/A
Did the test administrator follow the test administrator's script exactly in...			
...preparing the students?	72	23 (minor changes) 2 (major changes)	1
...distributing the materials?	58	30 (minor changes) 10 (major changes)	-
...giving General Directions?	62	30 (minor changes) 6 (major changes)	-
...giving instructions for Part I?	79	11 (minor changes) 8 (major changes)	-
If the test administrator made changes to the script, would you describe them as...			
...additions?	39	20	39
...revisions?	24	28	46
...deletions?	21	23	54
Did the test administrator distribute test booklets one-at-a-time to students?	76	22	-
Did the test administrator distribute the test booklets according to the booklet assignment on the i . . . s w r f m?	94	4	-
Did the test administrator record attendance correctly on the i . . . s w r f m?	91	1	6
Did the total testing time for Session 1 equal the time allowed?	63	35	-
Did the test administrator announce "you hah228 36 T*the 1 7 234 3nistr7 234 3nistr7 2 refBTPou			

Exhibit 9.3 summarizes QCMs' observations from the second testing session. The amount of time it took to restart the testing sessions ranged from 0 to 23 minutes; however, the vast majority of sessions were restarted in five minutes or less. In fact, because booklets were rarely collected during the break, testing typically resumed in 1-2 minutes.

Exhibit 9.3 Test Administrator's Activities—Testing Session 2

Question	Yes	No	N/A
Was the time spent to restart the testing in Session 2 equal to 5 minutes?	1	97	-
Did the total testing time for Session 2 equal the time allowed?	65	33	-
Did the test administrator announce "you have 10 minutes left" prior to the end of Session 2?	94	4	-
Were any other "time remaining" announcements made during Session 2?	7	91	-
At the end of Session 2, did the test administrator collect the test booklets one at a time from the students?	47	51	-
When the test administrator read the script for the end of testing Session 2, did he or she announce a break to be followed by the <i>Student Questionnaire</i> ?	32	61	5
How accurately did the test administrator follow the script to end the testing and signal a break?	40 (no changes)	33 (minor changes) 21 (major changes)	4
If there were any changes, would you describe them as...			
...additions?	20	24	54
...some minor changes?	32	20	46
...omissions?	21	24	53
At the end of the break, did the test administrator distribute the Student Questionnaires and give directions as specified in the script?	56	29	13
Did the students ask for additional time to complete the questionnaire?	66	26	6
At the end of the session, prior to dismissing the students, did the test administrator thank the students for participating in the study?	86	8	4

Exhibit 9.4 presents the results of the remaining questions asked about the test session activities. These questions dealt with topics such as student compliance with instructions, and the alignment between scripted instructions and their implementation.

The results show that in almost all of the sessions, the students complied well or very well with the instructions to stop testing. Additionally, in nearly 70% of the sessions students were given extra time to complete the Student Questionnaire.

Finally, a large proportion of testing sessions had one or more students leave the room for an “emergency” during testing. Typically these emergencies were bathroom breaks. In many of these instances, booklets were not collected from the student; instead, the students left the booklets on their desk.

Exhibit 9.5 Summary Observations of the QCMs

Question	Yes	No	N/A
During the testing situation did the test administrator walk around the room to be sure students were working on the correct section of the test and/or behaving properly?	93	4	1
In your opinion, did the test administrator address students' questions appropriately?	94	3	1
Did you see any evidence of students attempting to cheat on the tests (e.g., by copying from a neighbor)?	6	90	2
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Finally, Exhibit 9.6 indicates that in almost all of the testing sessions, QCMs found the behavior of students to be orderly and cooperative. Where it was less than perfect, the test administrator was almost always able to control the students and the situation. For the great majority of sessions, QCMs reported that the overall quality of the sessions was either excellent or very good.

Perhaps the biggest tribute to the successful planning and implementation of TIMSS 1999 was the fact that nearly 94% of respondents said that if there were to be another TIMSS Benchmarking assessment, they would be willing to serve as the school coordi-

References

TIMSS (1998). *Manual for quality control monitors* (TIMSS 1999 Doc. Ref. No. 98-0023). Prepared by the International Study Center at Boston College. Chestnut Hill, MA: Boston College.

Westat (1999). *TIMSS 1999 Benchmarking test administrator manual*. Prepared by Westat, Inc. Rockville, MD: Westat, Inc.

