

TIMSS and PIRLS 2011 Survey Operations Procedures Units and Manuals

The survey operations and procedures for conducting TIMSS and PIRLS 2011 were documented in a series of seven units produced at appropriate stages of the studies. The survey operations procedures units were crucial resources for the National Research Coordinators as they described in detail the tasks they were responsible for conducting. Even if some of these tasks were contracted out to other people or organizations, the NRCs had to have sufficient knowledge of these matters to supervise the activities of the people who helped conduct the assessment(s) in their countries.

The 2011 assessment cycle was unique in terms of the Survey Operations Procedures since both TIMSS 2011 and PIRLS 2011 assessment cycles were administered within the same timeframe. In some stages, operations did not differ very much between the two studies, and combined PIRLS and TIMSS units were provided. Whenever differences were considerable and crucial, the TIMSS & PIRLS International Study Center provided three versions—a combined PIRLS and TIMSS version for countries assessing the same students in both studies, as well as separate versions for PIRLS and TIMSS.

When necessary, units were supplemented by additional materials, including more specialized manuals and software packages (see [TIMSS and PIRLS 2011 Survey Operations Software](#)). The following units and manuals were provided for administering TIMSS and PIRLS 2011:

- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 1: Sampling Schools and Obtaining their Cooperation”.
- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 2: Preparing for and Conducting the PIRLS 2011 and TIMSS 2011 Field Test”. Unit 2 consisted of the following five sections -- Preparing the Field-test Achievement Booklets, Preparing the Field-test Background Questionnaires, Sampling Classes and Administering the Field Test, Scoring the Field-test Constructed-response Items, and Creating the Field-test Data Files. Unit 2 was accompanied by field-test versions of the School Coordinator Manual, Test Administrator Manual, and National Quality Control Monitor Manual.
- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 3: Contacting Schools and Sampling Classes for the PIRLS 2011 and TIMSS 2011 Data Collection”. Unit 3 was accompanied by the School Coordinator Manual.

- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 4: Preparing Materials for the PIRLS 2011 and TIMSS 2011 Data Collection”. Unit 4 consisted of the following two sections -- Preparing the Achievement Booklets and Preparing the Background Questionnaires.
- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 5: Conducting the PIRLS 2011 and TIMSS 2011 Data Collection”. Unit 5 was accompanied by the Test Administrator Manual, National Quality Control Monitor Manual, and the International Quality Control Monitor Manual.
- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 6: Scoring the Constructed-response Items of the PIRLS 2011 and TIMSS 2011 Assessments”. Unit 6 was accompanied by the PIRLS 2011 and TIMSS 2011 Scoring Guides.
- ◆ “Survey Operations Procedures for Administering PIRLS and TIMSS in 2011 - Unit 7: Creating the PIRLS 2011 and TIMSS 2011 Data Files”. Unit 7 was accompanied by the WinDEM codebooks for all data collection instruments.