

## Summary of School Activities



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



## Summary of School Activities

Trends in International  
Mathematics and  
Science Study (TIMSS)

**2019 Main Study**



For questions about TIMSS 2019,  
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: TIMSS 2019

	Fall 2018	January-March 2019 Prior to assessment day	April-May 2019 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 an online school questionnaire on the characteristics of the school, its enrollment, resources, policies, and learning environment</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 your school performed on select TIMSS assessment questions</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 Westat TIMSS staff</li> <li>Provide class lists and student lists through online MyTIMSS 2019 portal</li> <li>Notify teachers, selected students, and students' parents of the study and benefits of participating</li> <li>Work with Westat TIMSS staff to identify students with special needs</li> <li>Collect parental consent forms where required and submit to Westat TIMSS staff</li> <li>Coordinate the principal's completion of the school questionnaire</li> <li>Coordinate the teachers' completion of teacher questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>Confirm space is appropriate for the assessment</li> <li>Collect completed school and teacher questionnaires (if not completed online) and give to Westat TIMSS staff</li> <li>Ensure all sampled students attend the assessment session</li> <li>Meet with Westat TIMSS staff and provide feedback about the assessment process</li> </ul>	<ul style="list-style-type: none"> <li>Receive a \$100 personal check</li> </ul>
<b>Teachers of students selected for TIMSS</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</li> <li>Receive \$20</li> </ul>
<b>Selected students</b>			<ul style="list-style-type: none"> <li>Attend the assessment sessions, complete the assessment and student questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>Represent the United States in the international study</li> <li>Receive a small thank-you gift</li> </ul>
<b>Westat TIMSS staff</b>	<ul style="list-style-type: none"> <li>Work with the school to set an assessment date</li> <li>Help school coordinator with assessment details and logistics</li> <li>Protect school and student information</li> </ul>	<ul style="list-style-type: none"> <li>Call the school coordinator to discuss assessment day location and student participation</li> <li>Select classroom sample and notify school of selected classes</li> </ul>	<ul style="list-style-type: none"> <li>Administer assessment from start to finish</li> <li>Furnish all assessment equipment or materials, e.g., tablets, styluses, keyboards, pencils, and test booklets</li> <li>Meet with the school coordinator to debrief 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>