

## **CALL FOR TEST ADMINISTRATORS**

### **PROGRAMME FOR INTERNATIONAL STUDENT ASSESSMENT (PISA) 2025**

**Compensation: \$250 per day**

**Search area: all Canadian provinces**

The Programme for International Student Assessment (PISA) is an international assessment of the skills and knowledge of 15-year-olds. The assessment is overseen by the Organisation for Economic Co-operation and Development (OECD) and involves the participation of approximately 90 countries/economies worldwide. PISA 2025 is the ninth assessment conducted since 2000, and it will be entirely computer-based.

PISA covers three core domains—reading, science, and mathematics, as well as an additional innovative domain, learning in the digital world. Although each assessment cycle covers all three core domains, the major domain alternates with each assessment; in 2025, the major domain will be science.

In Canada, PISA 2025 will be administered from **April 21 to May 30, 2025**, in about 1,300 schools across the country. Approximately 25,000 15-year-old students chosen at random from these schools will participate in the assessment.

**We are seeking approximately 340 test administrators from all Canadian provinces to administer the test on the dates and times stipulated by the participating schools.**

Test administrators will be engaged as independent contractors and will be assured a minimum of three to three-and-a-half days of work. A general schedule for these days is outlined below:

- two days to complete the training materials review and online training sessions prior to the administration period (end of March to beginning of April 2025)
- one half-day to participate in each school pre-assessment visit (beginning of April 2025 – primary test administrator only; multiplied by the number of schools assigned)
- at least one day to administer the test to students (between April 21 to May 30, 2025, as selected by the school or schools assigned; multiplied by the number of schools assigned)

The main duties of the test administrators are to:

- receive and review the test-administrator training materials;
- complete training modules and participate in online live training sessions prior to the test-administration period;
- contact the assigned school or schools by telephone, as required by the administration procedures;

- hold a pre-assessment meeting at each assigned school, as required by the administration procedures (primary test administrator only);
- unpack, set up, and ship back boxes (approximate weight: 20 lbs) containing laptops to be used for the administration (in schools where external computers are required);
- set up testing room and devices for the administration of the test, as required by the administration procedures;
- administer all of the test components, as required by the administration procedures;
- complete and return various electronic forms, as required by the administration procedures; and
- liaise with CMEC staff on any issues that may arise during the administration period.

### **Key qualifications**

- excellent command of English or French, both written and spoken (language proficiency may be tested)
- flexible availability between April 21 and May 30, 2025
- strong interpersonal and communication skills, particularly in a school environment
- detail-oriented, ability to complete multiple administrative forms accurately
- intermediate computer proficiency
- access to a personal computer with a stable internet connection and an appropriate email address
- access to a reliable means of transportation to travel to assigned school(s); depending on school location, access to a vehicle may be required (in such cases, a travel allowance based on kilometres accrued will be provided).
- ability to lift or move multiple laptop shipping boxes each weighing approximately 20 lbs (may be required)

The following are considered particularly desirable assets:

- experience as a student teacher, a substitute teacher, or a retired teacher; or be currently enrolled in a teacher education program
- experience working with students and in a school environment
- English-French bilingualism, in some locations

In addition to the compensation of \$250 per day of work, test administrators will receive a per diem of \$40 for each day where a school visit is required. The per diem is intended to cover expenses such as meals and transportation.

CMEC is collaborating with Hays Canada for the recruitment of test administrators. **Applicants selected for an interview will be contacted by a Hays recruiter.** For further information, please contact the recruitment team at [PISA@hays.com](mailto:PISA@hays.com). Click [here](#) for a flowchart outlining the path from applying to be a test administrator to administering PISA 2025.

Applicants must be legally entitled to work in Canada.

**Please submit your application online as soon as possible via the following link:**

**[Test Administrator Application Form.](#)**

More information about PISA can be found on the [CMEC website](#).

CMEC thanks all applicants for their interest.