

PIRLS 2026 - Test Administrator (Field Trial) FAQs (Scotland)

What does a Test Administrator do?

A Test Administrator delivers the study within participating schools, ensuring that the international procedures are adhered to in full. They liaise with schools ahead of test day to ensure schools are ready to deliver efficiently on the day. The study consists of online assessments and an online questionnaire that are administered to the selected class/classes of pupils. In addition, schools are sent questionnaires for completion by the headteacher, teachers and parents/guardians in advance, which the Test Administrator will be required to check have been completed.

How much do I get paid?

For completion of all training activities, including reading materials sent to you, completing pre-training quizzes, and attendance at a live training event (c.5-6 hours), you will be paid £130.

For school visits you will be paid a set rate of £195 for each visit, plus associated expenses. The visit payment also covers travel time to and from the school, and administrative tasks, such as talking to the school ahead of the visit, filling paperwork on the day and posting that paperwork afterwards. These tasks need to be completed before and after the visit day to ensure the test day runs smoothly and is considered complete afterwards.

When will I be paid?

Payment will be processed by the International Studies team within a week of completion of the activity, with processing time to your account within four weeks of that. It is recommended that you submit claims for expenses incurred as you go through each test week.

Where will the role be based?

This is a mobile role for which travel is an integral and essential part of the job description. All your travel expenses are reimbursed. We aim to offer allocations of schools across Scotland within a 50-mile radius of your home base. However, in your Expression of Interest response we ask if you can travel further than that, as there will be more remote schools that need Test Administrator coverage. During the Field Trial fewer TAs are employed for fewer schools so there is the potential for longer travel distances.

What will my time commitment be?

The PIRLS assessments in schools will be held Monday to Friday during the test window, which runs from 10 March to 4 April 2025. The day in school will last from approximately 08:00 – 13:00. Most visits occur in the morning but occasionally schools opt for an afternoon test session, for example when a school has limited computers and needs to sit the test in two sessions. The complete schedule of the day will be outlined during training. In addition to time in school you will need to consider travel time to and from the school, and time spent on pre and post administrative activities. We ask that TAs are available three full days per week throughout the period.

How many schools will I be allocated to visit?

The number of schools you are allocated will depend on a number of factors, including your exact availability compared to schools in your region, and in relation to other available TAs. Factors such as schools changing their test date and other TAs withdrawing also impact on your number of visits. Indicating availability every day does not mean you will be allocated a school to visit each day, but it will increase the likelihood that you are matched with schools in your area, as their test dates will align with your availability.

Will I visit schools alone?

Yes, for schools with just one class being tested. If two classes are being tested two

TAs will be assigned and in this case one TA will be nominated as the Lead TA. The Lead TA will complete preliminary communications with the school and distribute this information to the other TA. All other responsibilities remain the same. In schools where there is just one TA, you are the Lead TA.

How many schools will I be the Lead TA?

Most schools will have just one class tested, so you will lead these visits. For schools with two classes being tested we aim to distribute the Lead role so that all TAs evenly share this task.

Can I change my allocation of schools?

Following the training, a draft allocation is provided to you, at which point you have the opportunity to comment on its suitability. If your circumstances change during the test window we ask that you let us know as soon as possible. Throughout the test window we will aim to let you know as soon as possible if there are changes (eg, a school withdrawing or asking to change test date).

What training will I be given?

Completion of training is a pre-requisite of the role, and will take approximately 5-6 hours in total.

Training will take place remotely and will be a mixture of self-study and attendance at a live/Q&A session:

- Read Test Administrator manual and associated appendices.
- Complete online training modules and accompanying quizzes (completion and accuracy will be monitored)
- Attend a live online training session (in February 2025, dates TBC) The live training content is TBC, but will be approximately 2.5 hours.

Is Protecting Vulnerable Groups (PVG) certification (working with children) required?

Yes. Test Administrators must hold a current, valid PVG certificate for working with children, either registered on the update service, or issued after 15th April 2023. If you don't hold a current certificate, certification will be carried out as part of the recruitment process. All PVG certification, along with appropriate ID will be checked during a short online video call with a member of the PIRLS Support Team.

Will I get a contract?

Yes. You must receive and return the contract, and have successfully completed training, before you will be allocated school visits. The contract contains important information about your role, including practical information about payments and expenses, and indicates your agreement to maintain the confidentiality of all materials.

Will there be any marking taking place?

Marking is not part of the Test Administrator role. Scoring of student responses will take place in April/May 2025. We may recruit scorers with subject experience and experience of marking reading/English in early 2025. If you are successfully recruited as a Test Administrator and would like to express an interest in being a scorer, please let us know by emailing the PIRLS team at PIRLSSupport@pearson.com.

If I need more information who should I contact?

If you have further questions, please direct any queries to PIRLSSupport@pearson.com.

You may also phone 020 7010 2101 (Mon – Fri, 9am – 4pm).