

PISA 2025 - Test Administrator (Main Study – Northern Ireland) FAQs

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 sample of pupils. In addition, schools are sent questionnaires to complete 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, 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 out 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 ILSA team within a week of completion of the activity, with processing time to your account within four weeks of that.

Where will the role be based?

This is a remotely based 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 Northern Ireland 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. This may require overnight accommodation close to the school (details for when and how accommodation can be booked will be shared in training).

What will my time commitment be?

The PISA assessments in schools will be held Monday to Friday during the test window, which runs from 15 September to 14 October 2025. The day in school will last from approximately 08:00 – 13:00, although it could be later. 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 a minimum of 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 changing their availability also impact on your number of visits. Having 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. If your schedule is flexible we ask that you indicate a wide availability to allow us to give you the most convenient and maximum allocation. You will always have the opportunity to comment on and change your allocation when it is first provided to you, and throughout the test window.

Will I visit schools alone?

No. For the Main Study approximately 40 pupils per school will be taking the test so we will usually aim to have two TAs in attendance for each visit. You will work together to ensure the visit to the school runs as expected. One TA for each school 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.

How many schools will I be the Lead TA for?

We aim to evenly distribute the Lead role so that all TAs share this task. As TAs will be visiting a different number of schools with varying TAs, the Lead cannot always be evenly distributed, but will be done as a best fit.

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 (e.g., 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 late August 2025, dates TBC) The training content is TBC, but will be approximately 2.5 hours.

Is an Access NI check required?

Yes. Test Administrators must hold a valid Access NI certificate issued after 15 October 2023. If you don't hold a current certificate, certification will be carried out as part of the recruitment process. A short online meeting will be scheduled with you to either check your ID ahead of an application, or to check your current Access NI certificate.

Will I get a contract?

Yes. Returning an Expression of Interest or being recruited/registered as a Pearson Test Administrator does not mean you are a TA for this particular study. You must also receive and return the PISA 2025 main study 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. Coding of student responses will take place in October/November 2025. We may advertise for coders with subject experience and experience of marking maths, science and reading/English during 2025. If you are successfully recruited as a Test Administrator and would like to be a coder as well, please let us know by emailing the PISA team at PISASupport@pearson.com.

If I need more information who should I contact?

Please direct any queries to PISASupport@pearson.com.

You may also phone 020 7010 2111 between 9am to 4pm Monday to Friday