

Job Description: Test Administrator (England)

PIRLS 2026 Main Study, May–July 2026.

Background

Pearson is responsible for the delivery of the PIRLS international assessment study in schools in England.

The Progress in International Reading Literacy Study (PIRLS) assesses the reading achievement of pupils at about age 10 (Year 5), every five years across about 60 countries. In addition to reading assessments, PIRLS includes questionnaires for pupils, teachers, and headteachers which together provide rich contextual data for the interpretation of the assessment results.

Pearson is recruiting external Test Administrators to administer this study in schools in England. More information on the study is available online:

<https://www.pearson.com/pirls26england>

In England a comparative study is being delivered on paper alongside the online delivery of PIRLS. Only one mode will be used in each selected school. TAs will be allocated schools in which delivery will be either paper-based or on computers. Your allocation list will outline the delivery mode for each of your schools.

The pupil assessment is split into two assessment sections followed by a questionnaire section. For the online version Test Administrators (TAs) will need to be confident using technology. However, training will be given on accessing and using the online platform, and schools are asked to have an IT technician available on the day. Online remote TA training is mandatory to ensure standardisation in the delivery of the study's requirements. TAs are expected to be confident to deliver both modes of delivery.

Purpose

Test Administrators (TAs) administer pupil assessments and questionnaires (online or paper) within designated schools, ensuring that the international procedures are adhered to in full. Personnel who are engaged for this role will be trained remotely on the procedures and must complete pre-training activities and attend a live training/Q&A session in the two to three weeks prior to the test window. Preparation for the training session will include reading the TA manual and completing short online assessments on aspects of the pre-training materials.

Main Responsibilities

- Liaise with the School Coordinator or Headteacher regarding arrangements for the test day, such as room bookings and desk/table layout of the room/s to be used and access to IT facilities, as needed.
- Ensure there are enough computers / laptops on the assessment day for all pupils, when delivering the online mode.
- Ensure that pupils are sitting their assigned online or paper assessment.
- Administer the assessments and pupil questionnaire in accordance with international standards as outlined in the training and instructions provided, maintaining their security at all times.
- Ensure the correct timing of the sessions, recording the session start and end times.
- Record pupil participation and complete appropriate administrative paperwork as outlined in training.
- After completion of the pupil assessments and questionnaires, ensure administration documents are returned to Pearson.
- Ensure schools are reminded that teacher and school questionnaires need to be completed by the test date.
- Set up and administer devices supplied by Pearson (laptops) rather than by the school, where this is needed, following the guidance given.

Relevant Experience

- Experience of teaching and / or working in a school classroom.
- Confident using IT applications, particularly for onscreen assessment.
- Experience of invigilating tests / examinations.

Competencies Required

- Ability to adhere to specified procedural standards.
- Confident troubleshooting common technology user issues.
- Excellent verbal communication skills.
- Good organisation and administrative skills.
- Ability to identify, communicate and escalate issues promptly and effectively.
- Ability to work to agreed timeframes.

Essential Requirements

- Availability for the study as per the following: **PIRLS** remote TA training in April 2026, then availability to visit schools Monday to Friday (minimum 3 days per week), from 18 May to 3 July 2026.
- Arrival time at school is usually 08.00 and finish time is approximately 13.00.
- Car and driving license for travel to schools, as required (use of public transport is encouraged, where practical).
- A current Enhanced DBS certificate, covering working with children (this will be verified, and/or with appropriate applications made for individuals for whom it is needed).
- Commitment to the safeguarding and welfare of all pupils.

Desirable Requirements

Occasionally overnight stays may be necessary to be at the school by 08.00. Test Administrators should indicate on their Expression of Interest confirmation form if they are able to do overnight stays (with expenses paid).