

Job Description: Test Administrator (Scotland)

TIMSS 2027 Field Trial, March 2026.

PIRLS 2026 Main Study, May–June 2026.

Background

Pearson is responsible for the delivery of two international assessment studies in schools in Scotland:

1. **PIRLS.** The Progress in International Reading Literacy Study (PIRLS) assesses the reading achievement of pupils at about age 10 (P5 in Scotland), every five years across about 60 countries. In addition to reading achievement, PIRLS gathers information on how pupils' performance is related to their attitudes, gender and background. PIRLS includes questionnaires for pupils, teachers, headteachers and parents/carers which together provide rich contextual data for the interpretation of the assessment.
2. **TIMSS.** The Trends in Maths and Science Study (TIMSS), assesses the performance in maths and science of pupils at ages 10 and 14, (P5 and S2 in Scotland) every four years across about 60 countries. It provides internationally comparative data on pupils' achievement in maths and science, and how their performance is related to their attitudes, gender and background. In addition to the assessment, TIMSS includes questionnaires for pupils, teachers, headteachers, and parents/carers, which together provide rich contextual data for the interpretation of the assessment and add valuable perspectives on the teaching of mathematics and science.

Pearson is recruiting external Test Administrators to administer these studies in schools in Scotland. More information about each study is available online:

<https://www.pearson.com/pirls26scotland>

<https://www.pearson.com/timss27scotland>

In each study the pupil assessment is delivered online and is split into two assessment sections followed by a questionnaire section. Test Administrators (TAs) will therefore need to be confident using technology. However, training will be given on accessing and using the online platforms used in each study, and schools are asked to have an IT technician available on the day. Online training is mandatory to ensure standardisation in the delivery of each study's requirements.

Purpose

Test Administrators (TAs) administer the pupil online assessments and questionnaires 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 each 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.

For each study TAs will be trained and contracted separately so that if you are available or wish to take part in only one of the studies this will be possible. Likewise, depending on demand and your geographic location, we may only request your participation in one study rather than both.

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.
- Ensure there are enough computers / laptops on the assessment day for all pupils.
- Ensure that pupils are sitting their assigned online 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 and parent/carer 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 at least one of the studies as per the following:

- **TIMSS** remote training in February 2026, then availability to visit schools Monday to Friday (minimum 3 days per week), from 2 March to 2 April 2026.
- **PIRLS** remote training in April 2026, then availability to visit schools Monday to Friday (minimum 3 days per week), from 6 May to 19 June 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 Scottish PVG scheme 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).

Work to be contracted

We will collect information about which study/ies you are available for, and will provide a contract for one or both studies depending on demand and your geographic location relative to study schools.