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THE INTERNATIONAL ASSESSMENT OF ADULTS COMPETENCIES**

PIAAC Revised Timeline: Key activities and tasks

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PIAAC REVISED TIMELINE: KEY ACTIVITIES AND TASKS

1. The purpose of this document is to provide countries with a revised timetable for the implementation of PIAAC following the recent consultation (December 2008- February 2009) with participating countries. The revised timetable for PIAAC involves extending the project's completion date by six months to the end of September 2013 by adding:

- One month before the field test that will be devoted to translation;
- Four months between the field test and the main study from which, one additional month will be provided for countries to score and prepare the field test data file and three months for system testing and integration; and
- One month after the main study that will be devoted to scoring and preparing the main study database.

2. Maintaining the PIAAC project on track will require a concerted and cooperative effort by countries, the PIAAC Consortium and the OECD Secretariat. All Parties involved must meet the required deadlines. Annex A of the current document outlines the consequences for countries and the project of not meeting key project deadlines.

3. Table 1 below presents a detailed list of tasks in preparation for the field test, processing the field test results and preparing for the main survey, and processing the data after the main survey. Table 2 lists preliminary dates for the NPM meetings. It should be noted that the dates for the NPM meetings have changed but the number of meetings has remained the same as was proposed under the original timeline. Tasks that have been extended by this proposal are identified with an asterisk ("*"). In addition, tasks that are particularly important from a national perspective are shown in *italics*.

3. Table 1 focuses on the tasks to be undertaken between now and the end of the field test. The dates for the main tasks in the period following the field test are also specified. A more detailed schedule for this period of the study will be developed on the basis of the experience of countries in the conduct of the field test.

Table 1: Key activities¹

Task Description	Revised Dates		Responsibility
	Start date	End date	
Preparing for the field test			
Direct Assessment			
Develop and author tutorial and orientation modules for test takers	1-Jan-09	30-Apr-09	Consortium
Finalise frameworks	1-Feb-09	1-Feb-09	Consortium
Finalise new tasks for the direct assessment	1-Feb-09	23-Mar-09	Consortium
Experts select item pool for field test	28-Feb-09	5-Mar-09	Consortium
<i>Approve field test pool</i>	<i>23-Mar-09</i>	<i>3-Apr-09</i>	<i>Countries</i>
Finalise new tasks for translation	28-Mar-09	3-Apr-09	Consortium
Assemble field test items into forms and implement these into the computer system	4-Apr-09	30-Aug-09	Consortium
Release new tasks for translation (paper and computer)	6-Apr-09	6-Apr-09	Consortium
Prepare and assemble final paper-and-pencil instruments	2-Aug-09	20-Dec-09	Consortium, Countries
<i>Printing of paper booklets</i>	<i>1-Jan-10</i>	<i>28-Feb-10</i>	<i>Countries</i>
BQ/JRA (Revised Process)			
<i>Submit national adaptations and extensions, based on BQ V4.2</i>	<i>1-Jan-09</i>	<i>31-Jan-09</i>	<i>Countries</i>
Develop translation and adaptation guidelines for BQ/JRA V5.1	1-Jan-09	23-Mar-09	Consortium
Release of BQ V5.0 in text form	3-Feb-09	3-Feb-09	Consortium
Testing and update of BQAS from V5.0 to V5.1	4-Feb-09	9-Mar-09	Consortium
Release of the master BQ V5.1 in CAPI form for countries to test	16-Mar-09	16-Mar-09	Consortium
Release of the country-specific BQ V5.1 in CAPI for translation and testing	23-Mar-09	23-Mar-09	Consortium
<i>Testing of the country-specific BQ V5.1 in CAPI</i>	<i>27-Mar-09</i>	<i>1-May-09</i>	<i>Countries</i>
Upcoming meetings and training sessions			
IT coordinators' meeting	5-Feb-09	6-Feb-09	Consortium, countries
NPM Meeting: Item-by-item translation/adaptation training of cognitive and BQ instruments and sampling training	23-Mar-09	27-Mar-09	Consortium, countries
NPM Meeting: International training for the field test	25-Jan-10	29-Jan-10	Consortium, countries
Training of data processing system	25-Jan-10	28-Mar-10	Consortium, Countries

¹ Tasks which were extended by the 6-month extension are identified with an *. Important tasks for countries are in *italics*.

Task Description	Revised Dates		Responsibility
	Start date	End date	
<i>National training for the field test</i>	1-Mar-10	30-Mar-10	Countries
Translation and Verification Tasks			
Provide translation and adaptation support for participating countries through the SharePoint site and the item management portal	2-Jan-09	10-Aug-09	Consortium
* <i>Translation/adaptation of cognitive tasks and BQ for the field test</i>	6-Apr-09	30-Jun-09	Countries
Verify and check translation and format of materials for the field test (both linking and new tasks, as well as BQ)	1-Jul-09	10-Aug-09	Consortium, Countries
<i>Translate and adapt field test training materials</i>	30-Sep-09 ²	28-Feb-10	Countries
Platform/Database/Technical Issues			
Development of the virtual machine	1-Jan-09	01-Sep-09	Consortium
Develop and test case management system	1-Apr-09	15-Nov-09	Consortium, Countries
Develop and test data management application	1-Mar-09	31-Oct-09	Consortium
International system integration and testing	1-May-09	10-Aug-09	Consortium
<i>Preparation and internal testing of case management and data processing systems</i>	1-Jul-09	1-Sep-09	Countries
Release of the PIAAC integrated platform to countries	1-Sep-09	1-Sep-09	Consortium
<i>Testing of PIAAC platform and integration with national systems</i>	1-Sep-09	27-Dec-09	Consortium, Countries
Define international record layout	1-Jan-09	31-Oct-09	Consortium
Field test IT supervision and assistance	1-Apr-10	30-Jun-10	Consortium
* <i>Score and produce national database for the field test (countries)</i>	1-Jul-10	31-Aug-10	Countries
<i>Submit complete database for the FT to consortium</i>	31-Aug-10	31-Aug-10	Countries
Sampling, field operations and procedures			
Prepare a National Survey Design and Planning Report (NSDPR) for the field test & draft report for the MS for approval by the consortium	1-Jul-09	1-Oct-09	Consortium, Countries
Develop field test survey training materials	1-May-09	16-Dec-09	Consortium, Countries
<i>Submit draft national field test and main study sampling plan to consortium</i>	1-Jul-09	30-Sep-09	Countries
<i>Submit national field test and main study sampling plan to consortium</i>	1-Oct-09	31-Oct-09	Countries
Sampling document for field test	12-Nov-09	28-Feb-10	Consortium, Countries

² The consortium expects to be able to develop and distribute training materials in batches as they are developed. The timeline for this development and distribution will be shared in April or May of this year.

Task Description	Revised Dates		Responsibility
	Start date	End date	
Field test QC sample selection forms	1-Dec-09	30-Mar-10	Consortium, countries
<i>Field test data collection</i>	<i>1-Apr-10</i>	<i>30-Jun-10</i>	<i>Countries</i>
<i>Develop the National Survey Design and Planning Report (NSDPR) for the MS for the approval of the consortium</i>	<i>1-Nov-10</i>	<i>01-Feb-11</i>	<i>Countries</i>
Field test QC sample monitoring forms	1-Apr-10	30-Jul-10	Consortium, countries
Develop main study version of the Technical Standards and Guidelines (1st Draft)	1-Jun-10	30-Jul-10	Consortium
Preparing for the main study			
FT analysis and data review			
International data cleaning and database production	1-Sep-10	30-Sep-10	Consortium
<i>Answer data queries</i>	<i>1-Sep-10</i>	<i>29-Dec-10</i>	<i>Countries</i>
Analyse field test data and prepare preliminary results for countries	2-Oct-10	12-Dec-10	Consortium
Finalise field test data analysis	19-Dec-10	15-Jan-11	Consortium
Meetings and training sessions			
NPM Meeting: Share preliminary results with countries and propose main study instruments	13-Dec-10	17-Dec-10	Consortium, Countries
NPM Meeting: International training for main study	6-Jun-11	10-Jun-11	Consortium, Countries
<i>Translate and adapt main study training materials and conduct national training for main study</i>	<i>12-Jun-11</i>	<i>28-Jul-11</i>	<i>Countries</i>
Sampling, field operations and preparation of main survey instruments			
Revise and finalise MS instruments: - Assemble forms - Implement post field test revisions - Verify any changes to instruments - Revise country-specific CAPI versions - Partial translation (if needed) - Partial verification (if needed) - Author and verify scoring (if needed) - Prepare paper-and-pencil instruments - Integrate revisions into the platform	19-Dec-10	28-Feb-11	Consortium, countries
Develop/update survey materials for the main study	1-Feb-11	1-Jun-11	Consortium
<i>Main data collection</i>	<i>1-Aug-11</i>	<i>31-Mar-12</i>	<i>Countries</i>
Platform/Database/Technical Issues			
Sampling plans for main study completed	1-Mar-11	31-May-11	Consortium
* <i>Conduct system testing for the main study</i>	<i>1-Mar-11</i>	<i>1-Jun-11</i>	<i>Consortium, Countries</i>
Main study IT supervision and assistance	1-Aug-11	31-Mar-12	Consortium
* <i>Score and produce national database for the main study</i>	<i>1-Apr-12</i>	<i>31-May-12</i>	<i>Countries</i>

Task Description	Revised Dates		Responsibility
	Start date	End date	
Submit complete database for the main study to consortium	31-May-12	31-May-12	Countries
Post main study			
Main study analyses and data review			
Provide support for preparation of international report	3-Apr-12	29-Sep-13	Consortium
International data cleaning, weighting, analysis, and public-use database production	1-Jun-12	30-Sep-13	Consortium
Analyse main study data (scaling, linking, and analysis) and prepare preliminary results for countries	1-Aug-12	30-Apr-13	Consortium
NPM Meeting: Share preliminary results with countries	Jan-13	Jan-13	Consortium, Countries
Reporting			
Dissemination plan	3-Apr-12	31-Jul-13	Consortium, Countries
Data analyser development	01-Oct-12	31-Apr-13	Consortium, Countries
Technical Report finalised	2-Jul-12	29-Sep-13	Consortium
Data explorer development and workshop	17-Mar-13	29-Sep-13	Consortium, Countries

Table 2. Tentative dates for NPM meetings

Task Description	Task Description	
	Start	Finish
<u>Meeting 3:</u> i) review cognitive items and background questionnaire; ii) sampling workshop for the field test; iii) review quality control procedures; and iv) present final survey operations standards and guidelines.	23-Mar-09	27-Mar-09
<u>Meeting 4:</u> i) conduct field test training; ii) train NPM IT managers on software integration and implementation procedures; iii) review field test sample design and selection plans; iv) train for scoring of open-ended items; and v) data processing and management application training.	25-Jan-10	29-Jan-10
<u>Meeting 5:</u> i) review instruments for main study; ii) review survey and quality control procedures for main study; iii) sampling workshop for main study.	13-Dec-10	17-Dec-10
<u>Meeting 6:</u> i) conduct main study training; ii) train NPM IT coordinators on software integration and implementation procedures; and iii) provide sampling updates; iv) provide updated training on scoring of open-ended items; and v) data processing and management application training.	06-Jun-11	10-Jun-11
<u>Meeting 7:</u> i) meet with sampling managers to discuss country specific confidentiality rules and non-response bias analysis; ii) present status report on main study; iii) discuss reporting and dissemination strategy.	Apr-12	Apr-12
<u>Meeting 8:</u> i) review preliminary results from main study; ii) finalise plans for indicator construction; and iii) finalise analysis plans for international scaling.	Oct-12	Oct-12
<u>Meeting 9:</u> i) present final report on survey operations for main study; ii) review main study survey results; iii) provide training on appropriate use of the data files and data analyser; and iv) finalise reporting and dissemination strategy.	Apr-13	Apr-13
<u>Meeting 10:</u> i) share main study sample weighting and variance estimation results; and ii) data explorer introduction and training.	Sep-13	Sep-13

ANNEX A: CRITICAL NATIONAL TASKS FOR THE FIELD TRIAL AND CONSEQUENCES OF NON-COMPLIANCE

Introduction

4. PIAAC has been designed such that countries will be able to successfully complete the conduct of the survey and attain internationally comparable results. To this end, the PIAAC Consortium provides extensive training and assistance to countries to ensure that the international design and procedures are implemented appropriately. To ensure a successful implementation of PIAAC, it is of utmost importance that countries make every effort to follow the international standards, procedures and timelines closely and keep the OECD Secretariat and PIAAC informed of any difficulties they encounter. The purpose of this paper is to describe the key project deadlines for countries participating in PIAAC in the period until the analysis of field trial data and to outline the consequences if these are not met.

Key deadlines

5. The document *PIAAC Timeline and Procedures: A Detailed View of National Tasks prior to the main study data collection* [COM/DELSA/EDU/PIAAC(2008)21] identified the tasks below as critical tasks in the period prior to the analysis of the field test data. These tasks are critical in the sense that failure to complete them on time or to the expected level of quality will have a significant impact on the project either in terms of compromising the ability of the project to be completed in the agreed timeframe, by compromising the quality of a country's data or by increasing the probability of major problems occurring at subsequent stages of the project.

6. The critical tasks identified were:

- Translation, adaptation and verification of the cognitive assessment items and the background questionnaire/JRA;
- Testing of the computer delivery application prior to the field trial;
- Providing national training and conducting the field test; and
- Provision of the field test data.

7. The capacity of countries to meet project deadlines is related to the timeliness and quality of the work of the international contractor as well as to their own actions. This paper describes the consequences of a potential failure by a country to meet project deadlines *assuming that the international contractor meets its deadlines*. Countries would not be expected to bear international costs of the flow-on effects of the failure of the contractor to meet project milestones or to meet the required quality standards for deliverables.

Consequences of failure to complete tasks on time or to quality standards

Translation, adaptation and verification

8. The result of failure to complete the translation and adaptation of the background questionnaire/JRA and cognitive instruments and/or to fail to effectively support the verification process by the required deadlines will be to make it very difficult, if not impossible for a country to continue to participate in the field trial.

9. The time available for verification is limited, both in order to allow the completion of the project within the given timeline and in order to contain the international overheads costs for hiring translation verifiers. It is, therefore, essential that countries submit their translated materials in time for submission for verification. Countries submitting their materials late will have to absorb any additional international overhead costs incurred and the Consortium cannot give a guarantee that it can accommodate late submissions. Without verified translations, the preparation of national versions of the PIAAC instrumentation cannot be undertaken.

Table 1: Consequences of failure to meet deadlines: translation, adaptation and verification

Task	Consequences for country	Consequences for project
Countries undertake translation and adaptation and support verification process	<ul style="list-style-type: none"> • Countries must pay for any additional costs associated with delays to verification • If verification cannot be rescheduled, a country will have to drop out of field trial 	<ul style="list-style-type: none"> • No consequences if a small number of countries are late • If a significant number of countries are late, the project would need to be delayed or abandoned

Testing of the computer delivery application prior to the field trial

10. While the international version of delivery application will be tested by the Consortium, participating countries are required to undertake comprehensive and systematic usability testing of the national version or versions of the computer-based test delivery application prior to the conduct of the field test. The objective of this testing is to identify and rectify any problems with system functionality and its operation, including programming errors, question flow, routing of respondents, download of data and the interface with national survey management systems.

11. The consequences of a failure to complete a rigorous testing process will be to increase the likelihood that problems occur during the field test with the result that completion of the field test is delayed and/or there are negative effects on the quality of the field test data (see below).

Table 2: Consequences of failure to meet deadlines: testing of computer delivery application

Task	Consequences for country	Consequences for project
Testing of computer delivery application	<ul style="list-style-type: none"> • Increased likelihood of problems during field test • Increased likelihood of delays in completion of field test • Increased likelihood of production of poor quality field test data 	<ul style="list-style-type: none"> • Increased probability of problems emerging at later stages of project

Conduct of the field test

12. The field test has a number of critically important objectives including the translation of the instruments, evaluation of operational procedures including sampling, survey administration and scoring, as well as the processing of the data that will be sent to the consortium in order to evaluate the psychometric properties of test items and the equivalence of items administered in pencil-and-paper and computer modes. Countries are required to attend the international training that will be provided and then adapt these materials as part of their own national training. They are also required to follow PIAAC standards in the conduct of the field test and complete a total of 1,500 interviews per reporting language as part of the field test.

13. Failure to complete the field test data collection by the expected deadline will affect the capacity of a country to meet subsequent deadlines such as providing quality field test data to the Consortium. Extending the data collection period beyond the current deadline will make it both more difficult and more costly to provide field test data to the Consortium within the expected deadlines. Failure to complete the required number of completed interviews will result in the supply of a data set which may mean that only a limited analysis of the psychometric characteristics and performance of field test items is possible. This may mean that assumptions about the performance of items in the country in question have to be made on the basis of performance in other countries. In addition, poor implementation of the field trial may mean that it will not provide a reliable basis on which to assess the implementation of procedures and identify and rectify any problems prior to the main study. This may, in turn, affect the quality of data from the main study.

14. The negative effects of failure to complete the field test data collection will be compounded if several countries are in this situation. The more countries which supply poor or incomplete data from the field trial, the less well founded will be judgements regarding the comparability of item performance between countries, languages and modes of delivery.

Table 3: Consequences of failure to meet deadlines: field test data collection

Task	Consequences for country	Consequences for project
Conduct field test in line with technical and quality standards	<ul style="list-style-type: none"> • Reduced likelihood of identifying and rectifying operational problems in time for main study • Increased level of error associated with results from main study 	<ul style="list-style-type: none"> • Relatively minor consequences if small number of countries involved • If a significant number of countries fail to conduct the field trial to the required standards, the quality of data from the main study could be compromised

Supply of field test data

15. Countries that do not supply field test data by the required deadline run the risk that their data will not be included in the data analysis and evaluation of operational procedures which will be undertaken following the field trial. These countries will go into the main study without a full review of their operational procedures, thus increasing the risks of problems emerging or being repeated during the main study. In addition, such countries may have to accept that their field test data will not contribute to the final design of the main study (including the choice of cognitive and BQ items) and that assumptions will need to be made about the performance of test items in these countries. This will increase the chances of problems with data quality in the main study.

16. Overall, if a country fails to complete the field trial on time or to the required quality standards, this would indicate that the country concerned may have difficulty in administering the main study in a way which would ensure the production of comparable data. It would be appropriate for the BPC to collectively review the performance of all countries in the field trial and to request that countries which failed to adequately implement the field trial demonstrate that they have undertaken action and put processes in place to ensure that the main study will be completed on time and meet the necessary standards. Countries in this position would be expected to bear the costs of taking any required action including the costs of any support required at the international level in addition to that which would otherwise have been provided by the Consortium.

Table 4: Consequences of failure to meet deadlines: supply of field test data

Task	Consequences for country	Consequences for project
Supply field test data in specified form to Consortium	<ul style="list-style-type: none"> • Failure to identify operational problems, increasing the probability of problems in the main study • Increased error associated with results from main study 	<ul style="list-style-type: none"> • If small number of countries involved, the consequences are relatively minor • If a significant number of countries are late, the project would need to be delayed