



PISA 2021: Instructions for Field Trial PVS (Preferred Verification Schedule)

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Produced by cApStAn, Core D Contractor



INSTRUCTIONS FOR HOW TO FILL IN THE PISA 2021 FIELD TRIAL (FT) PVS

IMPORTANT NOTES:

- Your PVS (Preferred Verification Schedule) must be reviewed and uploaded to the PISA Portal by **7 February 2019**.
- The PVS must be negotiated and **agreed upon before the NPM meeting** in Vienna in March 2019. Only in exceptional cases will the PVS be further negotiated during the NPM meeting in an individual consultation session with cApStAn.
- Your PVS should be filled in only for the language(s) that are submitted for international verification. Your PVS has been pre-populated with the languages requiring verification as documented in your Sampling Task 0 file.
- **After your PVS has been agreed upon**, the translation and verification **workflows will be set up** on the PISA Portal.

STEP-BY-STEP:

1. Go to [PISA Portal > TASKS 2021](#). Open the task "PVS Approval 2021".
2. Click on the **Take Task** button and download your PVS (Preferred Verification Schedule) Excel file.
3. Make sure to read all the instructions in the **Instructions** worksheet in the Excel file.
4. In the worksheet **PVS-CB** (for computer-based countries) or **PVS-PB** (for paper-based countries), you will be updating the Field Trial (FT) date and Coder Training date at the top of the sheet, then adjusting the dates shaded in yellow below that for each step as necessary. All other cells are locked except the cells that are subject to your editing.
 - a. For countries that participated in PISA 2018, the FT and Coder Training dates have been pre-filled based on your PISA 2018 dates. Please update these dates as necessary. Your FT start date should match the FT start date you insert in your Sampling Task 1 file.
 - b. For countries that did not participate in PISA 2018, by default 15 May 2020 has been chosen as the start date for your FT and 15 June 2020 has been chosen as the start

date for your coder Training. Please update these dates as necessary. Your FT start date should match the FT start date you insert in your Sampling Task 1 file.

- 5. Review the **FT** and **Coder Training** dates and change as necessary.

PISA21 PVS	(CB countries)	FT date	15-May-20
Country:	ZEDLAND	Coder Training date	15-Jun-20

If you make changes to the FT and Coder Training dates, all dates in the **Recommended** and **DATE** columns will change accordingly.

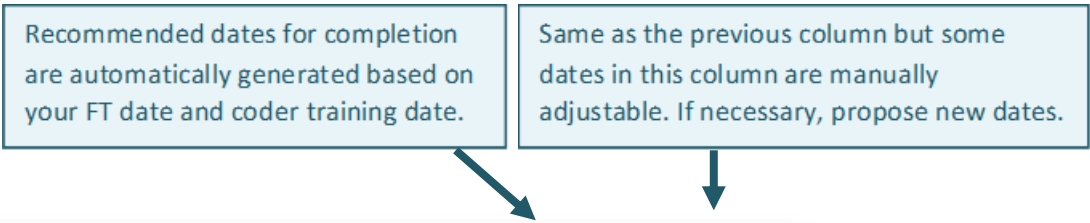
*NOTE: You must FIRST update the FT and Coder Training dates. Only THEN should you adjust the dates in the language-specific column(s).

- 6. The dates in **DATE** column may be adjusted manually, as needed.

The **Recommended** column includes the International Contractor's recommended date for completing a step. This date is determined based on the amount of time countries typically need to complete a task and the amount of time allowed by the tight deadlines of the PISA project.

The **DATE** column includes the dates by which you will need to complete each step. The **DATE** column is pre-filled with the same date as in the **Recommended** column. If you need more or less time for a particular task, you may adjust the due date in the **DATE** column.

For countries that have more than one language version that undergoes international verification, for the cognitive portion (assessment units and coding guides) there is one PVS date per language. Countries may have different PVS dates for each language if they are adapting a reference version or a verified version from another country. Note, all questionnaires must be translated and submitted for international verification on the same schedule. No variation in PVS dates for questionnaires is permitted.



Description of the step	Responsible	leadtime [excl. weekends]	Recommended	DATE
Country completes double translation.	Country	22	17-Dec-19	17-Dec-19
Country completes reconciliation and uploads materials for verification.	Country	18	10-Jan-20	10-Jan-20

7. If the difference between the dates in the **Recommended** and **DATE** columns is greater than 8 calendar days, the number of days in the **Diff** column will be marked in red font.

Recommended	DATE	Diff
25-Oct-19	25-Oct-19	0
20-Dec-19	30-Dec-19	10

If the difference is likely to cause a substantial delay in subsequent steps in the workflow, your PVS will be sent back to you via the Portal for a negotiation, along with a comment which looks like this:

Comment:

The date you filled in for country review (post-verification review) is likely to cause a substantial delay in the subsequent steps in the workflow. cApStAn has proposed another date. Please check if this would work out for you.

8. Once you have reviewed the PVS and all of your changes have been made, upload your PVS back on the Portal and click the **Finish Task** button.

If you have questions about how to complete the PVS file, please contact pisa.verif@capstan.be.