

Test Administrator Application

Thank you for the interest that you have expressed in working for the NFER as a Test Administrator. We are currently recruiting additional Study Administrators in Northern Ireland to help conduct the Progress in International Reading Literacy Study (PIRLS) study. We are looking to recruit administrators from across Northern Ireland, with a focus on the east coast, and specifically the Belfast metropolitan area. In particular we would require applicants to be able to work in the following postcodes:

BT1-42

BT51-78

BT92-94

The test administrator role may involve travel to several schools in the areas above and is on a temporary basis for the duration of testing window of PIRLS 2021. We use test administrators to ensure confidentiality and consistency of administration throughout participating schools. Also please note that we are unable to commit to provide ongoing recurring contracts for test administration work in Northern Ireland as we do not currently have regular project work in the country.

All applicants need to be qualified teachers and not on the barred teachers list. (You may be required to provide a copy of your certificate/letter.)

The qualities that we require in a Test Administrator include the following:

- an essential understanding of the highly confidential nature of this work
- ability to communicate effectively with people at all levels
- confidence, particularly in a school environment
- good organisational and administrative skills
- computer literacy
- a professional attitude to the work.

You would be required to communicate with the school to make arrangements for the trials and administer them in accordance with the specified instructions before returning them to NFER.

The rate of pay is dependent upon the nature of the work but is usually between £100 and £150 for each school visit. We also pay a mileage allowance of 45 pence per mile.

Although we have small amounts of this type of work happening throughout the year, the majority of our work takes place during April, May and June so it is essential that new applicants are available for most of this period. If successful, you will be required to attend training prior to undertaking any work.

If you would like to apply to be one of our Test Administrators then please complete the online application form which can be accessed [here](#) (or go to <https://surveys.nfer.ac.uk/uc/taa21/>),

If your application is successful we will need you to obtain a “Disclosure & Barring Service” certificate through the DBS checking procedure. NFER requires that DBS Certificates are updated every two years unless you have registered with the DBS Update Service. Please wait to hear from us before applying for the DBS certificate.

If we are unable to provide you with any work during this forthcoming academic year, we will hold you on a reserve list for future work.

If you have any queries please feel free to contact our team at rdsadministrators@nfer.ac.uk.