SECTION TEN

PHASE TWO IMPLEMENTATION

Timetable and planning notes for the implementation of Phase Two

This section consists of two tables: a summary of tasks for Phase Two and a detailed list of planning tasks. Table 10.1 below summarises the key stages of Phase Two. All stages must be considered simultaneously when Phase Two is initiated. The work would be intensive. The Phase Two Program Planning Flow Chart is attached as a fold-out inside the back cover of this document. Table 10.2 provides details of tasks from the Planning Flow Chart (inside back cover) and the summary of tasks in table 10.1.

Table 10.1 Summary of tasks for Phase Two

	Task	Start by	End by
1.	Start of Phase Two Consult with education systems, and (i) identify test forms and materials (ii) negotiate the sampling.	14 May	21 May
2.	Project set-up Obtain copyright for test forms, administration procedures and sampling frames from States/Territories, print the test forms and prepare for the training of test administration.	21 May	16 June
3.	The distribution plan Clarify administration manuals and prepare principals' and teachers' instructions, inform selected schools and seek their approval (and replace those that refuse participation), and draw the national sample.	16 June	4 July
4.	Test materials and test procedure Assemble the test and practice materials, establish delivery and collection procedures, establish training sets for central markers, package sets of materials and code books for student responses.	4 July	25 July
5.	Test dispatch Distribute materials to schools, and monitor their receipt.	25 July	1 August

(table continues)

6.	Test scoring preparation Identify and secure scanning facilities, appoint and train central markers of scripts.	4 August	22 September
7.	Test administration Monitor test administration in schools.	20 October	4 November
8.	Test return and test scoring Collect materials, follow up non-returns, mark and code scripts ready for scanning (machine scoring of multiple-choice items).	4 November	5 December
9.	Data file preparation Scan the data and establish and verify the master file as the database.	5 December	15 December
10.	Data analysis Analyse the data to form equivalences, and analyse State/Territory data based on the equivalences.	15 December	15 January
11.	Final report Writing of final report.	15 January	3 February

Table 10.2 Detailed Phase Two program planning tasks

Id	Task	Days	Start	Finish
1	**Start of Phase Two**	31	13-May	30-Jun
2	Consult with systems	20	14-May	13-Jun
3	Identify test forms, materials	10	13-Jun	30-Jun
4	Start project upon approval	1	13-May	14-May
5	Negotiate sampling procedure with each State/Territory	4	14-May	20-May
6	**Project setup**	16	20-May	13-Jun
7	Obtain clearance for test administration	10	20-May	4-Jun
8	Obtain sampling frames from States/Territories	10	20-May	4-Jun
9	Identify scanning companies	2	20-May	22-May
10	Identify data management and storage facilities requirements	3	20-May	23-May
11	Obtain administration information from States/Territories	5	20-May	28-May
12	Establish item inclusion or deletion rules	2	26-May	28-May
13	Print test papers from each State/Territory	10	28-May	12-Jun
14	Prepare training for Foreign test administration	10	28-May	12-Jun
15	Submit Progress Report 1	1	12-Jun	13-Jun
16	**Distribution plan**	12	13-Jun	3-Jul
17	Prepare principal's instructions	3	13-Jun	18-Jun
18	Gather administration manuals	2	13-Jun	17-Jun
19	Draw national sample	2	13-Jun	17-Jun
20	Seek school access approval	10	13-Jun	30-Jun
21	Establish data management and storage facilities	4	13-Jun	20-Jun
22	Inform schools and approach them for participation	3	17-Jun	23-Jun
23	Adapt administration manuals	10	17-Jun	3-Jul
24	Detail distribution procedures	5	17-Jun	25-Jun
25	Replace school sample for non-participants	2	17-Jun	20-Jun
26	Prepare school coordinator's instructions	1	19-Jun	20-Jun
27	**Materials and procedures**	14	3-Jul	24-Jul
28	Assemble test materials	2	3-Jul	7-Jul
29	Collect State/Territory data sets for 1996	5	3-Jul	10-Jul
30	Prepare practice materials for Foreign Tests	10	3-Jul	18-Jul

31	Establish training sets for central markers	3	3-Jul	8-Jul
32	Organise delivery and collection procedures	5	3-Jul	10-Jul
33	Establish delivery procedures	2	3-Jul	7-Jul
34	Package school sets	2	7-Jul	9-Jul
35	Prepare code books	8	10-Jul	23-Jul
36	Submit Progress Report 2	1	23-Jul	24-Jul
37	**Distribution**	4	24-Jul	31-Jul
38	Compile marking check sets of scripts	1	24-Jul	25-Jul
39	Advise schools of delivery arrangements	3	24-Jul	30-Jul
40	Distribute materials	4	24-Jul	31-Jul
41	**Scoring organisation**	31	4-Aug	22-Sep
42	Identify scanning availability	2	4-Aug	6-Aug
43	Schedule scanning	1	6-Aug	7-Aug
44	Appoint central markers for writing	2	5-Sep	9-Sep
45	Organise and train central markers	5	9-Sep	16-Sep
46	Develop check sets for central markers	2	16-Sep	19-Sep
47	Submit Progress Report 3	1	19-Sep	22-Sep
48	**Test administration**	10	20-Oct	4-Nov
49	Administer tests	10	20-Oct	4-Nov
50	**Collection and scoring**	21	4-Nov	5-Dec
51	Collect test scripts and follow up	5	4-Nov	11-Nov
52	Organise central marking of performance assessments	10	4-Nov	19-Nov
53	Establish central marking database	2	4-Nov	6-Nov
54	Follow up non-returns	10	11-Nov	27-Nov
55	Dispatch first bundle of scripts to scanning and marking	1	11-Nov	13-Nov
56	Clean scanning and data file	15	13-Nov	5-Dec
57	Dispatch final scanning and central marking	1	27-Nov	28-Nov
58	Submit Progress Report 4	1	28-Nov	1-Dec
59	**Data file preparation**	5	5-Dec	15-Dec
60	Compile central data files	5	5-Dec	15-Dec
61	Collect data files from scanning companies	4	5-Dec	12-Dec
62	**Data analysis**	13	15-Dec	16-Jan
63	Conduct scaling and equating analyses	10	15-Dec	12-Jan
64	Make adjustments due to timing, year level.	2	12-Jan	15-Jan
65	Submit Interim Report	1	15-Jan	16-Jan
66	**Reporting**	12	15-Jan	3-Feb
67	Write Final Report	12	15-Jan	3-Feb
68	**Project finalised**	0	3-Feb	3-Feb