ICCS 2016
Framework for estimating national costs

National budget for ICCS depends heavily on the country tradition and specific circumstances (including localization of the national center) and financial possibilities[*]. The major items to be taken into account are:

(1) STAFF: Usually IEA's national study centers for study of this scope consists 1-2 full time researchers plus few (1-3) part timers to assist them with different tasks on different time. Among them are:

- Translators/translation reviewers of the survey instruments
- person familiar with the publishing software used to assemble test booklets and questionnaires (InDesign)
- persons to implement the survey (school coordinator, test administrator)
- national quality control observer of data collection
- data scorers
- data manager
- persons to enter the data
- clerical assistance

See study time schedule for tasks distribution across the years of the project.
Please note that ICCS staff which works directly with the International Study Center, IEA Secretariat and IEA Data Research and Processing Center, is required of good command of English.

(2) NATIONAL STUDY CENTER: national study center has to be equipped in the computers (3-4), IBM compatible, Pentium processor or higher. Software: Windows XP or higher, Microsoft Office 2003, Internet and E-mail access (with a possibility of sending files), Adobe Acrobat 7.0 Pro. Other costs include office supply and mailing (including currier services). The mailing costs should include costs for sending about 100 completed test booklets of each booklet type that went to the reliability scoring to the IEA Data processing and research Center (DPC).

(3) TRAVELING: there are 5 meetings of the national research coordinators (NRC), which are held in different countries. Usually they are connected with various trainings but there are also two additional separate trainings at the IEA DPC[†]. Some countries choose to come for meetings in two (or more) persons (for example NRC plus person who will be responsible for managing scoring activities). After study is completed and the database is published there is a special meeting devoted to training on using the database. This training should be attended by NRC but if possible – also by other researchers.
Some traveling within the country needs to be budgeted too (for example for training test administrators, monitoring schools during data collection, etc.)
International Quality Control Monitors are employed by IEA directly. Costs of their training are covered by IEA. They also receive an honorarium for their work.

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[*] The national costs are higher if additional national options or oversampling of group of students is planned.
[†] These trainings focus on the usage of the Within-School Sampling Software (WinW3S) and the Data Entry Manager (DME) provided by the IEA.

(4) SAMPLING ACTIVITIES
In order to let the studies' sampling experts select a sample of schools, a school sampling frame has to be compiled, constituting a comprehensive list of all schools in the country offering the target grade. Once the school sample was selected, the national center is responsible to select the within-school samples of classes and students using software that is provided by the IEA DPC. This involves the collection of comprehensive class and students' lists from the participating schools, entering or importing these lists into the software, performing the sampling, and further a thorough tracking of the participation status of all selected units.

(4) INSTRUMENTS PREPARATION: preparing national version of the survey instruments require translating to the national language(s), printing, and distributing them to schools. As for a scope of preparing testing materials for ICCS, the estimates should be based on 500-1000 students in a field test and 3000-4000 students for a main survey. There will be also teacher and school principal questionnaires. There will be 150 schools in the sample and intact classes will be sampled. The student instruments will count up to +/- 100 pages and teacher and school questionnaires up to 30 pages each. The number of teachers per school is not determined yet.
There will be small pilot study during the initial phase of instruments development – optional for participants.

There will be also several manuals for both Field Test and the Main Data Collection, some of them to be translated and required in a number of copies. The manuals used in the IEA studies are: Sampling Manual, Field Operations Manual, School Coordinator Manual, Test Administrator Manual, Marking Guide, and Data Entry manual.

(5) SCORING: approximately 20 person days for a Field Test and 100 person days for the Main Survey.

(6) REPORTING AND DISSEMINATION OF THE RESULTS:
This includes the costs of preparation and publishing the main report, press conference for its release and/or any other form of the result dissemination (publications, conferences, workshops).