

## **PISA National Advisory Committee (NAC) for Ireland – Terms of Reference, August 2022**

### **Introduction**

The OECD's Programme for International Student Assessment measures the reading, mathematics and science achievement of 15-year-old students in more than 90 economies worldwide.

In Ireland, PISA is jointly administered by the Department of Education and the Educational Research Centre (ERC). The Department of Education appoints a National Advisory Committee to assist with planning for the assessment, and the interpretation of survey outcomes.

Since its first cycle in 2000, the national work on PISA has been overseen by the ERC and guided by a National Advisory Committee. Given the length of time that has passed since PISA 2000, it is timely to renew and update the Terms of Reference for the National Advisory Committee.

### **Remit and function**

The remit of the NAC will be to:

- Advise and provide observations to the Department of Education and the ERC on general issues concerning the national administration of PISA.
- Provide observations on the future directions of the study, including providing comments on drafts of framework documents.
- Comment on drafts of test items and how they relate to national curricula.
- Comment on draft national and international questionnaires that may be administered to teachers, principals, parents and students.
- Review the outcomes of the study, comment on draft national reports of the assessment and advise on recommendations. In particular, provide advice on policy implications of the outcomes of the assessment and how those outcomes could be effectively communicated to schools, teachers, parents, students and the education system generally.

### **Composition**

The committee will comprise a mix of permanent and non-permanent representation. Permanent representation will be provided by the following:

- The Department of Education Inspectorate
- Department of Education Curriculum and Assessment Policy Unit (CAP)
- Educational Research Centre (ERC)
- National Council for Curriculum and Assessment (NCCA)
- State Examinations Commission (SEC)

Non-permanent/expert representation would be provided by college lecturers, academics, researchers or practising teachers with expertise in the teaching of reading, mathematics or science at Junior Cycle level.

The NAC will be Chaired by a representative from the Inspectorate as nominated by the Department of Education. The Department will also identify a Deputy Chair who will serve as Chair in the event that the Chair is unavailable.

The NAC will comprise a maximum of 15 representatives. Other members may be co-opted from time to time as the need arises. Invitations to participate will be cleared through the Chairperson and publicised by the ERC.

## **Meeting Frequency**

It is anticipated that the Committee will meet a minimum of twice a year. Meetings will be held in the ERC unless specified otherwise. It is recognised that face-to-face meetings are preferred, but may need to be replaced with online/remote meetings as needed.

## **Length of Term**

The role, function and membership of the Committee can be reviewed and revised as appropriate during the lifecycle of the project to ensure continued relevance.

Membership of the committee will be reviewed at the beginning of each new PISA cycle (i.e., every three years, 12 months prior to the field trial). Generally, committee members will not serve for more than two successive PISA cycles. On resigning or leaving the NAC, individual members will be asked by the ERC to complete a form confirming that all confidential documentation and materials have been deleted or securely destroyed.

## **Conduct of meetings**

**Technical Support:** The ERC will convene the meetings in consultation with the chairperson. It will organise and keep a record of the membership and the minutes of meetings. Minutes for the previous meeting are reviewed and agreed at the following meeting.

**Confidentiality:** As the NAC may be asked to review materials of a secure and confidential nature from time to time, individuals will be asked to sign a confidentiality agreement prior to receiving any NAC materials. Confidentiality agreements and processes are managed by the ERC. NAC members may also be asked to sign confidentiality agreements provided by other organisations, such as the OECD, to access embargoed material.

**Document management and security:** The ERC endeavours to issue meeting documentation in an accessible electronic format at least one week prior to the meeting. Where appropriate and necessary, the ERC will apply such security controls to these materials (e.g. encryption) as required.

## **Expenses**

Committee membership is on a voluntary (unpaid) basis. However, in line with civil and public service policies and procedures, all reasonable and vouched costs incurred by NAC members for travel and subsistence to and from meetings will be reimbursed by the ERC on completion of an expense claim.