



## STATE MATURA PROJECT

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### Terms of Reference

#### Monitor & Evaluator for Final Examinations – Junior Non-Key Expert

##### 1. Project Background

The project Improving the Quality of Education by Introducing Examinations at the End of Secondary Education aims to support the development of a modern and efficient education system in the Republic of Serbia which should contribute to building a knowledge-based society.

The purpose of the project is to prepare the education system to implement the final examinations at the end of secondary education in the Republic of Serbia, as a contribution to improvement of the quality of education and higher participation in higher education.

The results to be achieved are:

1. The education system of the Republic of Serbia is prepared for the implementation of final examinations in secondary education.
2. Higher education institutions are prepared for a new way of enrolment of students.
3. Increased understanding of the public about the relevance of introducing final examinations in secondary education and its benefits for society.

Specifically, for the Result 1 the activities will lead to the development of an appropriate organisational model for final examinations at secondary education level in Serbia. The project team works collaboratively with key stakeholders in the education sector to form an effective and efficient model for Serbia. The activities will assist the beneficiary to review, amend and refine all aspects of the final examination organisational model. In the process of implementation, the main task of the state matura project are two pilots of final examinations in secondary schools. In those two pilots we will focus on the process of conducting final examinations and the quality of examination items. The work will be structured in the following activities:

Activity 1.6.1: Prepare instruments (tests) based on the developed items for the purpose of piloting the final examination in secondary education,

Activity 1.6.2: Organise and deliver the first pilot phase of final examinations in selected gymnasiums, VET schools and representative art schools,

Activity 1.6.3: Process and analyse the results of the first pilot, statistically and from the viewpoint of organisation and delivery of the final examination process,

Activity 1.6.4: Present the results of the pilot phase to relevant beneficiary institutions and the public, and organise public debates and roundtables targeting students, parents and the professional community (schools, faculties, institutes, etc.),

Activity 1.6.5: Organise and deliver the second pilot phase,

Activity 1.6.6: Process and analyse the results of the second pilot,

Activity 1.6.7: Present the results of the pilot phases to relevant target groups,

Activity 1.6.8: Provide support for the revision of the final version of the Concept of Final Examinations and by-laws.

In this assignment, analytical studies of the first and second pilot of final examinations testing the examination items and procedures will be prepared. These studies will be based on analytical frameworks under which data from piloting will be quality assured and processed, and data mapping conducted for

both the examination results and procedures. Public events presenting the results of piloting to different target groups will be organized after each of the two pilots. The results of the first pilot will inform the preparation of the large scale second pilot, which will then enable formulating recommendations for finalizing the conceptual and legal framework of the state matura.

The activities will require close cooperation with MoESTD and both institutes (IEQE and IIE) to identify appropriate areas of monitoring and evaluation, and to present findings from piloting final examinations.

## **2. Reference document**

Terms of Reference of the Project: EuropeAid/138188/DH/SER/RS, Improving the Quality of Education by Introducing Examinations at the End of Secondary Education.

## **3. Terms of Reference Relevance**

The assignment will contribute to the achievement of the planned results of the first component by monitoring and evaluation of the pilot final examinations at secondary education level in Serbia, as defined by the Terms of Reference for the activities 1.6.3, 1.6.4, 1.6.6 and 1.6.7.

## **4. Assignment objective(s)**

The assignment objective is to monitor, evaluate and present results of piloting final examinations system in Serbia.

## **5. Main Tasks/Activities**

The Junior Monitor & Evaluator for Final Examinations will cooperate with the Senior Analyst and Piloting Expert of Final Examinations, State Matura Methodology Expert and Key Expert for Final Examinations, and carry out the following tasks:

- Prepare statistical analytical study of the first and second pilot of final examinations – examination items and procedures of examinations involving all the relevant actors (students, school administration offices, schools, institutes, ministry)
  - Develop analytical framework for study
  - Data processing (including qualitative data related to organisation and delivery of exams)
  - Carry out quality assurance of data - including data cleaning and random sample checks
  - Conduct data mapping (i.e. examination results against type of school, programme and student, etc.) and data analysis (including analysis of monitoring reports, debriefings on scoring and on brochures/manuals)
  - Conduct procedural data mapping of relevant stakeholders (schools, school administration offices, institutes, ministry)
- In cooperation with the ministry and institutes deliver at least 5 public events for schools, schools administration offices, and public audience presenting results of monitoring and evaluation of pilot final examination
- Recommendations for second pilot phase, for final proposal of final examination and setting up process of final examinations
  - Prepare detailed report and draft recommendations
  - Conduct a workshop with relevant stakeholders (i.e. MoESTD, IEQE, IIE) to discuss findings of the study and further refine the recommendations
  - Collate feedback from workshop, draft and submit the revised report to CA and MoESTD for comments and subsequent approval.

## **6. Related Outputs**

Under supervision of Key Experts 2 and in cooperation with the Analyst and Piloting Expert of Final Examinations the Expert shall produce the following deliverables:

- Statistical analytical study of the first pilot of final examinations, by end of August 2020
- Statistical analytical study of the second pilot of final examinations, by end of August 2021
- Recommendations for second pilot phase and setting up process of final examinations, by end of September 2020
- Recommendations for final examinations, by end of September 2021
- Organized at least 5 public events, by end of October 2021

## **7. Timing and duration of mission/s**

The assignment shall be implemented in Serbia, in the period from February 2020 to October 2021, up to 160 working days with focus on dates of piloting final examinations (May 2020 and May 2021). The number of days is subject to extension as needed.

## **8. Reporting**

The expert will report and submit all written deliverables to the Key Expert 2 and the Team Leader. The expert work and its outputs will be recorded by the expert in the draft monthly timesheet.

## **9. Expert profile**

A Junior Non-Key Expert with the following qualifications and skills is required for this task:

### *Qualifications and skills*

- University degree
- Excellent communication, reporting and teamwork skills
- Fluency and good writing and editing skills in Serbian and in English
- Basic IT skills (Office)

### *General professional experience:*

- A minimum of 5 years of general professional experience in the education sector

### *Specific Professional Experience*

- A minimum of 3 years of experience (in total):
  - Experience in monitoring and evaluating of process of testing
  - Experience in preparing and conducting statistical analytical studies
  - Experience in preparing questionnaires for different stakeholders
  - Experience in data processing and mapping
- Advanced IT skills in data processing programmes

Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

## **10. Evaluation of work**

The expert's performance will be assessed by Key Experts 2, the Team Leader and the Beneficiary's representative.