

Frequently Asked Questions

When will my school receive the list of selected students/Administration Schedules?

The state department of education will mail them to you no later than 2 weeks before the assessment date.

When will my school receive other assessment materials?

Schools will receive the assessment booklets about 1 week before the scheduled assessment date. Assessment administrators who have not received the materials by 1 week before the assessment should call NCS (National Computer Systems) toll-free at 888-627-6237.

If we are short materials when we receive our shipment, what do we do?

You have several options if you are missing materials. You can call NCS on their toll-free number 888-627-6237 or use the Materials Request Form in your shipment to fax a request to NCS. If you are calling in a request rather than faxing it, you should have the Materials Request Form available when placing the call.

What is the purpose of asking for free and reduced price lunch information?

Congress now requires NAEP to report information on the socioeconomic status of students who participate in the assessment. Information from the National School Lunch Program is being collected because it is considered the most effective means to provide this information without violating the student's privacy.

Free and reduced price lunch information is confidential. What authority do I have for releasing this information?

The U.S. Department of Agriculture has provided a letter of support to the U.S. Department of Education, which agrees to the release of school lunch information. A copy of this letter is made available to states and districts to review and is included in the Assessment Administrator Manual. The confidentiality of each child is maintained as the names of the students are not included on any of the assessment materials that leave the school.

What is the definition of Title I?

Title I, formerly Chapter I, is the largest federally supported program in education. Its purpose is to assist economically and educationally disadvantaged students in achieving academically at the same level as their peers.

What is the definition of 504?

Five-O-Four (504) is an equivalent classification for an Individualized Education Plan, or IEP, that is used by some states or districts where 504 legislation is in effect.

How do I code students if my school is a designated Title I school? Do I code all students or only those who actually would qualify under normal rules?

If your school is designated as a Title I school and Title I funds are used for remediation of all students, you should code all students as receiving Title I services.

If remediation is offered in math and/or reading to selected students, you should code only those students who actually receive Title I services.

How do we handle a homebound student or a student who is assigned temporarily to an alternative school, but whose attendance record is kept by our school?

If a student is selected for the assessment and is homebound or in an alternative school and cannot be brought into the school for the assessment, you should code the student as absent. In the event a makeup is needed, this student would not be considered available for makeup.

What if you are double-checking the ID numbers after the session and something doesn't match?

Make corrections if you can. If you cannot determine where the mix-up occurred, write an explanation in any open space on the front cover of the booklet.

How long will this whole thing take?

For students, it is expected that each assessment will take 1½ hours of student time.

In addition, 50 percent of the students taking the science assessment will be asked to complete a hands-on science task. These tasks will take an additional 20 minutes for grade 4 and 30 minutes for grade 8.

For the Assessment Administrator, it will take an additional hour before the assessment and about the same amount of time after the assessment to complete recordkeeping and do the packing.

Why does the script have to be read word-for-word?

Assessment administrators are required to read the script word-for-word for uniformity. This is to ensure that all assessments are conducted the same way. Failure to do so may invalidate the results of the study.

What do I do if a student refuses to answer some of the background questions?

Students should be encouraged to answer the background questions. The information provides valuable information about education indicators not available through other sources. Often they have a concern about confidentiality. Assuring them about this will be helpful. As participation is voluntary, students should not be pressured into responding if they continue to refuse.

If school is closed due to inclement weather or other causes on the assigned date, do I administer the assessment on the next date school is in session or reschedule on another date of my choosing?

Since 25 percent of the schools have been selected randomly for an anonymous school visit, assessment dates should only be changed after consulting with the state coordinator, NAEP state supervisor, or the NAEP representative assigned to your school.

Why is a makeup required if more than four students are absent?

NAEP has relied on makeup sessions to give every selected student a chance to participate and to keep average participation rates well over 90 percent. If participation rates are low, the reliability and validity of the study may be jeopardized. Schools should make every attempt to conduct a makeup session, if one is needed.

If six students were absent in the original session and I scheduled a makeup, but only two students attended, would I schedule another makeup?

No. NAEP procedures call for only one makeup session to be held. Those students not attending the makeup session would be coded as absent.

What do I do if I find a page is missing in an assessment booklet after the session has begun?

Printing errors occur rarely. If there is another booklet of the same type, the student can be given the new booklet. Both booklet numbers would be entered onto the Administration Schedule and the problem noted on the booklet covers. The booklets should be placed together when returned.

If a booklet of the same type is not available, the student should continue working in the booklet and the problem noted on the booklet cover.

Why are only half of the students in science doing the hands-on part of the assessment?

The hands-on component of the NAEP assessment provides valuable information that cannot be obtained by a paper and pencil assessment. The study has been designed to provide reliable and valid data in the most cost-effective way possible. Due to this, only half of the students need to take the hands-on portion of the science assessment.

How long will it take staff members to complete the teacher questionnaire? SD/LEP questionnaire? School questionnaire?

Teacher Questionnaire: About 10 minutes

SD/LEP Questionnaire: About 10 minutes

School Questionnaire: About 30 minutes

What do I do if a teacher refuses to complete a questionnaire?

Collect the questionnaire assigned to the teacher and note the circumstances on the cover. In the “Returned” column on the Roster of Questionnaires, code the questionnaire for this teacher number as “Yes” for returned.

How much time will it take for me to complete all the various tasks assigned to an Assessment Administrator?

Attending the training, conducting the assessment, and all tasks associated with the assessment will take a total of 2 to 4 days during January and February.