

2000 NAEP MATH ONLINE PILOT STUDY

Supervisor's Manual

Conducted for:

National Center for Education Statistics (NCES)
U.S. Department of Education

Conducted by:

Educational Testing Service (ETS)
Princeton, New Jersey

and

Westat
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1. BACKGROUND AND PURPOSE

1.1 Purpose of the Study

Math online is a special technology-based assessment for the National Assessment of Educational Progress (NAEP). Math online is a math assessment delivered by a computer and the Internet instead of the traditional pencil-and-paper. Students in both grades 4 and 8 are being asked to participate. The implications from this assessment will help pave the way to how standardized tests may be taken in the future. This is one of the first pilot studies of this type. Students find the tutorial and assessment engaging. A few weeks prior to the assessment, the assessment supervisor and a technical assistant will visit each school. During the preassessment visit, the supervisor will meet with the school coordinator and select and schedule students to be assessed. The technical assistant's responsibilities will include changing the system settings per the math online specifications, installing the software, if needed, testing each work station, and documenting any issues that come up. Together, the assessment supervisor, the technical assistant, and the school coordinator work as a team to ensure all information is correct and all equipment works as per the math online specifications.

2. SUPERVISOR RESPONSIBILITIES

2.1 Contacts to Date

Approximately 30 schools will be recruited for the math online trial assessment. Approximately half of the schools participated in the year 2000 national NAEP assessment and were recruited for math online by the NAEP assessment supervisor. The additional schools were recruited through referrals from state department of education contacts.

Participating schools have submitted a Math Online School Information Form (Exhibit 2-1) which provides school name, address, and telephone number; contact information for a school-based computer contact person; contact information for a district-level computer network administrator; and information about the location and number of computers available for the assessment. You will receive a copy of this form for those schools you will visit as well as a log of all schools that includes the name of the school coordinator and other contact information (Exhibit 2-2).

Most schools have designated the dates for a preassessment visit and for the assessment. This information will be recorded on the log you receive at training if confirmation was made before the log was printed.

2.2 Tasks to Complete Before Visiting the School

When you return home from training, you will be responsible for accomplishing the following tasks:

- Review the Math Online School Information Form for those schools you will assess.
- Call the school coordinator to confirm dates for both the preassessment visit and the assessment visit, and to discuss arrangements for the assessment.
- Fax a Student Listing Form (Exhibit 2-3) to the school so that they can prepare a list of the participating students and provide the demographic information you will need during your pre-assessment visit.
- Send an e-mail message to the field manager detailing date, time, meeting place, directions, etc. so that the computer technician can be provided with this information.

Exhibit 2-1. School Information Form

MATH ONLINE SCHOOL INFORMATION FORM – PILOT STUDY 2000	
Grade Level (check all that apply):	<input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 8
School Name:	_____
School Address:	_____
School Telephone:	_____
Name of school-based computer contact person:	_____
Telephone:	_____ E-mail address: _____
Name of district-level computer network administrator:	_____
Telephone:	_____ E-mail address: _____
What room in the building would be used for the study (computer lab, media center, regular classroom)?	

How many computers in this room meet the specifications of the study? _____	
How are administrative rights to install software, change computer settings, etc., handled for the computers to be used in the study? (Which school staff members have authority to install software: are those staff members based in the local building or at the district level?)	

What room in the building would be used for the study (computer lab, media center, regular classroom)?	

How many computers in this room meet the specifications required for the study? _____	
What, if any, Internet filtering software is installed on the computers to be used for the study?	

What web browser & version do you currently have? _____	
Thank you for your cooperation!	

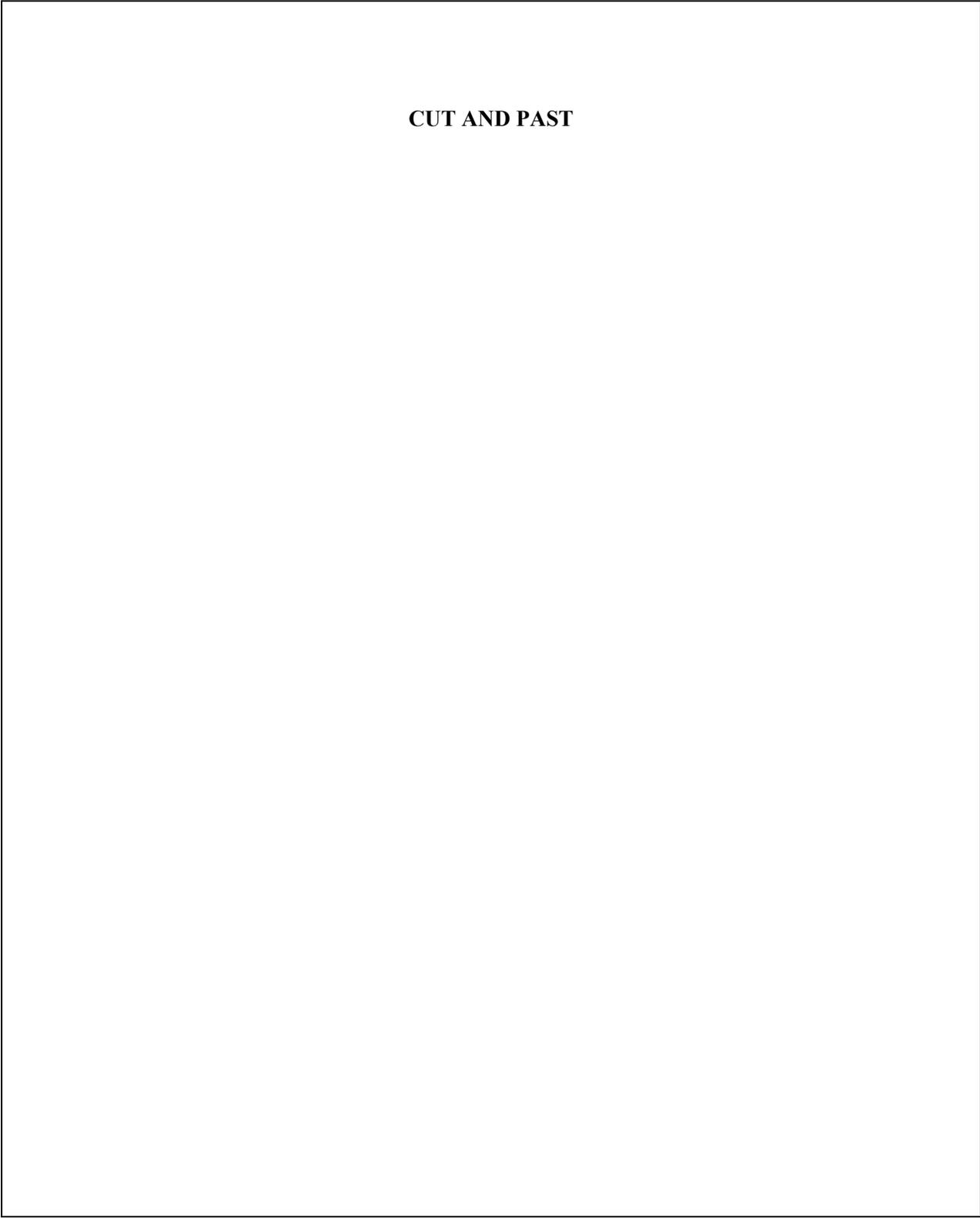


Exhibit 2-3. Student Listing Form

CUT AND PAST

2.3 Tasks to Complete During the Preassessment Visit

The computer technician will accompany the supervisor during the preassessment visit to the school. You should plan to meet outside the school and enter together, if possible. Check in with the main office and be prepared to show identification. Ask for the school coordinator by name. The computer technician will work with the school computer contact to see that the facilities, equipment, software, and Internet access are adequate for the assessment while the supervisor meets with the school coordinator and completes the following administrative tasks:

- Review the Student Listing Form for completeness and accuracy of demographic information.
- Establish the location(s) and time(s) for assessing the students. Remember that this will be governed by the number of computer terminals available for use at any one time. It may be necessary to assess students in a number of sequential sessions if the number of terminals available is small.
- For grade 8 assessments, determine whether the supervisor will script the session or students will begin individually as they enter the room. Discuss with the school coordinator which method best suits their situation. Less instructional time will be lost if students are allowed to begin the assessment as they enter the room and are released back to class as they complete the assessment. This also means that sessions are not delayed by late buses, students do not become restless waiting to begin, and students who come to the session late are not excused from the assessment. While in a large session (10 students), it may be less disruptive if all students are assessed at the same time. However, the decision belongs to the school.
- For grade 8 assessments, determine how students should be dismissed and returned to class. Can they be released individually with a hall pass as they finish, or should they be retained until everyone finishes and released as a group?
- For grade 4 assessments, and grade 8 assessments where it is necessary to hold and release all students as a group, request that students be informed to bring a book to read when they finish the assessment. Please note that students may not read books or do homework when they have finished a section of the assessment. They should be encouraged to go back and review their work in that session.
- Use the student listing form to enter data into the computer program as described in Chapter 4.
- Print a copy of the Math Online List of Students for the school coordinator to use in getting students to the appropriate sessions, as described in Chapter 4. Determine whether you also need to provide Appointment Cards for those students invited to the assessment, or in some other way assist the coordinator with notifying the appropriate teachers and/or students.
- Review and confirm arrangements for assessment day with the school coordinator.

- Ask the school coordinator to retain the storage envelope containing the original Student Listing Form and Math Online List of Students until the day of assessment.

2.4 Conducting the Assessment

The computer technician will also accompany the supervisor for the assessment visit. You should plan to meet outside the school one hour before the assessment is scheduled to begin and enter the building together, if possible. Check in through the main office and ask for the school coordinator by name. The computer technician will assume responsibility for setting up the computer terminals and testing to be sure the system is working correctly. During the assessment, the computer technician will assist students with any problems they experience with the computer program. The supervisor will assume administrative responsibilities and general conduct of the session(s) including the following tasks.

2.4.1 Before the Session Begins

- Retrieve the Storage Envelope from the coordinator and review and confirm arrangements established during the pre-assessment visit, particularly those related to the dismissal of students.
- Prepare the room, making sure that any materials that might affect student performance on the assessment are covered or removed.
- Prepare terminals/workstations with materials students will require for the assessment:
 - Grade 8:
 - 1 piece of scrap paper
 - 1 #2 pencil, sharpened
 - 1 script
 - Grade 4:
 - 1 piece of scrap paper
 - 1 #2 pencil, sharpened
 - 1 plastic baggy containing blue ancillary item and paper ruler

- Give the computer technician a copy of the administration schedule for use in logging students in at their terminals and a copy of the Session Debriefing Form for recording any questions or problems students have.

2.4.1.1 Log-in Instructions

Place the cursor in the password box, type in the word “naep” in lowercase letters, next type in the school number (for example: s1, s2, s3, etc..), and then type in the student ID number that is assigned to that particular student (i.e. 1, 5, 17, 21, etc.).

- For example: naeps117

Once you enter the password correctly the TUTORIAL and RUN TEST BUTTONS will be “Live”.

VERY IMPORTANT - DO NOT PRESS <ENTER> after typing in the password – by pressing <enter> on the keyboard first a pop up box titled “Microsoft Internet Explorer” will appear, this box will verify the password information, if you need to change the password information press CANCEL, if you have gotten this far please press CANCEL NOW, so as not to start the test and skip the tutorial, if you do press <enter> after viewing the pop up box this will take the student directly to the test, if a student does this the appropriate way to start over and get back to the LOGIN screen is to hit the ALT & F4 buttons at the same time.

Next, place the cursor into the browser address area and re-type in the web site address (<http://naeptba.ets.org/mol.htm>), press <enter> on the keyboard and start login procedure over.

2.4.2 As Students Arrive

- Greet students as they arrive, mark them present on the administration schedule, and direct them to terminals/workstations, working from the back of the room toward the front. To minimize discipline problems, do not allow students to select their own seating.
- If grade 8 session and students will self-administer, ask students to read the script and begin when ready.

- If grade 4 session or scripted grade 8 session, begin script as soon as the last student is seated and logged on.

2.4.3 During the Session

- Monitor student progress using the notes in the supervisor copy of the script. Watch to see that students click on “Begin Test” and start assessment when they finish the tutorial. Watch for any problem navigating the “review” screen or moving from one section to the next.
- Use the following NAEP guidelines for answering questions students may have:

2.4.4 Answering Student Questions During the Test

During the math online assessment, you may answer students’ questions about navigating through the tutorial and the test itself. This includes helping students who have questions about the review function at the end of each test section.

You may **not** answer questions about the content of the test. For example, a question such as, “What is a mixed number?” must be answered by saying to the students “I cannot help you with that question; please just do the best that you can.”

If a student asks where to place his or her answer to a question, you may point to the appropriate area on the PC monitor.

You may answer questions about the student background questions in section 4. Use the Question by Question Specifications to answer these questions.

- Complete the Session Debriefing Form (Exhibit 2-4) as appropriate, being careful to record any questions or problems students have. These forms will be used for evaluating how sessions went and in planning for future rounds of math online. You should make every effort to complete them as fully as possible. Whenever possible, reference the section and item number that resulted in the question.
- Conclude the session and dismiss students as established with the school coordinator.
- If grade 4, collect the plastic baggies with blue ancillary items and rulers for use in other sessions.

Exhibit 2-4. Administrator Questionnaire (Page 1 of 2)

NAEP 2000 MATH ONLINE ADMINISTRATOR QUESTIONNAIRE

School Name: _____ School #: _____

Arrived at School: _____
Day/Date Time

Left School: _____
Day/Date Time

Operational feasibility

1. Did you encounter any logistical issues in administering the NAEP Math Online in this school?

2. Were the school facilities, equipment, software, and Internet connectivity suitable for the administration?

Yes No

2a. Comments: _____

3. Did the NAEP software work as expected? If no, please explain: _____

4. Did using technology to deliver the test affect the school's decision to participate?

Yes No

4a. If yes, please explain: _____

5. How did students react to the computer-delivered test? _____

Exhibit 2-4. Administrator Questionnaire (Page 2 of 2)

6.	In your opinion, how much familiarity with computers do administrators need to have to do trouble-shooting in the field?		
7.	Describe any problems you encountered in administering the NAEP assessment online.		
8.	Please rate the students' overall familiarity with computers in this school.		
	<input type="checkbox"/> Very experienced		
	<input type="checkbox"/> Somewhat experienced		
	<input type="checkbox"/> Not at all experienced		
9.	Did you collect data in a large group administration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Did you collect data on a one on one basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	In what type of setting did you administer the assessment?		
	<input type="checkbox"/> Computer lab		
	<input type="checkbox"/> Classroom		
	<input type="checkbox"/> Library		
	<input type="checkbox"/> Other (specify) _____		
12.	Please list any questions students asked during the tutorial and the test:		

- Allow students to keep pencils and pads as a thank-you for participation.

2.4.5 After the Session

- Package leftover materials for future use. Check the ancillary items used at grade 4 for damage and repackage a blue ancillary item and a ruler in the each baggy.
- Restore the room and equipment to their original condition.
- Follow the directions in Chapter 4 to:
 - Complete the administration schedule and enter results in the computer program.
 - Print copy of complete administration schedule to leave in school storage envelope.
 - In the presence of the school coordinator, install the disk that removes student names from the computer program and print a copy of the administration schedule to demonstrate that names have been deleted from the program.
- Have coordinator complete and sign the voucher for the \$150 honorarium (\$300 if 2 grade levels volunteered). Verify that the name and address to which the check should be printed and mailed is included (Exhibit 2-5).
- If the school prefers a check made payable to the school, please fill out the Substitute IRS Form W-9 (Exhibit 2-6), making sure the school tax identification number is filled in.
- Thank the school coordinator and other school personnel who assisted with the assessment. Leave the storage envelope with the coordinator with instructions to retain until the end of the school year.
- Leave the school together. Both Session Debriefing Forms should be completed and mailed to the field manager.

Exhibit 2-5. Honorarium Form

2000 NAEP MATH ONLINE HONORARIA PAYMENTS FORM

An honoraria of \$150 in the form of a gift certificate or check will be paid to each school participating in the Math Online Pre-Test.

For each school that should be sent an honorarium, please fax this form to Barbara Klish of NAEP at ETS (fax number 609-734-1878). Gift certificates will be sent out within 7 days from the arrival of the fax.

Please select one of the following businesses for which the gift certificate should be valid:

- Barnes and Noble
- Borders
- Staples
- Office Depot
- Check

Gift certificates/check will be made out to _____
(Name of School)

Name of person at the school to whom the gift certificate/check should be sent:

School Name: _____

School Address: _____

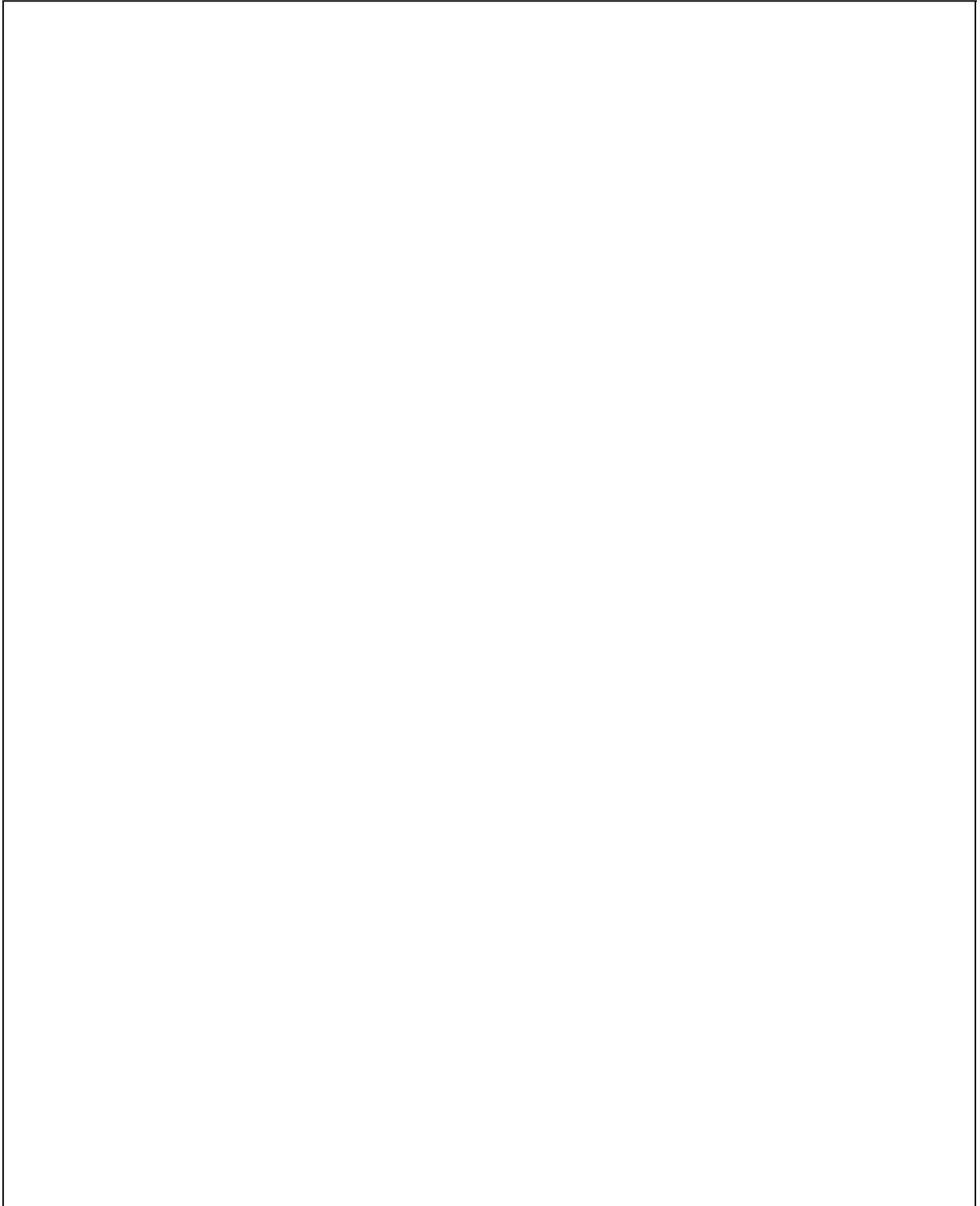
Westat Test Supervisor Sending the Request: _____

Address: _____

Telephone: _____

Please fax this form to Barbara Klish at ETS. The fax number is (609) 737-1878.

Exhibit 2-6. Substitute IRS Form W-9



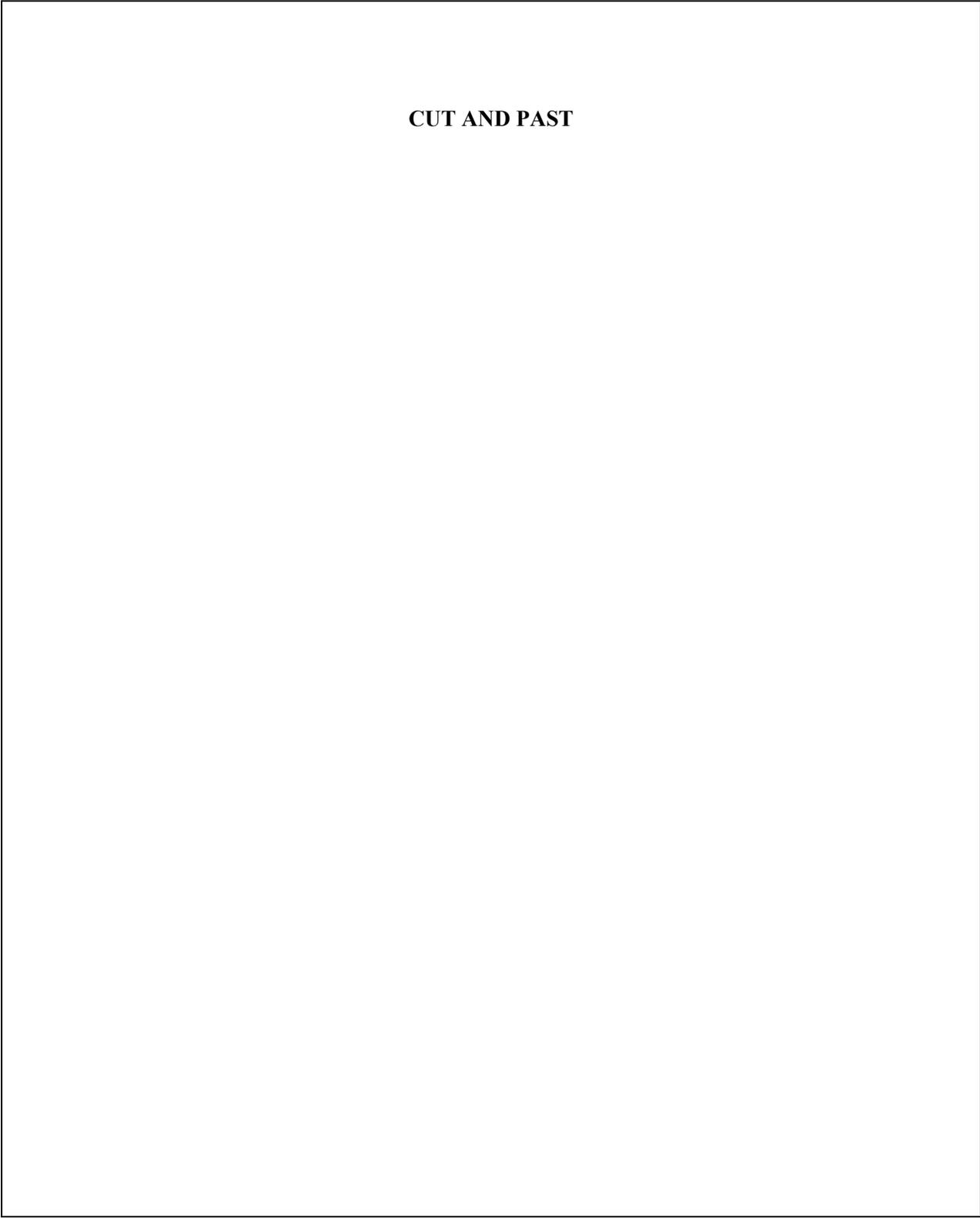
3. MATERIALS AND SUPPLIES

With this manual, the script(s), your laptop computer and printer, and the materials and supplies you will receive at the conclusion of training, you should have everything you need to successfully complete your responsibilities as supervisor. Session scripts are included in this manual as Appendices A and B. As described in Chapter 4, Administration Schedules and Appointment Schedules will be generated in the school using the program in your computer. The following materials will be supplied at training:

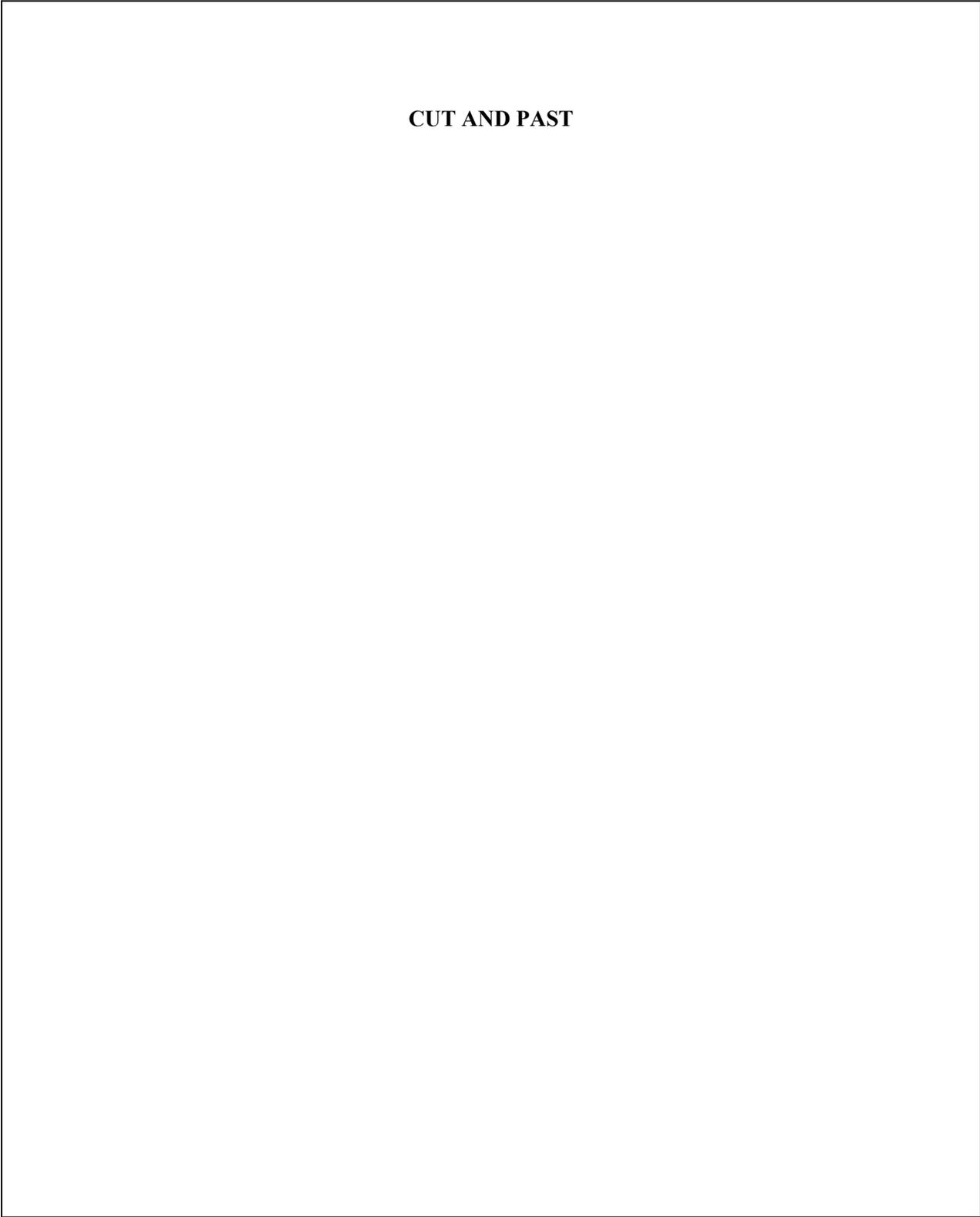
- **School Log.** The log will list all participating schools and include contact and address information, grade level, and sampling and assessment dates (if confirmed). Your field manager will tell you which school you will be responsible for.
- **Math Online School Information Forms.** Each participating school was asked to complete and return this form which documents contact information for the school- and district- level computer contact persons, the room to be used for the study, the number of computers available for the study, and other software issues. You will receive a copy of the form for each school you visit and will find it useful for planning session schedules and making contact with those persons who can best assist with technical issues.
- **Session Debriefing Form.** The Session Debriefing Form collects data about how the session went, any problems encountered, questions asked by students, suggestions for improvement, and other aspects of the session administration. It provides the information needed for evaluating processes, materials, and procedures and enables NAEP to improve the study for future rounds. Therefore, it is important that you provide complete feedback about all questions students ask and any aspects of the assessment that need improvement. NAEP is also interested in those things that work well. Completed forms should be mailed following each assessment to your Field Manager.
- **Student Listing Form.** This form can be faxed to the school coordinator before or after you call to confirm assessment dates and make arrangements for the sessions. It gives the school a format for providing you with the names and demographic information of the students you will be assessing. By faxing the form to the school in advance of your pre-assessment visit, you save valuable time for sampling.
- **Technology Tracking Form (Exhibit 3-1).** This form is completed by the technical assistant as s/he sets up the school's computers for the assessment. It documents the work done and time spent at the preassessment visit by the technician.
- **“DO NOT DISTURB” Signs.** NAEP will provide tape for use in posting the “DO NOT DISTURB” signs on any doors leading into the testing site.

CUT AND PAST

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- **Honorarium Voucher Forms.** Each school coordinator should be asked to complete an Honorarium Voucher Form following the completion of assessment activities in the school. Make sure the coordinator indicates to whom the check should be addressed and mailed. Schools receive \$150 for each grade level that participates, i.e., \$300 if both grades 4 and 8 participate.
- **Sharpened NAEP Pencils and NAEP Scratch Pads.** Students may keep the pencil and pad as a thank-you gift from NAEP.
- **NAEP Appointment/Appreciation Cards.** You will receive a supply of NAEP Appointment/Appreciation Cards to use as you see fit. The cards could be used as hall passes to return students to class in those schools where students will be dismissed individually as they finish the assessment. The cards could be used in those schools where the students to be assessed are not coming from a single class and require a reminder as to where and when to report.
- **For Grade 4 Only, Baggies Containing a Blue Ancillary and a Paper Ruler.** You will receive a supply of these items to be reused from school to school. Students use the ruler to measure lines on the ancillary item. In most cases the items can be returned to the plastic bag. You will receive enough pencils and pads to provide one for each student being assessed. Students and reused. At the end of each session you should verify that each returned bag contains a reusable blue ancillary and a ruler before returning it to your supply.
- **Supervisor T&Es and TERs.** A supply of Supervisor Time and Expense Reports and Trip Expense Reports for submitting hours worked and expenses incurred will be provided at training.

4. INSTRUCTIONS FOR USING THE ADMINISTRATION SCHEDULE ON A LAPTOP

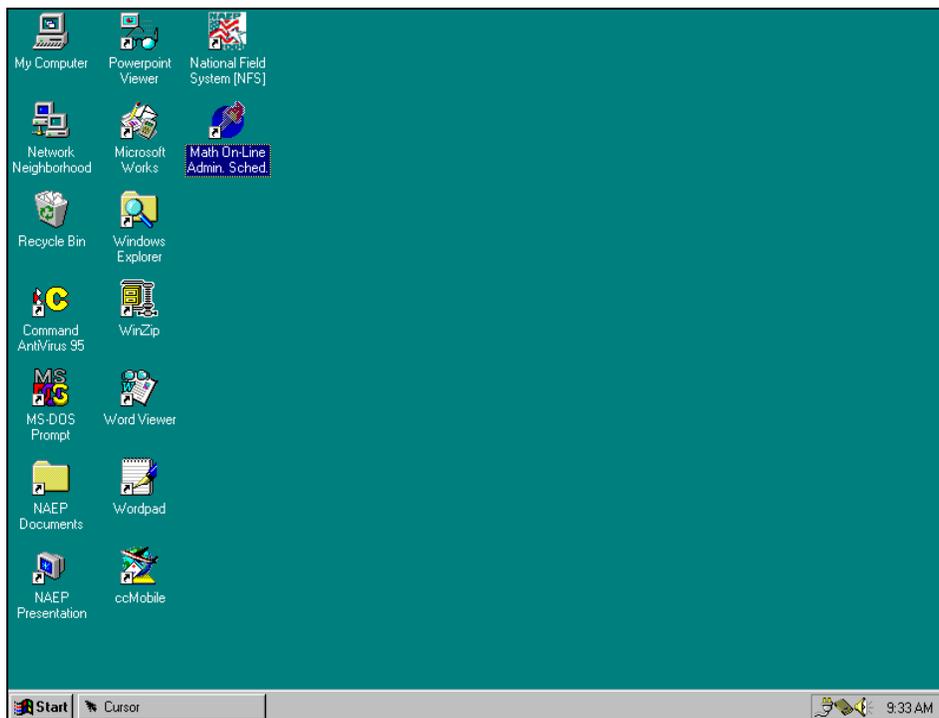
4.1 System Installed on Laptop Computer

The Math OnLine Administration Schedule has been installed on your laptop computer.

We recommend that you use the AC adapter whenever possible to save the computer's battery. If you want to use the mouse, BE SURE THAT THE MOUSE IS PLUGGED IN BEFORE TURNING ON THE COMPUTER.

4.2 Starting the Program

Double click on the Math OnLine Admin Schedule Icon to open the program.



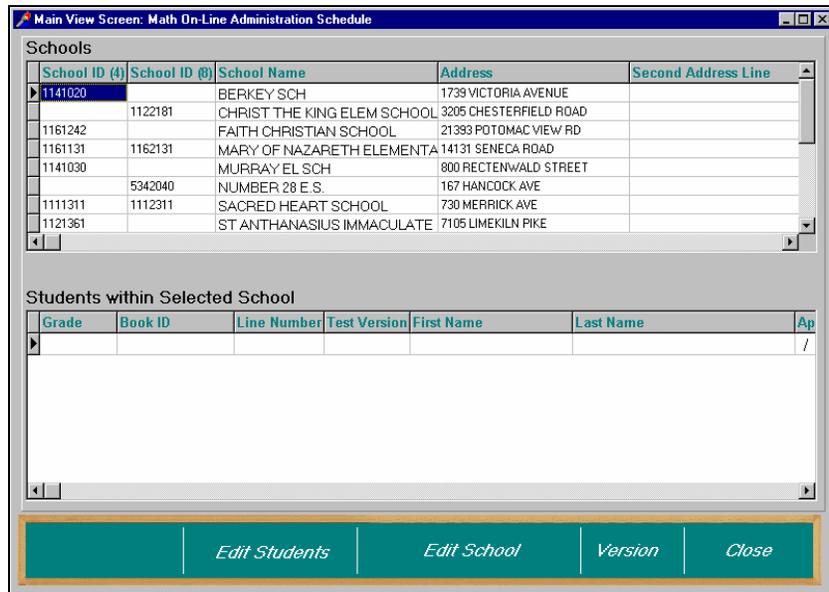
4.3 Getting Started

The first screen you see is the Main View Screen entitled: **Schools**.

Note: all through out the program comments appear when the cursor is placed on an entry field to guide you through the program

All school information and contact information as well as student information below is shown on this screen

It is “Read Only” however if you double click in ANY field in the top of the screen entitled SCHOOLS it will take you to the SCHOOL EDIT SCREEN so you can add or correct information for that particular school.



At the bottom of this screen you can:

EDIT STUDENTS, EDIT SCHOOL INFORMATION, check the **VERSION** of the Math OnLine Administration Schedule program, and **CLOSE** the program down.

When you click on **EDIT STUDENTS** it takes you to the **STUDENT EDIT SCREEN**.

In the upper left hand corner of the screen there are two tabs: Grade 4 & Grade 8. You will see the ID numbers in top right hand corner of the screen for both Grade 4 & Grade 8.

If a sample of students is being taken for both grade 4 & grade 8 there will be two sets of ID numbers (See Exhibit 4-1).

Enter and edit student information in the fields at the bottom of this screen. To add a new student you must first click on the ADD NEW STUDENT button. When done click on SAVE CHANGES then click on ADD NEW STUDENT to continue. To see your changes either use the LEFT/RIGHT arrow keys at the top of the screen to scroll through the student listings or click on Print Student List at the bottom of the screen. To get back to the STUDENT EDIT SCREEN click on close and continue the process.

Some items to be aware of when adding or editing a student:

- The line number assigned to a student does not matter for this pilot as we are taking any students, not sampling from a list of all students.
- In the appointment section if you make an error in the date or time an error screen will pop up, also if you prefer to type in AM or PM, it will allow for that.
- Location is for assessment location, i.e. gym, cafeteria, etc.
- The range for birth year is between '80 and '95.
- Choose Race/Ethnicity by using dropdown option, click on arrow.
- School Lunch data is not collected in this Pilot Study.
- SD and LEP, please enter yes or no.
- Click in circle for Male or Female.
- Choose Make Grade 8 or Grade 4 Data Disk when ready to print Hard Copy of Student List (Exhibit 4-1).
- Choose Delete Student Names from File after assessment is over, PLEASE do this in front of the school coordinator to ensure confidentiality, then print new Student List and make new data disc, Save all changes when done
- Choose an Admin Code by using drop down option, click on arrow and hand write in on Student List form (after the assessment)

Exhibit 4-1. Student Edit Screen

Student Edit Screen: Math On-Line Administration Schedule

School Name: MARY OF NAZARETH ELEMENTARY Grade 4 ID: 1161131
 Grade 8 ID: 1162131

Grade 4 Grade 8

School ID	Student #	Book ID	Line #	Test Version	Last Name	First Name	App. Date	App. Time
1162131	01	116213101	1	MOL	GOLDBERG	DAVID	05/25	10:00
1162131	02	116213102		OTF	MOORE	DWARD	05/18	PM:
1162131	03	116213103	3	MOL	DENNIS	KAREN	04/17	AM:

Line Number: Birth Date (mm/yy): Sex: Male Female

Last Name: Race/Eth.:

First Name: School Lunch:

Appointment

Date: Time:

Location:

SD? Yes No LEP? Yes No Admin code:

Comments:

Make Grade 8 Data Disk?

OK

Delete Student Names from File?

OK

If you need to remove/delete a specific student, point the mouse to the student you want removed in the top portion of the screen, click once, then go back to **DELETE STUDENT** at the bottom of the screen and click on it to delete that student by following the prompts.

4.4 Print Student List

This screen is much like the traditional administration schedule from NAEP, the program allows you to print it out and if need be you must manually write in the disposition codes.

When printing, you **MUST** click on properties and select Landscape Orientation then click on OK, OK to print (Exhibit 4-2).

4.5 Steps in Process

- Enter student data.
- Enter time and location information.
- Create data disk (See Exhibit 4-1).
- FedEx back to Westat.
- Print schedule for school coordinator by student name, assessment time and place (See Exhibit 4-2).
- Conduct assessment.
- Hand write disposition code in Administration code column of Student Listing Form.
- Enter Administration code in computer for each student.
- Print & Leave final copy of Administration Schedule in Storage Envelope (Exhibit 4-3).
- Delete student names (See Exhibit 4-1).
- Print hard copy of student list to show names deleted.
- FedEx second disk back to Westat.

Exhibit 4-2. Student List

Math On Line List of Students 11:50:54 AM on 3/21/00

School ID: 114-1020
School Name: BERKEY SCH
School Address: 1739 VICTORIA AVENUE
ARNOLD, PA 15068-4107
School Phone: (724)335-1713
Assessment Grade: 4

Book ID	Student Name	Vers	App. Date	App. Time	App. Location	Admin. Code
114102001		MOL				_____
114102004	andy hillier	MOL				_____
114102005	DWARD MOORE	MOL	04/25	08:30	CAFETERIA	_____
114102008	david goldberg	MOL	04/17	AM:	GYMNASIUM	_____
114102009	hi	MOL				_____
114102010	hello	MOL				_____
114102011		MOL				_____

Print *Close*

Exhibit 4-3. Administration Schedule

The screenshot shows a window titled "Math On-Line Reports" with a blue title bar. The main content area is white and contains the following text:

Math On Line Administration Schedule 11:55:06 AM on 3/21/00

School ID: 116-1131
School Name: MARY OF NAZARETH ELEMENTARY SC
School Address: 14131 SENECA ROAD
DARNESTOWN, MD 20874
School Phone: (301)869-0940
Assessment Grade: 8

Below the text is a table with the following columns: Book ID, Student Name, Vers, Birth Date, Sex, Race, SD, LEP, and Admin Code. The table contains three rows of data:

Book ID	Student Name	Vers	Birth Date	Sex	Race	SD	LEP	Admin Code
116113101		MOL						
116113102	DAVID GOLDBERG	MOL	04/85	M	3	Y	Y	12
116113103	DWARD MOORE	MOL	06/94	M	1	N	N	13

At the bottom of the window is a teal-colored bar with two buttons: "Print" and "Close".

5. ADMINISTRATIVE PROCEDURES

5.1 Reporting to the Field Manager

Supervisors should establish a regular time for reporting to the field manager for a weekly telephone conference. However, if you have a problem or question, you may call more frequently. During your weekly conference, the field manager will expect to review the following topics:

- Status of contacts with schools
- Status of sampling and assessment visits
- Any changes to sampling or assessment schedules
- Review of your schedule and any travel plans
- Review of Session Debriefing Forms
- Review of any problems

Your field manager will also expect that you check e-mail at least twice daily to receive updates and other important information. You will use e-mail to provide an up-to-date work schedule so that you can be contacted at all times. The work schedule should include telephone numbers where you may be reached in the evenings, the name and telephone number for schools you will be working in during daytime hours, and the reason-- sampling or assessing-- for being in the school. As arrangements are confirmed for pre-assessment visits to each school, you will need to provide details by e-mail so that the field manager can copy them on to the computer technician who will accompany you.

Contact information for the field manager is as follows:

Brenda Ennis
4035 Hiddenbrook Drive
Charlotte, NC 29205
704-568-4459 ♦ 888-579-0731
704-568-3404 (Fax)

5.2 Technical Support

If you cannot reach your field manager or if you have a computer-related or technical question, you should dial 1-800-283-NAEP and ask for David Goldberg at extension 3935 or Dward Moore at extension 3909.

Technical questions may also be directed to the Educational Testing Services (ETS) hotline by dialing 1-800-223-0267 (or 609-734-1846) and asking for Jeffrey Wright.

5.3 Reporting Time and Expenses

For this project supervisors will be paid their supervisor rate for actual hours worked as specified in your field-worker agreement. The hours you worked, plus mileage and expenses incurred while working from home or on site must be recorded on the Supervisor Time and Expense Report. All overnight travel expenses must be recorded on the Trip Expense Report.

Time and Expense Reports and Trip Expense Reports should be mailed weekly directly to Westat to the attention of Mei Tan at RA1199C. The project number for math online is 713117.

APPENDIX A

GRADE 4 MATH ONLINE SCRIPT

APPENDIX B

GRADE 8 MATH ONLINE SCRIPT

APPENDIX C

**NAEP 2000 MATH ONLINE PRETEST STUDY SESSION HANDOUT (GRADE 8)
INSTRUCTIONS FOR BEGINNING THE NAEP MATH ONLINE ASSESSMENT**

**C. NAEP 2000 MATH ONLINE PRETEST STUDY SESSION HANDOUT (GRADE 8)
INSTRUCTIONS FOR BEGINNING THE NAEP MATH ONLINE ASSESSMENT**

Today you are taking part in a special computer study for the National Assessment of Educational Progress. Please do not touch the computer until you have finished reading the directions.

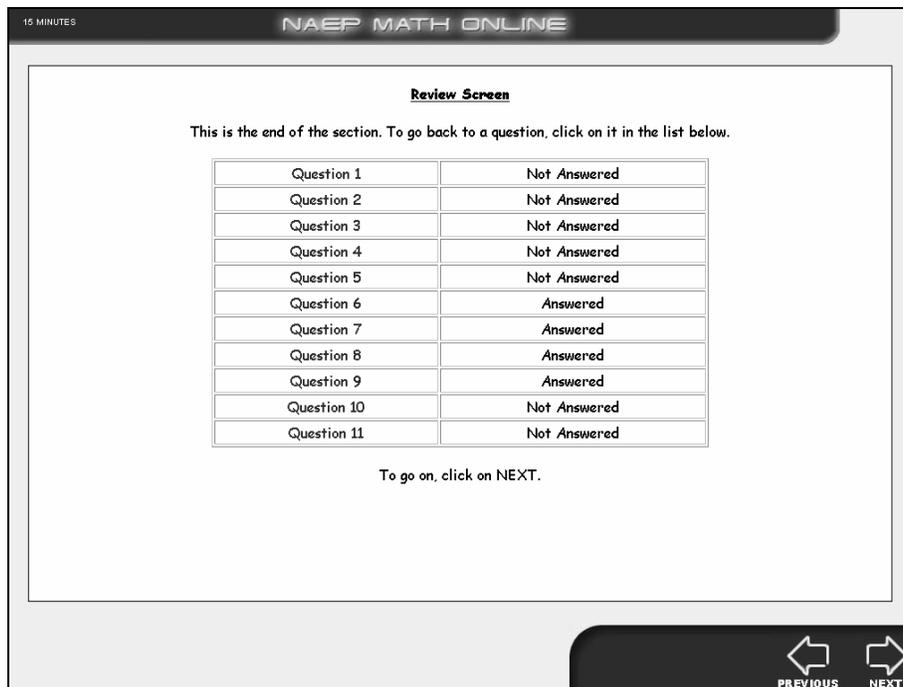
At your computer terminal you will find a pad and a pencil. You can use the pad and the pencil during the assessment, but remember to type all of your answers on the computer.

The directions on the computer will tell you what to do for each part of the assessment. Just read and follow the directions.

The first thing you will do today is learn how to use the computer to answer questions on this assessment. Then you will start the assessment.

There are three parts to the math assessment. After the math assessment, you will be asked some questions about computers and about yourself .

The computer will tell you how much time you have left for each part of the test. You will see the time left in the upper left-hand corner of the screen.



If you have any questions about using the computer, raise your hand and someone will come to assist you.

If you have time left, the last screen in each section (pictured on the previous page) gives you the chance to review your work in that section, or to return to any question you have not answered.

When you are satisfied with your answers to all the questions in a section, you may click on <NEXT> to go on to the next section. Remember you cannot return to a section once you have left it.

Now you are ready to learn about using the computer. To start, click on the button labeled **Tutorial**. Please do that now.

Please begin.