2. PROJECT ACTIVITIES AND THE SUPERVISOR'S ROLE

Chapter 2 provides an introduction to the schedule of project activities and your responsibilities and tasks as a NAEP supervisor. This chapter also describes your assignment of schools and the materials you will use to conduct the assessments. Finally, the last portion of the chapter outlines the shipments of materials from NCS and Westat.

2.1 Contacts to Date with Districts and Schools

During the period from September to December 1999, about 40 supervisors completed a number of tasks including securing cooperation and setting assessment schedules. This group is referred to as the scheduling supervisors.

The process of gaining cooperation of the schools selected for the 2000 NAEP assessments required a series of letters and contacts starting at the state and district level and concluding with individual schools. The table below summarizes these activities.

Table 2-1. Summary of project activities for the 2000 assessment

1999	
Mid-August	Letter to state test directors from National Center of Education Statistics announcing 2000 NAEP program.
September 25-28	Scheduling supervisor training session.
Mid-September	Westat sent the following materials to the state coordinators and requested district contact or letter of endorsement from state: Cover Letter; Listings of schools selected for main NAEP, state NAEP, and field test; Example letter to districts and schools; and Suggested assessment dates for state NAEP schools.

Table 2-1. Summary of project activities for the 2000 assessment (continued)

1999 (continued)	
Late-September	Westat or state office sent letter to District Superintendents encouraging participation in NAEP. Also included were list of district schools selected to participate and information materials.
October – December	NAEP scheduling supervisors made the following contacts for each school in their region: Contacted district Superintendents to review NAEP program and gained permission to contact selected schools; After district permission was granted, supervisors mailed informational materials to school Principals; Supervisor called school Principals after mailing was received to review NAEP program, secure cooperation, and identify school coordinator; and Supervisor then contacted school coordinator to review NAEP program in detail and set assessment date.
October – December	While gaining cooperation from schools, the NAEP scheduling supervisors performed the following tasks: Established a preliminary schedule of assessments for schools in each region; Transmitted school cooperation and schedule information to Westat; and Recruited Exercise Administrators (EAs) to assist with conducting the assessments.
Early December	Westat sent assessment schedule information to supervisors for review and revision.
Mid-December	Westat sent cooperating schools a "confirmation packet" which contained: Letter confirming the assessment date; Instructions for preparing student lists; Parental consent letters (if requested); and Recent NAEP publications.
December 9-15	Assessment supervisor training session

Table 2-1. Summary of project activities for the 2000 assessment (continued)

2000	
January 3 – March 24	Assessment supervisor performs the following tasks: Call school coordinator to set a sampling date about two weeks prior to assessment date. At this time, review the requirements for preparation of student lists. Answer any questions the school coordinator has about the assessment or sampling visit; Train exercise administrators (EAs); At the sampling visit, select the student samples, list these students on the Administration Schedules, and prepare and distribute School, Teacher, and SD/LEP Questionnaires; Conduct the assessment sessions, collect the questionnaires, and pack and ship all assessment materials to NCS; Enter assessment information into the Field Management System; and Report regularly to field manager.

With approval from state test directors, the scheduling supervisors contacted districts, dioceses, and private schools in order to review the requirements of the 2000 NAEP assessments. During these conversations, scheduling supervisors reviewed in detail the school's role in the assessment using the "Summary of NAEP Activities."

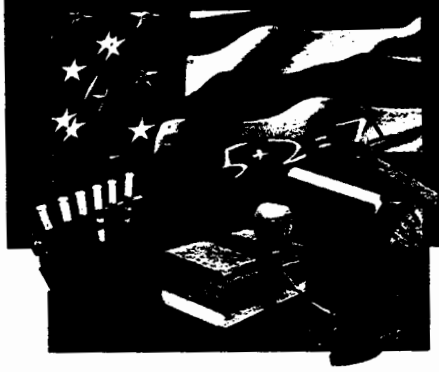
2.2 The Summary of NAEP Activities

The Summary of NAEP Tasks (Exhibit 2-1) is a one-page, two-sided document that briefly defines the NAEP program and the school's responsibilities in the assessment. This document was used in NAEP mailings and discussed with the school representatives when securing cooperation. You should use it when you contact the school coordinator to review the steps that must be completed in preparation for the assessment.

Exhibit 2-1. Summary of NAEP Activities

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

NAEP 2000



2000 NAEP National Assessment Program

The National Assessment of Educational Progress (NAEP) is a congressionally mandated project overseen by the National Center for Education Statistics, a branch of the U.S. Department of Education. Commonly known as the Nation's Report Card, NAEP has collected data since 1969 about what American school children know and can do in a variety of key subject areas. NAEP is the only ongoing study that tracks trends in student achievement at the elementary, middle, and high school levels.

Between January and March 2000, NAEP will assess students in grades 4, 8, and 12 in mathematics and science. Fourth grade students will also be assessed in reading. Mathematics and science assessments will include hands-on science experiments and the use of mathematical tools such as calculators, protractors, and geometric shapes.

The participation of selected schools and students is vital to the success of NAEP 2000. This document provides a brief overview of assessment plans and the roles of participating schools and school staff. NAEP staff members will provide more detailed information when they contact schools in the fall to discuss the assessment.

What are the Responsibilities the NAEP Staff?

NAEP staff will perform the following tasks:

- Work with the school to set a date between January and March 2000 for the assessment.
- Provide schools with instructions for preparing a list of grade-eligible students;
- Select a sample of students from lists prepared by the school or district;
- Prepare all student appointment cards, parent letters (if required by the school or district), and questionnaires for distribution;
- Bring all assessment materials to the school on the scheduled day;
- Conduct the assessments;
- Remove and ship all completed materials from the school after the assessments are completed; and
- Provide NAEP reports when they are available.

What is Involved for Schools?

- Up to 110 students (depending on the size of the school) will be assessed in sessions of about 30 students each.
- Assessments will take 90 minutes of each student's time. One-half of the students taking the science assessment will also be asked to complete the hands-on science task. This task will take an additional 20 minutes for grade 4 and 30 minutes for grades 8 and 12.
- Questionnaires will be distributed to the principal, the mathematics, science, or reading teachers of the sampled students, and the teachers of selected students who have disabilities (SD) or are limited-English-proficient (LEP).
- At grade 12, a sample of schools will be asked to take part in the Transcript Study. In these schools, at the end of the school year, NAEP will collect the transcripts of students selected for the assessment. No student time will be involved in the conduct of the Transcript Study, and schools will be reimbursed at their usual rate for all transcripts collected.
- Schools are requested to designate a staff member, to be known as the school coordinator, to assist NAEP staff with in-school arrangements.

Exhibit 2-1. Summary of NAEP Activities (continued)

What are the School Coordinator's Responsibilities?

Work with NAEP staff to select students to be assessed.

During mid-December 1999 or early January 2000, a NAEP supervisor will call to schedule a visit to the school. About 2 weeks before the assessment, the supervisor will visit to select the student sample and discuss arrangements for the assessment.

A list of eligible students should be prepared immediately before the supervisor's visit and kept at the school. The list should contain the names of all grade-eligible students. It may be prepared by the school or district, whichever has the most up-to-date information on enrollment. The list may be computer generated or recorded on student listing forms provided by NAEP. Names will be used only at the school and removed from all materials that leave the school.

For the selected students, perform the following tasks:

- Provide information on each student's date of birth, sex, race/ethnicity, and teacher of the subject in which the student will be assessed;
- Identify SD/LEP students. Then, determine which of these students should be included in the assessment according to NAEP criteria;
- Identify students participating in the Title 1 program; and
- Determine students' participation status in the National School Lunch Program (NSLP).

Coordinate details.

- Arrange for suitable space for the assessment session(s) in the school.
- Confirm time and other details when the NAEP supervisor calls.

Distribute and collect assessment questionnaires.

The NAEP supervisor will prepare and leave three types of questionnaires with the school coordinator:

- The School Questionnaire to be completed by the principal;
- Teacher Questionnaires for the mathematics, science, and reading (grade 4 only) teachers of students being assessed in those subjects; and
- The SD/LEP Student Questionnaire about each sampled SD or LEP student.

The questionnaires should be completed by appropriate staff before the day of the assessment and will be collected by the NAEP supervisor.

Notify teachers and students about NAEP.

The school coordinator should follow usual school procedures in notifying the selected students, their teachers, and parents (if required by school policy) of the assessment date, time, and location.

Ensure that students attend the session.

NAEP supervisors will conduct the session(s) and will bring all assessment materials to the school. It is very important that attendance rates be as high as possible to avoid the need for makeup sessions.

For more information visit the NAEP web site at:

http://nces.ed.gov/nationsreportcard

NAEP appreciates schools' support and cooperation in making the NAEP program an ongoing success.

The first column of the summary defines the program, the subjects to be assessed in 2000, and the students eligible to participate.

The next section outlines what the responsibilities of the NAEP supervisor and his/her staff will be. The emphasis in this section is to illustrate that most of the tasks involved with the assessment are completed by Westat staff. This description also helps to distinguish this component from state NAEP, by mentioning that the assessments are conducted by our staff. It also lists the other tasks that are completed by Westat staff:

- Working with the school to set an assessment date (completed by the scheduling supervisor);
- Selecting the sample of students;
- Preparing all the questionnaires that are distributed in the school and all notification forms for students and teachers;
- Conducting all sessions; and
- Bringing the assessment materials to the school and shipping them when everything is complete.

The summary of activities continues with a description of what is involved for participating schools. Some additional information follows:

- The national NAEP assessment period is from January 3, 2000 through March 24, 2000 which includes the last week for make-up sessions.
- Up to 110 students may be assessed in the largest schools.
- Schools are most concerned about the amount of time a student is away from instructional activities. The assessment itself will require approximately 90 minutes to administer, including distribution and collection of materials. In addition, one half of the students sampled for the science assessment will be asked to do a hands on science task, which will take an additional 20 minutes for fourth graders and 30 minutes for eighth and twelfth graders.
- Teacher questionnaires are distributed during the sampling visit and are collected on assessment day. Each teacher that teaches the assessment subject to one or more assessed students will be asked to complete a questionnaire about his/her teaching practices. Only two questionnaires will be distributed at grade 12 – one for the science lead teacher or chair, and one for the mathematics lead teacher or chair.

- The principal or designee will be asked to complete a questionnaire about the school characteristics and policies.

- Knowledgeable school staff will be asked to complete an SD/LEP Questionnaire for each sampled student identified as having a disability (SD) or classified as Limited English Proficient (LEP).

- About 350 of the 12th grade schools will be asked to participate in the High School Transcript Study (HSTS). At the time of the sampling visit, supervisors will flag the selected students' records for identification and collect some background data on course and curriculum requirements. Then, a NAEP representative will return to the school after the end of the school year to collect the complete high school transcript for the grade 12 students sampled for NAEP. The NAEP confidentiality provisions will apply to the collection and identification of this data. Schools will be reimbursed at their regular rate for all transcripts. All public schools and a subsample of nonpublic schools at grade 12 are in the HSTS.

- While the NAEP staff is responsible for most assessment activities, a school coordinator is needed to assist with in-school arrangements.

2.3 Importance of the School Coordinator

During the preliminary contacts with the school, a school coordinator should have been designated by the principal to facilitate the NAEP assessments in the schools. The school coordinator's responsibilities are listed on the back page of the summary of activities. They consist of six tasks. The school coordinator should already have an accurate overview of what is expected during the assessment period based on information from this document and previous telephone contacts with the NAEP scheduler. As final confirmation before you contact the schools, a letter was sent to the school coordinator in early December confirming the assessment schedule and providing additional background material.

The school coordinator has a significant role in the smooth functioning and successful completion of the NAEP assessments in each cooperating school. Therefore, developing a good rapport with him or her is vital. When the school coordinator is actively involved, attendance is higher and the assessments proceed more smoothly. He or she knows the "personality" of the school, the most opportune time to schedule the assessments to yield the best attendance, the available locations where the sessions may be conducted, and the most productive way to notify students and their teachers of the assessment.

2.4 NAEP Assessment Supervisors' Responsibilities

Although the school coordinator's role is integral to your success in conducting the NAEP assessment, the ultimate responsibility for a successful assessment rests on your shoulders. To summarize, your primary tasks during the January to March assessment period are as follows:

- To make sure that all arrangements for the assessments are set;
- To select the samples of students to be assessed and to complete the Administration Schedule(s) listing these students;
- To prepare and distribute all assessment questionnaires to the appropriate school staff;
- To make preparations for the High School Transcript Study (HSTS), where appropriate;
- To conduct the assessment sessions, collect the questionnaires, and pack and ship all assessment materials to NAEP;
- To complete a School Worksheet and enter the data in the Field Management System for each school in your assignment;
- To document any problems on a Special Situation Form; and
- To regularly report the School Worksheet information and general progress to your field manager.

These tasks are described in detail in the remaining chapters of this manual.

2.5 Your Assignment of Schools

Each supervisor will be assigned a region of two or more PSUs containing a total of approximately 25 to 30 schools. The assessment period begins on January 3 and must be completed by March 24, including makeup sessions.

Region numbers have been assigned in such a way that they identify the NAEP component (national, state, etc.) for which the schools were sampled. All region numbers for main NAEP begin with an "N" for "National," such as N1, N2, N3, etc.

2.6 School Folder

At training, you will receive a School Folder (Exhibit 2-2) for each participating school. The fronts of the folders have space for you to write information about the assessment. The scheduling supervisor for each region assembled the school folders as they made their scheduling calls. The following three sections describe the materials in the school folders that you will need to use for sampling students and conducting assessments.

2.6.1 The PSU Log

The **PSU log** (Exhibit 2-3) is a listing of cooperating and pending schools in your region (as of mid-December), organized by district. It includes:

- **District Information:** District name, superintendent's name, address, and phone number.
- **School Information:** School name, principal's name, address, and phone number.
- **NAEP ID Number:** A unique seven digit number that identifies the school.
- **Selected Students/Subjects/Time Period:** This identifies the grade to be assessed, the number and type of session, and the time period for the assessments.
- **Disposition Code:** Disposition codes are used to specify the participation status of the school. The log will only list schools that are cooperating (11) or pending (00).
- **Sample Date:** You will enter the sampling date after you and the school coordinator agree upon a mutually convenient time, about two weeks prior to the assessment date.
- **Assessment/Makeup Date:** An assessment date will be recorded for all cooperating schools. This date should not be changed by NAEP unless requested by the school. Pending schools, of course, will not have an assessment date entered. If a makeup date needs to be scheduled, write that date in this column.
- **Shipment Date/Tracking Number:** After the assessment is completed, use this column to record: (a) the date you shipped the school's assessment materials back to NCS and (b) the tracking number of the package.

2000 MAIN NAEP ASSESSMENTS

GRADE: _____

SCHOOL ADDRESS: _____

_____

_____

_____

SCHOOL COORDINATOR: _____

PHONE NUMBER: _____

TRANSCRIPT STUDY: YES / NO

TRACKING NUMBER: _____

SAMPLING DATES(S): _____

ASSESSMENT DATES(S): _____

QUESTIONNAIRES TO COLLECT:

QUANTITY	*TYPE*
1	School Questionnaire
	SD/LEP Student Questionnaire
	Teacher Questionnaire (4,8 only)
	Dept. Chair/Lead Teacher Questionnaire (12 only)

SESSIONS

No.	Type	Date/Time	EA Name	Location	Number to be Assessed	Materials
1						
2						
3						
4						
5						

MAKE UP SESSIONS (Circle one) YES NO

No.	Type	Date/Time	EA Name	Location	Number to be Assessed	Materials
1						
2						
3						
4						
5						

Exhibit 2-2. School Folder

NAEP 2000
SCHOOLS SELECTED FOR NATIONAL ASSESSMENT
SUPERVISOR'S LOG

REGION: 01

PAGE 1
DATE: September 15, 1999

DISTRICT NAME SUPERINTENDENT DISTRICT ADDRESS	SCHOOL NAME PRINCIPAL SCHOOL ADDRESS	NAEP ID NUMBER	SLCT. STUDENTS/ TIME PERIOD/ SUBJECT(S)	DISP CODE/ DATE	ASSMNT DATE/ MAKEUP DATE	SAMPLE DATE	SHIP DATE/ TRACK. NUM.
PUBLIC SCHOOL(S)							
ANCHORAGE SCHOOL DISTRICT SUPERINTENDENT PO BOX 196614 ANCHORAGE, AK 99519-6614 (907) 333-9561	**CENTRAL MIDDLE SCHOOL OF SCIEN PRINCIPAL 1405 E STREET ANCHORAGE, AK 99501-5047 (907) 272-2581	595 201 0	8TH GRADE JANUARY-MARCH 1-MATHEMATICS 1-SCIENCE	11	3/15/00		
	**CLARK MIDDLE SCHOOL PRINCIPAL 150 S BRAGAW ANCHORAGE, AK 99508-1307 (907) 277-4581	595 202 0	8TH GRADE JANUARY-MARCH 1-MATHEMATICS 1-SCIENCE	11	3/13/00		
	**MEARS MIDDLE SCHOOL PRINCIPAL 2700 W 100TH ANCHORAGE, AK 99515-2214 (907) 349-3332	595 204 0	8TH GRADE JANUARY-MARCH 1-MATHEMATICS 1-SCIENCE	11	3/14/00		
	WHALEY CENTER PRINCIPAL 2220 NICHOLS ST ANCHORAGE, AK 99508-3455 (907) 263-9201	595 203 0	8TH GRADE JANUARY-MARCH 1-SCIENCE	11	3/16/00		
BELLEVUE SUPERINTENDENT 12111 NE 1ST ST BELLEVUE, WA 98005-3181 (425) 455-6015	INTERLAKE SENIOR HIGH SCHOOL PRINCIPAL 16245 NE 24TH ST BELLEVUE, WA 98008-2413 (425) 455-6136	493 301 0	12TH GRADE JANUARY-MARCH 2-MATHEMATICS 2-SCIENCE	11	2/17/00		
CLOVER PARK SUPERINTENDENT 10903 GRAVELLY LAKE DR SW LAKEWOOD, WA 98499-1341 (253) 589-7500	LAKEVIEW ELEMENTARY PRINCIPAL 10501 47TH AVE SW LAKEWOOD, WA 98499-3712 (253) 589-7790	493 101 0	4TH GRADE JANUARY-MARCH 1-SHORT FORM MATH 1-READING 1-SCIENCE	11	2/16/00		

** - SCHOOL IN BOTH STATE AND NATIONAL SAMPLES

Exhibit 2-3. The PSU Log

2.6.2 The School Control Form

The School Control Form (Exhibit 2-4) was completed by the scheduling supervisor and includes both preprinted and hand-written information. The preprinted information contains: the numbers and types of NAEP sessions; an indicator that accommodations can/cannot be offered in this school; a high school transcript study indicator; and information on other assessments that the school has been sampled for in this school year. In addition, the scheduling supervisor has filled in the following information :

- **School Coordinator's Name**
- **Actual Grade Enrollment**
- **Year Round School:** Indicates if school is year round and if so, the percent of students in the sampled grade who are off track at any one time.
- **Assessment/Sampling Date:** The assessment date is recorded here. There is also space for you to write in the scheduled sampling date.
- **Arrangements for the Assessment:** This may or may not have been filled in by the scheduling supervisor. This area should be used to record the results of any discussion concerning specific arrangements for the assessment such as location (i.e., cafeteria, library, etc.)
- **Student List:** A check mark (√) will indicate how the school will provide the listing of students. There is also space to document any concerns or issues regarding sampling.
- **Comments:** Additional information about the school or assessment.
- **Parent Consent Letters:** If the school coordinator requested parental consent letters, the type of letter, quantity, and date required will be indicated here.

Occasionally, a school is selected to participate in more than one grade assessment. If this is the case, there will be two School Control Forms for the same school since there will be a different school identification number for each grade level. Both forms should be completed. Generally, all assessments in a school are conducted the same day, and the school coordinator serves for both grades.

Exhibit 2-4. The School Control Form

2000 NAEP SCHOOL CONTROL FORM

SCHOOL ID #: 483 103 0

SUPERVISOR REGION : 15
ASSESSMENT TYPE : NATIONAL
ACCOM. FOR NATIONAL: NO

SCHOOL NAME: ADCOCK ELEMENTARY SCHOOL
ADDRESS: 100 NEWCOMER STREET
LAS VEGAS, NV 89107-2480

PRINCIPAL: JEFFREY DWYER
PHONE: (702) 799-4185

GRADE: 4
ESTIMATED # TO BE ASSESSED: 73 ESTIMATED # OF SESSIONS: 3
SESSION TYPES: 1-SHORT FORM MATH 1-MATHEMATICS 1-SCIENCE

COMPLETE, NON-PUBLIC SCHOOL CLASSIFICATION SURVEY? (Y/N):

SCHOOL IN MORE THAN ONE GRADE ASSESSMENT? (Y/N): NO
(IF YES, CHECK OTHER SCHOOL CONTROL FORM)
SCHOOL IN STATE ASSESSMENT? (Y/N) : NO
SCHOOL IN PISA ASSESSMENT? (Y/N) : NO
SCHOOL IN CIVICS STUDY? (Y/N) : NO

A. SCHOOL COORDINATOR'S NAME: Bill Watson

B. ACTUAL GRADE ENROLLMENT: 75

C. IS THIS A YEAR ROUND SCHOOL? Y (N) IF YES, PERCENT OF STUDENTS IN GRADE 4 OFF TRACK AT ANY TIME: _____%.

D. ASSESSMENT DATE(S): Jan. 31, 2000 SAMPLING DATE(S): Week of Jan. 17

E. ARRANGEMENTS FOR ASSESSMENT: OK to use multi-purpose room and one regular classroom

F. SCHOOL WILL PROVIDE LIST OF ELIGIBLE STUDENTS (CHECK ONE):
____ON SLF ✓ BY COMPUTER

IF LISTING PLANS UNKNOWN OR SCHOOL NEEDS HELP COMPLETING SLF, EXPLAIN:

G. COMMENTS:

H. IF PARENTAL CONSENT LETTERS ARE REQUIRED BY SCHOOL, INDICATE QUANTITY:
NUMBER FOR ALL ELIGIBLES OR NUMBER FOR SAMPLED STUDENTS

#1: 75 #2: _____
#3: _____ #4: _____
#5: _____ #6: _____

SPANISH LETTER 1: _____
SPANISH LETTER 2: _____ DATE REQUIRED: _____

2.6.3 Other Forms in the School Folder

Along with the PSU log and School Control Form, the following 3 forms will complete the school folder:

- **Results of Contact Forms:** These forms, completed by the schedulers, reflect the outcome of telephone contact at the district and school levels.
- **NAEP Refusal Forms:** If a district or school initially refused to participate but was later converted to cooperating, this form will be included in the folder. This will alert you to any objections or concerns that the school initially expressed.
- **School Appreciation Certificate:** This certificate should be given to the principal or school coordinator at the conclusion of the assessments, as a token of appreciation for the school's participation.

2.7 Laptop Computer

The next source of information about all of the schools in your assignment will be the laptop computer that you will receive at training. Information about all of the schools within your region will be loaded onto your computer, including the school ID, the name and address of the school, the school coordinator, sampling information, and the session information. You will keep the computer throughout the field period, updating the information about the schools, selecting the student samples, and entering information about the disposition of each scheduled assessment and the results of each session. The use of the computer, including its care and the information you will be entering into it, are fully discussed in the Field Management System Guide in the appendices to this manual.

2.8 The NAEP School ID

Each school has been assigned a unique ID number by NAEP. This number is used on all materials to identify the school and is the only unique school identifier.

It will be useful for you to understand the composition of the NAEP School ID to assist in identifying the component of the sample for which each school in your assignment has been selected. The NAEP School ID is composed of seven characters:

XXX	X	XX	X
PSU	Grade	School	ORIG/SUB/SAMPLE TYPE

The PSU number will begin with the region of the country as follows:

1 = Northeast
2 = Southeast
3 = Central
4 = West
5 = Special sample

The second and third digits are sequential numbers in each region. For schools in the special sample, the second and third digits will be the FIPS state code.

The fourth digit indicates the grade for which the school has been selected as follows:

1 = Grade 4
2 = Grade 8
3 = Grade 12

The fifth and sixth digits are sequential school numbers (01-99).

The seventh digit indicates the sample type and whether the school is an original or substitute selection.

0 = Public – original school
1 = Catholic – original
2 = Other nonpublic – original
3 = Public – substitute
4 = Catholic – substitute
5 = Other nonpublic – substitute

2.9 Shipment of Materials to Supervisors

Assessment materials are shipped to supervisors from both NCS and Westat. NCS will ship all booklets and required session materials, while Westat will ship general supplies. The schedule of shipments is as follows:

Supplies	From	Ship Date
School Folders	Westat	Distribute at training
Session Assignment Forms	Westat	Loaded in computer provided at training
Session and Bulk Supplies	NCS	By December 30, 1999
Bulk Supplies	Westat	By December 30, 1999

2.10 Materials from NCS

2.10.1 Sampling Materials from NCS

Among the supplies you will receive from National Computer Systems are the materials needed for the sampling visit. These materials will be shipped to you shortly after training so that you can organize them prior to the start of your sampling visits. You will receive control documents for all of the schools in your region. These documents are briefly described below.

2.10.1.1 The Administration Schedule

This document is the primary control document used to record information about each assessment. Each session has an Administration Schedule with pre-printed school and session-level information and preprinted assessment book ID numbers. The science kits to be used in the hands-on task with half of the students sampled for each science session are also preprinted on the Administration Schedules for science. You will use the Administration Schedule during your sampling visit to preassign booklets to the sampled students. Exhibit 2-5 shows an example of an Administration Schedule with its pre-printed information. Specific instructions for preparing an Administration Schedule are found in Chapter 4.

This form must be completed in No. 2 pencil.

Race/Ethnicity Codes	National School Lunch Program
1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/Pacific Islander 5 = American Indian/ Alaskan Native 6 = Other	1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating
For Use in Column "F"	For Use in Column "G"
Bundle #'s	Accommodations:

NAEP 2000 The Nation's Report Card

2000 Main Administration Schedule

Grid if Makeup Held ○ Makeup Date _____

_____ Total in Sample	_____ # Absent (Hold Makeup if 4 or more absent)
- _____ # Withdrawn & Ineligible (Admin. Codes 51 & 55)	+ _____ # Assessed (Original)
_____ # Excluded (Admin. Codes 60-66)	_____ # Assessed (Makeup)
= _____ TO BE ASSESSED	= _____ TOTAL ASSESSED
	Session Number

Column Indications: "A" Student Name; "B" Homeroom or Other Locator; "C" Scl. Kit; "D" Birth Date (Month, Year); "E" Sex (1=Male 2=Female); "F" Race/Eth.; "G" School Lunch; "H" If Title I; "I" If SD; "J" If LEP; "K" Original Booklet ID #; "L" Accommodation Booklet ID # (Use only for A/C 71 & 73 in Math and Science); "M" (Subject) Teacher #; "N" Per #; "O" Admin. Code; "P" Atten. (✓/A); "Q" Admin. Code

Student Name	Scl. Kit	Birth Date (Month / Year)	Sex	Race/ Eth.	School Lunch	If Title I	If SD	If LEP	Original Booklet ID #	Accommodation Booklet ID #	Teacher #	Per #	Admin. Code	Atten. (✓/A)
1	1	19				○	○	○						1
2	2	19				○	○	○						2
3	3	19				○	○	○						3
4	4	19				○	○	○						4
5	5	19				○	○	○						5
6	6	19				○	○	○						6
7	7	19				○	○	○						7
8	8	19				○	○	○						8
9	9	19				○	○	○						9
10	10	19				○	○	○						10
11	11	19				○	○	○						11
12	12	19				○	○	○						12
13	13	19				○	○	○						13
14	14	19				○	○	○						14

Admin. Code

ASSESSED IN ORIGINAL
10 = In session full time
11 = No responses in booklet
12 = In session part time
13 = Session incomplete
14 = Other, specify on cover

ASSESSED IN MAKEUP
20 = In session full time
21 = No responses in booklet
22 = In session part time
23 = Session incomplete
24 = Other, specify on cover

ABSENT
40 = Temporary
41 = Long-term
42 = Chronic truant
43 = Suspended or expelled
44 = In school, did not attend
45 = Disruptive behavior
46 = Parent refusal
47 = Student refusal
48 = Other, specify on cover

OTHER
51 = Withdrawn
52 = Unassigned book (unused)
55 = Ineligible
56 = Not in sample

REASONS FOR EXCLUSION
60 = SD-cannot be assessed
61 = SD-required accom. not offered
62 = LEP-cannot be assessed
63 = LEP-required accom. not offered
64 = SD/LEP-cannot be assessed
65 = SD/LEP-required accom. not offered
66 = Other, specify on cover

ASSESSED WITH ACCOMMODATIONS
71 = Bilingual booklet/Science glossary
72 = Bilingual dictionary
73 = Large-print book
74 = Extended time in regular session
75 = Read aloud in regular session (Do not use in a reading session)
76 = Small group
77 = One-on-one
78 = Scribe or use of computer
79 = Other, specify on cover

Exhibit 2-5. Administration Schedule

2.10.1.2 Assessment Questionnaires

NAEP supervisors will prepare, distribute, and collect all assessment questionnaires. These will be distributed to teachers and school administrators at the time of sampling, and the completed documents will be picked up on assessment day. For 2000, NAEP will be using these types of questionnaires:

- Grade 4 Math/Science Teacher Questionnaire;
- Grade 4 Reading Teacher Questionnaire;
- Grade 8 Math Teacher Questionnaire;
- Grade 8 Science Teacher Questionnaire;
- Grade 12 Math Department Chair/Lead Teacher Questionnaire;
- Grade 12 Science Department Chair/Lead Teacher Questionnaire;
- School Questionnaire for the appropriate grade; and
- SD/LEP Questionnaire.

You will keep track of these documents on the Roster of Questionnaires.

2.10.1.3 Roster of Questionnaires

The purpose of the Roster of Questionnaires is to assist you in keeping track of the teachers and school staff to whom the questionnaires are distributed. There are three different versions of the roster, one for each grade. An example of the Grade 4 Roster is shown in Exhibit 2-6.

This roster also accounts for the distribution of the SD/LEP Questionnaires and the School Questionnaire. There will also be a Supplemental SD/LEP Roster available for schools with a large number of students for whom SD/LEP Questionnaires are prepared.

Detailed information and specific instructions on preparing the forms and distributing the questionnaires is given in Chapter 5.

This form must be completed in No. 2 pencil.

MAIN NAEP 2000 - Grade 4
Roster of Questionnaires
(School, SD/LEP, and Teacher Questionnaire Tracking Form)

SCHOOL #: ☐☐☐ - ☐☐☐ - ☐

SCHOOL NAME: _____

CITY/STATE: _____

I. School Questionnaire

Distributed to: _____

I. School Questionnaire

Questionnaire ID Number (Barcode ID on Cover) 071 - ☐☐☐☐☐☐ - ☐

Returned	
Yes	No
○	○

II. SD/LEP Questionnaire

	Student's Name	Distributed To (Staff Name)	II. SD/LEP Questionnaire Student Booklet ID # (Column "K" or "L" on Admin. Schedule)	SD/LEP Questionnaire ID # (Barcode ID # on cover)	Returned Yes	Returned No	Administrator Use Only
01			01 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
02			02 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
03			03 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
04			04 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
05			05 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
06			06 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
07			07 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
08			08 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
09			09 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
10			10 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
11			11 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
12			12 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
13			13 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	
14			14 ☐☐☐ - ☐☐☐☐☐☐ - ☐	095 - ☐☐☐☐☐☐ - ☐	○	○	

Exhibit 2-6. Example of Roster of Questionnaires for Grade 4

Exhibit 2-6. Example of Roster of Questionnaires for Grade 4 (continued)

III. Teacher Questionnaire

III. Teacher Questionnaire SCHOOL #: ___ - ___ - ___ ○ NCS Use Only

Teacher's Name	Teacher #	Subject: Mathematics	Subject: Science	MATHEMATICS/SCIENCE Teacher Questionnaire ID #	Returned: Yes	Returned: No	READING Teacher Questionnaire ID #	Returned: Yes	Returned: No	Administrator Use Only
01	01	○	○	060-	○	○	061-	○	○	
02	02	○	○	060-	○	○	061-	○	○	
03	03	○	○	060-	○	○	061-	○	○	
04	04	○	○	060-	○	○	061-	○	○	
05	05	○	○	060-	○	○	061-	○	○	
06	06	○	○	060-	○	○	061-	○	○	
07	07	○	○	060-	○	○	061-	○	○	
08	08	○	○	060-	○	○	061-	○	○	
09	09	○	○	060-	○	○	061-	○	○	
10	10	○	○	060-	○	○	061-	○	○	
11	11	○	○	060-	○	○	061-	○	○	
12	12	○	○	060-	○	○	061-	○	○	
13	13	○	○	060-	○	○	061-	○	○	
14	14	○	○	060-	○	○	061-	○	○	
15	15	○	○	060-	○	○	061-	○	○	
16	16	○	○	060-	○	○	061-	○	○	
17	17	○	○	060-	○	○	061-	○	○	NCS® IM-164034-001:654321 Printed in U.S.A. - Gr. 4 Main Roster

2.10.2 Session Materials/Bulk Supplies from NCS

NCS will ship to each NAEP supervisor multiple boxes containing the materials that are used in conducting the assessments. This will consist of bundles of assessment booklets, packed in session boxes, ancillary materials for math sessions, a box of science kits for each science session, and bulk supplies such as rosters and assessment questionnaires. These materials are briefly described below.

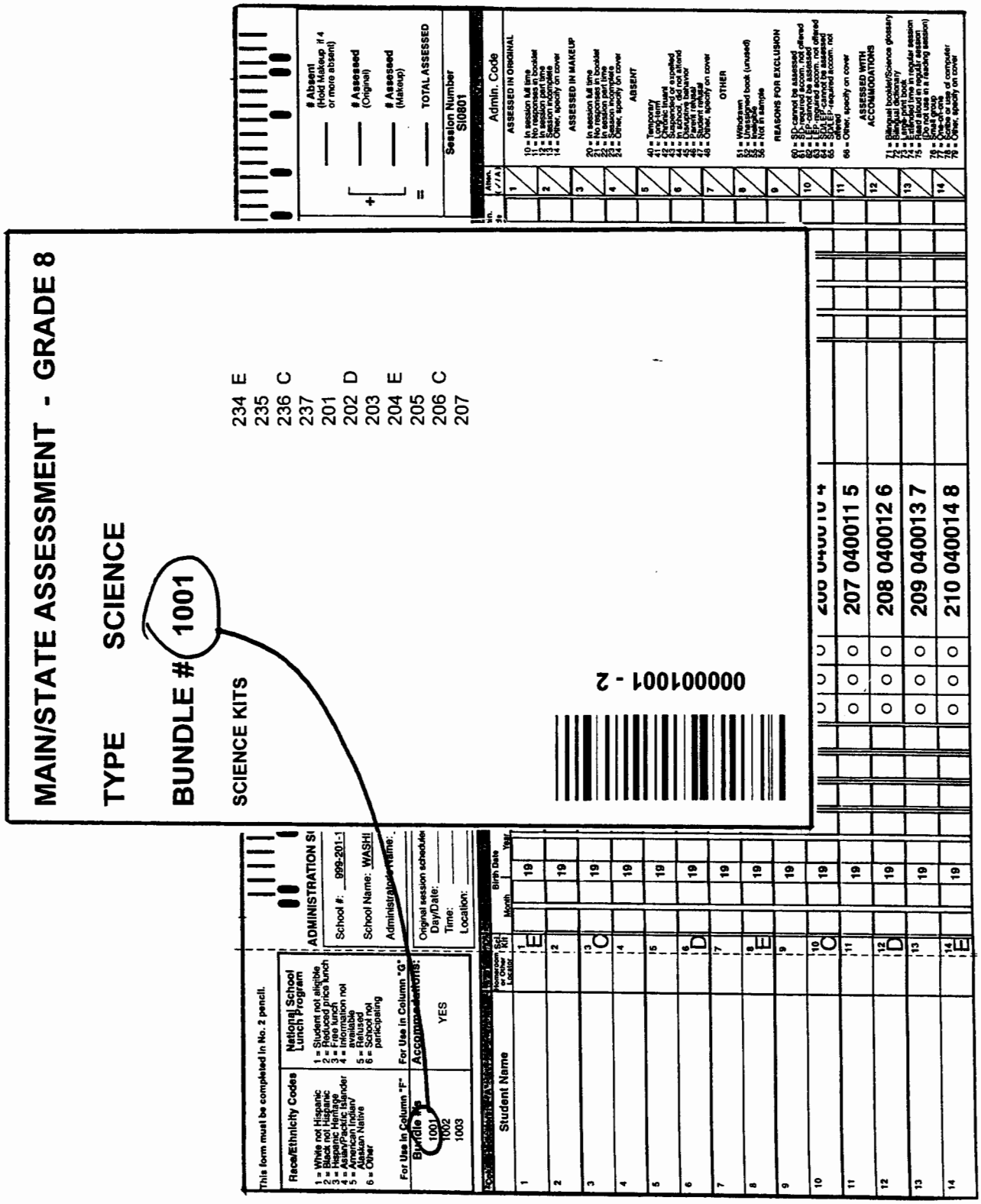
2.10.2.1 Bundles of Assessment Booklets

The booklets for each session that you conduct will be packaged in separate session boxes. Assessment booklets will be shrink-wrapped in bundles of 11 and you will receive three per scheduled session. Packed with each bundle will be a Bundle Slip listing session information and the first three digits of the booklet ID numbers contained in that particular bundle. Each Bundle Slip will have a bundle number that matches the bundle numbers preprinted in the upper left corner of the Administration Schedule. For each session, be sure to check that the number on the Bundle Slips matches the bundle numbers on the Administration Schedule (Exhibit 2-7).

In addition, your bulk shipment of supplies from NCS will contain extra bundles of booklets for each session type for each grade. To account for booklets used from your overage supply, you need only to record the 10-digit booklet ID number on the session Administration Schedule when a booklet is needed from this extra supply. In most cases, this will necessitate using a second Administration Schedule taken from your bulk supplies, since all 33 lines on the Administration Schedule will be used by the preprinted booklet ID numbers.

Never use bundles for any session other than the ones specified on the Administration Schedule.

Exhibit 2-7. Administration Schedule with Bundle Numbers



2.10.2.2 Assessment Booklets

Each booklet contained within a bundle has an alphanumeric code in the upper right corner. In this code, numerals identify the booklet number. Letters that precede the numeral identify the booklet type: M (mathematics), S (science), and R (reading). Some fourth grade schools, however, will have a special mathematics assessment (sometimes called "short-form") and these booklets have a three-digit number that is **not** preceded by an alphabetic character. The regular math and short-form math assessment booklets and science booklets will require the use of additional materials not contained in the booklets themselves. Letters that follow the numeral identify additional, or ancillary, materials to be handed out during the session.

Exhibit 2-8 shows an example Grade 4 booklet cover. Book M108GC is a math booklet for which a student must receive a packet of geometric shapes designated by G, and a calculator designated by the letter C. Calculators will be used only for some sections of some booklets.

To distinguish among grade levels, booklet covers are printed in different colors:

- Grade 4 booklet covers are printed in blue ink;
- Grade 8 in brown ink; and
- Grade 12 booklet covers are printed in charcoal ink.

A summary of assessment book numbers by grade level, assessment types, and the materials required for each assessment type is shown in Exhibit 2-9.

It is very important that you treat each assessment booklet as a secure item—preferably they should not be seen by anyone other than the students who complete them. For a complete discussion of the safeguards that must be taken with the booklets, see the information on security and confidentiality in Section 1.8 of this manual.

Exhibit 2-8. Example Booklet Cover – Grade 4 Mathematics

Admin Schedule Line #_____

NAEP 2000 The Nation's Report Card

2000 Grade 4

SECTION	
1	BM1
2	MB1
3	M10
4	M11
5	M14
6	MB

BOOK M108GC

School and Teacher Information

SCHOOL # TEACHER #

Birth Date			Sex	R/E	NSLP	Title I	SD	LEP	Admin Code	
Month		Year	1 = Male 2 = Female							
0	0	1987		1	1	Y	Y	Y	1	0
1	1	1988		2	2	N	N	N	2	1
	2	1989		3	3				3	2
	3	1990		4	4				4	3
	4	1991		5	5				5	4
	5	1992		8	8				6	5
	8	1993							7	6
	7									7
	8									8
	9									9

DO NOT USE

ADMIN USE ONLY

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1850-0628**. The time required to complete this information collection is estimated to average 120 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Compliance Division, U.S. Department of Education, Washington, D.C. 20202-4651.

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ETS

Exhibit 2-9. Summary of Assessment Booklets

Grade	Subject	Booklet numbers	Additional materials
4	Math	M101X M102C . . . M126R	R = Ruler C = Calculator G = Geometric Shapes Kit X = Manipulative Set
	Science	S201 S202-A . . . S237	Science Kit A = Seeds Science Kit B = Unknown Powders Science Kit C = Markers
	Reading	R1, R2, . . . , R18	None
	Short-Form Math	151, 152, . . . , 157	R = Ruler C = Calculator
8	Math	M101-Y M102-C . . . M126-CP	P = Protractor/Ruler C = Calculator G = Geometric Shapes Kit Y = Manipulative Set
	Science	S201 S202-D . . . S237	Science Kit C = Markers Science Kit D = Powders Science Kit E = Soil Tests
12	Math	M101Z M102C . . . M126-C	P = Protractor/Ruler C = Calculator G = Geometric Shapes Kit Z = Manipulative Set
	Science	S201 S202-F . . . S237	Science Kit E = Soil Tests Science Kit F = Antacid Science Kit G = Pendulum

2.10.2.3 Additional Materials for Mathematics Sessions

All math sessions/boxes will include ancillary materials that will be used in conjunction with the assessments. As shown in Exhibit 2-9, the math manipulatives will be labeled with the grade and will be designated "X," "Y," or "Z" for grade 4, 8, or 12, respectively. The geometric shapes kit will be labeled with the grade and the letter designator "G." In addition, some fourth-grade booklets will require the use of a ruler ("R") and some eighth and twelfth-grade booklets will require a ruler/protractor ("P"). You will insert these items inside the booklet cover before distributing the booklets. The letters after the booklet number (in the top right corner of each book) will guide you in preparing the proper ancillary materials for each booklet.

2.10.2.4 Documentation of Shipments

Each shipment to a supervisor will contain a Master Packing List in Box 1 of the shipment (see Exhibit 2-10). This document will list in sequential order the boxes for each school and session included in the shipment. Also, each box will include a separate Session Packing List (Exhibit 2-11) of the specific items in the session box. You will need to inspect these boxes and identify any missing materials as soon as possible. If any materials are missing, NCS should be notified immediately so that a supplemental shipment can be arranged.

2.10.3 Bulk Supplies from NCS

The remaining materials that you will need from NCS will be packed in bulk, that is, not packed for specific sessions that you are to conduct. Exhibit 2-12 shows the NCS Bulk Supply List that will be included in your bulk shipment.

Among the materials included in your bulk supplies from NCS will be No. 2 pencils. Only the pencils provided in your supplies should be used by students to record their responses in the assessment booklets. Each student will receive one NAEP pencil to use during the assessment and to keep afterwards as a thank-you gift for participating. As you distribute the booklets, you will hand each

Exhibit 2-10. NCS Master Packing List

Master Packing List

Ship To: SUPERVISOR ONE **REGION # 1**

Page: 1
Method: UPS
Date: 1/9/00

School #	School Name	Session	Session #	Seq. #	Box #
999-199-1	Washington Elementary	Math	MT0401	00001	_____
999-199-1	Washington Elementary	Science	SI0401	00002	_____
999-199-1	Washington Elementary	Reading	RD0401	00003	_____
999-198-1	Roosevelt Elementary	Math	MT0401	00004	_____
999-198-1	Roosevelt Elementary	Science	SI0401	00005	_____
999-198-1	Roosevelt Elementary	Math Short	MS0401	00006	_____
999-299-1	Lincoln Jr. High	Math	MT0801	00007	_____
999-299-1	Lincoln Jr. High	Science	SI0801	00008	_____
999-399-1	Kennedy High School	Math	MT1201	00009	_____
999-399-1	Kennedy High School	Science	SI1201	00010	_____

Exhibit 2-11. Session Packing List

GRADE 8 MAIN SCIENCE SESSION MATERIALS
PACKING LIST

Ship To: Washington Middle

Seq# 2

Method: UPS

Date: 1/9/00

NAEP School#: 123-223-1

Session Type: SCIENCE

Grade: 08

Session #: SI0801

Assessment Date: 02/06/2000

Accom: YES

Qnty	Units	Inventory #	Description
3	Bundle(s)	NA02000028	*Gr8 Science Spiral Bundle-Main (12001 - 12003)
1	Box	NA02000058	*Gr8 Science Kits
1	Each	UPSARS	UPS ARS Labels

*** ITEMS THAT MUST BE RETURNED**

NCS USE ONLY:
Date Opened: _____
Emp. ID: _____
To Be Assessed: _____
Total Assessed: _____

Exhibit 2-12. NCS Bulk Supply List

MAIN BULK

Ship To: SUPERVISOR 1 **REGION # 1**

Seq# 1
Method: UPS
Date: 1/9/00

Qty.	Units	Inventory #	Description
1	Each	NA00000392	*Tape Dispenser
3	Roll(s)	NA00000391	*Sealing Tape Rolls
5	Each	NA00000330	*Calculator Poster
5	Each	NA00000338	*TI-108 Calculator Poster
5	Each	NA00002262	*Digital Timer
16	Each	NA00000018	*AA Batteries
10	Each	NA00000325	*Rulers "R"
10	Each	NA00000326	*Protractor/Ruler "P"
10	Each	NA00000344	*Gr.4 Set "X"
10	Each	NA00000345	*Gr.8 Set "Y"
10	Each	NA00000346	*Gr.12 Set "Z"
50	Each	NA00000336	Supplemental Shipping Envelope
65	Each	NA00000324	*Scientific Calculators TI-130 "C"
65	Each	NA00000337	*Simple Calculators TI-108 "C"
200	Each	NA00000305	Rubberbands
1440	Each	NA00004300	*#2 Pencils
10	Each	NA00005122	*Bilingual Ruler
10	Each	NA00005123	*Bilingual Protractor
5	Each	NA00006315	*O.E. Math Poster Gr.4
5	Each	NA00006316	*O.E. Math Poster Gr.8
5	Each	NA00006325	*Laminated "Do Not Disturb" Sign
20	Each	NA02000050	*Gr.4 Science Activity Brochure
20	Each	NA02000051	*Gr.8 Science Activity Brochure
20	Each	NA02000052	*Gr.12 Science Activity Brochure
10	Each	NA02000054	*Gr.4 Set "G"
10	Each	NA02000055	*Gr.8/12 Set "G"
2	Box	NA02000062	*Gr.4/8 Accom. Science Kit "C" (5 per box)
TBD	Box	NA02000059	*Gr 12 Science Kits (18 per box)
3	Bundle(s)	NA02000022	*Gr.4 Math Spiral - Main
3	Bundle(s)	NA02000023	*Gr.4 Science Spiral - Main
3	Bundle(s)	NA02000024	*Gr.4 Reading Spiral - Main
3	Bundle(s)	NA02000025	*Gr.4 Math Short Form - Main
3	Bundle(s)	NA02000026	*Gr.4 Math Bilingual - Main
3	Bundle(s)	NA02000027	*Gr.8 Math Spiral - Main
3	Bundle(s)	NA02000028	*Gr.8 Science Spiral - Main
3	Bundle(s)	NA02000029	*Gr.8 Math Bilingual - Main
3	Bundle(s)	NA02000030	*Gr.12 Math Spiral - Main
3	Bundle(s)	NA02000031	*Gr.12 Science Spiral - Main
1	Bundle(s)	NA02000066	*Gr.4 M120 - Large Print 5 per bundle
1	Bundle(s)	NA02000067	*Gr.8 M120 - Large Print 5 per bundle
1	Bundle(s)	NA02000068	*Gr.12 M120 - Large Print 5 per bundle
1	Bundle(s)	**NA02000070**	*Gr.4 S229 - Large Print 5 per bundle
1	Bundle(s)	**NA02000071**	*Gr.8 S229 - Large Print 5 per bundle
1	Bundle(s)	**NA02000072**	*Gr.12 S229 - Large Print 5 per bundle
2	Bundle(s)	NA02000040	*Gr.4 Science Accom. Bundle w/glossaries
2	Bundle(s)	NA02000041	*Gr.8 Science Accom. Bundle w/glossaries
2	Bundle(s)	NA02000069	*Gr.12 Science Accom. Bundle w/glossaries

*** Items to be returned**

student a No. 2 pencil. You should keep a reserve of extra pencils at the front of the room in case a student requires another pencil during the session. It is your responsibility to make sure that you have enough NAEP pencils for each session (i.e., one per student plus extras).

Also included in your bulk supplies from NCS will be simple calculators for grade four and scientific calculators for grades eight and twelve as well as the posters for math sessions. The calculator poster will be used to instruct students on the use of the calculator, and the other is a math response poster that will be used to demonstrate examples of constructed response items. An extra supply of math manipulatives, rulers, protractor/rulers, and, geometric shapes will be included in your bulk supplies.

The bulk supplies from NCS will contain:

- Extra Bundles of Assessment Booklets
- Extra Bundles of Questionnaires
- Blank Administration Schedules
- Blank Rosters
- Calculators:
  TI 108 (grade 4)
  Scientific (grades 8 & 12)
- Extra Math Manipulative Sets (for each grade)
- Extra Geometric Shapes Kits (for each grade)
- Extra Rulers
- Extra Protractor/rulers
- Calculator Instructional Posters:
  - Grade 4
  - Grades 8 and 12
- Math Response Posters:
  Grade 4
  Grades 8 and 12
- Timers
- Pencils
- Rubberbands

- "Do Not Disturb" Signs
- Sealing Tape
- Tape Dispenser
- UPS Shipping Labels
- UPS Fax Forms
- Supplemental Shipping Envelopes to NCS

Additional supplies can be ordered from NCS as needed by calling 1-888-627-6237 (1-888-NCS-NAEP). All E-mail requests for NCS should be sent to your field manager. Please include number of needed items, the date needed, and the address for delivery. If needed by the next day, telephone in with request. Cut-off time for next day delivery is 3:30 p.m. CST.

2.11 Materials from Westat

As stated earlier, school folders containing PSU logs, School Control Form, Results of Contact, and the Appreciation Certificate for each school in your region, will be given out at training. The following supplies will be shipped to you immediately following training:

- Publications:
  - What is NAEP Brochure
  - Summary of NAEP Tasks
  - Information for Principals
  - Demonstration Booklets - 3 types – one per grade
  - The NAEP Guide
  - Banana Splits
  - Highlights of the '97 Arts Brochure
  - NAEP Web Site Publications
  - Other Recent NAEP Publications
- NAEP Mouse Pads (one for each teacher)
- Sampling Materials:
  - Line Number Listing Sheets
  - Instructions for Preparing Student Lists/Student Listing Forms

- NAEP Storage Envelopes
- "Destroy by" Postcard
- Inclusion Criteria
- Supervisor Checklist
- Special Situation Form
- School Worksheet
- Teacher Notification Letters
- Post-It Notes
- Student Appreciation Certificates
- Press Release
- Parent Letters

■ Assessment Materials:

- Session Scripts
- Supervisor Debriefing Forms

■ HSTS Materials:

- Disclosure Notices
- School ID Labels
- Information Letter
- Parent Letters for HSTS
- Course Catalog Checklist
- Transcript Format Checklist
- School Information Form

■ EA Materials:

- EA Manuals
- Personnel Packets
- Pay Rates
- EA Identification Badges
- EA Assessment Information Forms
- Post Assessment EA Exercises
- Classroom Management Video
- EA Video

- Other Materials
- Supervisor T&Es and Envelopes
  - Interviewer T&Es
  - Trip Expense Reports
  - Blank School Folders
  - FedEx Supplies
  - Pencil Sharpener
  - Stapler
  - NAEP Tote Bag

The bulk materials from Westat will contain a Bulk Supply Packing List in Box 1 of the shipment (See Exhibit 2-13). There will be space on the packing list for you to mark each item as you inventory it. Please inspect each box carefully. If you are missing materials, E-mail your field manager to request the item.

Additional supplies can be ordered from Westat as needed. All requests should be E-mailed to your field manager. Please include number of needed items, the date needed, and the address for delivery. Cut-off time for next day delivery is 4:00 EST.

Exhibit 2-13. Westat Bulk Supply Packing List

Bulk Supplies List for National NAEP 2000 Assessment Supervisors

From Westat	Materials	# per Sup.
	Publications/Incentives:	
	What is NAEP? Brochure	30
	Summary of NAEP Activities - National	30
	Information for Principals	30
	Demonstration Booklets - 12th grade	10
	Demonstration Booklets - 8th grade	10
	Demonstration Booklets - 4th grade	10
	The NAEP Guide	30
	How to Make a Banana Split	15
	NAEP Website Brochure	30
	Mathematics Frameworks	10
	Science Frameworks	10
	Reading Frameworks	5
	Multiple Challenges	30
	NAEP Mousepads	75
	Sampling and Assessment Forms:	
	Line Number Listing Form (Science)	30
	Line Number Listing Form (Math)	30
	Student Listing Form with Instructions (4th)	10
	Student Listing Form with Instructions (8th)	10
	Student Listing Form with Instructions (12th)	10
	NAEP Storage Envelopes	30
	"Destroy by" Postcard	30
	Inclusion Criteria	30
	Supervisor Checklist	30
	Special Situation Form	30
	School Worksheet	30
	Teacher Notification Letters	60
	Post-it Notes	60
	Student Appreciation Certificates	30
	Press Release	30
	Parent Letters	30
	Session Scripts	30
	EA Materials:	
	EA Manuals	10
	EA Training Script	2
	Personnel Packets	5
	EA Identification Badges	10
	EA Assessment Information Forms	10
	Post Assessment EA Exercise	10
	Classroom Management Video	2
	EA Video	2
	Administrative and Other Materials:	
	Supervisor T&Es and Envelopes	12
	Interviewer T&Es	60
	Trip Expense Reports	10
	Blank School Folders	10
	FedEx Supplies	10
	Pencil Sharpener	1
	Stapler	1