

Conducting the Assessment



Prepare the Room

Erase the blackboards and, if necessary, conceal any school materials that would assist the students. You may want to post the “**Testing in Progress - Do Not Disturb**” sign outside the room.

Then set out the following supplies:

- ★ This manual;
- ★ The sealed bundles of assessment booklets and a pair of scissors to open the bundles;
- ★ If your school will offer accommodations, the packet of accommodation materials;
- ★ The Administration Schedule for the session;
- ★ The Roster of Questionnaires;
- ★ Prepared Post-it notes;
- ★ Sharpened No. 2 pencils (provided by the school); and
- ★ The timer.

For the **mathematics session**, you will need:

- ★ The calculators;
- ★ The additional materials (e.g., rulers, protractors, geometric shapes, manipulative kits);
- ★ Calculator poster; and
- ★ Mathematics poster.

Included with your supplies will be two posters to be used in the mathematics assessments. One is a picture of the calculator that NAEP

provides and is used for demonstrating the examples in the instructions. The other gives an example of an extended response question and how it should be answered. Both posters should be hung up in the front of the room before the students have assembled.

For the **science session** you will need:

- ★ Science kits;
- ★ Instructions for Administering Science Kits;
- ★ Pail to collect approximately 1-2 cups of waste water.

While preparing the room, you will need to write on the board¹:

- ★ The NAEP school ID;
- ★ Subject area;
- ★ Teacher names; and
- ★ Corresponding two-digit teacher number.

This information can be found on the Roster of Questionnaires. At the beginning of the assessment, the script will instruct the students to record the 2-digit number of their teacher and the NAEP School ID on their booklet covers. Eighth-grade students will also be asked to record the period number of the subject being assessed on their booklet covers. Students who do not take mathematics or science at the same time every day should be instructed to use Monday’s schedule.

¹If you are testing in a room without a board, you should make arrangements to have a portable board or easel in place.



Prepare the Booklets for the Assessment

The following directions apply to both subjects. Differences between the two subjects are noted when applicable.

A. Open the Bundles of Booklets

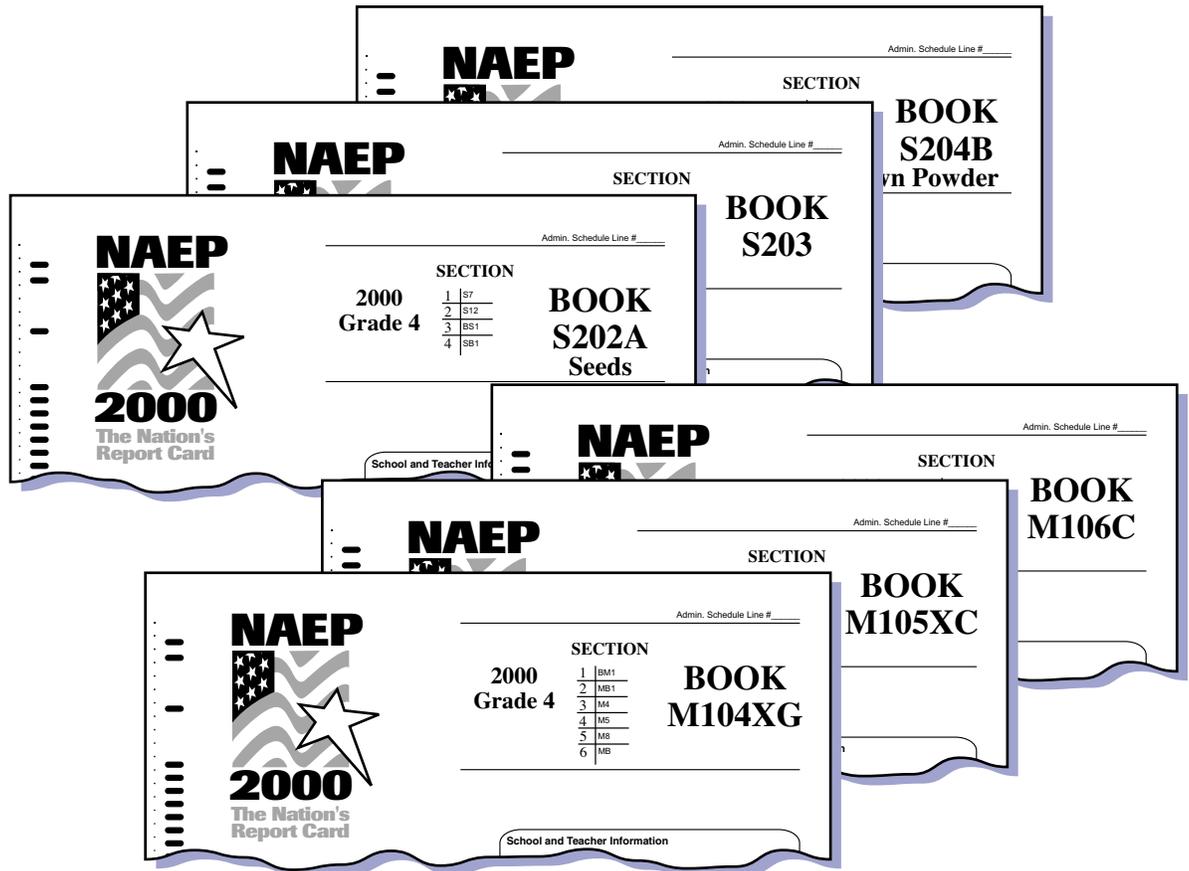
Bundles are not to be opened until shortly before the session begins. If a NAEP representative is not at your school 45 minutes before the session is scheduled to begin, open the bundles of booklets and proceed. If a NAEP representative is at your school, the bundles must be opened in this person's presence. Be sure to open the bundles in the order indicated on the Administration Schedule.

Note that each booklet has a code in the upper right corner. All mathematics booklets begin with the letter "M" and all science booklets begin with the letter "S." The letters are followed by the booklet number.

The letters that follow the numerals on mathematics booklets identify the additional required materials. The letter that follows the numeral on the science booklet identifies the science kit associated with that booklet.

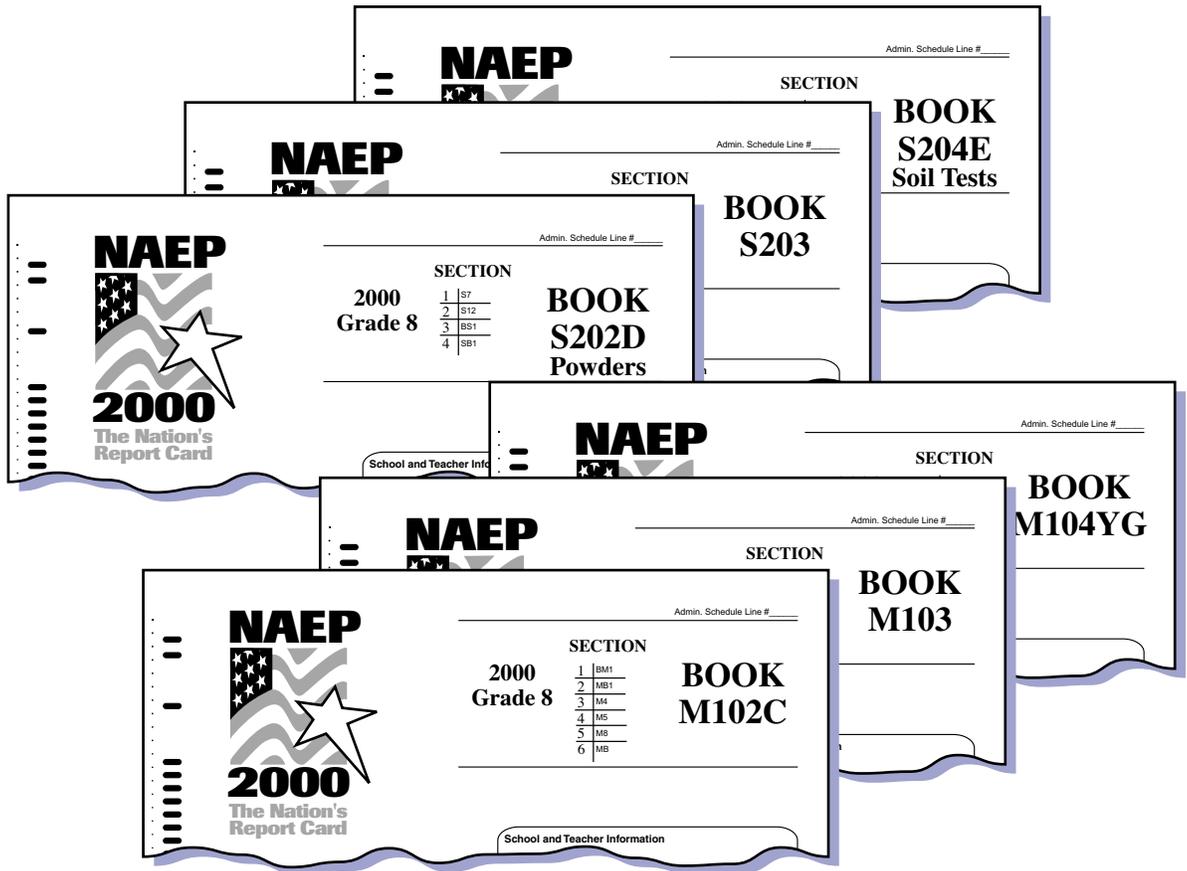
Also, below the science booklet number you will find the name of the science kit. Examples of mathematics and science booklets are shown on the following pages.

Examples of Grade 4 Mathematics and Science Booklet Covers



Grade	Session Type	Additional Material
4	Math	R = Ruler C = Calculator X = Set "X" (blue) G = Set "G" (aqua)
4	Science	Kit A = Seeds Kit B = Unknown Powder Kit C = Markers

Examples of Grade 8 Mathematics and Science Booklet Covers



Grade	Session Type	Additional Material
8	Math	P = Protractor/Ruler C = Calculator Y = Set "Y" (tan) G = Set "G" (aqua)
8	Science	Kit C = Markers Kit D = Powders Kit E = Soil Tests

B. Prepare the Assessment Booklets

Materials Needed:

- ★ Administration Schedule
- ★ Booklets
- ★ Prepared Post-it notes
- ★ Mathematics sessions: Additional materials

Verify that the booklet numbers match those printed on the Administration Schedule. (If they do not match, call NCS at 1-888-627-6237 for assistance.) Then, affix the Post-it note for the first student on the top booklet. Make sure that the student's name on the Post-it note and the ID number on the booklet match those recorded on the Administration Schedule.

The upper right corner of each booklet has space for you to record the student's line number from the Administration Schedule. Recording the line number will expedite putting the booklets in order after the session, but you are not required to enter it.

At this time, for the mathematics sessions, you should also insert the appropriate additional materials, except calculators, which will be handed out separately. The appropriate materials can be determined by the letters following the booklet ID and should be inserted between the cover and the first page of the booklet.

Set the booklet face down and continue affixing Post-it notes until each student on the Administration Schedule has been assigned a booklet. An example of this process is shown on the next page.

If a student or his/her parents refuse participation in advance of the session, write "student refusal" or "parent refusal" on the Post-it, affix it to the front cover, and set the booklet aside. Booklets assigned to withdrawn, ineligible, and excluded students should be labeled as such and also set aside.

When you have finished affixing the Post-it notes to the booklets, turn the stack right side up so that the booklets are in Administration Schedule order.

Prepare the Accommodation Booklets (if applicable)

If you have assigned an accommodation booklet to a student, you will need to open the sealed bundle of accommodation booklets and remove the booklet. Record on the original booklet assigned to that student an Administration Code of "52" (unused) and set the original booklet aside. Affix the Post-it note prepared for the student to the cover of the accommodation booklet and put it in order with the other booklets. If you are conducting a small group or one-on-one session at a later time, affix the Post-it notes and set those booklets aside.

Example of Preparing Assessment Booklets for Distribution²

Admin. Schedule Line # 3

SECTION

1 BM1 **BOOK**

2 MB1 **M112CP**

3 MS

4 M6

5 MB

2000 Grade 8

Wes Block
112 006401 0

Admin. Schedule Line # 2

SECTION

1 BM1 **BOOK**

2 MB1 **M111C**

3 MS

4 M7

5 MB

2000 Grade 8

Betty Bates
111 054006 9

Admin. Schedule Line # 1

SECTION

1 BM1 **BOOK**

2 MB1 **M110C**

3 MS

4 M4

5 MB

2000 Grade 8

Mark Atley
110 000501 7

School and Teacher Information

SCHOOL # TEACHER # PERIOD #

Birth Date Sex R/E NSLP Title I SD LEP Admin Code

Month	Year	1 = Male 2 = Female	1	2	3	4	5	6	7	8	9
0	0		1	Y	Y	Y	Y	1	0		
1	1		2	N	N	N	N	2	1		
2	2		3					3	2		
3	3		4					4	3		
4	4		5					5	4		
5	5		6					6	5		
6	6		7					7	6		
7	7		8					8	7		
8	8		9					9	8		
9	9								9		

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Column Indicators: A'	B'	C'	D'	E'	F'	G'	H'	I'	J'	K'	L'	M'	N'	O'
Student Name	Birth Date	Sex	R/E	NSLP	Title I	SD	LEP	Admin. Code	Original Booklet ID	Accommodation Booklet ID	Admin. Code	Admin. Code	Admin. Code	Admin. Code
1	10	1	0	4	19	8	6	1	1	2	0	0	0	0
2	10	1	0	2	19	8	6	2	1	2	0	0	0	0
3	10	1	0	6	19	8	6				5	1		
4	12	1	1	0	19	8	6	2	4	1	0	0	0	0
5	10	1	1	1	19	8	6	2	1	0	0	0	0	0

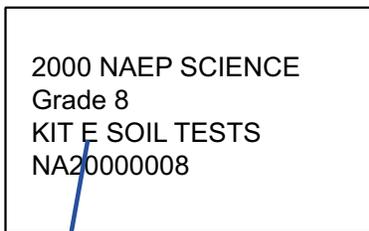
2 This exhibit illustrates the procedure for preparing mathematics booklets. However, this same procedure applies to preparing science booklets.

C. Prepare the Science Kits

Materials needed:

- ★ Administration Schedule
- ★ Science kits

You will receive 18 science kits with your materials. One-half of the students participating in the assessment will complete one of the three hands-on science tasks. Each science kit will be packaged in a Ziploc plastic bag and labeled with the grade and the name of the task. The letters found in the “Sci. Kit” column of the Administration Schedule indicate the kit each student should receive. An example of a science kit label and corresponding science kit indicator is shown below.



This form must be completed in #2 pencil.

Race/Ethnicity Codes

1 = White not Hispanic
2 = Black not Hispanic
3 = Hispanic Heritage
4 = Asian
5 = American Indian/
Alaskan Native
6 = Other

National School Lunch Program

1 = Student not eligible
2 = Reduced price lunch
3 = Free lunch
4 = Information not available
5 = Reluctant
6 = School not participating

For Use in Column "F"

ADMINISTRATION SCHEDULE Page 1

School #: 16B-100-1 Session Type: Science

School Name: Central Middle Grade: B

Administrator's Name: Carol Johnson

Original session scheduled for:
Day/Date: hrs/Feb. 3
Time: 8:25
Location: Room 121

Makeup session scheduled for:
Day/Date: _____
Time: _____
Location: _____

2000 State Administration Schedule

Grid # _____
Makeup Held _____
Makeup Date _____

30 # Original Sample
+ 0 # New Enrollee Sample
= 30 Total in Sample
- 1 # Withdrawn & Ineligible (Admin. Codes 53 & 54)
- 0 # Excluded (Admin. Codes 60-66)
= 29 TO BE ASSESSED

Absent (not Makeup # or new enrollee)
Assessed (Original Session)
Assessed (Makeup Session)
= TOTAL ASSESSED

Session Number: SC0801

Column Indicators: "A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"
Student Name	Personnel Code	Sex	Month	Day	Year	Hand Ed.	School Title	LEP	Original Booklet ID	Accommodation Booklet ID # (Use for Admin. Codes 71 & 72 in Mark and Return)	Admin. Code	Admin. Code	Admin. Code	Admin. Code
1 Sara Andrews	11	I	0	9	19	6	2	1	1	0	0	0	0	201 000293 4
2 Brent Collins	11	D	0	5	19	6	1	1	2	0	0	0	0	202 005241 1
3 Tanya Dillin	11	I	0	2	19	6	2	1	0	0	0	0	0	203 006922 1
4 Alphonso Evans	10	E	1	1	19	6	5	1	6	1	0	0	0	204 093569 2
5 Nathan Fines	10	I	1	0	19	6	1	2	1	0	0	0	0	205 210021 3
6 Tara Givens	13	C	0	6	19	6	2	1	3	0	0	0	0	206 05497 1
7 Maria Gonzolas	14	I	0	1	19	6	5	2	3	1	0	0	0	207 00213 5
8 David Jones	15	D	1	2	19	6	7	0	0	0	0	0	0	208 04002 2
9 Paul Lucas	13	I	0	2	19	6	6	1	3	1	0	0	0	209 00008 8
10 Cathy Nunez	12	E	0	3	19	6	2	3	2	0	0	0	0	210 00185 0
11 Lisa Peters	12	I	0	9	19	6	7	2	2	1	0	0	0	211 00342 1
12 Steve Roma	10	C	0	7	19	6	1	1	1	0	0	0	0	212 09781 2
13 Matthew Ryder	12	I	1	0	19	6	1	2	1	0	0	0	0	213 00063 4
14 Dianne Smith	14	D	1	2	19	6	2	1	1	0	0	0	0	214 00542 6

To prepare the kits for distribution, separate them into three groups by type. The distribution and administration of the science kits will be discussed later in this chapter.



Administer the Session

A. Use the Scripts in Regular Sessions

Grade 4 schools will use the scripts in Appendix E and grade 8 schools will use the scripts in Appendix F to administer the session. Each grade has a script for the mathematics session and a separate script for the science session. The scripts include the following:

- ★ Introduction to the assessment;
- ★ Instructions for distributing booklets;
- ★ Instructions to the students for coding the NAEP school ID, teacher number, and at grade 8, class period, on the booklet cover;
- ★ Directions from the booklets that are read to the students;
- ★ Instructions to the students for responding to extended open-ended questions;
- ★ Directions on the use of the science kits or instructions on the use of the calculators; and
- ★ The timing of each section.

The script must be read **WORD FOR WORD** (but with expression) to ensure that all sessions are administered uniformly. The only liberty you may take with the script is the very first line, which reads “Hello. My name is _____.” If you feel more comfortable not introducing yourself to students who may already know you, you may omit this line. The remainder of the script must be read verbatim, without additions or deletions.

Note that in the script, the instructions to you, the assessment administrator, are in BOLD, CAPITAL letters. Do not read these to the students.

Begin the session by reading the introduction from the script.

B. Conducting Separate Accommodation Sessions, if Applicable

When administering small group or one-on-one sessions, administrators may make some minor modifications to the script. Since there are so few students, you may want to shorten or simplify the introductory statements depending on the students with whom you are working. The timing of the sections may also be less stringent. For instance, extended time is assumed, so you may give students extra time, if needed. Conversely, students may finish before the allotted time. If after encouraging them to review their answers, the students indicate that they are finished with the section, you may move on to the next section. The basic rule to keep in mind for all sessions is that you cannot provide assistance to the students, with the exception of the general background section and making sure they understand how to record answers.

Guidelines for conducting separate sessions are included in Appendix D. These guidelines should be reviewed by any staff member conducting a separate accommodation session.

C. Use the Bilingual Script in Accommodation Sessions, if Applicable

If you are conducting a separate accommodation session using the bilingual mathematics booklet, you should have someone at the school who is proficient in Spanish read the Spanish script. This script is packaged with the bilingual booklets.

D. Distribute the Booklets

After the introduction, the script instructs you to ask the students to clear their desks. Then, distribute the assessment booklets, reading the students' names in the order listed on the Administration Schedule. Record the attendance status of each student by entering a "✓" for present or "A" for absent above the diagonal line in the "Atten. ✓/A" column on the Administration Schedule. If a student is absent, record an "A" on the Post-it note on the booklet cover as well and place it to the side to avoid handing an assigned booklet to the wrong student. At the conclusion of the assessment, you will enter the appropriate Administration Code for each student in the column labeled "Admin. Code."

Remove the Post-it note before handing the booklet to the student.

Give the student a sharpened No. 2 pencil along with the booklet.

If a student shows up for a session but his/her name is not on the Administration Schedule, the student may have been selected for the other session. Therefore, you should have the other session's Administration Schedule, or a copy of it, available. Check the schedule for the other session and, if the student's name is on it, tell him/her the time and place of the correct session.

If the student's name does not appear on either Administration Schedule, she or he is not in the sample and should be sent back to class.

If four or more students listed on the Administration Schedule are not present after you have checked in all students who have arrived, wait a few minutes before beginning the session. Consider having your assistant try to locate the missing students. However, do not under any circumstances allow another student to substitute for a student on the Administration Schedule who is absent from the session.

E. Instructions for Using Calculators in Mathematics Sessions

After the students have received their booklets, they will be asked to look at the instructions on the back cover for using the calculator.

These instructions will be reviewed with all students. Your supplies will include 16 calculators for a session of 30-33 students. This will be sufficient to conduct the session because only a fourth of the students use the calculator in each section of the booklet. However, students will need to share calculators for review of the instructions. Your script will guide you through the instructions, how students share calculators for the practice, and how to use both mathematics posters.

F. Code the NAEP School ID Number, Teacher Number, and Class Period (Grade 8 only) on the Booklet Cover

The script instructs the students to enter the NAEP school ID number and teacher number on the booklet covers. Eighth-grade students will also be asked to record the period number during which they take the subject being assessed. The school ID and teacher number comes from the Roster of Questionnaires and should be written on the board before the students arrive.

If the students do not take mathematics or science at the same period every day, instruct them to use Monday's schedule.

G. Directions and Timing for the Sections

Next, the script instructs the students to read the directions about how to record responses.

The content of the cognitive sections varies from book to book, while the background sections are the same.

The sections are timed and students work independently. The end of each section has a stop sign to alert students that they are at the end of the section. You will tell the students when to stop work on a section and when to begin the next section. If they finish a section early, students may review their work in that section only.

Students may NOT go back to previous sections or work ahead in the booklet.

In grade 4 sessions, you will read aloud all of the question and answer choices in the general background section. In grade 8, you will only read aloud the first question to students in mathematics sessions and students in science sessions will read all the background questions to themselves. The scripts contain all of the questions you are to read aloud.

If students ask questions, you may answer their questions about the general background section only. Use the Grade 4 or Grade 8 Background Question-by-Question Specifications found in Appendices E and F to answer these questions.

Grade 4 Mathematics Booklets

The sections of the mathematics booklets are shown here.

Section 1	General Student Background Questions	Read Aloud
Section 2	Mathematics Background Questions	6 minutes
Section 3	Mathematics Items	15 minutes
Section 4	Mathematics Items	15 minutes
Section 5	Mathematics Items	15 minutes
Section 6	Mathematics Motivation Questions	Up to 2 minutes

Grade 4 Science Booklets

The sections of the science booklets are shown here.

Section 1	Science Items	20 minutes
Section 2	Science Items	20 minutes
Section 3	General Student Background Questions	Read Aloud
Section 4	Science Background Questions	7 minutes
Section 5	Hands-on Tasks <i>(1/2 of the students will complete this section)</i>	20 minutes

Grade 8 Mathematics Booklets

The sections of the mathematics booklets are shown here.

Section 1	General Student Background Questions	5 minutes
Section 2	Mathematics Background Questions	5 minutes
Section 3	Mathematics Items	15 minutes
Section 4	Mathematics Items	15 minutes
Section 5	Mathematics Items	15 minutes
Section 6	Mathematics Student Motivation Questions	Up to 2 minutes

Grade 8 Science Booklets

The sections of the science booklets are shown here.

Section 1	Science Items	30 minutes
Section 2	Science Items	30 minutes
Section 3	General Student Background Questions	5 minutes
Section 4	Science Background Questions	7 minutes
Section 5	Hands-on Tasks <i>(1/2 of the students will complete this section)</i>	30 minutes

H. Additional Mathematics Materials

If a booklet requires a calculator, a large “C” will appear on the booklet cover in the upper right-hand corner next to the book number. (See page 56-57 for examples of booklet covers.)

Students are to have a calculator for only those sections of the booklet that require one. Not all booklets require a calculator and only a fourth of the students will need a calculator at any one time. At the beginning of each section of a booklet that requires a calculator, a page of calculator instructions will appear with the statement: **“YOU WILL NEED A CALCULATOR FOR THIS SECTION.”**

Since it is very important that students have a calculator only when working in a section that requires it, calculators must be distributed and collected from individual students at the beginning of each mathematics section (i.e., the third, fourth, and fifth sections of the booklets).

In addition to the instructions and the “C” on the booklet cover, a “C” appears on the outside corner of each page of a section if a calculator is required (as shown below). The purpose of the “C” is to allow you or your assistant to walk around the room and glance at the student’s booklet and know whether the student should, or should not, be using a calculator.

The rules for the use of protractors/rulers and additional mathematics materials are less stringent. They are given to students at the beginning of the session. A student who receives a booklet requiring their use may keep the protractor, ruler and/or the additional material until the end of the session. Each section requiring these materials reminds the students to use them when answering the questions in that section. An “R,” “P,” “G,” “X,” or “Y” also appears at the outside corner of each page of the section so you can be sure that the student has a protractor, ruler, or the manipulative for that section.

SECTION 5

CP Section 5

YOU WILL NEED A CALCULATOR FOR THIS SECTION.

REMEMBER: You will have to decide whether to use the calculator. For some questions using the calculator is helpful, maybe even necessary, but for other questions the calculator may not be helpful. After each question indicate whether you used the calculator.

I. Administer the Science Kits

One-half of the students taking the science assessment will be dismissed after Section 4 is completed. The script will instruct you to dismiss all students who do not have a letter indicator in Column “C” (labeled “Sci. Kit.”) of the Administration Schedule (See the following page for an example.) After those students are dismissed, you will proceed with Section 5.

At the beginning of Section 5, the script will instruct you to distribute the science kits. As described on page 60, each kit will be packaged in a Ziploc plastic bag and labeled with the grade and name of the task. The kits should be separated by type. You will deliver the science kits to the students in their seats by asking all those assigned to each kit to raise their hands. Then distribute the correct kit to all students who raised their hands, checking to make sure they are receiving the correct kit. Continue this process with the next kit until each student has received the appropriate kit.

Next, the directions instruct the students to verify that the contents of the kit are complete by using the diagram provided in their booklets. If a student identifies any missing or broken materials, use the Science Supplemental Materials Kit or any unused kit of the same type to replace the item(s).

The Instructions for Administering Science Kits is a summary of each hands-on science task and is included with the shipment of assessment materials. The summary includes a description of the task; the contents of the kit; any hazards/safety precautions; and questions students may ask and responses to those questions. You may not assist students with any questions other than those listed in the summary. You should review the summary for each task before the day of the assessment. While students are working with the kits, circulate around the room to verify that they are working independently and are following safety procedures. The students perform the experiments and are instructed to record their observations and answer the questions in their booklets. You are not responsible for scoring or evaluating the students' performance.

Be sure to have available extra paper towels in case of spills (each kit using a liquid will come with two paper towels), a pail to collect approximately 1-2 cups of waste water, and the large plastic bag for collecting waste.

Example of Science Kit Indicator Column on Administration Schedule

This form must be completed in #2 pencil.

Race/Ethnicity Codes 1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/ Pacific Islander 5 = American Indian/ Alaskan Native 6 = Other For Use in Column "F"	National School Lunch Program 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 "G"
Bundle #'s 10040 10041 10042	Accommodations YES

ADMINISTRATION SCHEDULE Page 1

School #: 16B-100-1 Session Type: Science

School Name: Central Middle Grade: B

Administrator's Name: Carol Johnson

Original session scheduled for:
 Day/Date: Thurs./Feb. 3
 Time: 10:05
 Location: Rm 121

Makeup session scheduled for:
 Day/Date: _____
 Time: _____
 Location: _____


2000 State Administration Schedule
 Grid if
 Makeup Held Makeup Date

<u>30</u>	# Original Sample	# Absent (Hold Makeup if 4 or more absent) + # Assessed (Original Session) + # Assessed (Makeup Session) = TOTAL ASSESSED
<u>0</u>	# New Enrollee Sample	
<u>30</u>	Total in Sample	
<u>1</u>	# Withdrawn & Ineligible (Admin. Codes 51 & 55)	
<u>0</u>	# Excluded (Admin. Codes 60-66)	
<u>29</u>	TO BE ASSESSED	Session Number SC0801

Student Name	"B" Homeroom or Other Locator	"C" Sci. Kit	"D" Birth Date		"E" Sex (M=Male, F=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 for Admin Codes 71 & 73 in Math and Science)	"M" Admin. Code	"N" Atten. (/A)	"O" Admin. Codes
			Month	Year											
Sara Andrews	11	1	09	1986	2	1	1	0	0	0	201 000293 4			1	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 76 = Small Group 77 = One-on-one 78 = Scribe or use of computer 79 = Other, specify on cover
Brent Collins	11	2	05	1986	1	1	2	0	●	0	202 005241 1			2	
Tanya Dillin	11	3	02	1986	2	2	1	0	0	0	203 006922 1			3	
Alphonso Evans	10	4	11	1985	1	6	1	0	0	0	204 093569 2			4	
Nathen Fines	10	5	10	1986	1	2	1	0	0	0	205 210021 3			5	
Tara Givens	13	6	06	1986	2	1	3	●	0	0	206 05497 1			6	
Maria Gonzolas	14	7	01	1985	2	3	1	0	0	0	207 00213 5			7	
David Jones		8	12	1987				0	0	0	208 04002 2		5 1	8	
Paul Lucas	13	9	02	1986	1	3	1	0	0	0	209 00008 8			9	
Cathy Nunez	12	10	03	1986	2	3	2	0	0	0	210 00185 0			10	
Lisa Peters	12	11	09	1987	2	2	1	0	0	0	211 00342 1			11	
Steve Roma	10	12	07	1986	1	1	1	0	0	0	212 09781 2			12	
Matthew Ryder	12	13	10	1986	1	2	1	0	0	0	213 00063 4			13	
Dianne Smith	14	14	12	1986	2	1	1	0	0	0	214 00542 6			14	



Supervise the Session

A. How to Handle Latecomers

Ask students arriving during booklet distribution to wait at the front of the room while you finish distributing the booklets. Then check the students in, give each student his/her assigned booklet and a pencil and ask him/her to be seated.

In the mathematics session, no student may be admitted once you have begun the calculator instructions.

In the science session, no student may be admitted once the students have begun reading the booklet directions. Students who arrive after this point should be counted as absent and instructed to return to their classrooms.

B. Rules for Supervising the Session

You must observe the following rules while the assessment is under way:

1. Except for the General Background Section of the booklet (Section 1 in mathematics and Section 3 in science booklets), you may not help students answer assessment questions. You may not provide any specific information, answers, or instructions about any question, or assist in reading or spelling. The best response to such a request is, "I'm sorry, I can't answer any questions. Just do the best you can."
2. However, you need to be sure that all students understand how to record answers in the booklets, so you may explain where or how to record answers.
3. As students are working, you should walk around the room to see that they are working in the appropriate section of the booklet. If a student finishes a section early, you may encourage him or her to go back and review his or her work in that section only.
4. Since the completed booklets will be partially scored by machine, only No. 2 pencils may be used, and students must fill in ovals completely with heavy black marks. Students should be sure erasures are complete and neat. There should not be any stray marks in the answer spaces or on the timing tracks of the booklet.

For open-ended items, which are not machine scored, students may make corrections by crossing out words rather than erasing.

The booklets should not be folded or bent. Do NOT put paper clips or permanent gummed labels on the booklets.
5. Students may not use scratch paper. There is enough white space on the pages of the booklets for the students to show all of their work, and it is important that they do so.

6. Students are not required to participate in the assessment, however, all students should be encouraged to do so. If a student refuses to participate, either before or during the session, respond by saying that his/her answers are important because she/he represents many other students in the state. If the student refuses after beginning a booklet, collect the booklet and write “Refused” on the front cover and enter the appropriate code (12 – in session part time) on the Administration Schedule.
7. Students should leave the session only in an emergency situation. If a student cannot complete the session (e.g., she/he has become ill), collect the booklet and record the reason the student left the session on the booklet cover. If a student leaves and returns, record on the booklet cover the section number when the student left and the section number when the student returned. In either case, the student would be coded “12 – in session part time.”
8. Rarely, a student may discover a defective booklet after beginning to work. If so, replace the booklet with another of the same book number (i.e., M106C, M107G, etc.), if possible. Explain the problem and record the new booklet ID number in any open space on the front cover of the defective booklet. If another booklet of the same type is not available, the student should continue working in the defective one. Write a note on the front cover explaining the situation.
9. Note on the front cover any other unusual circumstances regarding the assessment of a student.
10. Finally, observers should be limited to a few school staff members. Observers should stand quietly in the back of the room or circulate without interfering with the assessment. No photographs of any kind may be taken. This is to ensure the confidentiality of students and to ensure standardized assessment procedures.

To accommodate media requests for information, your state coordinator has been provided with a press release. Any further requests for information about NAEP may be referred to Steven Lazer at Educational Testing Service (ETS). Mr. Lazer may be reached toll-free at 1-800-223-0267.

C. Additional Rules for Supervising the Hands-On Science Section

In your science shipment, you will receive Instructions for Administering Hands-On Science Tasks. These instructions provide you with a list of questions students may ask and appropriate responses.



Conclude the Session

Collect the booklets and materials, making sure that you have accounted for them all. Since you are asked to return the booklets in Administration Schedule order, the easiest method is to call each student by name in that order to turn in his/her booklet. When you have accounted for all booklets and materials, release the students according to your school's policy.



Protect the Security of Assessment Booklets and Materials

Since many of the assessment items are used from one assessment to another to measure trends in performance, the assessment items must remain secure. However, security is not secrecy. NAEP makes available to schools, staff, and interested parties, a Demonstration Booklet containing the background questions and other nonsecure items. Each assessment administrator will be provided with two copies of the Demonstration Booklet, one for him/her to keep and another for the school principal. These copies may be shared with anyone interested in the study, including other teachers, administrators, and the parents of students selected for the assessment. **The Demonstration Booklets may be copied.**

However, **do not** give assessment booklets to anyone other than the students involved in the assessment. If any school staff members ask to see the assessment booklets, they may look at UNUSED booklets only. They may NOT copy questions from the unused booklets or examine booklets completed by the students. They may not take booklets from the room.

Each booklet must be accounted for, whether used or unused. The assessment may be seriously jeopardized if any booklets are lost or misplaced.

Student names must not be written on the cover of or inside any assessment booklet. **Students' names should never leave the school on any NAEP materials.**



Record the Results of the Session on the Administration Schedule

After accounting for all assessment booklets, record the appropriate Administration Codes on the Administration Schedule in column “M.” The codes are grouped according to student participation status and are also listed on the right-hand side of the Administration Schedule. The codes must be assigned accurately. The guidelines for using them are listed below.

Assessed Students - Original Session

- 10 = Assessed in original session.** In session full time.
- 11 = Assessed in original session.** In session full time but no responses in booklet.
- 12 = In original session part time.** Student left and did or did not return. Specify the reason on the booklet cover (e.g., restroom, student refusal after starting booklet).
- 13 = Original session incomplete.** Specify the reason. Use this code when the session was interrupted and no student was able to complete the booklet (e.g., fire drill).
- 14 = Other, specify on cover.** Use this code for any situation that is not covered by codes 10-13 (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

Assessed Students - Makeup Session

- 20 = Assessed in makeup session.** In session full time.
- 21 = Assessed in makeup session.** In session full time but no responses in booklet.
- 22 = In makeup session part time.** Student left and did or did not return. Specify the reason on the booklet cover (e.g., restroom, student refusal after starting booklet).
- 23 = Makeup session incomplete.** Specify the reason. Use this code when the makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).
- 24 = Other, specify on cover.** Use this code for any situation that is not covered by codes 20-23 (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

Absent Student Codes

- 40 = Temporary absence (less than 2 weeks).** Student is temporarily not in school due to illness, disability, or excused absence.
- 41 = Long-term absence (2 weeks or more).** Student has been absent from school 2 weeks or more due to an illness or disability.
- 42 = Chronic truant.** Student attends school occasionally, if ever.
- 43 = Suspended or expelled from school.** Includes in-school suspension.
- 44 = In school, did not attend session.** Use if student was known to be in school on day of assessment but, for example, was not released by teacher.
- 45 = Disruptive behavior.** Student was in school but not notified of assessment because of disruptive behavior.
- 46 = Parent refusal.** Parent officially notified school that he or she refuses to allow student to participate in the assessment.
- 47 = Student refusal.** Student refused to participate in the assessment before being given an assessment booklet.
- 48 = Other, specify on cover.** Use this code for any absence not covered by codes 40-47. Specify reason on the booklet cover (e.g., student came to room after session started).

Other Student Codes

- 51 = Withdrawn.** Student is no longer enrolled in the school.
- 52 = Unassigned booklet.** Use this code for any booklet not used because the booklet was not assigned to a student. If a student is assigned an accommodations booklet, the original preassigned booklet should receive this code.
- 55 = Ineligible.** Use this code for a student who was not eligible for the assessment (e.g., not in the grade being assessed or foreign exchange student). Explain fully on the booklet cover how you determined the student was ineligible.
- 56 = Not in sample (NIS) student.** Use this code for any student who was not sampled but was assessed at the convenience of the school.

Reasons for Exclusion

Record the reason any student with a disability or limited English proficiency was unable to be included in the assessment.

- 60 = SD-cannot be assessed.** Apply to any student whose IEP states he or she cannot be tested or

whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.

- 61 = SD-required accommodation not offered.** Apply to any student requiring an accommodation that NAEP does not offer.
- 62 = LEP-cannot be assessed.** Apply to any student whose IEP states he or she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.
- 63 = LEP-required accommodation not offered.** Apply to any student requiring an accommodation that NAEP does not offer.
- 64 = SD/LEP-cannot be assessed.** Apply to any student whose IEP states he or she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.
- 65 = SD/LEP-required accommodation not offered.** Apply to any student requiring an accommodation that NAEP does not offer.
- 66 = Other, specify on cover.** Student excluded for some other reason. Write an explanation on the student's booklet cover.

Students Assessed with Accommodations

Students assessed with special accommodations should always be assigned these codes instead of codes 10-14 or codes 20-24.

- 71 = Bilingual booklet/Science glossary.** Extended time is assumed. Students using the bilingual booklet are usually in small group or one-on-one sessions.
- 72 = Bilingual dictionary.** Extended time is assumed.
- 73 = Large-print booklet.** Extended time is assumed. Use of special equipment such as a magnifying device is acceptable. Usually these sessions are small group or one-on-one.
- 74 = Extended time in regular session.**
- 75 = Read aloud in regular session.**
- 76 = Small group.** Extended time is assumed. Directions/questions read aloud is acceptable.
- 77 = One-on-one.** Extended time is assumed. Assistance in recording answers is acceptable. Directions/questions read aloud is acceptable.
- 78 = Scribe or use of computer.** Used to record student answers. Extended time is assumed.
- 79 = Other, specify on booklet cover.**

Complete the Administration Schedule

It is very important that the summary information at the top of the Administration Schedule be recorded accurately.

A. Enter the Number Absent

On the line labeled “# Absent,” enter the total number of students who were to be assessed but who did not participate in the assessment session at all. This number includes students who are absent on assessment day, who refused to participate (either before the session or in the session but before receiving a booklet), and students who arrived at the session too late to participate. It does not include withdrawn, ineligible, or excluded students.

B. Enter the Number Assessed

On the line labeled “# Assessed (Original Session),” enter the number of students who were present for the assessment and received a booklet.¹ Students who attended the session, received a booklet, but later refused or did not record any answers should be included as assessed. **This number should also include any students assessed separately in an accommodation session.**

C. Verify Totals

Check to make sure that you have accounted for all students by adding the number absent to the number assessed. This total should equal the number to be assessed, as shown here.

 <p>2000 State Administration Schedule</p> <p>Grid if Makeup Held Makeup Date</p> <p><input type="checkbox"/> _____</p>		$\begin{array}{r} \underline{30} \text{ # Original Sample} \\ + \underline{01} \text{ # New Enrollee Sample} \\ \hline = \underline{31} \text{ Total in Sample} \\ - \left[\begin{array}{l} \underline{2} \text{ # Withdrawn \& Ineligible} \\ \text{(Admin. Codes 51 \& 55)} \\ \underline{1} \text{ # Excluded} \\ \text{(Admin. Codes 60-66)} \end{array} \right. \\ \hline \underline{028} \text{ TO BE ASSESSED} \end{array}$	$\begin{array}{r} \underline{2} \text{ # Absent} \\ \text{(Hold Makeup if} \\ \text{4 or more absent)} \\ + \left[\begin{array}{l} \underline{26} \text{ # Assessed} \\ \text{(Original Session)} \\ \text{# Assessed} \\ \text{(Makeup Session)} \end{array} \right. \\ \hline = \text{TOTAL ASSESSED} \end{array}$		
		<p>Session Number MA0801</p>			
“J” If	“K” Original	“L” Ac	“M” New	“N” Admin.	“O” Atten

¹ Very rarely, a student who is not in the sample may be included for the school's convenience. These students are not included in the assessment summary counts on the Administration Schedule. Their booklets receive an Administration Code of “56 (Not In Sample).” If an assessed student is determined later to have been ineligible, the counts for “# Withdrawn & Ineligible,” “TO BE ASSESSED,” and “# Assessed” should be changed and the booklet given an Administration Code of “55.”

D. Schedule a Makeup Session, if Necessary

If four or more students were absent (not counting student and parent refusals), you must schedule a makeup session as described in Task 5 in this chapter. Only one makeup session will be held for each subject.

E. Enter Total Assessed

If fewer than four students were absent, you will not need a makeup session. Enter the number assessed on the **“TOTAL ASSESSED”** line to complete the Administration Schedule, as shown below.

 <p>2000 State Administration Schedule</p>		<table border="1"> <tr> <td><u>30</u></td> <td># Original Sample</td> <td><u>2</u></td> <td># Absent (Hold Makeup if 4 or more absent)</td> </tr> <tr> <td>+</td> <td><u>01</u></td> <td># New Enrollee Sample</td> <td>+</td> <td><u>26</u></td> <td># Assessed (Original Session)</td> </tr> <tr> <td>=</td> <td><u>31</u></td> <td>Total in Sample</td> <td>=</td> <td><u>026</u></td> <td>TOTAL ASSESSED</td> </tr> <tr> <td></td> <td><u>2</u></td> <td># Withdrawn & Ineligible (Admin. Codes 51 & 55)</td> <td></td> <td></td> <td># Assessed (Makeup Session)</td> </tr> <tr> <td></td> <td><u>1</u></td> <td># Excluded (Admin. Codes 60-66)</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><u>028</u></td> <td>TO BE ASSESSED</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td colspan="2">Session Number</td> </tr> <tr> <td colspan="4"></td> <td colspan="2">MA0801</td> </tr> </table>		<u>30</u>	# Original Sample	<u>2</u>	# Absent (Hold Makeup if 4 or more absent)	+	<u>01</u>	# New Enrollee Sample	+	<u>26</u>	# Assessed (Original Session)	=	<u>31</u>	Total in Sample	=	<u>026</u>	TOTAL ASSESSED		<u>2</u>	# Withdrawn & Ineligible (Admin. Codes 51 & 55)			# Assessed (Makeup Session)		<u>1</u>	# Excluded (Admin. Codes 60-66)					<u>028</u>	TO BE ASSESSED								Session Number						MA0801		<p>Grid if Makeup Held Makeup Date</p> <p><input type="checkbox"/> _____</p>
<u>30</u>	# Original Sample	<u>2</u>	# Absent (Hold Makeup if 4 or more absent)																																															
+	<u>01</u>	# New Enrollee Sample	+	<u>26</u>	# Assessed (Original Session)																																													
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				MA0801																																														
"J"	"K"	"L"	"M"	"N"	"O"																																													
If	Original	Assessed	Admin.	Assessed	C																																													



Code the Booklet Covers

There must be a booklet for every student listed on the Administration Schedule regardless of whether the student was assessed. The front covers of all assigned booklets must be coded completely and accurately. All of the information to be coded on the booklets, except teacher and period number, comes from the Administration Schedule. Therefore, it is helpful if the booklets are arranged in that same order. If the booklets for assessed students were collected in Administration Schedule order, you only need to add back in the original booklets assigned to accommodated students, the absent, refusal, withdrawn, ineligible, and excluded students. As you code information from the Administration Schedule, always confirm that the ID number on the booklet matches the ID number on the Administration Schedule.

If a student was assigned an accommodation booklet, the original preassigned booklet with an Administration Code of “52” does not need any other information recorded. The cover of the accommodation booklet should be completely filled in, including the appropriate Administration Code, 71-79 or 40-48, if the student was absent. Place the accommodation booklet in the stack behind the booklet originally assigned to the student.

For any student offered the extended time accommodation, verify that the time the student used to complete the cognitive sections was entered and gridded in the “**ADMIN USE ONLY**” box on his/her booklet cover, even if the student did not take extra time.

The booklets that were not assigned to students must be accounted for as well. On each Administration Schedule, enter a “52” (unassigned book) in column “M” for every booklet that was never assigned to a student. The front cover of any unused booklet from an open bundle must also be marked with an Administration Code of “52;” there is no need to enter any other information on those booklet covers. If you are left with an unopened bundle of booklets, breaking the seal in order to mark those booklets unused is not necessary.

The information to be coded on the booklet covers is shown on the following page. If the students did not record the NAEP school ID number during the session you will need to do so.

An example of a coded booklet cover can be found on page 80.

If a makeup session is needed, set aside the booklets and materials for the absent students, holding them for the makeup as described in Task 5 of this chapter. These booklets will be coded after the makeup session.

Code Information on the Front Cover of the Booklet

Box	Content	Codes
School #	Seven-digit NAEP school ID number	Students enter information on booklet cover. If this information is not entered, you will need to record it.
Teacher	Teacher number	Students record this information.
Period	Period number	Students record this information (grade 8 only).
Birth Date	Student's birth date	Two digits for the month and four digits for year, for example: "06-1986."
Sex	Student's sex	1 = Male 2 = Female
R/E	Student's race/ethnicity	1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/Pacific Islander 5 = American Indian/Alaskan Native 6 = Other
NSLP	Student's participation status in the National School Lunch Program	1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating
Title I	Receiving Title I services	Y = Yes N = No
SD	Student with a disability, an Individualized Education Plan, or equivalent classification	Y = Yes N = No
LEP	Limited English proficient	Y = Yes N = No
Admin. Code	Student's participation status	As listed on pages 73-75

Example of a Coded Booklet Cover



Admin. Schedule Line # 1

SECTION

2000 Grade 8

1	BM1
2	MB1
3	M4
4	M5
5	M8
5	MB

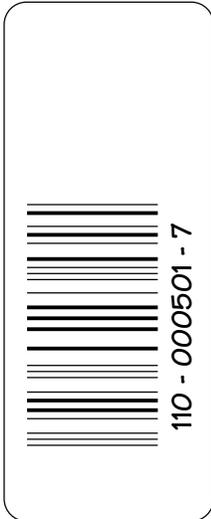
BOOK M110C

School and Teacher Information

SCHOOL # **TEACHER #** **PERIOD #**

1 6 B 1 0 0 1 0 1 0 2

Birth Date	Sex	R/E	NSLP	Title I	SD	LEP	Admin Code	
0 4 1 9 8 6	1	1	2	Y	N	N	1 0	
0 0	1981	1 = Male	1	1	Y	Y	Y	1 0
1 1	1982	2 = Female	2	2	N	N	N	2 1
2	1983		3	3				3 2
3	1984		4	4				4 3
4	1985		5	5				5 4
5	1986		6	6				6 5
6	1987							7 6
7								7
8								8
9								9



DO NOT USE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMIN USE ONLY

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

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 15 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: Information Management and Compliance Division, U.S.

A project of the Office of Educational Research and Improvement. This report is authorized by law (PL. 103-362, 20 U.S.C. 9010). While you are not required to respond, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be kept strictly confidential. O.M.B. NO. 1850-0628 Approval Expires 06/30/2000





Prepare Assessment Materials for Shipping

If you need to hold a makeup session because four or more students (not including refusals) were absent from an original session, schedule the makeup and prepare the materials as described in Task 5.

If your school does not require a makeup session (i.e., fewer than four students were absent from a session), prepare all assessment materials for shipment to NAEP immediately after the session.

A. The Administration Schedules

Make copies of both sides of the completed Administration Schedules for your records. The Administration Schedules are perforated so that you can detach the column of student names. After the names have been removed, you will be left with an 8 1/2" x 11" sheet. Ship the original Administration Schedules to NAEP after detaching the student names. Keep the copies of the Administration Schedules and the detached lists of names in the NAEP Storage Envelope.

If the NAEP representative is at your school, you will also need to give him/her a copy of the completed Administration Schedules, **with student names detached**.

B. Complete the Roster of Questionnaires

If any questionnaires have not been returned, make a last effort to collect them. On the roster, fill in the appropriate grids under the heading "Returned" to indicate those questionnaires that are being returned in the shipment and those that are not. Use the prepaid Supplemental Shipping Envelope for mailing questionnaires collected after the materials have been shipped back to NAEP.

Make a complete copy of the Roster of Questionnaires for your records. Then, detach the teachers' and students' names along the perforation. Enclose the original, **without names**, with your shipment of materials.

If the NAEP representative is at your school, you should also make a copy of the roster **without names** for this person.

C. Keep Materials on File

Please keep the completed copies of the roster and Administration Schedules and the tear-off portions with names in the NAEP Storage Envelope until the end of the school year or June 1, 2000, whichever comes first. A postcard will be included in your shipment from NAEP. After you have disposed of the NAEP materials at the end of this school year, please complete and return the postcard indicating that the materials have been destroyed. This is done to provide further assurance that the confidentiality of the students who participated in NAEP will be maintained.



Pack and Ship Assessment Materials

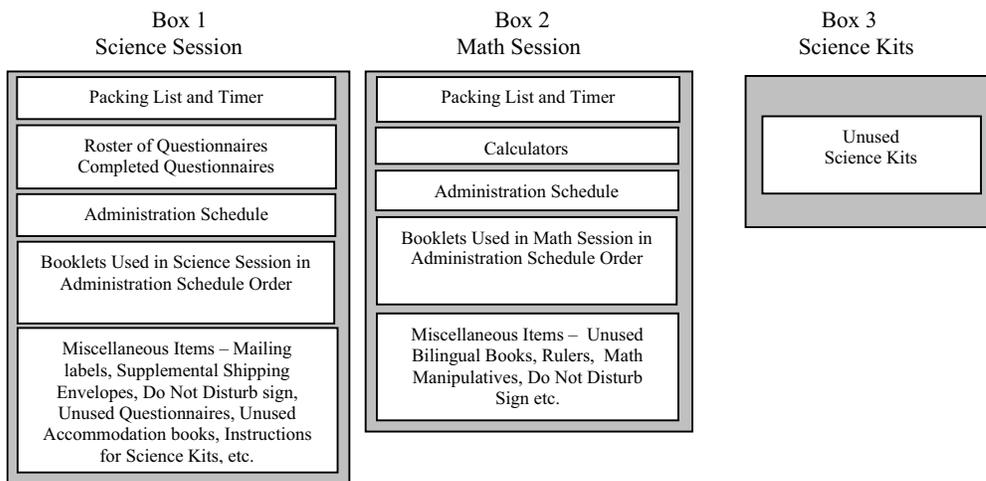
All assessment materials should be repacked in their original boxes and returned to NAEP. You are responsible for preparing the materials for shipping.

Unused science kits should be returned in the box in which they were sent. Please be sure to put some padding in the box to prevent the materials from breaking in transit. Materials from any of the used kits can be kept by the school. The shipment from NAEP will include information about ways to use the leftover science materials. This information is contained in the Science Activities Booklet. The other document with information about the science tasks, the Instructions for Administering the Hands-on Science Tasks, must be returned with the booklets. All used and unused packages of mathematics manipulatives should also be returned with the mathematics materials.

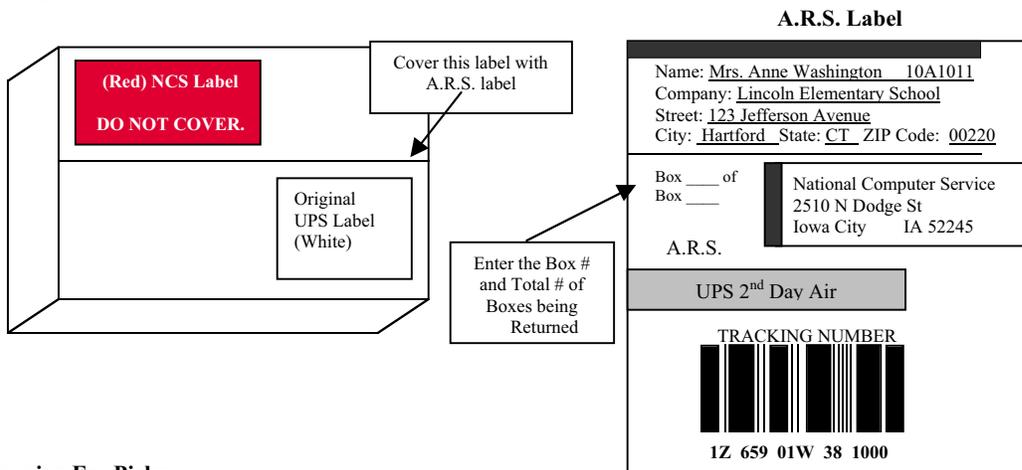
If a NAEP representative is at your school, this person will ship the materials to NAEP. If there is no NAEP representative at your school, you must ship the materials. Complete instructions for packing, labeling, and shipping the materials to NAEP are included in your shipment and are described in the following section.²

² *Instructions for packing and shipping materials for American Samoa, Guam, the Virgin Islands, and DoDDS schools will be discussed at assessment administrator training. A separate Return Shipment Diagram will be included in those shipments from NAEP.*

Return Shipment Instructions



- Using the boxes in which the materials were sent to you, place the materials in their original box according to the layout as shown in the diagram above.
- Use the pillow pack for filler, then close and seal the boxes using the tape provided by NAEP or any other sealing tape.
- Place the prepaid and preaddressed "UPS Authorized Return Service" (A.R.S.) label provided in your school materials, on each box being returned. Cover the original UPS label with the A.R.S. label. **Do not cover the red label.** See diagram below.
- The A.R.S. label is scannable and cannot be photocopied. Do not make any alterations to the label except to mark the number of boxes. On the "Box ___ of ___" line, see diagram, fill in the number sequence of the boxes being returned. For example, BOX 1 of 3, BOX 2 of 3, etc. These numbers are important because it helps confirm that all boxes are received at NCS.



Arranging For Pickup

- If UPS normally picks up or delivers packages to your school, they will pick up the boxes for return to NCS. Place the boxes in the designated pickup area in your school.
- If UPS does not make regular stops at your school, fax the "Pickup Request Form" (Appendix H), using the following toll-free number: **1-877-899-3493** or call UPS at **1-800-PICK-UPS (1-800-742-5877)**.
- If additional assistance is needed, please call NCS at 1-888-627-6237, toll-free, and arrangements will be made for you.

FOR MAKEUP SESSION(S) NOT HELD IN THE SAME SCHOOL WEEK AS THE ORIGINAL SESSIONS:

- If you conducted a math makeup session: Return all makeup materials in the box in which you received the science kits along with any unused kits. Place the calculators not needed for the makeup with the original session materials.
- If you are conducting a science makeup session: Use the box in which you received the science kits to return the booklets and any unused kits.

After the makeup session, follow the directions on this page for returning the materials to NCS.

Starting at the Bottom of the Science Box, Pack:

1. Miscellaneous items (unused questionnaires, unused accommodation booklets and materials, Instructions for Administering Science Kits, Do Not Disturb sign, Supplemental Shipping Envelope, extra mailing labels);
2. Science booklets in Administration Schedule order;
3. Science Administration Schedule;
4. Completed questionnaires and Roster of Questionnaires; and
5. Packing lists and timers.

Starting at the Bottom of the Mathematics Box, Pack:

1. Miscellaneous items (unused questionnaires, unused bilingual booklets, ruler/protractors, additional math materials, Do Not Disturb sign);
2. Mathematics booklets in Administration Schedule order;
3. Mathematics Administration Schedule;
4. Calculators; and
5. Packing list and timers.

The packing lists (placed on top) can be used to verify that you have included all the materials.

Close and seal the box using the tape provided by NAEP or any other packing tape. You will receive a prepaid UPS label to use when returning materials to NAEP. Call 1-800-742-5877 (1-800-PICK-UPS) to arrange for UPS to

pick up the package at the school. This telephone number is also printed on the label. If UPS normally picks up or delivers packages to your school, place the boxes in the designated pickup area in your school and UPS will pick up boxes for return to NCS. If UPS does not make regular stops at your school, fax the "Pickup Request Form" using the following toll-free number: 1-877-899-3493 or call UPS at 1-800-PICK-UPS (1-800-742-5877). A copy of the Pickup Request Form was in your supplies and a copy can be found in Appendix H.

If additional assistance is needed, please call NCS at 1-888-627-6237, toll-free, and arrangements will be made for you. There will be no charge to you for shipping these materials.

On the next page is an example of a prepaid shipping label. If the label is not preprinted, complete it by entering the date, your name, the school name with the NAEP ID number, school address, and telephone number. Place the new shipping label over the original label with your school's address. DO NOT remove or obscure the bar codes or other information on the red label that says "Important Materials for NAEP Assessment". DO remove any other extraneous labels.

Write the shipping label tracking information on the inside cover of this manual. Also, be sure to keep your copy of the shipping label in the School Storage Envelope. If a NAEP representative is at your school, he or she will keep the copy of the shipping label.

If you are responsible for shipping the box, it must be sent as soon as possible and **no later than the day after the assessment.**³ Do not delay the shipment of assessment booklets in order to wait for completed questionnaires to be returned. Questionnaires that are returned to you after the shipment has been sent back to NAEP should be mailed in the Supplemental Shipping Envelope.

³ The only exception to this rule is when a makeup session will be held during the same week as the original session as discussed in the next section.

Example of a Prepaid UPS Label to Use When Returning Materials to NAEP

UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO ACCEPT THIS PACKAGE WITHOUT A PICKUP RECORD

Name: Carol Johnson 16B1001

Company: Central Middle School

Street: 500 Main Street

City: New Bedford State: MA ZIP Code: 01830

Box ___ of REF #

Box ___

A.R.S. T NATIONAL COMPUTER SYSTEMS
O 2510 N DODGE ST
IOWA CITY IA 522459555

UPS 2nd Day Air® **2**

TRACKING NUMBER



1Z 659 01W 38 1000 007 9

UPS Authorized Return Service®

2nd Day Air A.R.S. Tracking Number REF #/DATE

1Z 659 01W 38 1000 007 9



Schedule and Conduct a Makeup Session, if Necessary

A. Schedule the Makeup Session

If four or more students were absent from the original mathematics or science session, a makeup session must be held.

Student and parental refusals must be counted as absences on the Administration Schedule but not in determining the need for a makeup.

It is important that the makeup session be held as soon after the original session as possible, preferably within the same school week. If a NAEP representative was present at the original session, she or he must attend the makeup session as well. Therefore, it is important to schedule the makeup session in coordination with the NAEP representative.

Once the makeup session is scheduled, record the day, date, time, and location in the box at the top of the Administration Schedule, as shown here. The same Administration Schedule will be used for the original and makeup sessions.

Scheduled for:		Grid if Makeup Held		# Withdrawn & Ineligible (Admin. Codes 51 & 55)		# Excluded (Admin. Codes 60-66)		TO BE ASSESSED		TOTAL ASSESSED		
		<input type="radio"/> <u>Feb. 7, 2000</u>								Session Number MA0801		
"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"					
If He I	If SD	If LEP	Original Booklet ID	Accommodation Booklet ID # <small>(Use for Admin Codes 71 & 73 in Math and Science)</small>	Admin. Code	Atten. (✓/A)	Admin. Codes					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	110 000501 7		1	0	1 ✓	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				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	111 054006 9		1	0	2 ✓					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	112 006401 0		5	1	3					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	113 000043 8		1	0	4 ✓					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	114 073201 0		2	0	5 A					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	115 000841 2		1	0	6 ✓					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	116 000081		1	0	7 ✓					

B. Prepare Assessment Materials

Procedures for handling assessment materials depend on whether the makeup session will occur during the same school week as the original session or at a later time.

1. If the makeup session will occur during the same school week as the original session, hold all assessment materials for shipment to NAEP until after the makeup session. In this case:
 - ★ Put the materials used in the original session in the original session box.
 - ★ Collect the booklets and any required materials, such as the timer and the “Testing-Do Not Disturb” sign to be used in the makeup session, and place them on top of the original session materials.
 - ★ Protect the security of these materials. Give them to the NAEP representative if one attended the original session. The original Administration Schedule and the Roster of Questionnaires with names, however, must remain at the school.
2. If the makeup session cannot be held during the same school week as the original session, ship the materials from the original session immediately. Ship materials from the makeup session separately after the makeup is conducted. Keep a prepaid return shipping label and a box from your shipment of supplies to return the makeup materials. In this case:
 - ★ If you are conducting a **mathematics makeup session**, keep enough calculators for that session. Return the calculators not needed for the makeup with the original session materials. Return all makeup materials in the box in which you received the science kits along with any unused kits.
 - ★ If you are conducting a **science makeup session**, use the box in which you received the science kits to return the booklets from the makeup session and any unused kits.
 - ★ Set aside the materials needed for the makeup (the preassigned booklets for the absent students, any required materials, the timer in bubble wrap, and the “Testing-Do Not Disturb” sign).
 - ★ Photocopy the packing lists and keep the originals with the materials for the makeup session.
 - ★ Photocopy both sides of the Administration Schedule, folding it at the perforation so that the names will not be copied and include the copies in the first shipment. The original Administration Schedule should remain intact and at the school until the makeup session is conducted.
 - ★ Pack all materials from the original session according to the instructions in Task 4. Enclose in this shipment the assigned and unassigned booklets (i.e., those not needed for the makeup session), the Roster of Questionnaires without names (or a copy if all questionnaires have not been returned), all questionnaires, the copy of the Administration Schedule (without student names), and the copy of the packing lists.
 - ★ Ship the box to NAEP within 1 day of the original session.
 - ★ If the original session was attended by a NAEP representative, this person will keep the materials needed for the makeup session (except for the Administration Schedule with the students’ names and Roster of Questionnaires if all questionnaires have not been returned) and will ship back the materials from the original session.

C. Conduct the Makeup Session and Complete the Administration Schedule

Make every attempt to get the students who were absent to attend the makeup session. Conduct the makeup session following the same procedures as used in the original session. Use the Administration Schedule from the original session and enter the results of the makeup session as follows:

2. Mark students attending the makeup session by putting a checkmark below the diagonal line in the "Atten. (✓/A)" column and recording the appropriate Admin. Code (e.g., 20 - 24) in the "Admin. Code" column as shown here.

1. Grid in the "Makeup Held" oval and enter the date of the makeup session.

Scheduled for:			Administration Schedule		# Withdrawn & Ineligible (Admin. Codes 51 & 55)		# Excluded (Admin. Codes 60-66)		TOTAL ASSESSED		
			Grid if Makeup Held	Makeup Date					Session Number		
			<input checked="" type="checkbox"/>	Feb. 7, 2000					MA0801		
"I"	"J"	"K"	"L"	"M"	"N"	"O"					
If He I	If SD	If LEP	Original Booklet ID	Accommodation Booklet ID # <small>(Use for Admin Codes 71 & 73 in Math and Science)</small>	Admin. Code	Atten. (✓/A)	Admin. Codes				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	110 000501 7		1	0	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				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	111 054006 9		1	0	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				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	112 006401 0		5	1	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				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	113 000043 8		1	0					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	114 073201 0		2	0					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	115 000841 2		1	0					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	116 000081		1	0					

3. Complete the box at the top of the Administration Schedule:

- ★ Enter the number of students assessed in the makeup session on the “# Assessed (Makeup Session)” line.
- ★ Add the numbers assessed in the original and makeup sessions to obtain the “TOTAL ASSESSED.”

The box at the top of the Administration Schedule, after the makeup session has been completed, is shown here. Note that you do not change any of the counts for the original session.

Reminder: Students assessed in separate accommodation sessions should be counted with the “# Assessed (Original Session)” and not the “#Assessed (Makeup Session).”

<p>State Administration Schedule</p> <p>Makeup Date <u>Feb. 7, 2000</u></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 10px;"><u>30</u></td> <td># Original Sample</td> <td style="width: 20px;"></td> <td style="text-align: right; padding-right: 10px;"><u>04</u></td> <td># Absent (Hold Makeup if 4 or more absent)</td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">+</td> <td><u>01</u></td> <td># New Enrollee Sample</td> <td style="text-align: right; padding-right: 10px;">+</td> <td><u>24</u></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">=</td> <td><u>31</u></td> <td>Total in Sample</td> <td style="text-align: right; padding-right: 10px;">=</td> <td><u>027</u></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">-</td> <td><u>2</u></td> <td># Withdrawn & Ineligible (Admin. Codes 51 & 55)</td> <td></td> <td><u>03</u></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">-</td> <td><u>1</u></td> <td># Excluded (Admin. Codes 60-66)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;"></td> <td><u>028</u></td> <td>TO BE ASSESSED</td> <td></td> <td></td> </tr> </table>	<u>30</u>	# Original Sample		<u>04</u>	# Absent (Hold Makeup if 4 or more absent)	+	<u>01</u>	# New Enrollee Sample	+	<u>24</u>	=	<u>31</u>	Total in Sample	=	<u>027</u>	-	<u>2</u>	# Withdrawn & Ineligible (Admin. Codes 51 & 55)		<u>03</u>	-	<u>1</u>	# Excluded (Admin. Codes 60-66)				<u>028</u>	TO BE ASSESSED			<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">TOTAL ASSESSED</td> </tr> <tr> <td colspan="2" style="text-align: center;">Session Number</td> </tr> <tr> <td colspan="2" style="text-align: center;">MA0801</td> </tr> </table>	TOTAL ASSESSED		Session Number		MA0801	
<u>30</u>	# Original Sample		<u>04</u>	# Absent (Hold Makeup if 4 or more absent)																																		
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	<u>028</u>	TO BE ASSESSED																																				
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Session Number																																						
MA0801																																						

D. Code the Booklet Covers

Code the booklet covers for students invited to the makeup session as described on page 79 of this chapter.

E. Copy the Administration Schedule and Roster of Questionnaires

Make a copy of the complete Administration Schedule and Roster of Questionnaires for your records. Then, detach the student names along the perforation. A copy (with student names detached) should be given to the NAEP representative if he or she attends the makeup session. Ship the originals (without names) to NAEP.

F. Pack and Ship All Materials

If the makeup session was held during the same school week as the original session, then all assessment materials will be packed and shipped together, as described in Task 4.

If the makeup session will be held in the week after the original session, the materials used in the makeup session must be shipped via UPS immediately after the makeup is held. Follow the directions on page 83 to return the makeup materials to NCS. (The materials from the original session should have been sent to NAEP immediately after that session.) The second UPS label included in your supplies should be used for returning the makeup materials. Please be sure to record the date, your name, the school's name and address, and the NAEP school ID number on the label. Keep your copy of the shipping label in the School Storage Envelope.

If a NAEP representative is at your school for the makeup session, that person will ship the materials. If a NAEP representative is not at your school, you are responsible for shipping the materials within a day of the makeup session.



Ship Materials Used in Accommodation Session Held After Original Session

If a separate one-on-one or small group session is scheduled for later in the same school week as the original session, you should hold the entire NAEP shipment until after the accommodation session is conducted. After the accommodation session, place the accommodation booklet behind the student's preassigned booklet in the stack (which should be in Administration Schedule order). Follow the packing procedures as described in Task 4. If a NAEP representative visited your school for the original session, he or she will return to the school to observe the accommodation session.

If the accommodation session was not held during the same school week as the original session, set aside the materials needed for the accommodation session and ship the original session materials back to NAEP. You should follow the procedures described in Task 5, Sections B, D, E, and F.



Be Prepared to Discuss the Sessions with the NAEP Representative

After the sessions, the NAEP representative will discuss the sessions with you to obtain your comments and suggestions for the planning of future assessments. If the NAEP representative did not attend your sessions, he or she will call you within 3 days after the scheduled assessment date to review the sessions and to obtain your suggestions and comments.



Retain the School's Copies of the Administration Schedules and the Roster of Questionnaires

Retain the school's copies of the Administration Schedules and the Roster of Questionnaires in the NAEP Storage Envelope until the end of the school year. Since questions may arise when the shipment of materials is received by NAEP, it is important that you have your copies of the forms available for reference.

Please remember to mark your calendar to dispose of the materials on June 1, 2000, or the end of your school year, whichever comes first. Return the postcard to indicate that this has been done.

Special Procedures for Schools with a Large Sample of Students

A. Overview

As previously mentioned, in most schools, approximately 30 to 32 students have been selected for each session. In some schools, however, to represent the fourth- and eighth-grade student population of the state adequately, the sample of students must be much larger (i.e., 60 or more students per subject). This happens most frequently in states with fewer than 100 schools with the fourth- and eighth-grade. In addition, a few large schools in other states will have a sample of students substantially larger than 30 per subject.

In those schools with a larger sample, students must still be assessed in sessions of 30 to 32 students and the procedures described in this manual apply to each of these sessions with the modifications noted in this chapter.

Sessions may be held simultaneously or consecutively.

B. Preparing for the Assessment (Chapter 2)

TASK 1 Attend an In-Person Training

Every session in the school must be administered by an assessment administrator who has attended the in-person training. Therefore, there must be enough trained assessment administrators to accommodate the schedule of sessions in the school. If any sessions are scheduled to run concurrently, a sufficient number of assessment administrators must be trained.

TASK 2 Obtain the Assessment Schedule from the State Coordinator

The time of each assessment session must be established with the state coordinator. It can only be changed after consultation with the state coordinator or a NAEP representative.

TASK 3 Arrange for Assistance on the Day of the Assessment (Optional)

The same recommendation applies to each session.

TASK 4 Make Arrangements for the Assessment Sessions

School staff should be notified about the assessment and appropriate space should be reserved.

TASK 5 Receive the Administration Schedules from the State Coordinator

One Administration Schedule for each session will be sent to the school. Administration Schedules will be numbered according to the number of sessions required in the school.



Receive Materials from NAEP and Secure the Assessment Booklets

Three boxes will be sent to a school for each set of assessments (a set is one mathematics and one science session). For each additional set of assessments to be conducted in your school, you will receive three additional boxes.



Verify Materials Received and Request Additional Materials, if Necessary

Follow the procedures described to verify and request any additional materials.



Select a Sample of Newly Enrolled Students

One List of Newly Enrolled Students is required for the school. If newly enrolled students are sampled for the assessment, they may be added to any one of the Administration Schedules for the subject for which they were selected and asked to attend that particular session. However, you should not add more than three students to any session, to ensure that there will be an adequate number of booklets in every session.



Review and Update the Administration Schedule and Identify Students Who Cannot Be Assessed

Review and update each Administration Schedule according to the described procedures.



Distribute Assessment Questionnaires to Appropriate School Staff and Collect Them Before the Day of the Assessment

Prepare a Roster of Questionnaires for the school. If you need more space to list additional Teacher or SD/LEP Questionnaires, you can call NCS at 1-888-627-6237 to request an additional roster. The procedure for requesting materials from NAEP is described on page 16.

To facilitate the distribution of questionnaires, prepare and then distribute all questionnaires for a given teacher or other school staff member. A staff member may have several SD/LEP Questionnaires to complete.



Prepare for Booklet Distribution

Follow the procedures described to prepare booklets for distribution.



Notify Teachers and Students of the Assessment and Ensure that Students Attend the Appropriate Session

The same procedures apply for each session.

C. Students with Disabilities and Students with Limited English Proficiency (Chapter 3)

Follow the criteria and procedures to determine if an SD or LEP student can be assessed.

D. Conducting the Assessment (Chapter 4)

It is critical that each session be administered according to the procedures.

E. Concluding the Assessment (Chapter 5)

Record the Results of the Session on the Administration Schedule

Complete the Administration Schedule for each session according to the procedures.

Code the Booklet Covers

The assessment administrator for each session should review and complete the booklet cover coding according to the procedures.

Prepare Assessment Materials for Shipping

All procedures apply.

Pack and Ship Assessment Materials

Assessment booklets and Administration Schedules should be prepared for shipping according to the procedures.

Label the boxes 1 of __, 2 of __, etc., corresponding to the number of boxes that you are returning.

Schedule and Conduct a Makeup Session, if Necessary

Determine whether a makeup session is necessary for each session. That is, if four or more students are absent from a session, a makeup session is required.

If a makeup session is required for more than one of the original sessions in a particular subject, the makeup sessions can be combined. The assessment administrator who conducts the makeup session will set aside the materials required, including the preassigned booklets, the appropriate Administration Schedules, and all assessment materials. If the makeup session is held during the same school week as the original sessions, ALL materials will be held and shipped together. After the makeup session, materials from the original session and the makeup session must be combined for shipping.

If the makeup session is held during the next school week, only the materials needed for the makeup should be held and all other materials must be shipped to NAEP. All makeup materials should then be shipped together.



Ship Materials Used in Accommodation Session Held After Original Session

Follow the same procedures for shipping materials if an accommodation session is conducted after the regular session.



Retain the School's Copies of the Administration Schedules and the Roster of Questionnaires

The same procedure applies.



Be Prepared to Discuss the Sessions with the NAEP Staff Representative

The NAEP representative will discuss the assessment with the assessment administrator(s) as described.