

Checklist for Assessment Administrators

Questions?

Call your state coordinator or the NAEP hot line at 1-800-283-6237.

Need More Materials?

Call NCS at 1-888-627-6237 or fax NCS at 1-888-627-8842.

Schedule

Page

Two Weeks Before the Assessment:

When You Receive the Administration Schedules from the State Coordinator:

- Select a sample of newly enrolled students, if any.18-21

Review and update the Administration Schedules as follows:

- Eliminate any students who have officially withdrawn from school.22
- Record all the student information, including homeroom or other locating information (optional), birth date, sex, race/ethnicity, the student's participation status in the National School Lunch Program (using codes from the Administration Schedule), whether the student is receiving Title I services, is classified as SD, and/or is LEP.23-25

When You Receive the NAEP Materials:

- Review the contents of the NAEP assessment materials in the shipment. Be sure that the bundles of booklets are not opened until 45 minutes before the assessment. .13-17
- Verify materials received and request additional materials16

Prepare and distribute questionnaires to appropriate school staff as follows:

- School Questionnaire to the principal27
- SD/LEP Questionnaire(s) to the school staff member most knowledgeable about each student identified as having a disability and/or limited English proficiency28-29
- Teacher Questionnaire to each math and/or science teacher in the school (Grade 4) . .30-31
(Grade 8) . .32-33

Review Procedures for Students with Disabilities or Limited English Proficiency and Update the Administration Schedule:

Use the NAEP Criteria (distributed at training) to determine if a student with a disability or limited English proficiency can be assessed.

- Identify excluded students and students requiring accommodations using the Criteria for Inclusion.42-45
- Prepare for accommodations, as necessary.47-52

Complete the top of the Administration Schedule.

- Fill in the number of students to be assessed at the top of the Administration Schedule. . .46

A Few Days Before the Assessment:

- Prepare for booklet distribution;35
- Notify teachers and students of the date, time, and location of the sessions36-39

The Day Before the Assessment:

- Collect all questionnaires and be sure that all names have been removed from the front covers34
- Update the Roster of Questionnaires.34

On Assessment Day:

- Prepare the room by checking the number of desks and removing or covering any distractions in the room.53
- Hang the mathematics posters53
- Record the NAEP School ID, subject area, teacher names and corresponding IDs on the board53

45 Minutes Before the Scheduled Assessment Time:

- Set out the assessment materials53
- Open the sealed bundles of booklets55
- Prepare the booklets by affixing the Post-it notes58-59
- For math sessions, insert the math manipulatives and other materials, as required.58
- For science sessions, prepare the Science Kits60

During the Session:

- Read the script verbatim as you conduct the session, adhering carefully to the timing of sections and the distribution and collection of materials61-71
- Distribute the science kits at the appropriate time, assigning them according to the letter specified in the “Sci. Kit” column67
- Observe the rules for supervising the session.69-70

At the End of the Session:

- Collect the booklets and materials, making sure that you have accounted for them all. Protect the security of assessment booklet and materials.71

Immediately Following the Assessment:

- Complete the information on the Administration Schedule and record the number of students assessed and absent.73-77
- If a makeup session is needed, set aside the booklets and materials needed for the makeup session.77
- Code the front covers of the assessment booklets.78-80
- Complete the Roster of Questionnaires.81
- Make a complete copy of the Administration Schedules and Roster of Questionnaires to be kept at the school.81
- Detach the names from the Administration Schedules and Roster of Questionnaires. . . .81
- Pack all materials according to the instructions.82-85
- (Monitored Sessions) Give the NAEP representative the sealed box for shipping.82
- (Monitored Sessions) Immediately after preparing the box for shipping, discuss the assessment with the NAEP representative.91
- (Unmonitored Sessions) Ship the box to NAEP headquarters as soon as possible and no later than 1 day after the assessment.84
- (Unmonitored Sessions) Receive a telephone call from the NAEP representative within 3 days of the session to discuss the assessment.91

June 1, 2000 or End of the School Year:

- Dispose of the NAEP Storage Envelope and its contents.91
- Mail postcard to NAEP to indicate that materials have been destroyed.91

GLOSSARY

Administration Schedule	The central document used to keep track of selected students.
Assessment Administrator	School or district staff member appointed to attend the training, administer the assessment, and be responsible for all NAEP activities in the school.
ETS	Educational Testing Service (ETS) is responsible for the design, analysis, and reporting of NAEP data.
IEP	Individualized Education Plan.
LEP	Limited English proficiency.
NAEP	National Assessment of Educational Progress. NAEP is a continuing national survey of American students.
New Enrollee Listing Form	Used to create a list of newly enrolled students in the sampled grade.
NCES	NAEP is directed by the National Center for Education Statistics (NCES) of the U.S. Department of Education.
NCS	National Computer Systems (NCS) is the material distribution and processing subcontractor.
Roster of Questionnaires	Used to keep track of the questionnaires distributed at the school.
School Questionnaires	Usually completed by the school principal and is designed to collect information about the school characteristics, staff, and instructional programs.
SD	Student with a disability.
SD/LEP	Student with a disability and/or limited English proficiency.
State Coordinator	Person appointed by the state department of education to coordinate NAEP activities in the state.
Title I	A federally funded assistance program.
Westat	Contractor responsible for NAEP sampling, data collection and quality control monitoring activities.

Reference Guide to the 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"

ADMINISTRATION SCHEDULE Page 1

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

School Name: Central Middle Grade: B

Administrator's Name: _____

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

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

2000 State Administration Schedule

Grid if
Makeup Held Makeup Date _____

30 # Original Sample

+ _____ # New Enrollee Sample

= _____ Total in Sample

- _____ # Withdrawn & Ineligible (Admin. Codes 51 & 55)

- _____ # Excluded (Admin. Codes 60-66)

TO BE ASSESSED

Absent (Hold Makeup # 4 or note absent)

Assessed (Original Session)

Assessed (Makeup Session)

= **TOTAL ASSESSED**

Session Number
MA0801

Column Indicators: "A"		"B"	"C"	"D"		"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"
Student Name		Home- room or Other Locator	Sci. Kit	Month	Year	Sex	Race/ Eth.	School Lunch	Title I	If SD	If LEP	Original Booklet ID	Accommodation Booklet ID # <small>(See for Admin. Codes 71 & 73 in Math and Science)</small>	Admin. Code	Atten. (/A)	Admin. Codes
1	Mark Atley	11	1	0	4	19	8	6				110 000501 7				10 = ASSESSED IN ORIGINAL 11 = In session full time 12 = No responses in booklet 13 = In session part time 14 = Session incomplete 15 = Other, specify on cover
2	Betty Bates	12	1	0	2	19	8	6				111 054006 9				16 = ASSESSED IN MAKEUP 17 = In session full time 18 = No responses in booklet 19 = In session part time 20 = Session incomplete 21 = Other, specify on cover
3	Wee Block	13	1	0	6	19	8	6				112 006401 0				22 = ASSESSED IN MAKEUP 23 = In session full time 24 = No responses in booklet 25 = In session part time 26 = Session incomplete 27 = Other, specify on cover
4	Angela Burns	14	1	1	0	19	8	6				113 000043 8				28 = ASSESSED IN MAKEUP 29 = In session full time 30 = No responses in booklet 31 = In session part time 32 = Session incomplete 33 = Other, specify on cover
5	Nicki Campbell	15	1	1	1	19	8	6				114 073201 0				34 = ASSESSED IN MAKEUP 35 = In session full time 36 = No responses in booklet 37 = In session part time 38 = Session incomplete 39 = Other, specify on cover
6	Nancy Cordaro	16	1	0	9	19	8	6				115 000841 2				40 = ASSESSED IN MAKEUP 41 = In session full time 42 = No responses in booklet 43 = In session part time 44 = Session incomplete 45 = Other, specify on cover
7	Tim Dublin	17	1	0	1	19	8	7				116 000081 5				46 = ASSESSED IN MAKEUP 47 = In session full time 48 = No responses in booklet 49 = In session part time 50 = Session incomplete 51 = Other, specify on cover
8	Kimberly Frank	18	1	0	5	19	8	6				117 005301 1				52 = ASSESSED IN MAKEUP 53 = In session full time 54 = No responses in booklet 55 = In session part time 56 = Session incomplete 57 = Other, specify on cover
9	Carla Grahams	19	1	0	7	19	8	6				118 000411 9				58 = ASSESSED IN MAKEUP 59 = In session full time 60 = No responses in booklet 61 = In session part time 62 = Session incomplete 63 = Other, specify on cover
10	Paul Hernandez	20	1	0	9	19	8	6				119 210001 6				64 = ASSESSED IN MAKEUP 65 = In session full time 66 = No responses in booklet 67 = In session part time 68 = Session incomplete 69 = Other, specify on cover
11	Becky Hoecke	21	1	1	2	19	8	6				120 005001 2				70 = ASSESSED IN MAKEUP 71 = In session full time 72 = No responses in booklet 73 = In session part time 74 = Session incomplete 75 = Other, specify on cover
12	Daniel Jasmer	22	1	1	0	19	8	6				121 002407 7				76 = ASSESSED IN MAKEUP 77 = In session full time 78 = No responses in booklet 79 = In session part time 80 = Session incomplete 81 = Other, specify on cover
13	Sarah Kruger	23	1	0	1	19	8	6				122 000031 9				82 = ASSESSED IN MAKEUP 83 = In session full time 84 = No responses in booklet 85 = In session part time 86 = Session incomplete 87 = Other, specify on cover
14	Penny Lowe	24	1	0	6	19	8	6				123 076206 0				88 = ASSESSED IN MAKEUP 89 = In session full time 90 = No responses in booklet 91 = In session part time 92 = Session incomplete 93 = Other, specify on cover

Column Description Page Reference

A	Student Name	9
B	Homeroom or Other Locator	23
C	Science Kit Indicator	Do Not Use
D	Birth Date	23
E	Sex	23
F	Race/Ethnicity	23
G	School Lunch	24
H	Title I	25
I	SD (Student with a Disability)	25
J	LEP (Student with Limited English Proficiency)	25
K	Original Booklet ID	9
L	Accommodation Booklet ID	51-52
M	Admin. (Administration) Code	73-75
N	Atten. (Attendance)	62
O	Admin. (Administration) Codes	73-75

Frequently Asked Questions

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

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

When will my school receive other assessment materials?

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

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

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

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

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

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

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

What is the definition of Title I?

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

What is the definition of 504?

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

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

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

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

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

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

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

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

How long will this whole thing take?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Teacher Questionnaire: About 10 minutes

SD/LEP Questionnaire: About 10 minutes

School Questionnaire: About 30 minutes

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

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

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

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

Letters from U.S. Department of Agriculture



United States
Department of
Agriculture

Food and
Consumer
Service

3101 Park Center Drive
Alexandria, VA
22302-1500

February 4, 1999

Mr. C. Kent McGuire
Assistant Secretary
U.S. Department of Education
Office of Educational Research and Improvement
FB-400 Maryland Avenue, S.W.
Washington, D.C. 20202

Dear Mr. McGuire;

The confidentiality of information about children eligible for free and reduced price meals under the National School Lunch Program (NSLP) has long been a sensitive issue for us at the Department of Agriculture. There have been many requests through the years for information about children eligible for free and reduced price meals. Many of these requests were from Federal and State education programs. Free and reduced price school meal eligibility information does not come under the purview of the Family Educational Rights and Privacy Act, since it is not part of an education record.

Previously, program operators were only permitted to release aggregate information about children eligible for free and reduced price meals. Congress amended the National School Lunch Act (42 U.S.C. 1758), which is the authorizing legislation for the NSLP, to now allow limited disclosure of a child's free and reduced price meal eligibility status. Additionally, the statute also specifies civil and criminal penalties for unauthorized disclosure by the determining agency of the recipient agency.

Prior to issuance of a final regulation, we are authorizing the State agency, school food authority, school, child care institution or Summer Food Service Program sponsor that makes the free and reduced price meal or free milk eligibility determination to disclose free and reduced price eligibility information to the extent authorized by the statute. We are pleased to provide you a copy of the guidance we recently issued to implement the disclosure provision in the statute. We encourage you to share the guidance with your associates and others who may be interested in this policy. We also have enclosed the pertinent part of the statute for your review.

Please note that although the statute permits limited disclosure of free and reduced price eligibility information, the decision on whether to disclose information that will identify children as eligible for free and reduced price meals or free milk is at the discretion of local school and program operators.

Please do not hesitate to contact us if you have any questions on the use of eligibility information.

Sincerely,

Shirley R. Watkins
Under Secretary
Food, Nutrition and Consumer Services

Enclosures



United States
Department of
Agriculture

Food and
Consumer
Service

3101 Park
Center Drive

Alexandria, VA
22302 - 1500

SUBJECT: Limited Disclosure of Children's Free and Reduced Price Meal or
Free Milk Eligibility Information (SP 99-3); (CACFP 99-2)

TO: State Agencies
Child Nutrition Programs
All States

The Healthy Meals for Healthy Americans Act of 1994, P.L. 103-448, amended Section 9(b)(2)(C) of the National School Lunch Act (NSLA) (42 U.S.C. 1751(b)(2)(C)) to allow, without consent, limited disclosure of information about free and reduced price meal or free milk eligibility. The disclosure limitations apply to all the Child Nutrition Programs. The statute also specifies a fine of not more than \$1,000 or imprisonment of not more than 1 year, or both, for unauthorized disclosures of free and reduced price meal or free milk eligibility information.

I. What information may be disclosed permissibly without consent?

(The term "persons directly connected" in this section includes Federal, State and local program operators responsible for program administration or program compliance and their contractors.)

A. **Disclosing names and eligibility status in accordance with the NSLA.**

Determining agencies may disclose, without consent, participants' **names and eligibility status** (whether they are eligible for free meals or free milk or reduced price meals) to persons *directly* connected with the administration or enforcement of the following programs:

1. Federal education programs, such as Title I and the National Assessment of Educational Progress.
2. State health or State education programs provided the programs are administered by a State agency or a local education agency.

Representatives of State or local education agencies evaluating the results and compliance with student assessment programs would be covered only to the extent that the assessment program was established at the State, not local level.

3. Federal, State, or local means-tested nutrition programs with eligibility standards comparable to the National School Lunch Program (i.e., food assistance programs to households with income at or below 185 percent of the Federal poverty level, such as the Food Stamp Program or a State or local nutrition program).



NOTE: To receive the full document about disclosure of NSLP information, call 1-800-283-NAEP (6237).

Administering Accommodations in Separate Sessions

The National Assessment of Educational Progress (NAEP) is an ongoing national survey that examines the knowledge and skills of American youth. The purpose of NAEP is to gather information that helps educators, legislators, and others to continuously improve education in our country.

Thank you for assisting the identified students(s) with disabilities (SD) and student(s) with limited English proficiency (LEP) in participating in NAEP. Your primary role is to administer the assessment session and clarify directions for the student. In order to truly assess the students' knowledge, it is important for you to refrain from giving and/or prompting answers.

Here are some basic guidelines to keep in mind:

You May:

Make minor modifications to the script to shorten or simplify the introductory statements.

Encourage the student(s) to review his/her answers upon completion.

Answer student questions regarding the General Background section of the assessment, the directions, and the recording of answers.

Answer specific student questions noted in the Instruction for Administering Science Kits.

Allow the student(s) to use accommodations/ adaptations on the assessment if they have been deemed necessary. A list of approved accommodations for NAEP has been printed on the following page.

You May NOT:

Provide assistance on assessment items. Students may look for validation on certain items; you may not indicate verbally or non-verbally your recommendations. Instead you are encouraged to remind them to answer the questions to the best of their ability.

Allow any student to use accommodations/adaptations on the assessment that are not indicated in his/her IEP, that are not approved by NAEP, or that are not normally used by the student during testing. A list of approved accommodations for NAEP is printed on the following page.

The following are not considered accommodations and may be offered to students:

Students may take a break between sections.

The assessment may be scheduled to start at any time.

Recording answers directly in the test booklet is expected of all assessment participants. If this is considered an accommodation in a particular student's IEP, he or she should remain in the regular session.

If you have any questions about administering this assessment to students with disabilities or limited English proficiency, please call 1-800-283-NAEP (6237).

Accommodations Used in the 2000 NAEP

Primary Accommodation	Acceptable Additional Accommodations
Bilingual booklet/Spanish glossary	Extended time; usually small group or one-on-one for bilingual booklet.
Bilingual dictionary	Extended time
Large-print booklet	Magnifying equipment; extended time; usually small group or one-on-one.
Extended time in regular session	
Read aloud in regular session	
Small group	Extended time; read directions/questions aloud
One-on-one	Extended time; read aloud; help recording answers
Scribe or use of computer	Extended time
Other (Specify on cover)	

For Your Notes

We are interested in your comments about using accommodations on NAEP. Please convey your reactions to the NAEP contact (assessment administrator) in your building.

Here are the questions she or he will ask you:

- ★ Overall, how would you say this session went? Would you say very well, satisfactorily, or unsatisfactorily? If it went unsatisfactorily, please explain.
- ★ What is your relationship to the student(s) in this separate session?
- ★ Did the “Administering 2000 NAEP” instructions provide enough information to adequately administer the assessment?
- ★ Do you have any additions or revisions that you would recommend on the handout?
- ★ What else would have made your role as an administrator of the separate session easier?

Thank you for your assistance.