

7. POST-ASSESSMENT ACTIVITIES

Immediately following an assessment session, you will be responsible for a variety of record-keeping tasks. These include reviewing the Administration Schedule with results of the session, checking the students' booklet cover coding, and packing and shipping completed assessment materials. This chapter details these activities.

7.1 Accounting for all Assessment Materials

If an EA conducted a session, the EA is responsible for returning to you all of the materials used to conduct the assessment in the school. You are then responsible for reviewing all assessment materials, checking to make sure that everything is complete and accounted for, and that the coding of information on the front of the booklets is done properly. **Every** NAEP booklet must be accounted for and returned to NCS Pearson; none will be left in schools or thrown away for any reason. NCS Pearson will keep a record of **every** booklet, including to whom it was sent and when it was returned. Each supervisor is responsible for making sure that every booklet assigned to him/her is returned in good condition to NCS Pearson. Only by maintaining rigid control over the booklets will a supervisor protect his/her accountability. The supervisor is responsible for reviewing, packing, and shipping materials back to NCS Pearson following each school's assessment.

7.2 Completion of Administration Schedules

After accounting for all materials used during the session, record on the Administration Schedule the appropriate Administration Codes in the columns labeled "Admin. Code." The codes are grouped according to student participation status. The codes and guidelines for using them are listed on the following pages.

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., 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. Use this code for any situation which is not covered by the other assessed student codes (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 not return. Specify the reason on the booklet cover (e.g., 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. Use this code for any situation which is not covered by the other assessed student codes (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 two weeks). Student is not in school temporarily due to illness, disability, or excused absence.
- 41 = **Long-term absence** (two weeks or more). Student has been absent from school two 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**. In school, but not notified of assessment because of disruptive behavior.
- 46 = **Other**, specify. Use this code for any absence not covered by other codes. Specify reason on the booklet cover (e.g., student came to room too late after session started).
- 47 = **Parent refusal**. Parent officially notified school that s/he refuses to allow student to participate in the assessment.
- 48 = **Student refusal**. Student refused to participate in the assessment before being given an assessment booklet.

OTHER STUDENT CODES

- 51 = **Withdrawn**. Student has withdrawn from this school.
- 52 = **UNASSIGNED** booklet. Use this code for any booklet not used because the booklet was not assigned to a student.
- 55 = **Ineligible**. Use this code when you are told after the session begins that the student is not eligible for the assessment (e.g., 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 **not** selected in the sample, but assessed at the convenience of the school.

REASONS FOR EXCLUSION

- 60 = **SD - Cannot be assessed** Student is SD and cannot be included in the session due to a disability.
- 61 = **SD - Required accommodations not offered** Student is SD and cannot be included in the session because required accommodations are not offered.
- 62 = **LEP - Cannot be assessed** Student is LEP and cannot be included in the session due limited English proficiency.
- 63 = **LEP - Required accommodations not offered** Student is LEP and cannot be included in the session because required accommodations are not offered.
- 64 = **SD/LEP - Required accommodations not offered** Student is both SD and LEP and cannot be included in the session because required accommodations are not offered.

As discussed in Chapter 5, you will enter the following codes on the separate Administration Schedule and booklet cover for students who are assessed with accommodations. These codes are listed on the Administration Schedule.

ACCOMMODATION CODES

- 72 = **Bilingual dictionary** (Do not use with reading booklet.)
- 73 = **Large Print Booklet**
- 74 = **Extended Time in Regular Session**
- 75 = **Read Aloud in Regular Session** (Do not use with reading booklet.)
- 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 and reading aloud directions/questions is acceptable.
- 78 = **Scribe or use of computer** (Do not use with writing booklet.) Extended time is assumed.
- 79 = **Other, specify on booklet cover.**

These codes must be assigned accurately. At the conclusion of the assessment, if it has not been done so already, you will obtain from the school coordinator, information concerning the reasons for any student's absence from the session(s). Also, EAs must notify you of any situations involving students who have withdrawn or been excluded since the Administration Schedule was prepared.

7.3 The Summary Box on the Administration Schedule

Any changes in the number of withdrawn and excluded students must be reflected in the summary information at the top of Page 1 of the Administration Schedule. Please note that summary of information is calculated for you in the electronic version of the Administration Schedule in the laptop this year. If for some reason, you are having problems with your laptop, the summary of information can be calculated as written below:

To complete the Administration Schedule summary of information box:

- Put the number in the original sample on the # **Original Sample** line. If this was a school that sampled electronically in the fall, it would be the original sample count from that time. If the school was sampled during the pre-assessment visit, it would be that sample count.
- On the # **New Enrollee Sample** line you will put the number of new enrollees from the New Enrollee Listing Form. This only applies to schools that were sampled electronically in the fall. If the school was sampled during the pre-assessment visit, this line should be blank.
- Add the first two lines to come up with the **Total in Sample**.
- On the # **Withdrawn and Ineligible** line, enter the total number of selected students who have withdrawn from school between the time of sampling and the actual assessment **and** any students listed on the Administration Schedule, but who have been found to be **ineligible**. (For example, foreign exchange student, or not in correct grade.)
- In the boxes labeled # **Excluded** enter the total number of selected students who were excluded from the assessment by the school according to the appropriate criteria.
- Compute the # **TO BE ASSESSED** by subtracting the # **Withdrawn and Ineligible** line and the # **Excluded** line from the **Total in Sample** line.
- On the # **Absent** line enter the total number of students who were to be assessed but who did not participate in the assessment session at all. This includes students who reported to the session but 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 or excluded students.

- On the line labeled **# Assessed (Original Session)** enter the actual number of sampled students who were present for the assessment and received a booklet.* Students who attended the session and received a booklet but did not record any answers are included in this category. This number should equal the **TO BE ASSESSED** line minus the **# Absent** line.
- If a makeup session is to be held, wait until after the makeup to finish filling out the Administration Schedule. Then enter the number of students assessed on the line labeled **# Assessed (Makeup Session)**.
- After both the original and makeup sessions have been held, on the line labeled **TOTAL ASSESSED**, enter the total number of eligible students who were actually assessed in the original and makeup sessions. This number **equals # Assessed (Original Session) plus # Assessed (Makeup Session)**.

Double check that the number of students marked as absent, withdrawn, ineligible, and excluded is accurately reflected at the top of the Administration Schedule. For accounting purposes, if a sampled student is later identified as ineligible (that is, not grade-eligible or perhaps a foreign exchange student), add that student to the **# withdrawn & ineligible** line. However, note that any student marked as “NIS” is **not** included in the summary counts. Unused session booklets (e.g., unassigned booklets with an Administration code of “52”) will not be processed by NCS Pearson.

The only information you will need to code on NIS and ineligible students’ booklet covers after the session is an Administration code of “56” and “55” respectively, in the columns labeled “Admin. Code”. It is your responsibility as supervisor to double-check all the necessary items on the Administration Schedule. Exhibit 7-1 shows a completed Administration Schedule.

Occasionally, a school will ask that some students be included in the assessment event though they were not sampled. Typical examples of students who would be considered “Not in Sample” include any student who has not been sampled but the school asks to be assessed because only a few students in a grade were not selected. In this case, you will add the students’ names to the bottom of the Administration Schedule. Since no information about these students is required, their birthdate, grade, etc., do not have to be recorded in the Administration Schedule. In the columns labeled “Admin. Code” on the Administration Schedule, enter “56” for “Not in Sample”.

* 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” (NIS). 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.”

Exhibit 7-1. Completed Administration Schedules

This form must be completed in No. 2 pencil.

Race/Ethnicity Codes

1 = White, not Hispanic
2 = Black, not Hispanic
3 = Hispanic Heritage
4 = Asian/Pacific Islander
5 = Alaska Native
6 = Other

For Use in Column "T"

Bundle #'s
3004
3009
3006

For Use in Column "Q"

Accommodations:
YES

ADMINISTRATION SCHEDULE

School #: 986-2021 Session Type: HISTGEOG

School Name: Miller Alternative

Administrator's Name:

Original session scheduled for: Day/Date: 8/17 Time: 8:00 a.m. Location: 181

Makeup session scheduled for: Day/Date: 8/17 Time: 8:00 a.m. Location: 181

The Nation's Report Card

2001 Administration Schedule

Card # 181 Message Held 2/17

ADMINISTRATION SCHEDULE

Original Sample: 33

New Enrollee Sample: 33

Total In Sample: 2

Withdrawn & Ineligible (Admin. Codes 51 & 55): 1

Excluded (Admin. Codes 80-85): 1

TOTAL ASSESSED: 30

Session Number

Absent: 4

Assessed (Original Session): 26

Assessed (Makeup Session): 1

TOTAL ASSESSED: 27

Student Name	Birth Date	Month	Day	Year	Sex	Eth.	School Lunch	Time	Day	Date	LEP	Original Booklet ID #	Accommodation Booklet ID #	Assessed		Admin. Code	Admin. Codes		
														Y	N				
01 David Allen	01	0	1	8	6	1	1	2	2	1	2	133 000034 0		0	1	0	1	1	0
02 Donald Bull	02	0	2	8	7	1	1	2	2	1	2	042 000035 1		0	1	0	1	1	0
03 David Douglas	03	1	2	8	7	1	1	2	2	2	2	049 000036 2		0	1	0	2	1	0
04 Kelley Funk	04	0	3	8	8	2	2	2	2	2	2	117 000037 3		0	2	0	1	1	2
05 Sarah Gill	05	0	6	8	7	2	1	2	2	2	2	043 000038 4		0	1	0	2	1	0
06 Sarah Hall	06	1	0	8	6	2	2	2	2	2	2	118 000039 5		0	2	0	1	1	0
07 Gerri Igo	07	1	0	8	7	2	2	1	1	1	1	044 000040 6		0	2	0	1	4	0
08 Tony Iowa	08	0	3	8	6	1	1	2	2	1	2	119 000041 7		0	1	0	1	1	0
09 Alton Jones	09	0	2	8	7	2	1	2	2	2	2	120 000042 8		0	1	0	3	1	0
10 Joe Krantz	10	1	2	8	6	1	1	2	2	2	2	133 000043 9		0	1	0	1	4	0
11 Kay Lange	11	0	6	8	7	2	2	2	2	2	2	045 000044 0		0	1	0	1	1	0
12 George Luckett	12	0	1	8	7	1	1	2	1	2	2	049 000045 1		0	2	0	1	1	0
13 James Mason	13	0	4	8	7	1	1	2	2	2	1	121 000046 2		0	2	0	1	1	0
14 Tara Moore	14	0	5	8	7	2	2	2	2	2	2	046 000047 3		0	1	0	1	1	0

ASSESSMENT IN ORIGINAL

01 = In session All time
02 = No response in booklet
03 = In session part time
04 = Other, specify on cover
05 = Other, specify on cover

ASSESSMENT IN MAKEUP

06 = In session All time
07 = No response in booklet
08 = In session part time
09 = Other, specify on cover
10 = Other, specify on cover

REASONS FOR EXCLUSIONS

11 = Unexcused absence
12 = Unexcused absence
13 = Unexcused absence
14 = Unexcused absence
15 = Unexcused absence
16 = Unexcused absence
17 = Unexcused absence
18 = Unexcused absence
19 = Unexcused absence
20 = Unexcused absence
21 = Unexcused absence
22 = Unexcused absence
23 = Unexcused absence
24 = Unexcused absence
25 = Unexcused absence
26 = Unexcused absence
27 = Unexcused absence
28 = Unexcused absence
29 = Unexcused absence
30 = Unexcused absence

REASONS FOR EXCLUSIONS

31 = Unexcused absence
32 = Unexcused absence
33 = Unexcused absence
34 = Unexcused absence
35 = Unexcused absence
36 = Unexcused absence
37 = Unexcused absence
38 = Unexcused absence
39 = Unexcused absence
40 = Unexcused absence
41 = Unexcused absence
42 = Unexcused absence
43 = Unexcused absence
44 = Unexcused absence
45 = Unexcused absence
46 = Unexcused absence
47 = Unexcused absence
48 = Unexcused absence
49 = Unexcused absence
50 = Unexcused absence

These students will **not** be counted in the number **TO BE ASSESSED** and you should **not** count them in the number that were assessed at the top of the Administration Schedule. The number in this box reflects sampled students only.

7.4 Electronic Administration Schedule

For 2001 NAEP, supervisors are asked to record the Administration Schedule information in the electronic version in your laptops. For schools that were sampled during the fall, the Administration Schedule will already be completed on your laptop - it will look very similar to the pre-printed Administration Schedule that you received. For schools that were sampled during the pre-assessment visit, the Administration Schedule for a particular school will be blank except for school name and, grade, and booklet IDs.

In both cases, you are asked to fully complete the information on the electronic Administration Schedule. **It is very important that you or a trusted EA with good keying skills fill this out accurately. It is THE document that is going to be used at NCS Pearson for recording purposes.** In the near future, we hope to do away with the paper copy of the Administration Schedule completely, but it will be used as an important back-up document this year, so the information **must** be filled out completely and accurately in both places.

The electronic Administration Schedule should be relatively easy to fill out. The students' names will have to be typed, but the rest of the document can be keyed using drop down boxes. There will be some range and consistency checks, which will help catch any keying errors. The information that is keyed here will compute the summary box information for you. You do not have to compute the summary box information manually this year. As stated earlier, the electronic Administration Schedule asks whether extended time was offered. This should always be filled in if a student's IEP states that s/he must be offered extra time. Again, you will be asked to record how much time was used (if extended time was offered) on both the electronic Administration Schedule and on the booklet cover.

An example of the electronic Administration Schedule appears in Exhibit 7-2. After you have completed filling in all of the information on the electronic Administration Schedule, you must print out a copy of it using your printer. First, use it to proof against the hard copy Administration Schedule to verify that all entries are identical. Then this copy will go in the session boxes being sent to NCS Pearson. For detailed instructions on how to use the electronic Administration Schedule, see "The User's Guide for the Student Data Systems."

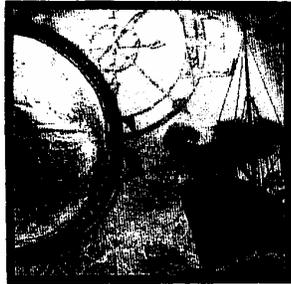
7.5 Booklet Cover Coding

There must be an assessment booklet for **every** student listed on the Administration Schedule. Most of the information to be coded on the booklets comes directly from the Administration Schedule. Therefore, all the session booklets should be sorted in the order in which they appear on the Administration Schedule. There should be one booklet for each selected student regardless of whether or not they were assessed. If the booklets were collected in the same order as they appear on the Administration Schedule, you will need to insert only the booklets for absent, excluded, ineligible, and withdrawn students.

There is minimal information to code on the booklet covers this year - only the school ID, the administration code, and if a student was offered extra time, the amount of time a student used. As you code information from the Administration Schedule, always confirm that the booklet ID number matches the identification number for that student on the Administration Schedule. Unused booklets need to be coded with a “52.” **NOTE:** If no booklets from an entire bundle for a particular session have been assigned to students and the bundle has **not** been opened, you do **not** need to open the bundle to write the code “52” on the booklets. However, code “52” **must** be entered on the Administration Schedule for each of these booklets. An example of a coded booklet cover is shown in Exhibit 7-3.

Exhibit 7-3. Coded Booklet Cover

Admin Schedule Line # 4



2001
Grade 12

SECTION	
1	BGH
2	H3
3	H7
4	CH

BOOK
H125

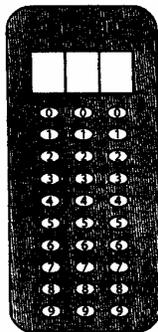
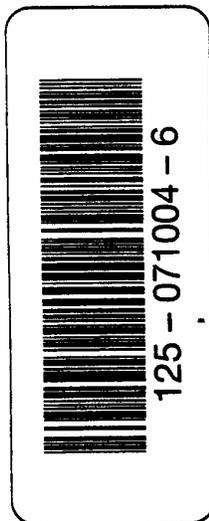


SCHOOL #

9	9	9	2	0	3	1
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ADMIN CODE

1	0
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7.6 Make-Up Sessions

The National Assessment attempts to obtain the highest possible student response rates. **The students who are absent from school on the day of the assessment are the only students who should be missing from the session.** All selected students who are in attendance are extremely important to NAEP. Always attempt to learn from the school about all selected students who do not appear for an assessment session.

If the attendance at a session is less than 90 percent as determined on the electronic Administration Schedule, a make-up session will have to be held.

Once a make-up session is scheduled, record the day, date, time, and location in the box at the top of the Administration Schedule. If a make-up session is scheduled, retain all materials from the original session until the make-up session has been conducted. Then, ship all assessment materials in the original session box(es) to NCS Pearson using the appropriate shipping label (see Section 7.9).

7.7 Completing the Administration Schedule After a Make-up Session

You will use the original Administration Schedule for the make-up session. After the make up is held:

- Enter the administration code for participating students using as appropriate “Assessed in makeup” codes on the Administration Schedule and on the student’s booklet cover.
- Enter the number assessed on the line labeled # **Assessed (Makeup Session)** on the Administration Schedule.
- Compute the **TOTAL ASSESSED** on the Administration Schedule.
- Make the appropriate entries on both the Administration Schedule and on the student’s booklet cover in the columns labeled “Admin. Code” to reflect that the student was assessed.

Remember that the summary box information will be calculated for you in the electronic version of the Administration Schedule in the laptop. The instructions to calculate it manual is for backup in case the laptop is not working.

Using the information from the Administration Schedule, complete the covers of the booklets for absent students who did not attend either the original or make-up session.

7.8 Leaving the School

All NAEP materials must be removed from the school, even if you will return to the school the next day. **Never** leave any NAEP materials in the school overnight. At the end of the day's assignment, make sure that you account for all unused booklets (or bundles) **in their original wrapping** as well as completed booklets. Be sure you have also gathered your other supplies (timer and other assessment materials).

When you collect the questionnaires, be sure to remove the students' names from the front covers since NAEP does not want any materials with names to leave the school. Record the returned questionnaires on the Roster of Questionnaires for SD/LEP Student Questionnaires, by filling in the oval under "Yes" in the "Returned" column. Fill in the "No" oval in the "Returned" column for any questionnaires not returned in the booklet shipment. If a teacher tells you that s/he completed it online, you should mark off the "completed electronically" bubble on the Roster of Questionnaires. In this instance, the teacher does not have to return the blank teacher questionnaire.

In the event that questions or concerns about the assessment arise in the future, you will

- Make a set of copies of all pages of the **completed** Administration Schedules (including Administration Schedules for special accommodation sessions) and rosters to be left at the school in the NAEP Storage Envelope.
- Print out a copy of the Administration Schedule from the laptop and put it in the NAEP Storage Envelope.
- At the perforation, tear off the students' names from the original hard copy Administration Schedules and the teachers' names from the original Rosters and put them in the NAEP Storage Envelope.

- Place all name lists, along with the complete set of document copies in the NAEP Storage Envelope (see Exhibit 5-10) to be left at the school. **Names of students and teachers participating in NAEP must not leave the school.** The **original** documents (without names) will be mailed back to NCS Pearson with the other assessment materials from the school.
- Remove all labels from booklets and questionnaires and dispose of them at the school.

Then,

- On the NAEP Storage Envelope, record “June 1, 2001” as the date when the assessment materials are to be destroyed.
- Record the NAEP school ID on the “Destroy by . . .” postcard (Exhibit 7-4) and **staple it to the front of the NAEP Storage Envelope** along with your business card.

Give the NAEP Storage Envelope to the school coordinator and explain that the contents of the envelope should be retained until June 1, 2001. At that time, the contents should be destroyed and the “Destroy by . . .” postage-paid postcard completed and mailed. Suggest to the school coordinator that s/he write a reminder on his/her school calendar to complete this activity.

The supervisor should always attempt to give this envelope to the school coordinator and let him/her know the sessions went well and that we appreciate their cooperation. If the supervisor is unable to see the school coordinator before leaving the school, leave the NAEP Storage Envelope with the school secretary and call later to confirm that the school coordinator has the envelope and to extend our appreciation for the school’s cooperation.

- Also, leave the School Appreciation Certificate and 10 atlases with either the school coordinator or the school principal as a token of appreciation from NAEP. (If the school staff are interested in the writing brochures, you may leave them also.)

Meet with your EAs to discuss their next assignment. You should also use this meeting to answer any questions your EAs may have, discuss or report problems and to replace or restock materials as needed. It may be helpful to take a few minutes before this meeting to list items or questions you want to discuss with them.

7.9 Editing and Preparing Assessment Materials for Shipping

The supervisory “edit” of assessment materials encompasses a number of tasks. **It does not involve correcting students’ work.** In particular, the supervisor should do the following:

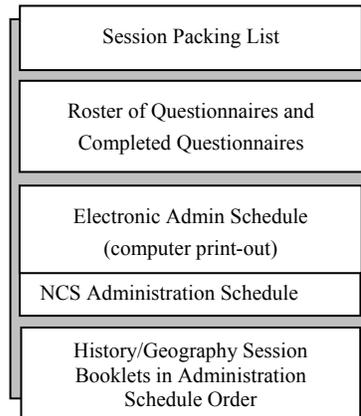
1. Double check that there is an assessment booklet for every booklet ID number listed on the Administration Schedule.
2. Verify that the required information from the Administration Schedule has been coded on the front cover of each booklet.
3. Double check that there is a coded SD/LEP Student Questionnaire for each student classified as SD or LEP.
4. Be sure that all unused booklets from the session are accounted for.

5. If a student did not attend an entire assessment session, make sure the circumstances are fully documented.
6. Compare the number of returned Teacher Questionnaires to the expected number listed on the Roster and make arrangements for collecting those that have not been returned. Remember that some of the questionnaires may have been completed online, and you do not have to get these back from the teachers.
7. Inspect the physical condition of each booklet, Administration Schedule, and Roster, making sure that any stray marks that would interfere with scanning have been erased.

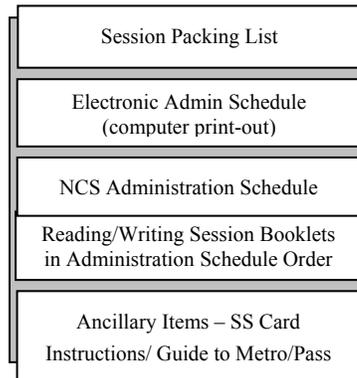
All assessment materials for a school should be repacked in the original box for shipping to NCS Pearson according to the diagram and instructions below.

NAEP Return Shipment Instructions – Grade 12

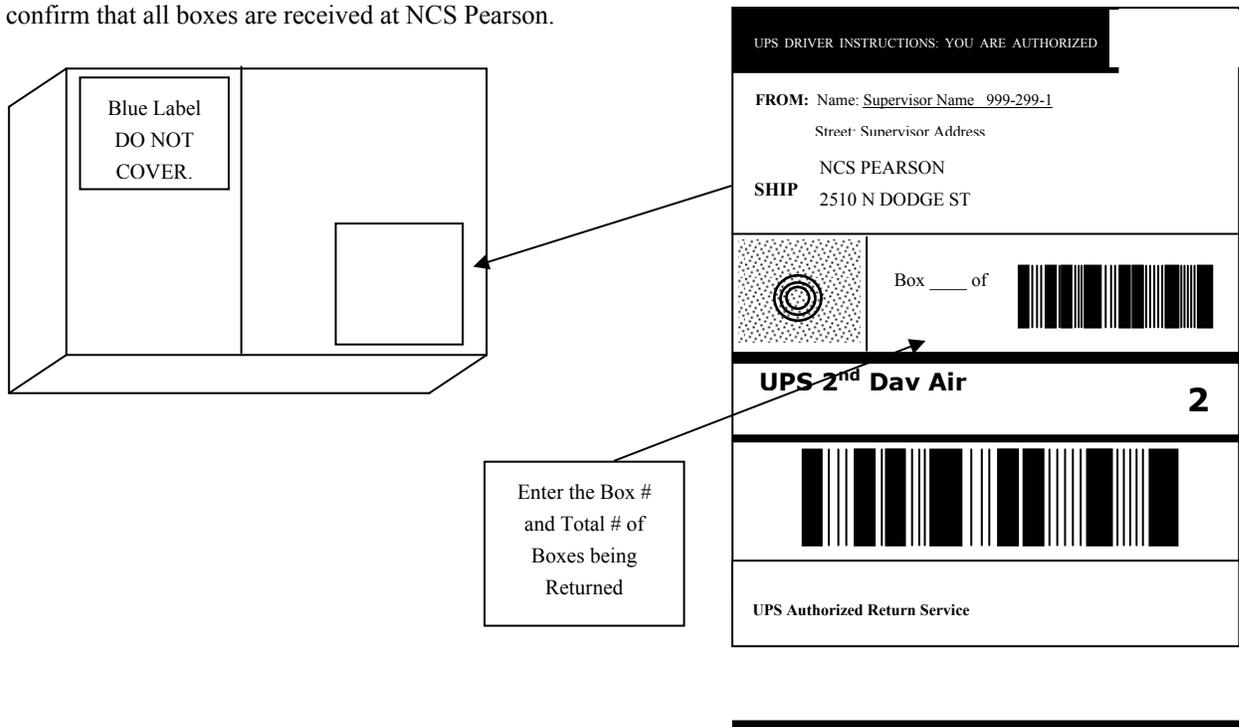
Box 1 History/Geography Session



Box 2 Reading/Writing Session



1. Using the boxes in which the materials were sent to you, place the materials back in their original box according to the layout shown in the diagram above.
2. Use the pillow pack for filler, then close (see instructions on box flaps) and seal the boxes.
3. Place the prepaid and preaddressed "UPS Authorized Return Service" (A.R.S. 2-day Return) label provided with each of your session materials, on each box being returned. *See diagram below.*
4. **Do not cover the blue label.** If the blue label becomes damaged, there is an extra label in with your session materials.
5. 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 2, BOX 2 of 2, etc. These numbers are important because it helps confirm that all boxes are received at NCS Pearson.



Shipping Materials back to NCS Pearson:

- If the hotel or motel that you are staying out has regular UPS pickup, give the boxes to desk clerk to place with other pickups.
- If they **do not** have a regular pickup, there are two options:
 1. Take packages to UPS station, MailBoxes Etc., Office Depot, etc.
 2. Fax the "Pickup Request Form" using the following toll-free number: **1-877-899-3493**.
(Do not call the UPS toll-free number listed in the phone book. The number above is for the Des Moines office in Iowa.)
- If additional assistance is needed, please call NCS Pearson at **1-888-627-6237** and arrangements will be made for you.

The following instructions should be followed for the history/geography sessions:

- On the bottom of the box, place all assessment booklets in Administration Schedule order (with the first bundle of booklets being on the top of the stack of booklets);
- Next, place the Administration Schedule(s);
- Then, put the electronic Administration Schedule;
- Next, all Rosters of Questionnaires; and completed questionnaires (Teacher, School and SD/LEP);
- At the top of the shipment, place the packing list.

For the reading/writing sessions:

- On the bottom of the box, place the ancillary items;
- Next, place all assessment booklets in Administration Schedule order (with the first bundle of booklets being on the top of the stack of booklets);
- Next, put the Administration Schedule(s);
- Then, place the electronic Administration Schedule;
- At the top of the shipment, place the packing list.

Close and seal the box using the tape provided by NAEP. Exhibit 7-5 shows an example of a pre-paid shipping label. Remember, DO NOT remove or obscure the bar codes or other information on the blue label that says “Important Materials for NAEP Assessment.” DO remove any other extraneous labels.

Supervisors will ship assessment booklets, forms, and questionnaires to NCS Pearson via UPS. If you are in an area that is not serviced by UPS, call NCS Pearson at 1-888-627-6237 for instructions. Be sure you obtain (and retain) a receipt for your shipment for tracking purposes. This receipt should go in the school folder.

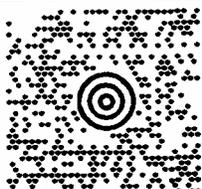
Exhibit 7-5. Shipping label

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

A.R.S.

FROM: Name: _____
Street: _____
City: _____ State: _____ ZIP Code: _____

SHIP TO: NATIONAL COMPUTER SYSTEMS
2510 N DODGE ST
IOWA CITY IA 52245



(420) SHIP TO POSTAL CODE

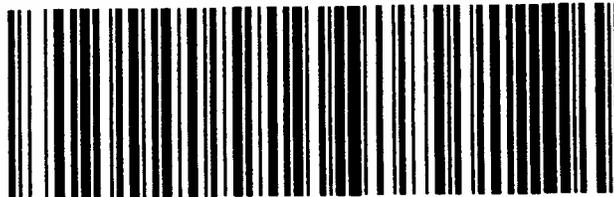


(420) 52245

UPS 2nd Day Air[®]

2

TRACKING #: 1Z 659 01W 38 1054 125 3



UPS Authorized Return Service[™]

02118612 12/98G

REF#: _____
2nd Day Air A.R.S. Tracking Number REF #/DATE
 1Z 659 01W 38 1054 125 3

Since you will be shipping completed assessment materials by session back to NCS Pearson in the original session box(es), you must be careful not to cover up the blue inbound barcode label NCS Pearson has applied to the lower left corner of the box. This barcode allows for immediate receipt verification and update at NCS Pearson.

Supervisors **must** ship materials to NCS Pearson within 24 hours after all assessments in the school have been completed. **If a make-up session is scheduled**, retain all assessment materials until after the make-up is conducted and then ship all materials for that school at the same time.

7.9.1 Disposal of Additional Assessment Materials

All materials distributed during the sessions must be collected and accounted for. Before leaving the school, **ONLY 10 atlases** and the used writing brochures may be offered to the school (There are just enough atlases for 10 per school. If more than 10 atlases are left at a school then some schools will not receive any). The other unused materials should be sent back to NCS Pearson.

7.10 Completion of Debriefing Form

A School Debriefing Form should be completed by supervisors for each cooperating school in your assignment. An example of the debriefing form is presented in Exhibit 7-6.

Exhibit 7-6. Debriefing Form

2001 NAEP SCHOOL DEBRIEFING FORM

School Name: _____ School ID #: _____

Supervisor: _____

1. What session types were conducted at this school? _____

2. How would you describe the attitude of the school staff toward the NAEP assessments conducted in the school?

3. How many sessions were conducted in this school? _____

If more than one, were they conducted: Concurrently Consecutively

4. Were you able to visit all sessions? YES NO

5. Did the EA(s) have any problems with: Student behavior YES NO
Facilities YES NO
Other, (SPECIFY) _____ YES NO

If the answer is YES to any of the above, explain: _____

6. Were there any problems with the distribution of materials? YES NO

If YES, what were they: _____

7.11 Quality Control and Observation

ETS and Westat home office staff will visit the supervisors occasionally while they are conducting assessments. These field visits provide an opportunity to observe how procedures such as the science kits are working and how assessments are being carried out, as well as how well EAs are trained and supervised. In addition to observing a session, the observer will:

- Determine if the student sample selection was correctly performed;
- Observe the administration of sessions;
- Conduct a quality check on how accurately certain data on assessed students were transferred from the Administration Schedule to the cover page of each completed booklet;
- Elicit from school officials any suggestions they might have for procedural changes that could make the school's role in National Assessment easier to carry out; and
- Determine if the assessment adversely affected school activities.

This quality check is an integral and necessary part of National Assessment's quality control program and is primarily designed to obtain an overall evaluation of how well the field procedures are being performed by all field staff and to guide corrective actions. The supervisor is, of course, responsible for implementing procedures properly in each school; therefore, any problems found during these quality checks will be discussed with the supervisor.

The supervisor is also responsible for communicating any problems with unobserved sessions, procedures, or materials to his/her field manager. Any significant problems should be reported immediately to the field manager, so that we are able to take action right away, before the problem intensifies.

7.12 Review of Assessment Materials Received by NCS Pearson

In previous sections, we discussed the procedures the supervisors are to follow when editing booklets and shipping materials. When these materials get to NCS Pearson, receipt clerks will thoroughly review each shipment as it arrives. The clerks follow a standard set of specifications to determine if:

- Responses are recorded properly;
- ID numbers match those on the Administration Schedule;
- Entries on the cover of each completed booklet are admissible and correctly coded;
- All booklets are accounted for;
- Rosters are included;
- Both copies (paper and electronic version) of the Administration Schedule (without names) is included;
- The School Questionnaire, SD/LEP Student Questionnaires, and Teacher Questionnaires are transmitted as reflected on the roster; and
- The shipment is packed correctly.

If errors are detected which cannot be resolved at NCS Pearson the field manager will be notified and the supervisor will be called and asked to correct the errors (which can sometimes involve returning to the school). A memo on errors discovered will be sent to Westat by NCS Pearson. Errors will be discussed with the supervisor so that corrective action can be taken.

Westat will also receive daily reports on shipments received back from the field, so that supervisors who are not shipping promptly can be identified.