# 3 Before You Arrive at the School

## Task 1 Complete Home-Study Packet and Attend the In-Person Training

Prior to attending the in-person training, you will need to complete a home-study package. The first component of the home study is Internet based. It gives you an overview of Westat and NAEP and contains administrative procedures, such as instructions for keeping track of your time and expenses. Your training kit will tell you how to access the web site. If you do not have access to the Internet, please contact your supervisor.

The second component of your home study is a careful review of this manual in its entirety so that you will be prepared to attend the training session. Most of the instructions and procedures in this manual apply to both the assessment coordinator (AC) and the assessment administrator (AA). However, there are some tasks that have been identified as ***AC Only.*** Throughout this manual, ***AC Only*** tasks will appear on shaded paper. Even though some tasks have been identified as being the main responsibility of the AC, there may be instances where an AA will be asked to assist or required to complete an AC task. Therefore, you should familiarize yourself with all the material in this manual, regardless of your role on the project.

At the training session, the contents of this manual will be reviewed, so please bring it and the rest of the training binder with you. The in-person training will combine a multimedia presentation, group discussions, and practice exercises to help teach the procedures and provide experience with the forms. It will also give you the opportunity to meet and get to know the other NAEP assessment teams in your state.

## Task 2 — AC ONLY — Receive the School Folders from your Supervisor

ACs will receive one School Folder from their supervisor for each participating school in their area. The School Folder contains records of all the contacts NAEP has had with the school since the fall, a copy of the Administration Schedule for each session, Instructions for Sampling Newly Enrolled Students, and a Certificate of Appreciation to give to the school on assessment day.

The Administration Schedule, shown on the next page, is the central document that will be used during the assessment to keep track of the selected students. Only students whose names appear on the Administration Schedules may participate in the assessment (except if the school requires a nonsampled student to participate). The Administration Schedules will contain each selected student's name, sex, race/ethnicity, birth date, and indicators of student with disability (SD) and/or limited English proficiency (LEP) status. They may also include the student's homeroom or other locating information and an indication of the student's eligibility for the National School Lunch Program (NSLP)[1] and Title 1 services.[2]

The ***NAEP school ID number*** appears at the top-center of the Administration Schedule. This number is unique for each school and should be used on all NAEP materials.

Next to the school number is ***Session Type.*** This letter indicates the type of session you will be administering. This year, students will be assessed in one of four session types. Assessment booklets, timing, and instructions vary from session type to session type, so all assessment materials are organized and packaged by session.

The top-right of the Administration Schedule has a box labeled ***Session Number.*** The first two letters indicate the subject(s) being assessed. There will be an ***RW*** for Type A Reading/Writing Sessions, ***MR*** for Type B Math/Reading Sessions, ***RD*** for Type C Reading Sessions, and ***MA*** for Type D Math Sessions. Grade 12 Session Type A schools will use the session indicator ***RW*** for public schools and ***PR*** for private schools. Next to the subject indicators will be two numerals—04, 08, or 12—this is the grade indicator. The last two numerals are used to identify the session because there may be more than one session number in a school. For example, a grade 4 school with three Type A sessions would have three Administration Schedules: one Administration Schedule for session RW0401, the second for session RW0402, and the third for session RW0403.

Each student will be assessed in only one subject. Therefore, column ***C*** labeled ***Line #/Subject*** is used to indicate the subject of each student's assessment booklet. There will either be an ***R*** for Reading, ***W*** for Writing, or ***M*** for Math in this column. This is important because there are additional materials associated with certain booklet numbers, which are discussed in detail on pages 4.7-4.10. School staff may also need to refer to this subject indicator when determining if a student requires an accommodation.

In column ***K,*** labeled ***Original Booklet ID #,*** assessment booklets have been assigned to each selected student. The number printed in this column opposite each student's name corresponds to the assessment booklet the student must receive. This number is used to track the booklet from the time it leaves the warehouse until it is returned and processed. All booklets must be accounted for at every step of the assessment process.

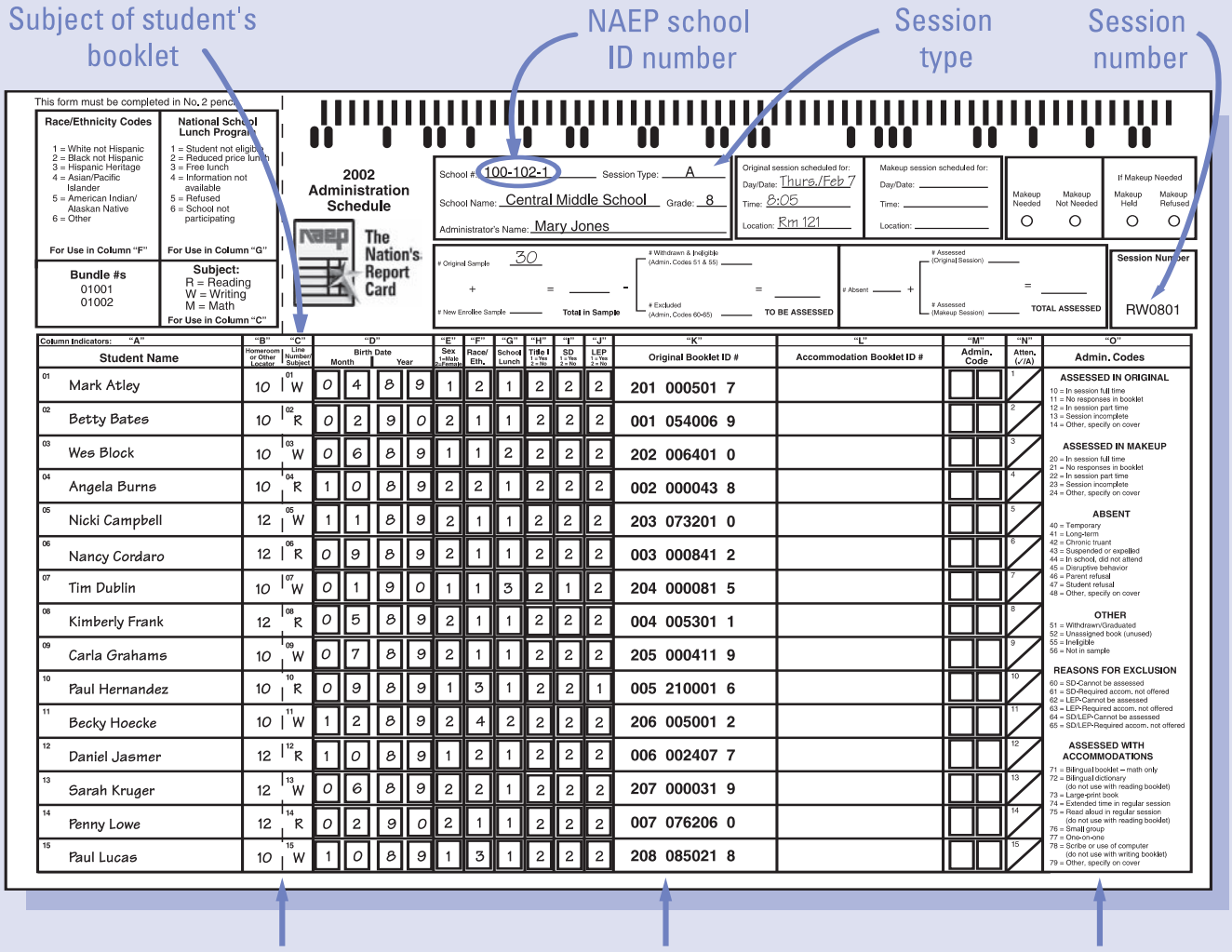
Column ***L,*** labeled ***Accommodation Booklet ID #,*** will be used when a student identified as SD or LEP must be reassigned a special accommodation booklet.

[1] *The National School Lunch Program (NSLP) is a Federally-assisted meal plan that provides low-cost or free lunches to eligible students.*

[2] *Title 1, formerly Chapter 1, assists economically and educationally disadvantaged students in achieving academically at the same level as their peers.*

Column ***M*** is used to record each student's participation status. The two-digit Admin. Codes, or Administration Codes, used in this column are listed along the right-hand side of the Administration Schedule in column ***O***. The Administration Codes are further defined on pages 4.39-4.42.

The Administration Schedule is perforated, so student names can be removed before it is sent to NAEP. Due to NAEP's pledge of confidentiality, **under no circumstances should a student's name appear on any assessment materials leaving the school.**




| Session Type | Subjects | Grade | Session |
|---|---|---|---|
| A | Reading/Writing | 4,8<br>12 | RW<br>RW, PR |
| B | Reading/Math Field Test | 4,8 | MR |
| C | Reading Special Study | 4,8,12 | RD |
| D | Math Special Study | 4,8 | MA |

## Task 3 Secure Assessment Materials

In early January, NCS Pearson will mail the materials needed to conduct all the assessments in an area to that area's AC. These materials will be delivered by UPS. The boxes will be addressed to the AC's home address unless his/her supervisor has informed NAEP that a different name or address should be used.

One box of materials will be sent to the AC for **every session** to be conducted in each school. ACs should carefully check all of the materials they receive to make sure they have the materials they need for each school.

On the day of the assessment, the AC will give each AA the box of materials needed for his/her session. Proper handling and storage of all assessment materials and supplies are very important parts of every AC's and AA's job.

### A Confidentiality of Materials

NAEP guarantees the confidentiality of all participants. However, "security is not secrecy." NAEP can, and will, share the background questions and other **nonsecure** items with schools, staff, and interested parties.

All school principals will be provided with NAEP Demonstration Booklets for inspection by anyone interested in the study. The NAEP Demonstration Booklets contain student background questions and questions similar to those asked during the assessment. Because these questions have been released to the public, they may be copied. To request additional Demonstration Booklets, call Westat at 800-283-6237.

If schools are interested in finding out more information about the 2002 assessment, you can refer them to the My School web site (**www.mynaep.org**). The My School web site is designed to give schools more detailed information about the 2002 assessment in their school. The site gives schools the subjects, date, and time of the scheduled sessions at the school. It also contains answers to many Frequently Asked Questions and links to online questionnaires and documents, such as the NAEP Demonstration Booklets. Schools were notified of the My School site in the fall, and most should be signed up. Any school staff member who would like to be added to the site can register for access by going to the site and entering the seven-digit NAEP school ID number as the username and ***guest*** as the password.

You should also refer school staff and other interested individuals to the NAEP web site (**http://nces.ed.gov/nationsreportcard**). Unlike the My School site, which provides personalized information about the assessment at hand, the NAEP web site houses all NAEP information from the past to the present. Schools can go to the site to see assessment questions and data gathered from past students, teachers, and schools that participated in NAEP. There are also profiles on each state and links to past NAEP reports.

## Example of My School Web Site

My School — Assessment Day

WELCOME Anytown Middle School

Step 1: NAEP 2002 | Step 2: The Student Sample | Step 3: Assessment Day | Step 4: Future Events

### Reminder

**Mary Jones**, the NAEP representative, will be arriving at 8:30 on Wednesday, February 10, 2002, to conduct the NAEP assessment. Please contact NAEP if you have any questions about the arrangements in your school.

### The Assessment Process

**Some frequently asked questions about the assessment day.**

What are the responsibilities of the NAEP staff?

What are the responsibilities of your school?

Should I meet with the selected students before the assessment?

Can parents find out how well their children performed in the NAEP assessment?

What process is used to develop the assessments?

How does NAEP accommodate students with disabilities and students with limited English proficiency?

### Resources

View or download the Summary of NAEP Activities, a two-page document that briefly defines the NAEP program and the NAEP staff and school's responsibilities in the assessment.

Look at the Information for Principals, to view answers to frequently asked questions about student background questions and NAEP confidentiality procedures.

View the Demonstration Booklets that contain student background questions and examples of reading and writing questions similar to those asked in this year's assessment.

Parent Information Letter - view copies of the available NAEP parent letter.

### How can we help you?

We want to make the NAEP assessment in your school a positive experience for your staff and students. If you have questions or need to get in touch with us for any reason, please choose one of the options below.

- Send an email to Mary Jones, your NAEP representative.
- Find more information about contacting NAEP
- Change your user ID and/or password.
- Report a technical problem or send NAEP feedback about the web site.

### Assessment Timeline

You are here

| Agree to Participate | Send NAEP Your List of Students | NAEP Representative Conducts Preassessment Call with the School Coordinator | NAEP Staff Conducts the Assessment | After the Assessment |
|---|---|---|---|---|
| Principal agrees to participate and the NAEP representative assigns a school coordinator to work with the NAEP staff on assessment arrangements. | Schools generate a list of students in the selected grade according to the NAEP Instructions for Preparing Student Lists. The student list is either . . . | The preassessment package will be sent to the school coordinator 2 weeks before the . . . | The NAEP staff will bring assessment materials to your school, conduct the assessment, complete the paperwork, and pick up all questionnaires. After the . . . | At the end of the school year, you should destroy the materials in your NAEP Storage Envelope and mail the postcard to NAEP confirming that you have . . . |

*Click to view timeline as a full-size window*

### Chat

**Ask questions about the assessment process and what will happen in your school on assessment day.**

**What to expect on the NAEP assessment day.**

Dianne Walsh, Westat Director of NAEP Operations, will host a discussion on NAEP assessment procedures.

### Your Information

Below is information we have for your school's assessment. You may update this information if anything has changed.

| | |
|---|---|
| School Name | Anytown Elementary School |
| Principal | Karen Smith |
| Address | 123 Main Street<br>Washington, DC 20000 |
| Phone Nnumber | 333-234-4455 |
| NAEP ID Number | 101-101-1 |
| Enrollment in Selected Grade | 40 |
| Sessions to Be conducted | 2 Reading/Writing |
| Grade to Be Assessed | 4th grade |

### Online Questionnaires

This year, schools participating in the NAEP assessments have the option of completing the school and teacher questionnaires online, instead of on a paper copy. If you are asked to complete one of the questionnaires, your NAEP representative will give you a paper copy of the questionnaire with instructions for accessing the online version, if you choose to do so.

Please call 1-800-283-6237 (NAEP), if you have any questions about this procedure.

Access the questionnaires online by clicking one of the links below.

NAEP Fourth-Grade Teacher Questionnaire

NAEP Eighth-Grade Teacher Questionnaire

NAEP School Questionnaire

### Requests to View NAEP Materials

NAEP Demonstration Booklets should be provided to anyone interested in viewing student background questions and released test items. All other requests to view NAEP materials should be handled in the following ways:

- School staff members who ask to see the assessment booklets or have questions about their content may look at unused booklets in the presence of NAEP staff;
- All requests to see the assessment booklets from anyone other than school staff should always be referred to your supervisor;
- Never, under any circumstance, allow anyone to examine materials completed by students or school staff; and
- Copying questions or duplicating assessment booklets is never permitted.

## B Accounting for Assessment Materials

An important part of your job is accounting for all assessment materials you receive, particularly the assessment booklets. It is your responsibility to be sure that you receive a sufficient number of the appropriate assessment materials needed for your assignment and that you can account for all of these materials (used and unused) when the assignment is completed. This means that you must work carefully and keep accurate records of materials used as you work through your assignment. Never leave assessment booklets or other NAEP materials at the school overnight. Take everything with you when you leave the school. If you leave the school between sessions, take all of these materials with you and lock them in the trunk of your car. If any NAEP assessment booklets are lost, misplaced, taken by students (inadvertently or otherwise), or cannot be accounted for, the confidentiality and validity of NAEP may be seriously jeopardized.

## C Condition of Assessment Materials and Supplies

You are also responsible for making sure that all assessment materials and supplies to be used during the assessment are in good condition. If you receive any damaged or misprinted materials or supplies that cannot be used, call NCS Pearson for replacements. Instructions for checking your supplies and requesting replacements are found in Task 5 of this chapter.

## Task 4 (AC ONLY) Use the Call Log to Document the Preassessment Call

As an AC, you will receive a Call Log for each of the schools in your area. The Call Log will be used to record all contacts before, during, and after the assessment.

The Call Log has three parts. The first part is the script you will use to conduct the preassessment call. The results of each call must be recorded in the school's Call Log and retained in the School Folder. All calls must be completed 1 week before the scheduled assessment date.

The second part of the Call Log is the School Summary Sheet. The sheet will be completed immediately following the assessment and is discussed further on page 4.57.

The third part of the Call Log is the Debriefing of the School Coordinator. The debriefing interview is the last thing you will do before you leave each school. This is discussed further on page 4.58.

The rest of this task will give you an overview of the preassessment call. For more detailed information, refer to the Call Log Question-by-Question Specifications in Appendix C of this manual.

### Step A Verify Receipt of the School Packet

Your supervisor will send a preassessment packet to school coordinators 2 weeks before the assessment date. The school coordinator is the person appointed by the principal to coordinate all NAEP activities of the school. The packets will be sent by FedEx and will contain the following materials:

- Instructions to School Coordinators for Preparing the Materials;
- Original version of Administration Schedule(s);
- Original version of Roster of Questionnaires (Session Type A only);
- NAEP School, Teacher, and SD/LEP Questionnaires (Session Type A only);
- Criteria for Including SD and LEP students;
- New Enrollee Listing Form;
- U.S. Department of Agriculture Letter authorizing the disclosure of NSLP information;
- Sample Parent and Teacher Notification Letters for schools to use or modify as they see fit;
- For Grades 8 and 12, Student Appreciation Certificates that schools may use as appointment cards for the selected students; and
- The NAEP Storage Envelope to store the materials at the school.

An example preassessment packet is in Appendix B of this manual.

In small schools with 25 or fewer students, student sampling is not required. This means you **may** not have an Administration Schedule to review with the school coordinator during the preassessment call. If your supervisor alerts you that one or more of these schools are in your area, refer to the Special Procedures for Small Schools Where All Students Are Included, located in Appendix D.

The first thing you will do during the preassessment call is establish contact with the school coordinator and verify that the preassessment packet was received. Duplication of the packet will be extremely difficult, as it contains the original, scannable NAEP forms. Because of this, it is important to make every effort to locate the original packet.

## Step B Review Status of School and Teacher Questionnaires (Session Type A)

The next step of the preassessment call will guide you through reviewing the status of the School and Teacher Questionnaires. (The status of the SD/LEP Questionnaires will be covered later in the call.) This year, questionnaires will be given only to schools with Session Type A. Note that there is no grade 12 Teacher Questionnaire, as shown in the table below.

Teachers and principals have the option of completing the teacher and school questionnaires online or in the hard copy version. The online questionnaires are located on the My School web site at **www.mynaep.org**.

The remainder of this step provides instructions on how to prepare questionnaire covers, fill in the Roster of Questionnaires, and distribute questionnaires to appropriate staff. Although most of the information on the Roster and questionnaire covers will be completed by your supervisor or the school coordinator, you should be familiar with the procedures so you are prepared to answer any questions and fill in information as needed.

### Roster of Questionnaires

The school coordinator will receive a Roster of Questionnaires to keep track of the questionnaires distributed at the school. There are three versions of the Roster—one for each grade. The front of the Roster contains the tracking information for the School Questionnaire and up to 14 SD/LEP Questionnaires. The back of the Roster contains the tracking information for the Teacher Questionnaires. In addition to these three versions of the Roster, there is a Supplemental SD/LEP Roster. This is used in schools that have more than 14 SD/LEP Questionnaires to distribute. The exception to this is the grade 12 Roster. Because there are no Teacher Questionnaires at the twelfth grade, the back of the Roster continues the SD/LEP Questionnaire tracking information.

The instructions for distributing the School, Teacher, and SD/LEP Questionnaires are printed on the right side of the Roster.

### Session Type A Questionnaires[3]

| | Grade 4 | Grade 8 | Grade 12 |
|---|---|---|---|
| School Questionnaire | YES | YES | YES |
| Language Arts Teacher Questionnaire | YES | YES | NO |
| SD/LEP Questionnaire | YES | YES | YES |

[3] *There are no questionnaires for Session Types B, C, and D.*

## Example of NAEP Roster of Questionnaires (front and back)

This form must be completed in No. 2 Pencil.

The Nation's Report Card

**NAEP 2002 — Grade 8**
**Roster of Questionnaires**
(School, SD/LEP, and Teacher Questionnaire Tracking Form)

SCHOOL #: ___ - ___ - ___

SCHOOL NAME: _____

CITY/STATE: _____

**I. School Questionnaire**

Distributed to: _____

**I. School Questionnaire**

Questionnaire ID # (Barcode ID# on Cover) 09 - _____ - _____

| Returned | |
|---|---|
| Yes | No | Completed Electronically |

**II. SD/LEP Questionnaire**

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

**Instructions for Distributing Questionnaires**

**Instructions for Distributing School Questionnaire**

Give the School Questionnaire to the principal. On the cover of the questionnaire, record the date it is to be returned. Once it is returned, grid in the oval in the "Returned" column.

**Instructions for Distributing SD/LEP Questionnaires**

Every student identified on the NAEP Administration Schedule as SD and/or classified as LEP is listed in the column on the left. An SD/LEP Questionnaire must be completed for each student by the teacher most knowledgeable about that student, regardless of whether or not the student will be assessed. Before distributing each SD/LEP Questionnaire, you will need to do the following:

1. On each SD/LEP Questionnaire cover, write the name of the school staff member most knowledgeable about the student on the removable label. Record the date the questionnaire needs to be returned to you.
2. On this roster, write the name of the staff member to whom the questionnaire will be given.
3. As the questionnaires are returned, grid in the oval in the "Returned" column.

**III. Teacher Questionnaire**

**III. Teacher Questionnaire**

SCHOOL #: ___ - ___ - ___

NCS Use Only

| | Teacher's Name | Teacher # | Teacher Questionnaire ID # | Returned Yes | Returned No | Completed Electronically |
|---|---|---|---|---|---|---|
| 01 | | 01 | 09 | | | |
| 02 | | 02 | 09 | | | |
| 03 | | 03 | 09 | | | |
| 04 | | 04 | 09 | | | |
| 05 | | 05 | 09 | | | |
| 06 | | 06 | 09 | | | |
| 07 | | 07 | 09 | | | |
| 08 | | 08 | 09 | | | |
| 09 | | 09 | 09 | | | |
| 10 | | 10 | 09 | | | |
| 11 | | 11 | 09 | | | |
| 12 | | 12 | 09 | | | |
| 13 | | 13 | 09 | | | |
| 14 | | 14 | 09 | | | |
| 15 | | 15 | 09 | | | |
| 16 | | 16 | 09 | | | |
| 17 | | 17 | 09 | | | |

**Instructions for Distributing Questionnaires**

**Instructions for Distributing Eighth-Grade Teacher Questionnaires**

Ask all eighth-grade teachers who teach English to fill out a Language Arts Teacher Questionnaire. Follow the procedures below for each questionnaire you distribute.

On this roster:

1. Create a list of *all* eighth-grade English teachers under "Teacher's Name."
2. In the column labeled "Teacher Questionnaire ID," record the unique 10-digit ID number from the questionnaire you give to each teacher named in the first column. (The "09" prefix has been preprinted.)
3. As the questionnaires are returned, grid in the oval in the "Returned" column.

On the front cover of each questionnaire:

1. Record the name of the teacher receiving the questionnaire and the date the questionnaire needs to be returned to you.
2. Record the two-digit teacher number located in the column to the right of the teacher's name on this roster (e.g., 01, 02, 03). *It is critical that this number is recorded accurately.*

Gr. 8 Roster Back

This form must be completed in No. 2 pencil.