

3

Preparing for the Assessment

Task 1

Review Your Manual and Attend the In-Person Training

Before attending the in-person training, you will need to carefully review this manual in its entirety so that you will be prepared to attend the training session. The in-person training session will give an overview of your tasks as an assessment administrator (AA). However, you are responsible for learning the details associated with each task. In addition, the procedures for completing your timesheet (described on pages 5.1-5.11) will not be covered at the in-person training. You should bring any questions you may have to the training session so they can be discussed with the trainer or your supervisor.

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 and materials. It will also give you the opportunity to become acquainted with your supervisor and AC and the other assessment teams in your state. **At the training session, the contents of this manual will be reviewed, so please bring it with you.**

Task 2

Understand the Assessment Materials

A

The Administration Schedule

The Administration Schedule, shown on page 3.3, is the central document that will be used during the assessment to keep track of the selected students. As part of the NAEP sampling process, your supervisor and AC prepared an Administration Schedule for each session. An important part of your job is to record the results of each session you conduct on the Administration Schedule. Only students whose names appear on the Administration Schedules may participate in the assessment (except if the school requires a nonsampled student to participate). When you receive the Administration Schedules, they will contain each selected student's name, birth date, sex, 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, race/ethnicity, and an indication of the student's eligibility for the National School Lunch Program (NSLP)¹ and Title I 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 for that school.

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 I, formerly Chapter 1, assists economically and educationally disadvantaged students in achieving academically at the same level as their peers.

The **Session Number** appears at the top left and top right of the Administration Schedule. The first two letters indicate the subject(s) being assessed. There will be an **RM** for Reading/Math Sessions in grades 4 and 8 public schools and a **PR** for Reading/Math Sessions in grades 4 and 8 nonpublic schools. All grade 12 schools will use the session indicator **RM**. 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 in a school. For example, a grade 4 public school with three sessions would have three Administration Schedules: one Administration Schedule for session RM0401, the second for session RM0402, and the third for session RM0403.

Column **B**, labeled **Homeroom or Other Locator**, is used to locate the students on assessment day.

Although sessions contain both reading and math assessments, 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 or an **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 4.6-4.7. School staff will also refer to this subject indicator when determining student accommodations.

Column **D**, labeled **Birth Date**, is used to record each student's month and year of birth.

Column **E**, labeled **Sex**, is used to record each student's sex.

Column **F**, labeled **SD**, is used to record each student's disability status.

Column **G**, labeled **Final SD Code**, will be used to record a student's SD status if it has changed from what was originally recorded on the Administration Schedule.

Column **H**, labeled **LEP**, is used to record each student's limited English proficiency status.

Column **I**, labeled **Final LEP Code**, will be used to record a student's LEP status if it has changed since it was originally recorded on the Administration Schedule.

Column **J**, labeled **Race/Eth.**, is used to record each student's race/ethnicity.

Column **K**, labeled **School Lunch**, is used to record each student's eligibility status in the National School Lunch Program (NSLP).

Column **L**, labeled **Title I**, is used to record each student's Title I status.

Column **M**, labeled **New Enrollee**, will be used to identify each student selected from the list of new enrollees.

In column **N**, 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 throughout the assessment process.**

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

Following the session, you will use column **P**, labeled **Admin. Code**, 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 **R**. The Administration Codes are further defined on pages 4.37-4.40.

On assessment day, you will use column **Q**, labeled **Atten.**, to indicate whether a student was present or absent for the assessment.

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.**

Subject of student's booklet

NAEP school ID number

Session number

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 = 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 = Refused
6 = School not participating

NAEP 2003 Administration Schedule

The Nation's Report Card

School: 102-102-1 Grade: 8

School Name: Central Middle School

Administrator's Name: Mary Jones

Original session scheduled for:
Day/Date: Thurs./Feb. 6
Time: 8:05
Location: Rm 121

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

If Makeup Needed

Makeup Held Makeup Not Held

Bundle #s

01001
01002

Original Sample 30 + # Withdrawn & Ineligible (Admin. Codes 51 & 55) _____ = _____

Excluded (Admin. Codes 60-66) _____ + _____ = _____

New Enrollee Sample _____

Total in Sample _____

Absent _____ + # Assessed (Original Session) _____ = _____

Assessed (Makeup Session) _____ + _____ = _____

TOTAL ASSESSED _____

Column Indicators: "A"	"B"	"C"	"D"		"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"	"P"	"Q"	"R"
Student Name	Homeom or Other Locat	Line # of Subject	Month	Birth Date	Sex	SD	Final SD Code	Final LEP Code	Race/Eth.	School Lunch	Title I	ELL	Original Booklet ID #	Accommodation Booklet ID #	Admin. Code	Atten. (Y/N)	Admin. Codes	
01 Mark Atley	10	01	M	04	9	0	1	2	2	2	1	2	2	101 000293	4		1	ASSESSED IN ORIGINAL
02 Betty Bates	10	02	R	02	9	1	2	2	2	1	1	2	2	001 054006	9		2	10 = In session full time 11 = No responses in booklet 12 = In session part time 13 = Session incomplete 14 = Other, specify on cover
03 Wes Block	10	03	M	06	9	0	1	2	1	2	2	2	102 005241	1		3	ASSESSED IN MAKEUP	
04 Angela Burns	10	04	R	10	9	0	2	2	2	2	1	2	2	002 000043	8		4	20 = In session full time 21 = No responses in booklet 22 = In session part time 23 = Session incomplete 24 = Other, specify on cover
05 Nicki Campbell	12	05	M	11	9	0	2	2	2	1	1	2	2	103 006922	1		5	ABSENT
06 Nancy Cordaro	12	06	R	09	9	0	2	2	1	2	1	1	2	003 000841	2		6	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
07 Tim Dublin	10	07	M	01	9	1	1	1	2	1	3	2	2	104 043569	2		7	OTHER
08 Kimberly Frank	12	08	R	05	9	0	2	2	2	1	1	2	2	004 005301	1		8	51 = Withdrawn/Graduated 52 = Unassigned book (unused) 53 = Ineligible 54 = Not in sample
09 Carla Grahams	10	09	M	07	9	0	2	2	2	1	1	2	2	105 210021	3		9	REASONS FOR EXCLUSION
10 Paul Hernandez	10	10	R	09	9	0	1	2	1	3	1	2	2	005 210001	6		10	60 = SD-Cannot be assessed 61 = SD-Required accom. not offered 62 = LEP-Cannot be assessed 63 = LEP-Required accom. not offered 64 = SDLEP-Cannot be assessed 65 = SDLEP-Required accom. not offered
11 Becky Hoecke	10	11	M	12	9	0	2	2	2	4	2	2	2	106 073201	2		11	ASSESSED WITH ACCOMMODATIONS
12 Daniel Jasmer	12	12	R	10	9	0	1	2	2	2	1	2	2	006 002407	7		12	71 = Bilingual booklet - math only 72 = Bilingual dictionary (do not use with reading booklet) 73 = Large-print book 74 = Extended time in regular session 75 = Read aloud in regular session (do not use with reading booklet)
13 Sarah Kruger	12	13	M	06	9	0	2	2	1	2	1	2	2	107 000031	9		13	76 = Small group 77 = One-on-one 78 = Scribe or use of computer 79 = Other, specify on cover
14 Penny Lowe	12	14	R	02	9	1	2	2	2	1	1	2	2	007 076206	0		14	
15 Paul Lucas	10	15	M	10	9	0	1	2	2	3	1	2	2	108 076206	5		15	

Perforated to remove students' names

Preassigned booklet ID numbers

Administration Codes used to identify students' participation status in column P

Subjects	School Type	Grade	Session
Reading/Math	Public	4,8	RM
Reading/Math	Nonpublic	4,8	PR
Reading/Math	Public/ Nonpublic	12	RM

Mr. Maxwell

2003 Grade 8 School Questionnaire
(School Characteristics and Policies)

Q-094

Complete this questionnaire online (preferred).
(see instructions below)

OR

Use a #2 pencil to complete this questionnaire.

SCHOOL #
1 0 2 1 0 2 1

Please complete this questionnaire online.
Gain access via your "My School" web page by clicking on the School Questionnaire link OR by keying <http://www.naep.com> on the Internet. Begin by keying in the following information at the login screen:
Your 10-digit booklet ID# is: 094 003768 2
Your 7-digit school ID number is: 102 102 1
Please complete the questionnaire (either online or this hard copy) by: 2 / 4 /2003.

DO NOT USE

ADMIN USE ONLY

094 - 003768 - 2

According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless such collection displays a valid OMB control number for this information collection is 1850-0028 and 1850-0758. The time required to complete this information collection is estimated to average 30 minutes per response. If you have any comments concerning this collection of information, please write to the Office of Management and Budget, Paperwork Project Director, (0344-0187), Washington, DC 20503-9000. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4010. If you have comments or concerns regarding the privacy of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1900 K Street, N.W., Washington, D.C. 20006-9501.

A project of the Office of Educational Research and Improvement. This report is authorized by law (PL 107-110, 20 U.S.C. 9501b). While you are not required to report, 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. OMB No. 1850-0028 and OMB No. 1850-0758 - Approval Expires 10/31/2005. Mark Patezzi by NCS EM-16684-001-1-04/021 Printed in U.S.A.

C School Questionnaire

The School Questionnaire is designed to collect information about school characteristics, staff, and instructional programs. The principal or someone designated by the principal should complete it.

The example on this page shows a completed School Questionnaire and Roster. When the school coordinator receives the School Questionnaire, your AC or supervisor will have already completed most of the information on the cover and Roster. As shown in this example, the seven-digit ID number from the lower left-hand corner of the questionnaire should have been recorded in Section I of the Roster. The questionnaire should have the school ID number and information for completing the questionnaire online recorded on the cover.

On the assessment day, the AC will collect the completed questionnaire and record how the questionnaire was completed in the **Returned** column on the Roster. If the school coordinator wrote the name of the person completing the questionnaire on the removable label (as shown in the top left of this example), the AC will need to remove the label prior to shipping the material back to NCS Pearson.

This form must be completed in No. 2 Pencil.

The Nation's Report Card

NAEP 2003 — Grade 8 Roster of Questionnaires
(School, SD/LEP, and Teacher Questionnaire Tracking Form)

I. School Questionnaire	I. School Questionnaire	Questionnaire ID # (Barcode ID# on Cover)	Returned		
			Yes	No	Completed Electronically
Distributed to: <u>Mr. Maxwell</u>		094 - <u>003768-2</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
II. SD/LEP Questionnaire	II. SD/LEP Questionnaire	Questionnaire ID #			