

D

Teacher Questionnaires

There are three Teacher Questionnaires: one for fourth-grade reading and math teachers, one for eighth-grade math teachers, and one for eighth-grade English teachers. All teachers in the selected grade will be asked to complete a questionnaire. The first part of each questionnaire is a section on background characteristics and educational training. The remainder of each questionnaire surveys the teacher's instructional practices. The example on the next page shows a completed Grade 8 Reading Teacher Questionnaire cover and Roster.

When the school coordinator receives the Teacher Questionnaires, your supervisor will have already recorded the unique eight-digit ID number for each questionnaire in the **Teacher Questionnaire ID #** column on the Roster. On the questionnaire cover, your supervisor recorded the two-digit teacher number, the school ID number, the information for completing the questionnaire online, and the date the questionnaire is to be returned to the school coordinator.

The school coordinator will write the name of the teacher who received the corresponding Teacher Questionnaire under **Teacher's Name** on the Roster. If the school coordinator chooses, he/she can use the removable label affixed to the questionnaire cover to write the name of the teacher who was given the questionnaire, as shown in the example on the next page.

The AC will collect the completed questionnaires on assessment day and record how each 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 on the following page), the AC will remove the label prior to shipping the material back to NCS Pearson.

III. Teacher Questionnaire		III. Teacher Questionnaire										SCHOOL #: 102-102-1 <input type="checkbox"/> NCS Use Only				
Teacher's Name	Teacher #	Teacher Questionnaire ID #										Returned			Instructions for Distributing Questionnaires	
		Yes	No									Yes	No	Completed Electronically		
01 Mrs. Brown	01	09	7	0	0	0	9	9	2	7						Instructions for Distributing Eighth-Grade Teacher Questionnaires Ask all eighth-grade teachers who teach English to fill out a Reading
02 Mr. Fisher	02	09	7	0	0	1	2	5	3	1						
03 Ms. Marshall	03	09	8													
04 M...	04	09	8													



2003 Grade 8 Reading Teacher Questionnaire

Q-097

Please mark how you complete this questionnaire.

Complete this questionnaire online (preferred). (see instructions to left) **OR**

Use a #2 pencil to complete this questionnaire.

SCHOOL # TEACHER #

102 102 1 01

Please complete this questionnaire online.

Gain access via your "MySchool" web page by clicking on the School Questionnaire link OR by keying <http://www.naepq.com> on the Internet. Begin by keying in the following information at the login screen:

Your 10-digit booklet ID# is: 097-000992-7

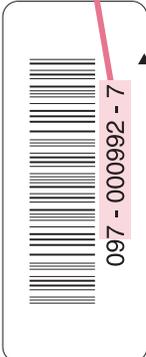
Your 7-digit school ID number is: 102-102-1 Your teacher ID# is: 01

Please complete the questionnaire (either online or this hard copy) by: 2 / 4 / 2003.

DO NOT USE

0	1	2
3	4	5
6	7	8
9		

ADMIN USE ONLY



097 - 000992 - 7

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0028 and 1850-0078. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1900 K Street, N.W., Washington, D.C. 20005-6561.

A project of the Office of Educational Research and Improvement. This report is authorized by law (PL 107-110, 20 U.S.C. 9810). While you are not required to respond, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be kept strictly confidential. OMB No. 1850-0028 and OMB No. 1850-0078 • Approval Expires 10/31/2005. Mark the tab by NCS 88-16488-001-1-854321 Printed in USA.



E

SD/LEP Questionnaire

For every student identified on the Administration Schedule as SD and/or classified as LEP, an SD/LEP Questionnaire must be filled out by the staff member most knowledgeable about that student. A questionnaire should be completed for each student, regardless of whether or not that student will be assessed. The SD/LEP Questionnaire can be completed online or in the hard-copy version.

When the school coordinator receives the SD/LEP Questionnaires, your supervisor will have entered the following information on each **SD/LEP Questionnaire cover**:

- The NAEP School ID;
- The date the questionnaire should be returned;
- The 10-digit student booklet ID (from the Administration Schedule);
- The student's demographic information (from the Administration Schedule);
- The student's line number and session number (from the Administration Schedule); and
- The name of the student for whom the questionnaire needs to be completed (on the removable label).

Your supervisor will have entered the following in **Section II of the Roster**:

- The student's name;
- The 10-digit booklet ID (from the Administration Schedule); and
- The SD/LEP Questionnaire ID (from the SD/LEP Questionnaire cover).

When the AC collects the completed questionnaires on assessment day, he/she will record how each questionnaire was completed in the **Returned** column on the Roster. The AC will also need to remove the label bearing the student's name from the questionnaire cover prior to shipping the material back to NCS Pearson. If there is any information missing from the cover or Roster, the AC will need to enter it after the assessment.

Example of Preparing an SD/LEP Questionnaire

This form must be completed in No. 2 Pencil.

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

SCHOOL #: 102-102-1
SCHOOL NAME: Central Middle School
CITY/STATE: Washington, DC

I. School Questionnaire
Distributed to: Mr. Maxwell
Questionnaire ID # (Barcode ID# on Cover): 094 - 003768-2

II. SD/LEP Questionnaire

Student's Name	Distributed To (Staff Name)	Student's Name	Distributed To (Staff Name)	Student Booklet ID # (Column "N" on Admin. Schedule)										SD/LEP Questionnaire ID # (Barcode ID# on SD/LEP Cover)			Returned			Instructions for Distributing Questionnaires		
				0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		6	7
01 Wes Block	Mrs. Wilson	01		1	0	2	0	0	5	2	4	1	1	095 - 003768 - 2	0	0	0	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 should be 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.				
02 Paul Hernandez	Mr. Cox	02		0	0	5	2	0	0	0	1	6	095 - 003768 - 2	0	0	0						
03 Sarah Kruger	Mr. Cox	03		1	0	7	0	0	0	3	1	9	095 - 003768 - 2	0	0	0						
04 Tim Dublin	Mr. Cox	04		1	0	4	0	4	3	5	6	9	095 - 003768 - 2	0	0	0						
05		05											095 -	0	0	0						
06		06											095 -	0	0	0						
07		07											095 -	0	0	0						
08		08											095 -	0	0	0						
09		09											095 -	0	0	0						
10		10											095 -	0	0	0						
11		11											095 -	0	0	0						
12		12											095 -	0	0	0						
13		13											095 -	0	0	0						
14		14											095 -	0	0	0						

2003 SD/LEP Questionnaire

Admin. Schedule Line # 3, from Session RM0801

Complete for Wes Block

Please complete this questionnaire online. Gain access via your "MySchool" web page by clicking on the SD/LEP Questionnaire link. Begin by keying in the following information at the login screen:
 Your 7-digit booklet ID# is: 095002987
 Your 10-digit booklet ID# is: 1021021
 This will bring up a list of Student Booklet IDs for SD and/or LEP students. Match this ID with the ID on the list. If this ID is not on the list, manually enter the 10-digit Student Booklet ID to gain access to the online questionnaire.
 Please complete the questionnaire either online or on this hard copy (by 2/4/2003).

To be completed by the staff member most knowledgeable about a student identified as SD and/or LEP:
 1 = White not Hispanic
 2 = Black not Hispanic
 3 = Hispanic Heritage
 4 = Asian/Pacific Islander
 5 = American Indian/Alaska Native
 6 = Other

Complete this questionnaire online (preferred).
 OR
 Use a #2 pencil to complete this questionnaire.

SCHOOL # 102 102 1
 Student Booklet ID (from column "N" on Administration Schedule) 102 005241 1
 Birth Date 06 19 90 Sex 1 R/E 1 SD 1 LEP 2

IMPORTANT NOTE: If you choose to respond to a questionnaire, please complete all fields. This covers including the student demographic information in the right-hand column.

DO NOT USE ADMN. USE ONLY

This form must be completed in No. 2 pencil.

NAEP 2003 Administration Schedule

School # 102-102-1 Grade 8 Original session scheduled for: Day/Date: Thurs, Feb. 6 Time: 8:05 Location: Rm 121
 School Name: Central Middle School Administrator's Name: Mary Jones
 Original Sample: 30 Total in Sample: 30 # Assessed: 29 # Assessed (Original Session): 29 # Assessed (Alternate Session): 0 # Absent: 1 # Absent (Original Session): 1 # Absent (Alternate Session): 0

Session Number: RM0801 Bundle #s: 01001 01002 Makeups Needed: 0 Missing: 0 Burden #s: 01001 01002 Session Number: RM0801

Student	Sex	R/E	SD	LEP	Original Booklet ID #	Accommodation Booklet ID #	Admin. Code	Admin. Code	Admin. Code
01 Mark Atley	M	1	0	0	101 000293 4				
02 Betty Bates	F	0	2	9	001 054006 9		5	1	
03 Wes Block	M	0	6	9	102 005241 1				
04 Angela Burns	F	1	0	9	002 000043 8				
05 Nicky Campbell	F	1	9	0	103 006922 1				
06 Nancy Condaro	F	0	9	0	003 008841 2				
07 Tim Dublin	M	0	1	9	104 043569 2				
08 Kimberly Frank	F	0	5	9	004 005301 1				
09 Carla Grahams	F	0	7	9	105 210021 3				
10 Paul Hernandez	M	0	9	0	005 210001 6				
11 Beely Hoeske	F	1	2	9	106 073201 2		5	5	
12 Daniel Jasmer	M	1	0	9	006 002407 7				
13 Sarah Kruger	F	0	6	9	007 000031 9				
14 Penny Lowe	F	0	2	9	007 062606 0				
15 Paul Lucas	M	1	0	9	108 072606 5				

REASONS FOR EXCLUSION:
 01 = SD/LEP not assessed
 02 = SD/LEP not assessed
 03 = SD/LEP not assessed
 04 = SD/LEP not assessed
 05 = SD/LEP not assessed
 06 = SD/LEP not assessed
 07 = SD/LEP not assessed
 08 = SD/LEP not assessed
 09 = SD/LEP not assessed
 10 = SD/LEP not assessed
 11 = SD/LEP not assessed
 12 = SD/LEP not assessed
 13 = SD/LEP not assessed
 14 = SD/LEP not assessed
 15 = SD/LEP not assessed
 16 = SD/LEP not assessed
 17 = SD/LEP not assessed
 18 = SD/LEP not assessed
 19 = SD/LEP not assessed
 20 = SD/LEP not assessed
 21 = SD/LEP not assessed
 22 = SD/LEP not assessed
 23 = SD/LEP not assessed
 24 = SD/LEP not assessed
 25 = SD/LEP not assessed
 26 = SD/LEP not assessed
 27 = SD/LEP not assessed
 28 = SD/LEP not assessed
 29 = SD/LEP not assessed
 30 = SD/LEP not assessed

F

Assessment Booklets

Your AC will be shipped one box of materials for each scheduled session. These are referred to as session boxes. Your AC will give you the session box needed to conduct your session on assessment day. The session box will contain the assessment booklets and most of the other materials you will need to conduct the session. Some of the math booklets require the use of additional or ancillary materials such as a ruler, a set of paper shapes, or a calculator. Detailed information on assessment booklets and a complete list of additional assessment materials along with the procedures for preparing the booklets with these materials can be found in Chapter 4.

G

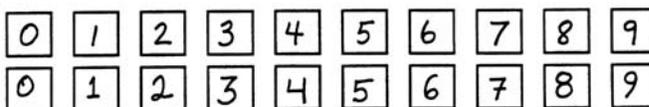
Guidelines for Completing Scannable Documents

When entering pertinent information onto the Administration Schedule, Roster of Questionnaires, questionnaire covers, and assessment booklet covers, you must adhere to the following guidelines:

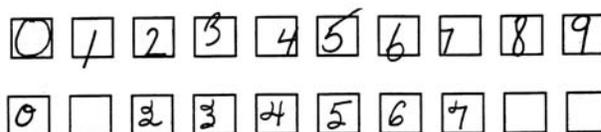
- Use only No. 2 pencils;
- Print all information neatly within the boxes. Numbers should be written clearly in the center and should not touch the sides of the boxes;
- Right justify all numerals entered in multicolumn blocks;
- Erase completely and clearly to correct entries. Do not cross out or strike through numbers entered incorrectly; and
- Other than single-digit birth date months, blocks for which no entry is needed may be left blank.

Shown below are examples of acceptable and unacceptable writing styles for completing scannable documents.

The following are **acceptable** writing styles:



The following examples are **unacceptable** due to edges touching the sides of the box and extraneous loops on characters:




**Task
3**

Your Assessment Schedule

Your AC will formulate a schedule for each AA on your team. You will receive a preliminary schedule at the AA training in January. This schedule will be reviewed frequently and possibly revised by your AC.

Prior to hiring, AAs committed to working a minimum of 30 hours per week. AAs will be guaranteed pay for 20 hours per week, but will be expected to work at least 30 hours if the work is available for them. Your AC may ask you to work up to 40 hours per week, if necessary. You will be paid on an hourly basis for the actual number of hours you work above 20 per week.


A

Effective Communication with Your AC

Effective communication between you and your ACs is crucial to NAEP's success. The Assessment Information Form (shown on the following page) has been developed for ACs to communicate specific information to the AAs about their assignment. Your AC will either mail your Assessment

Information Forms or give the forms to you in person. The form will contain the following:

- The school name and NAEP ID;
- The school address and telephone number;
- The assessment date and time;
- The session number you are assigned;
- The room where the session will be held;
- The school coordinator's name;
- Directions to the school and where to park at the school;
- Information about accommodations, such as the number and types in the session;
- Instructions for meeting the assessment team; and
- Any other pertinent information, such as the policy for dismissing students, how to handle persistently disruptive students, and students who arrive after the session has begun.

This form will be distributed to you 1-2 weeks before each assessment.

AC: Barbara Smith
Phone Number: 703-555-2222

AA: Winston Jones
Region/Area: VA2

ASSESSMENT INFORMATION FORM

SCHOOL: Central Middle School ID #: 102-102-1

ADDRESS: 3800 Washington Blvd.
Vienna, VA 22180

PHONE #: 703-555-2249

SCHOOL COORDINATOR: Chris Thomas

ASSESSMENT DATE: Feb 6, 2003 TIME: 8:05 a.m.

SESSION NUMBER: RM0801 ROOM: 121

DIRECTIONS TO SCHOOL: Take 495 to exit 46A – Rt 123 W. Take 123W to Old
Courthouse Rd. Make right on Old Courthouse Rd. School is one block up on the right.

PARKING: Park in visitor spaces only!

ACCOMMODATIONS INFORMATION: There is one student on your Administration
Schedule who requires a large-print booklet accommodation. His teacher said he
can be assessed in the regular session but may need extra time.

INSTRUCTIONS FOR MEETING ASSESSMENT TEAM: All AAs are to meet AC outside
main entrance door at 7:00 a.m. sharp!

OTHER INFORMATION (Policy for dismissing students, how to handle latecomers, etc.): _____
Notify teacher when assessment is finished so he/she can dismiss students.

*****REMEMBER – ARRIVE ONE HOUR BEFORE ASSESSMENT TIME*****