

Task 17

Prepare the NAEP Storage Envelope

Your AC will be responsible for preparing the NAEP Storage Envelope; however, you may be asked to assist.

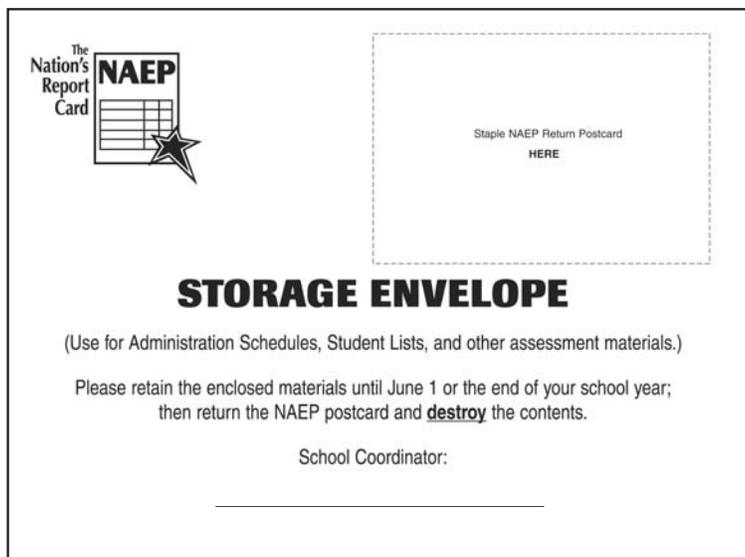
To address any questions or concerns about the assessment that may arise in the future, prepare the following materials to be left at the school in the NAEP Storage Envelope.

- First, you or your AC will make a set of copies of all pages of the completed original Administration Schedule(s) with student names and of the Roster of Questionnaires.
- Next, at the perforation, tear off the column of student names from the original Administration Schedule(s) and the column of teacher names from the original Roster.

- Place all name lists from the original documents, the SCHOOL COPY set of document copies, and the photocopies made for the AAs in the NAEP Storage Envelope to be left at the school. **Names of students and teachers participating in NAEP must not leave the school.** The original Administration Schedules and Roster (without names) will be shipped back to NCS Pearson with the other assessment materials from the school.
- Then, record the NAEP school ID on the **“Destroy by” ... postcard**, shown below, and staple it to the front of the NAEP Storage Envelope.

The AC will give the NAEP Storage Envelope to the school coordinator and explain that the contents of the envelope should be retained until June 1, 2003, or the end of the school year. At that time, the school should destroy the contents of the envelope and complete and detach and mail the **“Destroy by” ... postage-paid postcard**.

NAEP Storage Envelope and “Destroy by” Postcard



The Nation's Report Card **NAEP**

Staple NAEP Return Postcard HERE

STORAGE ENVELOPE

(Use for Administration Schedules, Student Lists, and other assessment materials.)

Please retain the enclosed materials until June 1 or the end of your school year; then return the NAEP postcard and **destroy** the contents.

School Coordinator: _____



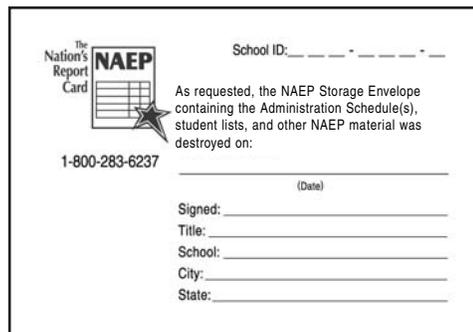
NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY CARD
FIRST CLASS PERMIT NO. 433 ROCKVILLE, MD

POSTAGE WILL BE PAID BY ADDRESSEE

NAEP
C/O WESTAT
1650 Research Boulevard
Rockville, MD 20850-9973

GA W20
7131.07.08



The Nation's Report Card **NAEP**

School ID: _____

As requested, the NAEP Storage Envelope containing the Administration Schedule(s), student lists, and other NAEP material was destroyed on:

1-800-283-6237 _____ (Date)

Signed: _____
Title: _____
School: _____
City: _____
State: _____

Task 18

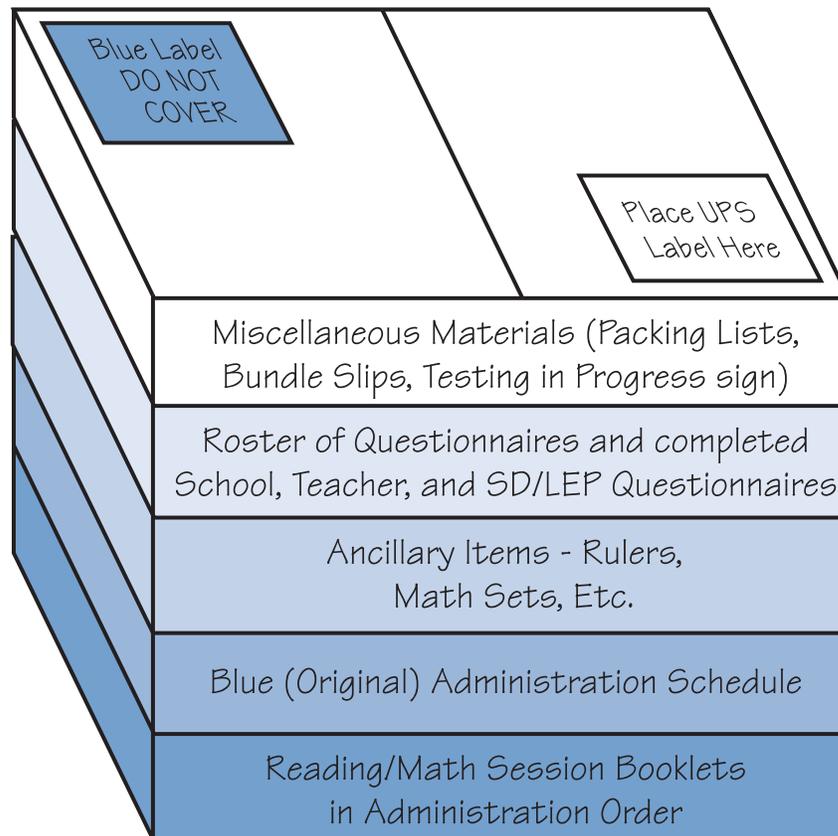
Prepare Materials for Shipping

All assessment materials must be repacked in their original boxes and returned to NCS Pearson. Prepare the boxes by following the instructions and illustration shown below.

1. On the bottom of the box, place all used and unused booklets in Administration Schedule order. Used accommodation booklets should be placed with the original assessment booklets in the order in which they appear on the Administration Schedule. If a session used a large-print accommodation booklet, it can be folded and placed on top of the stack of booklets. All booklets should be banded together.
2. Next, place the Administration Schedule with names removed (the one **not** marked SCHOOL COPY).
3. Next, place all ancillary materials except the calculators. The calculators, posters, timers, and extra pencils will be returned to the AC so they can be used in future sessions.
4. Next, if you have the box with the materials from the first session (i.e., the session number ending in 01), then place the Roster of Questionnaires and the completed School, Teacher, and SD/LEP Questionnaires (without names) in the box.
5. At the top of the shipment, place the miscellaneous materials such as packing lists, Bundle Slips, and Testing in Progress sign. Use the pillow pack as filler if necessary.

The actual shipping of the completed assessment materials will be the responsibility of the AC. On occasion, however, you may be asked to assist with this task. If so, your AC will provide you with complete instructions for doing so.

Return Shipment Packing Diagram



Task 19

Schedule and Conduct a Makeup Session, If Necessary

A

Schedule the Makeup Session

If the attendance at a session is too low (less than 90%), a makeup session must be held. The AA will compute the response rate for his/her session and determine if a makeup session is necessary following the guidelines on page 4.41. Your AC will work with the school coordinator to schedule any required makeup sessions.

- Invite all students who were absent from all sessions, even if their original session does not require a makeup; and
- Consider an intact classroom of students as one session, even if the students are listed on two separate Administration Schedules.

Once the makeup session is scheduled, your AC will record the day, date, time, and location in the box at the top of the Administration Schedule, as shown below. The same Administration Schedule will be used for the makeup session as was used for the original session.

When holding makeup sessions, your AC will follow the guidelines listed below.

- Hold only one makeup at a school (unless the school had assessments at more than one grade level);

| | | | | | | |
|---|---|---|---|---|---------------------------------|---|
| 8 | Original session scheduled for: Day/Date: <u>Thurs./Feb. 6</u> Time: <u>8:05</u> Location: <u>Rm 121</u> | Makeup session scheduled for: Day/Date: <u>Tues./Feb. 11</u> Time: <u>9:45</u> Location: <u>Rm 114</u> | If Makeup Needed Makeup Held: <input type="radio"/> Makeup Not Held: <input type="radio"/> | | Bundle #s 01001 01002 | |
| Drawn & Ineligible Codes 51 & 55) <u>2</u> + <u>1</u> = <u>28</u> TO BE ASSESSED Codes 60-65) <u>1</u> | | | | # Absent <u>4</u> # Assessed (Original Session) <u>23</u> # Refused <u>1</u> # Assessed (Makeup Session) _____ TOTAL ASSESSED _____ | | |
| "M" "N" "O" "P" "Q" "R" New Enrollees 1 = Yes 2 = No Original Booklet ID # Accommodation Booklet ID # Admin. Code Atten. (/IA) Admin. Codes | | | | | | |
| | 2 | 101 000293 4 | | | 1 ÷ | ASSESSED IN ORIGINAL 10 = In session full time 11 = No responses in booklet 12 = In session part time 13 = Session incomplete 14 = Other, specify on cover ASSESSED IN MAKEUP 20 = In session full time 21 = No responses in booklet 22 = In session part time 23 = Session incomplete 24 = Other, specify on cover ABS |
| | 2 | 001 054006 9 | | | 2 | |
| 2 | 2 | 102 005241 1 | | | 3 ÷ | |
| 2 | 2 | 002 000043 8 | | | 4 A | |

B

Secure Assessment Materials for Makeup

If a makeup session is scheduled, either you or your AC must retain all materials from the original session until the makeup session has been conducted by doing the following:

- Place all booklets and other materials used in the original session in the original session box.
- Gather together the booklets and any required materials, such as the timer and the **Testing in Progress – Do Not Disturb** sign, to be used in the makeup session, and place them on top of the original session materials.
- Protect the security of these materials following the rules outlined in Task 5. The AA or AC assigned to conduct the makeup session should keep the materials in his/her possession until returning to the school to conduct the makeup. **The original Administration Schedule with the student names, however, must remain at the school in the NAEP Storage Envelope.**

C

Conduct the Makeup Session and Complete the Administration Schedule

Your AC will make every attempt to get the students who were absent to attend the makeup session. You should conduct the makeup session to follow the same procedures used in the original session.

After the makeup is held, you should enter the results of the makeup session on the Administration Schedule from the original session as follows:

1. Shade in the **Makeup Held** oval at the top of the Administration Schedule.
2. Mark students attending the makeup session by putting a checkmark below the diagonal line in the **Attendance (✓/A)** column.
3. Change the Administration Code for participating students to the appropriate **Assessed in Makeup Session** codes (20 – 24) on the Administration Schedule and on the students’ booklet covers.
4. Complete the summary box at the top of the Administration Schedule as follows:
 - Enter the number of students assessed on the line labeled **# Assessed (Makeup Session)**; and
 - Add the numbers assessed in the original and makeup sessions to obtain the **TOTAL ASSESSED**.

| | | | | | |
|--|---|---|--|---------------------|--|
| 8 | Original session scheduled for: Day/Date: <u>Thurs./Feb. 6</u> Time: <u>8:05</u> Location: <u>Rm 121</u> | Makeup session scheduled for: Day/Date: <u>Tues./Feb. 11</u> Time: <u>9:45</u> Location: <u>Rm 114</u> | If Makeup Needed Makeup Held: <input checked="" type="radio"/> Makeup Not Held: <input type="radio"/> | | Bundle #s 01001 01002 |
| Drawn & Ineligible Codes 51 & 55) <u>2</u> | # Absent <u>4</u> | # Assessed (Original Session) <u>23</u> | Session Number RM0801 | | |
| + = <u>28</u> | + = <u>27</u> | TOTAL ASSESSED | | | |
| Codes 60-65) <u>1</u> | # Refused <u>1</u> | # Assessed (Makeup Session) <u>4</u> | | | |
| “M” New Enrollee 1 = Yes 2 = No | “N” Original Booklet ID # | “O” Accommodation Booklet ID # | “P” Admin. Code | “Q” Atten. (✓/A) | “R” Admin. Codes |
| 2 | 101 000293 4 | | 1 0 | 1 ÷ | ASSESSED IN ORIGINAL 10 = In session full time 11 = No responses in booklet 12 = In session part time 13 = Session incomplete 14 = Other, specify on cover ASSESSED IN MAKEUP 20 = In session full time 21 = No responses in booklet 22 = In session part time 23 = Session incomplete 24 = Other, specify on cover |
| 2 | 001 054006 9 | | 5 1 | 2 | |
| 2 | 102 005241 1 | | 1 0 | 3 ÷ | |
| 2 | 002 000043 8 | | 4 0 | 4 A ÷ | |
| | | | | | ABS |

D

Code the Booklet Covers

Using the information from the Administration Schedule, you should also code the covers of the booklets for all students invited to attend the makeup session, as described in Task 14 earlier in this chapter.

After completing these tasks, you should return the assessment materials to your AC. He/she will be responsible for shipping the materials as soon as possible after the makeup session.

**Task
20**

Quality Control and Observation

A

School Visits by NAEP Staff

Staff members from the National Center for Education Statistics (NCES), Educational Testing Service (ETS), and Westat will occasionally conduct scheduled and unannounced quality control visits to schools on assessment day. These visits are scheduled at random. While at the school, NAEP staff will do the following:

- Check that the assessment team arrives on time and with the necessary materials;
- Check the preparedness of the room and booklets, and verify that the appropriate materials were given to students;
- Review the Administration Schedule to see if it has been completed according to NAEP guidelines;
- Observe that each session is conducted and supervised according to procedure;

References

Albert, L. (1989). *A teacher's guide to cooperative discipline*. Circle Pines, MN: American Guidance Services.

Cangelosi, J. S. (1988). *Classroom management strategies: Gaining and maintaining students' cooperation*. New York, NY: Longman, Inc.

Curwin, R. L., and Mendler, A. N. (1988). *Discipline with dignity*. Alexandria, VA: ASCD.

- Ensure that assessment materials are accounted for at each step of the administration process;
- Review each session box to check that it is packed according to procedure; and
- Check that the NAEP Storage Envelope left at the school contains the proper information.

This quality check is an integral and necessary part of NAEP's quality control program and is primarily designed to obtain an overall evaluation of how well the field procedures are being followed by all field staff and to guide corrective actions, if necessary.

B

School Visits by Your Supervisor

In addition to the observation by NAEP staff, your supervisor will conduct school visits to observe each assessment team periodically throughout the assessment period. These visits will be scheduled with your AC in advance. The purpose of the supervisor visits is similar to that of the NAEP staff visits. He/she will observe each assessment team and check that all administrative procedures conducted by the assessment team are carried out according to proper procedure. The supervisor will also be available during these visits to answer questions that school staff may have about NAEP and to assist the NAEP team as necessary with assessment procedures.

C

Followup Phone Calls

As a further quality control check, your supervisor will call a subset of schools within 3 days after the assessment date to review with the school coordinator how the session(s) went and to obtain suggestions and comments about NAEP assessments.

Fuery, C. L. (1990). *Successful subbing: A survival guide to help you teach like a pro*. Captiva Island, FL: Sanibel Sanddollar Publications, Inc.

Jones, F. H. (1987). *Positive classroom discipline*. New York, NY: McGraw-Hill Book Company.

Utah State University. (1998). *Substitute teacher handbook* (3rd ed.). Logan, UT: Substitute Training Institute.