

3.2.3 Roster of Questionnaires

Your supervisor will be provided with a Roster of Questionnaires (Exhibit 3-2) to keep track of the School Questionnaire, Mathematics Teacher Questionnaire, SD/LEP Questionnaires, and LEP Questionnaires distributed at the school. Questionnaires are distributed to the school principal, one mathematics teacher at grades 4 or 8, and teachers of selected students with SD and/or LEP status. The Roster of Questionnaires provides space for recording the names of the persons to whom the questionnaires are distributed as well as the questionnaire ID numbers. Regarding the SD/LEP and LEP Questionnaires there is space on the Roster of Questionnaires for the name of the student and the student's booklet ID number, as well. The instructions for distributing the questionnaires are printed on the right side of the Roster of Questionnaires. On occasion your supervisor may request that you assist with the collection of questionnaires and coding of the Roster of Questionnaires.

3.2.4 School Questionnaire

Supervisors will prepare, distribute, and collect the School Questionnaire (Exhibit 3-3). The School Questionnaire is used to collect information about mathematics-related school characteristics. It will be distributed to the principal or a staff member designated by the principal at the preassessment visit. The School Questionnaire will be distributed at all three grade levels and will be collected on assessment day. When the school coordinator receives the School Questionnaire, your supervisor will have entered on the cover the NAEP School ID Number and the date the questionnaire should be returned. Your supervisor will also have entered on the Roster of Questionnaires the name of the staff member who will complete the questionnaire and the questionnaire ID. Your supervisor may ask you to assist with these tasks.

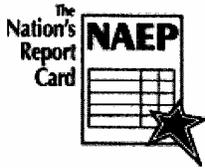
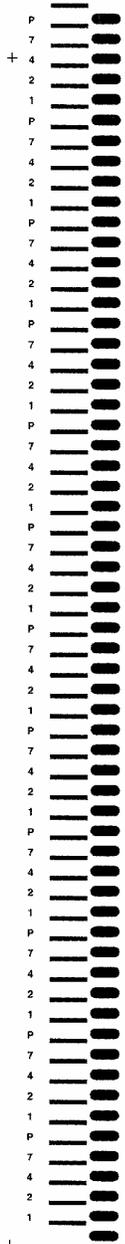
Exhibit 3-2. Roster of Questionnaires - Side 2

Line # / Session #	SD/LEP or LEP Questionnaire		Line # / Session #	Student Booklet ID # (Column "N" on Admin. Schedule)	SD/LEP or LEP Questionnaire ID # (Barcode ID # on SD/LEP or LEP Cover)										Returned		Instructions for Distributing SD/LEP or LEP Questionnaires		
	Student's Name	Distributed To (Staff Name)			Yes	No													
					9														<p>Every student identified on the NAEP cover sheet as SD and/or classified as LEP should be listed on the column on the left. An SD/LEP or 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 or LEP Questionnaire, you will need to do the following:</p> <ol style="list-style-type: none"> On each SD/LEP or LEP Questionnaire cover, write the name of the SD/LEP or LEP student and the name of the staff member most knowledgeable about the student on the removable label. Record the date the questionnaire needs to be returned to you. Also, write in the School #, Student Booklet ID #, and the student demographic information. On the roster, write the name of the student and the name of the staff member to whom the questionnaire was given. Also complete the remaining entries for the row: Line #/Session #, Student booklet ID #, and the SD/LEP or LEP questionnaire ID #. As the questionnaires are returned, grid in the oval in the "Returned" column.
					9														
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Paterson NCS98
M-1616000-001-04287
Printed in U.S.A. - 17 Steps, Roster



Exhibit 3-3 School Questionnaire



2004
Grade 4

School
Questionnaire

(School Characteristics and Policies)

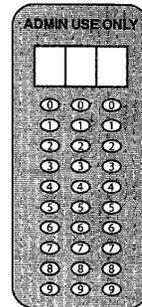
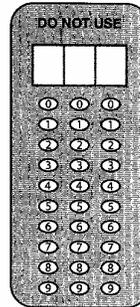
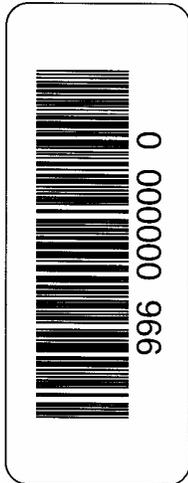
Q-996

SCHOOL #

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Use a #2 pencil to complete this questionnaire.

Return the completed questionnaire to the
NAEP School Coordinator by _____



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 1850-0628. The time required to complete this information collection is estimated to average 15 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 complete and review the information collection, 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/NCEES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-9651.

A project of the Institute of Education Sciences. This report is authorized by law (P.L. 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0628 • Approval Expires 10/31/2006
Mark Reflex® forms by Pearson NCS EM-167##-001-1654321
Printed in U.S.A.

3.2.5 Mathematics Teacher Questionnaire

Supervisors will prepare, distribute, and collect the Mathematics Teacher Questionnaire (Exhibit 3-4) in grade 4 and 8 schools only. The Mathematics Teacher Questionnaire is used to collect information about the teacher's background, education, and training; the organization of mathematics instruction; and use of technology in mathematics. The Mathematics Teacher Questionnaire is distributed to one mathematics teacher at each grade 4 and grade 8 school. When the school coordinator receives the Mathematics Teacher Questionnaire, your supervisor will have entered on the cover the NAEP School ID Number and the date the questionnaire should be returned. Your supervisor will also have entered on the Roster of Questionnaires the name of the staff member who will complete the questionnaire and the questionnaire ID. Your supervisor may also ask for your help on these tasks.

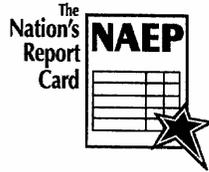
3.2.6 SD/LEP Questionnaire or LEP Questionnaire

For every student identified on the Administration Schedule as SD and/or classified as LEP, an SD/LEP Questionnaire (Exhibit 3-5) or an LEP Questionnaire (Exhibit 3-6) 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 and the separate stand-alone LEP Questionnaire are being piloted during the field test. The SD/LEP Questionnaire is revised from previous years and focuses more on the accommodations required by students than the previous version. It aims to guide school staff in making exclusion decisions regarding NAEP. The LEP Questionnaire has been designed for schools and districts that have significant LEP populations. Instead of receiving a large number of SD/LEP Questionnaires, they will receive the LEP Questionnaire that contains questions pertaining only to LEP students.

A teacher most knowledgeable about the student will be asked to complete the SD/LEP Questionnaire for SD/LEP students and SD only students, whereas the LEP Questionnaire will be used for LEP students. Questionnaires will be completed for students at all three grades. Your supervisor will be responsible for handing out these questionnaires to school staff, although he/she may ask you to assist with this task.

Exhibit 3-4. Mathematics Teacher Questionnaire



2004
Grade 4
Mathematics
Teacher
Questionnaire

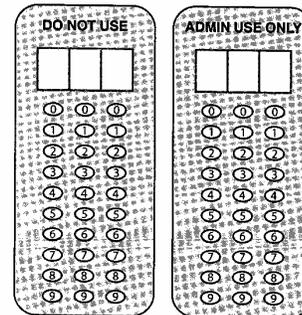
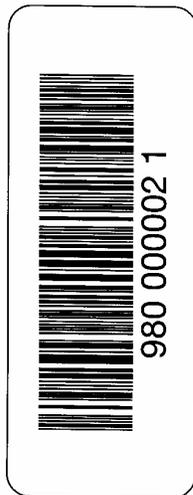
Q-980

SCHOOL #

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Use a #2 pencil to complete this questionnaire.

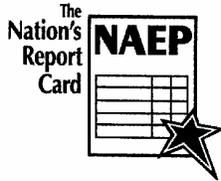
Return the completed questionnaire to the NAEP School Coordinator by _____.



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 1850-0628. The time required to complete this information collection is estimated to average 15 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, 1950 K Street N.W., Washington, D.C. 20006-5651.

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Exhibit 3-5. SD/LEP Questionnaire Cover



Admin Schedule Line # _____ from Session # _____

2004 FT SD/LEP Questionnaire

Q-990

Use a #2 pencil to complete this questionnaire.

Instructions for Completing the SD/LEP Questionnaire

To be completed by the **staff member most knowledgeable** about a student identified as SD and/or LEP.

	PAGES
If Student with a Disability (SD):	2-3, 4-11
If Limited English Proficient (LEP):	2-3, 15-20

Please complete the questionnaire by: ____ / ____.

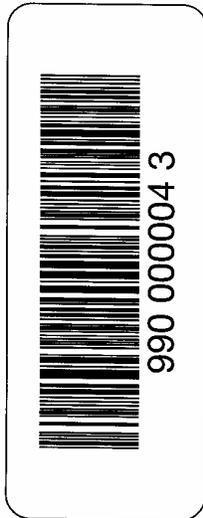
SCHOOL #

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Student Booklet ID

(from column N on Administration Schedule)

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IMPORTANT NOTE
Please complete all fields on this cover, including the student demographic information to the right. Use a #2 pencil. Thank you.

Birth Date	Sex	SD	LEP	R/E																										
<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">9</td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">Month</td> <td style="font-size: 8px;">Year</td> <td></td> <td></td> <td></td> </tr> </table>		1	9			Month	Year				<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">1 = Male 2 = Female</td> <td style="font-size: 8px;">1 = Yes 2 = No</td> </tr> </table>			1 = Male 2 = Female	1 = Yes 2 = No	<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">1 = Yes 2 = No</td> <td style="font-size: 8px;">1 = Yes 2 = No</td> </tr> </table>			1 = Yes 2 = No	1 = Yes 2 = No	<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">1 = Yes 2 = No</td> <td style="font-size: 8px;">1 = Yes 2 = No</td> </tr> </table>			1 = Yes 2 = No	1 = Yes 2 = No	<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">1 = Yes 2 = No</td> <td style="font-size: 8px;">1 = Yes 2 = No</td> </tr> </table>			1 = Yes 2 = No	1 = Yes 2 = No
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1 = Yes 2 = No	1 = Yes 2 = No																													

DO NOT USE

1 = Yes 2 = No	1 = Yes 2 = No

ADMIN USE ONLY

1 = Yes 2 = No	1 = Yes 2 = No

NAEP Subject to be Assessed
(from column C on Administration Schedule)

Math

Reading

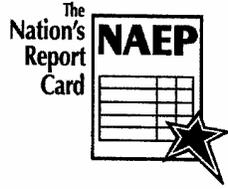
Science

Please respond to the subject-specific questions based on the subject of the student's booklet.

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 1850-0628. 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/NCS, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-5651.

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Exhibit 3-6. LEP Questionnaire Cover



Admin Schedule Line # _____ from Session # _____

2004 FT LEP Questionnaire

Q-989

Use a #2 pencil to complete this questionnaire.

Instructions for Completing the LEP Questionnaire

To be completed by the **staff member most knowledgeable** about a student identified as LEP.

Limited English Proficient (LEP): _____ PAGES
2-8

Please complete the questionnaire by: ____ / ____.

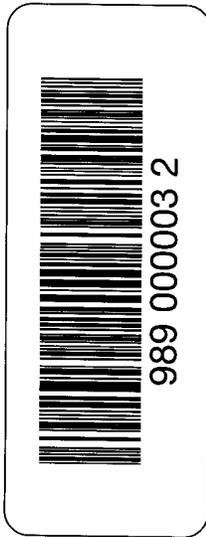
SCHOOL

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Student Booklet ID

(from column N on Administration Schedule)

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IMPORTANT NOTE
Please complete all fields on this cover, including the student demographic information to the right. Use a #2 pencil. Thank you.

Birth Date		Sex	SD	LEP	R/E
	1	9			
Month	Year	1 = Male 2 = Female	1 = Yes 2 = No	1 = Yes 2 = No	

DO NOT USE

1	2
3	4
5	6
7	8
9	0

ADMIN USE ONLY

1	2
3	4
5	6
7	8
9	0

NAEP Subject to be Assessed
(from column C on Administration Schedule)

Math

Reading

Science

Please respond to the subject-specific questions based on the subject of the student's booklet.

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 1850-0628. 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, 1990 K Street N.W., Washington, D.C. 20006-5651.

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When the school coordinator receives the SD/LEP Questionnaires and/or LEP Questionnaire, your supervisor will have entered (or may have had you enter) the following information on each cover:

- The NAEP School ID Number;
- 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);
- The name of the student for whom the questionnaire needs to be completed (on the removable label); and
- The subject to be assessed.

Your supervisor will have entered the following on the Roster of Questionnaires:

- The student's name;
- The name of the staff member who will complete the questionnaire;
- The 10-digit student booklet ID (from the Administration Schedule); and
- The SD/LEP Questionnaire ID or LEP Questionnaire ID (from the SD/LEP Questionnaire or LEP Questionnaire cover).

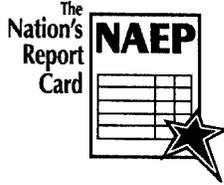
When the supervisor collects the completed questionnaires on assessment day, he/she will record in the **Returned** column on the Roster of Questionnaires that the questionnaire was completed. The supervisor will also need to remove the label bearing the student's name from the questionnaire cover before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

3.2.7 Assessment Booklets

One box of materials will be shipped to your supervisor for each scheduled session. These boxes are referred to as session boxes. Your supervisor will give you the session box needed to conduct your session on assessment day. The session box will contain the assessment booklets (Exhibit 3-7), ancillary items that some of the mathematics and some of the reading booklets require, and most of the other materials you will need to conduct the session. Your supervisor will also give you two posters to be used to assist those students who receive a mathematics booklet. One is a picture of the NAEP calculator (grades 4 and 8 only). The other gives an example of an extended response question and how it should be answered (grades 4, 8, and 12). The poster(s) should be hung up in the front of the room before the students have assembled.

Exhibit 3-7. Assessment Booklet Cover

Admin Schedule Line # _____



2004
Grade 4

SECTION	
1	R6
2	RX43
3	D1

BOOK
R50

School Information

SCHOOL #

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TOTAL TIME for ACCOMMODATION

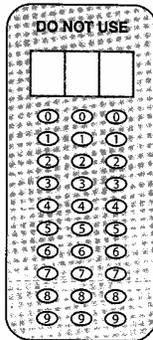
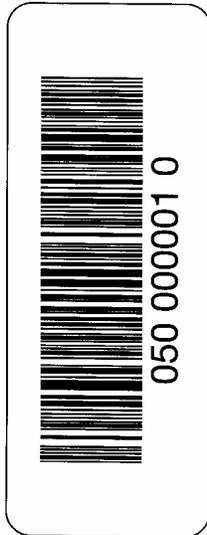
ADMIN CODE

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ACCOMMODATIONS

- none
- 71
- 72
- 73
- 74
- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 84
- 85

- no
- W
- B
- A
- I
- P
- H



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Each assessment booklet has an alphanumeric code in the upper-right corner. The initial letter identifies the subject and the numerals after the letter identify the booklet (Table 3-2).

Table 3-2. Field Test Booklets

	Booklet	Grades
Mathematics	M140-M166	4,8
	M140-M189	12
Science	S201-S203	4,8,12
Reading	R50-R60	4
	R50-R61	8
	R50-R53	12

Letters after the numbers identify the ancillary materials needed (Table 3-3). For example, M146R is a mathematics booklet that requires an ancillary item “R” (ruler). R53MS is a reading booklet that requires ancillary items “M” and “S” (Metro Guide and Social Security Form).

Table 3-3. Ancillary Items

	Grade	Letter	Ancillary Item
Mathematics	4	R	Ruler
		X	Manipulative set X
		G	Manipulative set G
		C	Calculator
	8	P	Protractor/Ruler
		Y	Manipulative set Y
		G	Manipulative set G
		C	Calculator
	12	P	Protractor/Ruler
		Z	Manipulative set Z
G		Manipulative set G	
C		Calculator	
Reading	8	M	Metro Guide
	12	M	Metro Guide
		S	Social Security Form

Students are given a set period of time to work on a particular section of the assessment booklet, but within the section, they work at their own pace. The supervisor or AA reads the directions, distributes any materials needed, and times the sections. Because the students work on their own, the booklets can have different questions within sections; different booklets are used within a given

assessment session. To help distinguish the correct booklets for a session, the booklet covers are printed in different colors: grade 4 in blue ink, grade 8 in brown ink, and grade 12 in gray/charcoal ink.

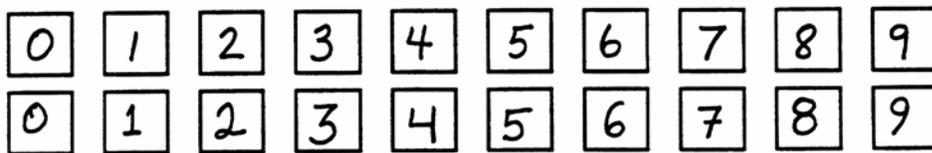
3.2.8 Guidelines for Completing Scannable Documents

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

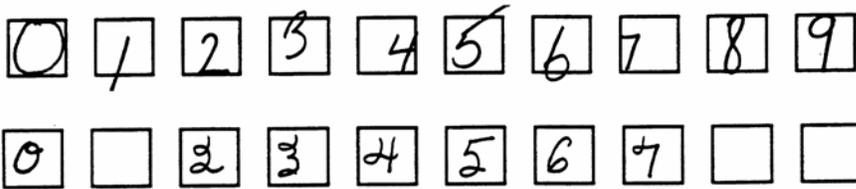
- Use only No. 2 pencils;
- Print all information neatly within the boxes. Numbers should be written clearly in the center and should not touch the sides of the boxes;
- Right justify all numerals entered in multicolumn blocks;
- Erase completely and clearly to correct entries. Do not cross out or strike 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:



3.3 Task 3: Assist Supervisor with Student Sampling Activities

From mid-December 2003 through February 2004, your supervisor will select the sample of students to be assessed in each school. When you begin your assignment, you may be asked to assist your supervisor with student sampling activities. These activities will require you to do the following:

- Number the students on the list of eligible students;
- Double-check computer lists for correct numbering of students;
- Double-check on the list the identification of selected students;
- Check the data entry on the Administration Schedule(s) for correctness and completeness; and
- Prepare Teacher Notification Letter and Student Appreciation Certificates.

Your participation in these activities will depend on the number of sampling activities that have been successfully completed in your area before you begin your assignment. Your supervisor will detail your responsibilities with regard to student sampling and provide further instruction.

3.4 Task 4: Planning the Assessment Sessions

In a typical field test assessment school, there may be up to 120 students per school sampled at either grade 4, grade 8, or grade 12. Because there is only one type of session per grade, there is some flexibility in assigning students to sessions. NAEP accommodation sessions will be offered for students that have been identified as SD and/or LEP at all three grades.

3.5 Task 5: Your Assessment Schedule

Your supervisor 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 supervisor.

Before being hired, AAs were asked to be available for a minimum of 30 hours per week. AAs will be expected to work at least 30 hours if the work is available for them. Your supervisor 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.

3.5.1 Effective Communication with Your Supervisor

Effective communication between you and your supervisor is crucial to NAEP's success. The Assessment Information Form (Exhibit 3-8) has been developed for supervisors to communicate specific information to the AAs about their assignment. Your supervisor will either mail your Assessment Information Forms or give the forms to you in person. The form will contain the following:

- The supervisor's name, phone number, and cell phone number;
- The school name and NAEP ID;
- The school address and telephone number;
- The school coordinator's name;
- The assessment date and time;
- The time you should arrive at the school;

Exhibit 3-8. Field Test Assessment Information Form

NAEP 2004 FIELD TEST ASSESSMENT INFORMATION FORM

SUPERVISOR: _____ AAs: _____
PHONE NUMBER: _____
CELL PHONE #: _____
REGION/AREA: _____

SCHOOL: _____ ID #: _____

ADDRESS: _____

PHONE #: _____ COUNTY: _____

SCHOOL
COORDINATOR: _____

ASSESSMENT DATE: _____ ASSESSMENT TIME: _____ ARRIVAL TIME: _____

SESSION NUMBER: _____ ROOM: _____

DIRECTIONS TO SCHOOL: _____

PARKING: _____

ACCOMMODATIONS INFORMATION: _____

INSTRUCTIONS FOR MEETING ASSESSMENT TEAM: _____

OTHER INFORMATION (Policy for dismissing students, how to handle latecomers, etc.): _____

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

- The session number you are assigned;
- The room where the session will be held;
- 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 to 2 weeks before each assessment. However, be aware that last-minute change may occur.