

3.3.9 Assessment Information Form

The Assessment Information Form (Exhibit 3-8) has been developed for supervisors to communicate specific information to the AAs about their assignment. After each preassessment visit, you will prepare an Assessment Information Form for each AA whom you assign to conduct a session in the school. The form will contain the information the AA needs for arriving at the school on time, preparing materials for the session he/she will administer, dismissing students, and handling emergencies according to school protocol. This form should be completed after each preassessment visit and distributed to the AAs assigned to administer sessions on assessment day.

3.3.10 Administration Schedule

The Administration Schedule (Exhibit 3-9) is the primary control document used to record information about each assessment. Students selected for the assessment are recorded for each specific session. The Administration Schedule is a one-page, two-sided document that has been printed so that all recorded information is machine-scannable. The page is perforated so that the names of students and locator information can be removed and left at the school. Each Administration Schedule will be preprinted with school and session-level information including school name and ID number, session type, session number, bundle numbers, and booklet ID numbers. If the schools successfully E-Filed their list of grade-eligible students by the necessary deadline, student name and demographic data will also be preprinted. You will use these Administration Schedules during your sampling visit to preassign assessment booklets. Specific instructions for preparing an Administration Schedule are found in Chapter 5.

3.3.11 School Questionnaire

Supervisors will prepare, distribute, and collect the School Questionnaire (Exhibit 3-10). The School Questionnaire is used to collect information about the math-related school characteristics. It should be distributed to the principal or a staff member designated by the principal. The School Questionnaire will be distributed at all three grade levels.

Exhibit 3-8. 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*****

3.3.12 Mathematics Teacher Questionnaire

Supervisors will prepare, distribute, and collect the Mathematics Teacher Questionnaire (Exhibit 3-11) in fourth- and eighth-grade schools only. The Mathematics Teacher Questionnaire should be distributed to one teacher at each fourth- and eighth-grade school. The Mathematics Teacher Questionnaire is used to collect information about the teacher's background, education, and training; the organization of mathematics instruction and the use of technology in mathematics.

3.3.13 SD/LEP and LEP Questionnaires

Supervisors will prepare, distribute, and collect the SD/LEP Questionnaire (Exhibit 3-12) or LEP Questionnaire (Exhibit 3-13) for each selected student with an SD and/or LEP classification. The questionnaires are used to collect information about the student's disability and Individual Education Plan. Regardless of accommodation or exclusion, it should be distributed to the school staff member who is most knowledgeable about the student.

3.3.14 Roster of Questionnaires

The Roster of Questionnaires (Exhibit 3-14) is a document used to assist you in preparing and tracking the School Questionnaire, Mathematics Teacher Questionnaire, SD/LEP Questionnaires, and LEP Questionnaires. The Roster of Questionnaires provides space for recording the names of the persons to whom the school and teacher questionnaire are distributed as well as the school and teacher questionnaire ID numbers. The SD/LEP section of the Roster of Questionnaires provides space for the line #/session #, name of the student; the name of the person assigned to complete the questionnaire; the student's booklet ID number from column *N* of the Administration Schedule, and the SD/LEP or LEP questionnaire ID number. On the day of the assessment, you will code whether each questionnaire type was completed and returned or not completed in the space provided on the form.

3.3.15 Assessment Booklets

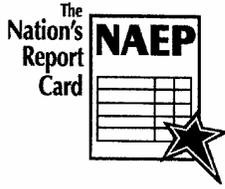
Each assessment booklet has an alphanumeric code in the upper right corner. Numerals identify the booklet number. Letters identify the subject. The example in Exhibit 3-15 is a grade 4 Reading booklet. Mathematics booklets are numbered M140-M166 at grades 4 and 8, and M140-M189 at grade 12. Reading booklets are numbered R50-R60 at grade 4, R50-R61 at grade 8, and R50-R53 at grade 12. Science booklets are numbered S201-S203 at all three grades. Table 3-2 provides the mathematics, reading, and science booklet numbers.

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

Table 3-2. Book Numbers

Subject	Book Number	Grade
Mathematics	M140 - M166	4, 8
Mathematics	M140 - M189	12
Reading	R50 - R60	4
Reading	R50 - R61	8
Reading	R50 - R53	12
Science	S201- S203	4, 8, 12

Exhibit 3-11. Mathematics Teacher Questionnaire Cover



2004
Grade 4

Mathematics
Teacher
Questionnaire

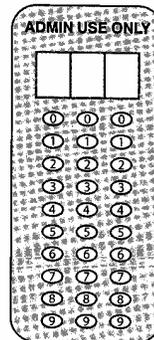
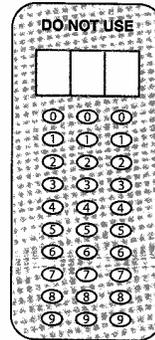
Q-980

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

A project of the Institute of Education Sciences.
This report is authorized by law (PL 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.
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