

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.

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

Please complete the questionnaire by: ___ / ___ .

SCHOOL

--	--	--	--	--	--	--	--

Student Booklet ID

(from column N on Administration Schedule)

--	--	--	--	--	--	--	--	--	--

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

Month	1	9	Year		

Sex

1 = Male 2 = Female

SD

1 = Yes 2 = No

LEP

1 = Yes 2 = No

R/E



DO NOT USE

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

ADMIN USE ONLY

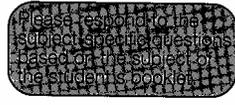
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3	3	3
4	4	4
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NAEP Subject to be Assessed
 (from column C on Administration Schedule)

Math

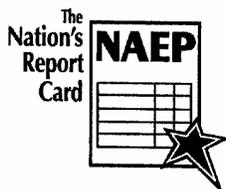
Reading

Science



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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 10/31/2005
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 Printed in U.S.A.



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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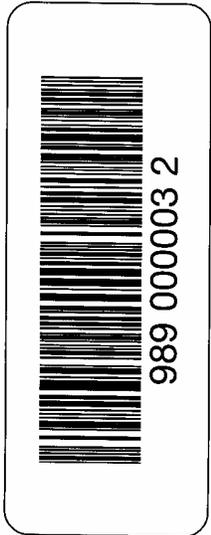
Student Booklet ID

(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																														
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>Month</td> <td>1</td> <td>9</td> <td>Year</td> <td> </td> <td> </td> </tr> </table>							Month	1	9	Year			<table border="1"> <tr> <td> </td><td> </td> </tr> <tr> <td>1 = Male</td> <td>1 = Yes</td> </tr> <tr> <td>2 = Female</td> <td>2 = No</td> </tr> </table>			1 = Male	1 = Yes	2 = Female	2 = No	<table border="1"> <tr> <td> </td><td> </td> </tr> <tr> <td>1 = Yes</td> <td>2 = No</td> </tr> </table>			1 = Yes	2 = No	<table border="1"> <tr> <td> </td><td> </td> </tr> <tr> <td>1 = Yes</td> <td>2 = No</td> </tr> </table>			1 = Yes	2 = No	<table border="1"> <tr> <td> </td><td> </td> </tr> <tr> <td>1 = Yes</td> <td>2 = No</td> </tr> </table>			1 = Yes	2 = No
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1 = Yes	2 = No																																	



DO NOT USE

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1	1	1
2	2	2
3	3	3
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ADMIN USE ONLY

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

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

Math

Reading

Science

Please respond to the subject-specific question based on the subject on 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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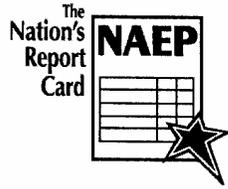
Exhibit 3-14. Roster of Questionnaires (continued)

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		<input type="radio"/> NCS Use Only Instructions for Distributing SD/LEP or LEP Questionnaires				
	Student's Name	Distributed To (Staff Name)		Yes	No																	
																						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 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: 1. 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. 2. 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 #. 3. As the questionnaires are returned, grid in the oval in the "Returned" column.
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Exhibit 3-15. Assessment Booklet Example

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

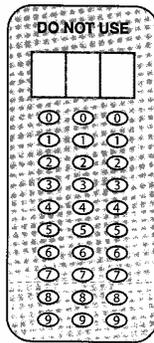
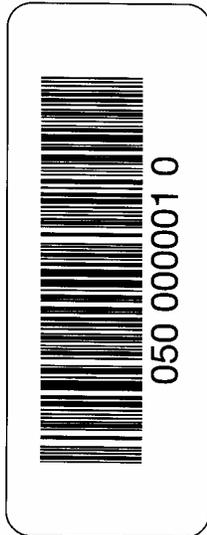
ADMIN CODE

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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



PLACE LABEL HERE

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To help distinguish among grade levels, booklet covers are printed in different colors: booklet covers are printed in blue ink for grade 4; brown ink for grade 8; and gray/charcoal for grade 12.

3.3.16 Ancillary Materials

Booklets with numbers followed by an alphabetic character require an ancillary material. There are math ancillary materials for all three grades and reading ancillary materials for grades 8 and 12. This year, there are no ancillary items for science. Table 3-3 lists all of the ancillary materials and corresponding booklet alphabetic character.

Table 3-3. Ancillary Materials

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

3.3.17 No. 2 Pencils

Only No. 2 pencils should be used by students to record their responses in the assessment booklet. Each student will receive one NAEP pencil to use during the assessment and to keep afterward. The Session Scripts instruct the AA to hand a pencil to each student as the booklets are distributed. A reserve of extra No. 2 pencils should be kept at the front of the room in case a student requires another pencil. It is your responsibility to make sure that you have enough NAEP pencils for each session (i.e.,

one pencil per student plus extras). You will receive a supply of NAEP pencils in your NCS Pearson bulk supplies.

3.3.18 Session Debriefing Form

AAs will use a Session Debriefing Form (Exhibit 3-16) to document the administration of each session. It is important for Westat to demonstrate that all data are collected under standard conditions and that any anomalies are carefully documented. The Session Debriefing Form has been developed to help NAEP gather information about the assessments. Accurate completion of this two-page form will provide NAEP with documentation that the session was completed and a record of any problems that were encountered regarding the session. If problems arise, it is important to document exactly what happened, how it affected the performance of students in the session, and how and by whom the situation was resolved. Report any problem situations to your field manager immediately.

Exhibit 3-16. Session Debriefing Form

NAEP 2004 FIELD TEST SESSION DEBRIEFING FORM

COMPLETE THIS FORM FOR EACH SESSION - REGULAR, ACCOMMODATION, AND MAKEUP.

Assessment Date: _____	Region #: _____
School Name: _____	School ID #: _____
Person Completing Form: _____	Supervisor: _____
Other NAEP Staff Assisting with Session: _____	
Other Observers Present: _____	
Session Number: _____ (e.g. FT0401, FT0801 or FT1201)	
This session was <i>CIRCLE ONE</i> :	
1. Regular Session	3. Accommodation Session
2. Makeup Regular Session	4. Makeup Accommodation Session

SESSION SUMMARY

ITEM	YES/NO	DETAILS
Were there problems setting up for this session?	Yes 1 No..... 2	
Were there problems getting students to this session?	Yes 1 No..... 2	
Were there problems with the session timing?	Yes 1 No..... 2	
Any problems with the session materials- including the distribution and use of ancillary items?	Yes 1 No..... 2	
Were there any student refusals?	Yes 1 No..... 2	
Did any student(s) leave the session?	Yes 1 No..... 2	
Were students cooperative and orderly during assessment? If no, explain.	Yes 1 No..... 2	
Were there any problems with accommodations given in this session?	Yes 1 No..... 2	
Any problems with the location?	Yes 1 No..... 2	
Interruptions	Yes 1 No..... 2	
Other, specify	Yes 1 No..... 2	

REACTION TO SESSION

ATTITUDE OF THE:	CIRCLE ONE.	COMMENTS/COMPLAINTS
Students	1. Positive 3. Negative 2. Mixed/Indifferent 4. Can't say	
School Staff	1. Positive 3. Negative 2. Mixed/Indifferent 4. Can't say	
Other Observers	1. Positive 3. Negative 2. Mixed/Indifferent 4. Can't say	

A Session Debriefing Form must be completed for each original session, each separate accommodation session, and each makeup session held at the school. The supervisor or the AA who conducted the session should complete the form. You should record the session information in the box at the top of the form before giving it to the AA. Most of these items can be transferred directly from the top of the Administration Schedule.

In the section of the form labeled *Session Summary*, the AA should circle *1* for *Yes* or *2* for *No* for each of the 11 items. The AA should also record any comments or explanation about the item in the column labeled *Details*.

In the section of the form labeled *Reaction to Session*, NAEP is interested in the AA's opinion of the attitude of the students, school staff, and any other observers who attended the session. The AA should circle one of the four choices listed below and record any specific comments or complaints you received regarding the assessment.

1. Positive
2. Mixed/Indifferent
3. Negative
4. Can't say

On page 2 of the Session Debriefing Form, the AA should record his/her view of how well the session went (very well, satisfactory, or unsatisfactory), and document any pertinent details about the session not mentioned on the previous page.

AAs should give completed Session Debriefing Forms to the supervisor. Before leaving the school, you will review each form and discuss with the AA any problems or unusual situations that arose during the session. When all completed forms have been collected and reviewed for any unusual circumstances that may have occurred, you will discuss the issues with the school coordinator. You should also report any unusual situations or behavior to your field manager.

3.3.19 School Coordinator Debriefing Form

When all post-assessment activities in the school are finished, you will use the School Coordinator Debriefing Form (Exhibit 3-17) to administer a short debriefing interview with the school coordinator. The purpose of the interview is to collect valuable feedback that will allow NAEP to improve procedures and make it easier for schools to participate in NAEP. The interview will also provide you with a forum for discussing any circumstances that may have occurred during the assessment and should be brought to the school coordinator's attention. At the end of the interview, you are prompted to thank

the school coordinator, leave the NAEP Storage Envelope, and present the School Certificate of Appreciation.

When it is necessary to schedule makeup sessions, you should conduct the debriefing interview on the original assessment day. After the makeup session, you will contact the school coordinator again only if something unusual happened during the makeup.

You should make every effort to conduct the debriefing interview with the school coordinator on the day of the assessment. If, under extenuating circumstances, you are unable to meet with the school coordinator before leaving the school, leave the NAEP Storage Envelope and the School Certificate of Appreciation with the school secretary and call the school coordinator within the next day or two to confirm that he/she has the envelope and to conduct the debriefing interview over the phone.

3.3.20 Field Test Summary of Activities (Public and Nonpublic)

These are two single-page summaries for the field test assessment—one for public and one for nonpublic schools (Exhibit 2-2 and Exhibit 2-3). A Summary was included in the information package sent to each diocese/district and each school in the sample. It provides a summary of the assessment and the roles and responsibilities of assessment participants. Gaining cooperation supervisors referred to this form during gaining cooperation calls to districts and schools.

3.3.21 Parent Notification Letter

The Parent Notification Letter was developed to assist schools in complying with the No Child Left Behind parent notification requirements. You will receive copies of the letter in your bulk supplies from Westat and a copy of the letter can be found in the SCS. School coordinators can add to the letter to satisfy requirements of the districts and/or schools, but there are key elements that should be included in any adaptation. A copy of the letter was included in informational packages sent in the fall to dioceses/districts and to schools. You should place a copy in each School Folder so that it is available if needed during your preassessment visit to the school.

Exhibit 3-17. School Coordinator Debriefing Form

**NAEP 2004 FIELD TEST
DEBRIEFING INTERVIEW WITH SCHOOL COORDINATOR**

School Name: _____ ID: _____
School Coordinator: _____ Assessment Date: _____

1. Overall, how do you think the assessments went in your school? Would you say:

Very Well	1
Satisfactory	2
Unsatisfactory	3

2. What suggestions can you offer for making it easier for schools to participate in NAEP?

3. NAEP is interested in the feedback you have received from other school staff members about this assessment. Would you say it has been:

Positive	1
Neutral	2
Negative	3

COMMENTS:

4. Did anyone meet with the students to explain the purpose of the assessment?
CIRCLE ONE.

Yes	1
No	2
Don't Know	3

Exhibit 3-17. School Coordinator Debriefing Form (continued)

5. Did the students receive any special instructions to prepare them for the assessment?
CIRCLE ONE.

Yes 1
No 2
Don't Know 3

IF "YES," RECORD TYPE OF INSTRUCTIONS RECEIVED:

6. Will the students receive (or have they already received) something from the school for participating in the assessment? CIRCLE ONE.

Yes 1
No 2
Don't Know 3

IF "YES," SPECIFY WHAT (E.G., FOOD, CANDY, MONEY, PARTY): _____

7. Did the students know in advance that they would receive something? CIRCLE ONE.

Yes 1
No 2
Don't Know 3

8. DISCUSS ANY ISSUES THAT SHOULD BE BROUGHT TO THE SCHOOL COORDINATOR'S ATTENTION.

9. IF THE SCHOOL HAS BEEN SELECTED TO PARTICIPATE IN THE NIES SPECIAL STUDY, INFORM THE SCHOOL COORDINATOR AT THIS TIME.

I have placed copies of all the documents used in the assessment in the NAEP Storage Envelope. NAEP would like you to retain the envelope until June or the end of the school year in case there should be questions about the assessment. A postcard is stapled to the outside as a reminder for you to destroy the contents after the "Destroy By" date. Please drop the card in the mail when the package has been destroyed.

Thank you for everything you have done to make this a successful assessment.
I have a Certificate of Appreciation I'd like to give the school as a token of our appreciation for your participation.

GIVE SCHOOL COORDINATOR THE SCHOOL CERTIFICATE OF APPRECIATION.

3.3.22 Field Test Instructions for Preparing a List of Students

There is a fourth-, eighth-, and twelfth-grade version of the Instructions for Preparing a List of Students (Exhibits 3-18 – 3-20). The appropriate version of the form was included in each school’s informational package. This form contains detailed instructions for preparing a list of grade-eligible students either by electronic file or by hard copy. It specifically includes the following:

- A list of the student data that must be included on the initial list and the data that will be required for all sampled students;
- The definitions of the codes to be used for designating demographic data on the lists;
- Detailed information for accessing the MySchool web site if the school chooses to submit an electronic file;
- A list of the guidelines for printing a hard copy list of students from the school computer database; and
- A sample of the Student Listing Form for use if a handwritten list is preferred.

You should have copies of the appropriate grade-level form with you when you conduct your preassessment visit in case there are questions or problems with the list of eligible students provided by the school.

3.3.23 Student Listing Form

The Student Listing Form (Exhibit 3-21) is designed for use by schools that prefer to hand write a list of grade-eligible students and is generally used only in very small schools. You will receive a supply of these forms in your bulk supplies from Westat. You can provide the form to schools that request copies to write down their list of grade-eligible students.

Exhibit 3-18. Field Test Instructions for Preparing a List of Fourth-Grade Students

**NAEP 2004 Field Test
Instructions for Preparing a List of Fourth-Grade Students**

**(Please see reverse side for three methods of preparing your list of students:
Excel file submitted via Internet or hard-copy typed or computer-generated list.)**

- 1. The list must include **ALL students enrolled in the fourth grade** using the most current enrollment records available.
- 2. Include on the list students who typically may be excluded from other testing programs (such as some students with disabilities or limited English proficiency)
- 3. a) Total enrollment in the fourth grade: _____
If this school is a year-round school, please also record the following information on the list of students:
b) Percentage of fourth-grade enrollment that will be off-track (not in attendance) on the assessment date: _____
c) Indicate on the list which students will be off-track on the assessment date.
- 4. Please indicate the number of fourth-grade teachers who teach Mathematics: _____
- 5. The following data for **all students** in the selected grade are required:
 - Student name (Alphabetical)
 - Month and year of birth (MM/YY)
 - Sex (*Codes below)
 - SD status (*Definition below)
 - LEP status (*Definition below)
 - Off-track indicator (if year-round school)The following data also will be required of **sampled students** but may be included for all students if more convenient:
 - Homeroom
 - Race/ethnicity (*Definition below)
 - National School Lunch Program (NSLP) status (*Definition below)
 - Title I status

***Codes/Definitions:**

Sex: 1=Male 2=Female

SD: Student with a disability (SD) or having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons **other than being gifted and talented**.

LEP: Student classified by the school as limited English proficient.

Race/ethnicity:

1=White, not Hispanic: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.

2=Black, not Hispanic: A person having origins in any of the Black peoples of Africa.

3=Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.

4=Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

5=American Indian or Alaska Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

6=Other: A person who identifies with more than one of the first five categories or has a background other than the ones listed.

National School Lunch Program (NSLP):

1= Student not eligible

3=Free lunch

2= Reduced price lunch

6=School not participating

Exhibit 3-18. Field Test Instructions for Preparing a List of Fourth-Grade Students (continued)

There are three ways you may submit your list of students (specifications for preparing the list are detailed on the reverse side):

- A. Send an Excel file of your student data by signing on to the MySchool web site at www.mynaep.com. Step-by-step instructions on the web site will walk you through sending the file. The deadline for submitting electronic files is December 5, 2003.
- B. Print out a list of students from your computer database.

In addition to including the student data requested in number 5 on the reverse side, please follow these guidelines:

- Write the school name and address and district name on the list.
- Number the students.
- Double-space the list.
- Allow a right-hand margin of at least 2 inches.
- Include the date the list is current.
- Define any special codes used.
- Include preparer's name and phone number.

- C. If necessary, there is a Student Listing Form available to fill out by hand. Please let the NAEP field staff representative know if you will need this form. Be sure to record on the list the date the list was prepared and by whom.

If you have any questions, please call the NAEP Help Desk at 1-800-283-6237.

**NAEP 2004 FIELD TEST
STUDENT LISTING FORM**

School Name: Brown Elementary School Prepared by: Tom Reed

Address: 3 School Street Preparer's Phone Number: 909-123-4567

Brown, NS 55121 Date List is Current: 10/01/03

District Name: Lakeland School District

DIRECTIONS: PLEASE COMPLETE COLUMNS A - E FOR EVERY STUDENT IN THE FOURTH GRADE. Columns F - I can be completed now for all students or at a later date for selected students only. Include students who may be excluded from other testing programs, such as some students with disabilities or limited English proficiency. PLEASE TYPE OR PRINT THE REQUIRED INFORMATION.

REQUIRED OF ALL STUDENTS					Required of Sampled Students				For Sampling Use Only	
-A- Student's Name	-B- Birth Date (MM/YY)	-C- Sex	-D- (X) If SD	-E- (X) If LEP	-F- Home Room	-G- Race	-H- NSLP Status	-I- (X) If Title I	Line #	(X) Sampled
Mary K. Albathy	12/93	2								
Scott L. Barnes	05/94	1	X							
Perry M. Buckley	03/94	1		X						

Please keep all hard-copy lists at your school until the NAEP field staff representative arrives in December or January to select the sample.

THANK YOU

Exhibit 3-19. Field Test Instructions for Preparing a List of Eighth-Grade Students

NAEP 2004 Field Test Instructions for Preparing a List of Eighth-Grade Students

(Please see reverse side for three methods of preparing your list of students:
Excel file submitted via Internet or hard-copy typed or computer-generated list.)

- 1. The list must include **ALL students enrolled in the eighth grade** using the most current enrollment records available.
- 2. Include on the list students who typically may be excluded from other testing programs (such as some students with disabilities or limited English proficiency)
- 3. a) Total enrollment in the eighth grade: _____
If this school is a year-round school, please also record the following information on the list of students:
 - b) Percentage of eighth-grade enrollment that will be off-track (not in attendance) on the assessment date: _____
 - c) Indicate on the list which students will be off-track on the assessment date.
- 4. Please indicate the number of eighth-grade teachers who teach Mathematics: _____
- 5. The following data for **all students** in the selected grade are required:
 - Student name (Alphabetical)
 - Month and year of birth (MM/YY)
 - Sex (*Codes below)
 - SD status (*Definition below)
 - LEP status (*Definition below)
 - Off-track indicator (if year-round school)The following data also will be required of **sampled students** but may be included for all students if more convenient:
 - Homeroom
 - Race/ethnicity (*Definition below)
 - National School Lunch Program (NSLP) status (*Definition below)
 - Title I status

*Codes/Definitions:

Sex: 1=Male 2=Female

SD: Student with a disability (SD) or having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons **other than being gifted and talented**.

LEP: Student classified by the school as limited English proficient.

Race/ethnicity:

1=White, not Hispanic: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.

2=Black, not Hispanic: A person having origins in any of the Black peoples of Africa.

3=Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.

4=Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

5=American Indian or Alaska Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

6=Other: A person who identifies with more than one of the first five categories or has a background other than the ones listed.

National School Lunch Program (NSLP):

1= Student not eligible

3=Free lunch

2= Reduced price lunch

6=School not participating

Exhibit 3-19. Field Test Instructions for Preparing a List of Eighth-Grade Students (continued)

There are three ways you may submit your list of students (specifications for preparing the list are detailed on the reverse side):

- A. Send an Excel file of your student data by signing on to the MySchool web site at www.mynaep.com. Step-by-step instructions on the web site will walk you through sending the file. The deadline for submitting electronic files is December 5, 2003.
- B. Print out a list of students from your computer database.

In addition to including the student data requested in number 5 on the reverse side, please follow these guidelines:

- Write the school name and address and district name on the list.
- Number the students.
- Double-space the list.
- Allow a right-hand margin of at least 2 inches.
- Include the date the list is current.
- Define any special codes used.
- Include preparer's name and phone number.

- C. If necessary, there is a Student Listing Form available to fill out by hand. Please let the NAEP field staff representative know if you will need this form. Be sure to record on the list the date the list was prepared and by whom.

If you have any questions, please call the NAEP Help Desk at 1-800-283-6237.

**NAEP 2004 FIELD TEST
STUDENT LISTING FORM**

School Name: Brown Middle School Prepared by: Tom Reed

Address: 3 School Street Preparer's Phone Number: 909-123-4567

Brown, NS 55121 Date List is Current: 10/01/03

District Name: Lakeland School District

DIRECTIONS: PLEASE COMPLETE COLUMNS A - E FOR EVERY STUDENT IN THE EIGHTH GRADE. Columns F - I can be completed now for all students or at a later date for selected students only. Include students who may be excluded from other testing programs, such as some students with disabilities or limited English proficiency. PLEASE TYPE OR PRINT THE REQUIRED INFORMATION.

REQUIRED OF ALL STUDENTS					Required of Sampled Students				For Sampling Use Only	
-A- Student's Name	-B- Birth Date (MM/YY)	-C- Sex	-D- (X) If SD	-E- (X) If LEP	-F- Home Room	-G- Race	-H- NSLP Status	-I- (X) If Title I	Line #	(X) Sampled
Mary K. Albathy	12/89	2								
Scott L. Barnes	05/90	1	X							
Perry M. Buckley	03/90	1		X						

Please keep all hard-copy lists at your school until the NAEP field staff representative arrives in December or January to select the sample.

THANK YOU

Exhibit 3-20. Field Test Instructions for Preparing a List of Twelfth-Grade Students

NAEP 2004 Field Test Instructions for Preparing a List of Twelfth-Grade Students

(Please see reverse side for three methods of preparing your list of students:
Excel file submitted via Internet or hard-copy typed or computer-generated list.)

- 1. The list must include **ALL students enrolled in the twelfth grade** using the most current enrollment records available.
- 2. Include on the list students who typically may be excluded from other testing programs (such as some students with disabilities or limited English proficiency)
- 3. a) Total enrollment in the twelfth grade: _____
If this school is a year-round school, please also record the following information on the list of students:
 - b) Percentage of twelfth-grade enrollment that will be off-track (not in attendance) on the assessment date: _____
 - c) Indicate on the list which students will be off-track on the assessment date.
- 4. The following data for **all students** in the selected grade are required:
 - Student name (Alphabetical)
 - Month and year of birth (MM/YY)
 - Sex (*Codes below)
 - SD status (*Definition below)
 - LEP status (*Definition below)
 - Off-track indicator (if year-round school)The following data also will be required of **sampled students** but may be included for all students if more convenient:
 - Homeroom
 - Race/ethnicity (*Definition below)
 - National School Lunch Program (NSLP) status (*Definition below)
 - Title I status

*Codes/Definitions:

Sex: 1=Male 2=Female

SD: Student with a disability (SD) or having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons **other than being gifted and talented**.

LEP: Student classified by the school as limited English proficient.

Race/ethnicity:

1=White, not Hispanic: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.

2=Black, not Hispanic: A person having origins in any of the Black peoples of Africa.

3=Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.

4=Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

5=American Indian or Alaska Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

6=Other: A person who identifies with more than one of the first five categories or has a background other than the ones listed.

National School Lunch Program (NSLP):

1= Student not eligible

3=Free lunch

2= Reduced price lunch

6=School not participating

Exhibit 3-20. Field Test Instructions for Preparing a List of Twelfth-Grade Students (continued)

There are three ways you may submit your list of students (specifications for preparing the list are detailed on the reverse side):

- A. Send an Excel file of your student data by signing on to the MySchool web site at www.mynaep.com. Step-by-step instructions on the web site will walk you through sending the file. The deadline for submitting electronic files is December 5, 2003.
- B. Print out a list of students from your computer database.

In addition to including the student data requested in number 4 on the reverse side, please follow these guidelines:

- Write the school name and address and district name on the list.
 - Number the students.
 - Double-space the list.
 - Allow a right-hand margin of at least 2 inches.
 - Include the date the list is current.
 - Define any special codes used.
 - Include preparer's name and phone number.
- C. If necessary, there is a Student Listing Form available to fill out by hand. Please let the NAEP field staff representative know if you will need this form. Be sure to record on the list the date the list was prepared and by whom.

If you have any questions, please call the NAEP Help Desk at 1-800-283-6237.

**NAEP 2004 FIELD TEST
STUDENT LISTING FORM**

School Name: Brown High School Prepared by: Tom Reed

Address: 3 School Street Preparer's Phone Number: 909-123-4567

Brown, NS 55121 Date List is Current: 10/01/03

District Name: Lakeland School District

DIRECTIONS: PLEASE COMPLETE COLUMNS A - E FOR EVERY STUDENT IN THE TWELFTH GRADE. Columns F - I can be completed now for all students or at a later date for selected students only. Include students who may be excluded from other testing programs, such as some students with disabilities or limited English proficiency. PLEASE TYPE OR PRINT THE REQUIRED INFORMATION.

REQUIRED OF ALL STUDENTS					Required of Sampled Students				For Sampling Use Only	
-A- Student's Name	-B- Birth Date (MM/YY)	-C- Sex	-D- (X) If SD	-E- (X) If LEP	-F- Home Room	-G- Race	-H- NSLP Status	-I- (X) If Title I	Line #	(X) Sampled
Mary K. Albathy	12/85	2								
Scott L. Barnes	05/86	1	X							
Perry M. Buckley	03/86	1		X						

Please keep all hard-copy lists at your school until the NAEP field staff representative arrives in December or January to select the sample.

THANK YOU

3.3.24 MySchool Brochure

The MySchool Brochure (Exhibit 3-22) describes the MySchool web site and provides instructions for school staff on how to register for the site. This year, schools and districts can sign up for MySchool by going to www.mynaep.com and entering the up to 12-digit MySchool Registration ID number and “register” as the password. The MySchool Registration ID number appears on the school label under the NAEP ID number and is also located on the SCS school edit screen. Brochures were included in mailings to districts and schools in the fall and should be referred to when schools have questions about accessing the site.

3.4 Shipments of Materials to Supervisors

Assessment materials are shipped to supervisors from both NCS Pearson and Westat. NCS Pearson will ship all test booklets and other required session and bulk materials. Westat will ship general supplies and publications. The lists of the materials included in each shipment can be found in Section 5.24 of this manual. See Table 3-4 below for the shipment schedule:

Table 3-4. NAEP Field Test Materials Shipment Schedule

From	Items	Date Shipped
Westat	Bulk Supplies	12/11/03
NCS Pearson	Schedules/Rosters/SD/LEP Quex.	12/22/03
NCS Pearson	Session Materials	1/7/03-1/9/03
NCS Pearson	Bulk Materials	1/7/03

NCS Pearson materials will be shipped via UPS ground. Materials will be sent first to supervisors living the farthest away from NCS Pearson. NCS Pearson has established the following shipping guidelines:

- Materials sent to supervisors living in the west, lower FL, and upper northeast will go out first and take 4 to 5 days to arrive.
- Materials sent to supervisors living in MT, WY, UT, CO, NM, TX, LA, MS, AL, GA, SC, NC, VA, MD, NJ, PA, NY, and parts of northern FL will take 3 days to delivery.
- Materials sent to supervisors living in ND, SD, NE, KS, OK, AR, MO, MN, WI, IL, MI, IN, OH, KY, TN, and parts of MS, AL, and WV will take 2 days to deliver.
- Materials sent to supervisors living in IA, southwestern WI, and western IL will take 1 day to deliver.

You should not count the day that the materials are shipped.

3.5 Materials Accountability

You are responsible for returning all NAEP session materials immediately following the assessment(s) in a school. Each and every assessment booklet, whether completed by a student or blank, must be accounted for and returned to NCS Pearson; none will be left in the school or thrown away for any reason. You are expected to use all materials properly and to return them in good condition. Only by maintaining rigid control over all booklets and other materials will you protect your accountability and ensure confidentiality.

If you discover that you need additional materials, you should first use the extra materials sent in your bulk supplies. If you deplete your bulk supplies or if you need to request booklets, you should contact NCS Pearson. First complete the Materials Request Form that is included in your bulk supplies. You may then call, fax, or email NCS Pearson as indicated below:

- The telephone number for NCS Pearson is 1-888-627-6237.
- The fax number is 1-888-627-8842. Be sure the Materials Request Form is completely filled out before faxing.
- Email NCS Pearson at naep@pearson.com.

The NCS Pearson help desk is available between 7:00 a.m. and 5:00 p.m. CT. Overnight orders for short shipments must be in by 3:00 p.m. CT.

If you need additional Westat bulk supplies, call Shannon Whitmarsh at 1-800-627-NAEP(6237) or email the NAEP warehouse at NAEPWarehouse@Westat.com. Be sure to specify exact name and quantity of the material you are requesting. You should also include the address to which the materials should be shipped.