

5.7 Updating Administration Schedules for Schools That Do Not Sample Electronically

The last date for submitting lists of students through E-File is December 5, 2003 for schools. Schools can still be sampled after that, but the results of the sampling will not be sent to NCS Pearson. Administration Schedules for schools sampled after the cut-off date will not have any student information on them. Thus, the supervisor will need to fill in the student information on the Administration Schedules when they are received.

Working with the school's list of students with the sampled students identified, copy the sampled student information onto the Administration Schedule. It is important to record a "2" (for "No") in column *M*, *New Enrollee*, of the Administration Schedule for each of these sampled students. This indicates that the student is part of the original sample and not part of the new enrollee sample.

5.8 Preparing/Updating the Administration Schedule

Before preparing the Administration Schedules you will need to discuss with the school coordinator how the sessions will be organized and how the student names should be listed. If the school coordinator plans to notify students through their homeroom teacher, for example, it might be helpful to have the names listed by homeroom on the Administration Schedule.

The school must also make available the space required for the assessment. Keep in mind that cafeterias and hallways are not conducive to optimum testing conditions. Also, in some schools, libraries and school offices are not suitable places to conduct the assessments.

A session location will require seating and workspace for up to 30 students and a small table (at least) for the AA. In some situations it may be possible to have two or more AAs in separate rooms conducting two or more sessions at the same time. Exact space arrangements will be known only after the number of sessions to be held in the school has been discussed with the school coordinator.

After the student sampling, you will prepare an Administration Schedule listing the students to attend each session. The Administration Schedule is a very important document because NAEP staff use it to keep records on all students sampled for the assessment. In addition, it tells school personnel which students will be assessed and when and where those assessments will take place. Instructions for preparing the Administration Schedules are detailed in the following section.

5.8.1 Entering Information on the Administration Schedule

As mentioned, the Administration Schedule is the central document that will be used before, during, and after the assessment to keep track of the selected students. The middle top box of the Administration Schedule has been preprinted with the school's name, NAEP School ID Number, student grade level, and session ID. You must fill in the date, time, day, and location of the assessment session. You will also enter the name of the AA who will conduct the session.

For those schools that successfully E-Filed and were sampled electronically, you will receive Administration Schedules from NCS Pearson already preprinted with the names of selected students and the required demographic data (birth date, sex, and SD/LEP status). For these schools you will add sampled new enrollees and review the Administration Schedule with the school coordinator, verify that the recorded student information is correct, and record any of the following student information not provided on the original E-Filed list:

- Homeroom or other locating information;
- Race/ethnicity;
- National School Lunch Program (NSLP) status;
- Title I status; and
- New enrollee status.

For those schools that did not successfully E-File, you will be responsible for entering the names and demographic information of the selected students on the Administration Schedule. **CAREFULLY TRANSFER THE INFORMATION FOR EACH STUDENT ASSIGNED TO THAT SESSION FROM THE STUDENT LIST. AS THE BOOKLET ID NUMBERS ARE PREPRINTED FOR A PARTICULAR SESSION, YOU MUST USE THE CORRECT ADMINISTRATION SCHEDULE FOR THAT SESSION.**

Copy the student's name, homeroom, grade, birth date, sex and any other demographic information provided onto the Administration Schedule (see Exhibit 5-6). To ensure no errors have been made in transferring names from the list of students to the Administration Schedule, and as a last check, count the names on the Administration Schedule and compare this to the number of students selected for the session on the list of students.

Administration Schedules are preprinted with 32 booklet ID numbers for sessions at grades 8 and 12, and 28 booklet ID numbers for sessions at grade 4. If a session has more students selected than line numbers provided, you will need to assign additional booklets to these students. If you need to use additional assessment booklets from your bulk supplies, remember to assign the booklets, in sequence, using the next available booklet ID number as listed on the bundle slip.

After you have listed the selected students on the Administration Schedule, enter the total number of students sampled for the session in the “TOTAL IN SAMPLE” boxes at the top of the form.

The remainder of this step provides details about how to record information in each column of the Administration Schedule.

5.8.1.1 Record Student Information Missing from the Administration Schedule

You will need to record homeroom or other locating information in column **B**, race/ethnicity in column **J**, NSLP status in column **K**, Title I status in column **L**, and new enrollee status in column **M**. To record race/ethnicity, use the codes in the box in the upper left-hand corner of the Administration Schedule. The race/ethnicity codes are defined as follows:

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 Heritage: 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 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.

Exhibit 5-6. Administration Schedule – Completed by hand

This form must be completed in No. 2 pencil.

Race/Ethnicity Codes

1 = White not Hispanic
 2 = Black not Hispanic
 3 = Hispanic Heritage
 4 = Information not
 5 = Asian/Pacific Islander
 6 = Other

National School Lunch Program

1 = Student not eligible
 2 = Reduced price lunch
 3 = Free lunch
 4 = Information not
 5 = Refused
 6 = Other

For Use in Column "J"
 Session Number FT0401
 Bundle #'s 0001 0002

NAEP 2004 Field Test Administration Schedule

School F: 041-345-3
 School Name: Johnson Elementary
 Grade: 4
 Administrator's Name: _____

Original session scheduled for:
 Day/Date: _____ Time: _____ Location: _____

Makeup session scheduled for:
 Day/Date: _____ Time: _____ Location: _____

Assessed (Original Session) _____
 # Assessed (Makeup Session) _____

Absent (Admin. Codes 40-6 & 44) _____
 # Retired (Admin. Codes 46 & 47) _____

Withdrawn & Ineligible (Admin. Codes 61 & 65) _____
 # Excluded (Admin. Codes 60-63) _____

Total In Sample _____ TO BE ASSESSED _____ TOTAL ASSESSED _____

Line #/ Subject	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Student Name	Hunter, Jeremy	Camavale, Bobby	Smith, Julie	Tucker, Amy	White, Rodney	Miller, Pam	Helm, Steve	Harrison, Tom	Reed, Tonya	Wilson, Denny	Felt, Holly	Stockman, Jenny	O'Sullivan, Kevin	Fessler, Mary	Ries, Christopher
Birth Date	01/09	02/09	03/09	04/09	05/09	06/09	07/09	08/09	09/09	10/09	11/09	12/09	01/09	02/09	03/09
Gender	R	S	M	R	M	R	M	S	R	R	M	R	M	M	R
SD	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2
LEP	2	2	2	2	1	1	2	1	2	2	2	2	2	2	2
Final CAP	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Race/Eth.	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3
Final CAP	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
SD	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
LEP	2	2	2	2	1	1	2	1	2	2	2	2	2	2	2
Final CAP	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Original Booklet ID #	050 000001 0	203 000001 9	164 000002 9	054 000003 8	161 000004 7	052 000005 6	144 000006 5	202 000007 4	055 000008 3	055 000009 2	149 000010 1	053 000011 0	140 000012 9	162 000013 8	054 000014 7
Accommodation Booklet ID #															
Admin. Code															
Admin. Codes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

ASSESSED IN ORIGINAL
 10 = In session full time
 11 = In session part time
 12 = In session part time
 13 = Session incomplete
 14 = Other, specify on cover

ASSESSED IN MAKEUP
 20 = In session full time
 21 = In session part time
 22 = In session part time
 23 = Session incomplete
 24 = Other, specify on cover

ABSENT
 40 = Temporary
 41 = Long-term
 42 = Suspended or expelled
 43 = Suspended or expelled
 44 = Disruptive behavior
 45 = Disruptive behavior
 46 = Parent refusal
 47 = Parent refusal
 48 = Other, specify on cover

OTHER
 51 = Withdrawn/Graduated
 52 = Unassigned book (unused)
 53 = Unassigned book (unused)
 54 = Unassigned book (unused)
 55 = Not fit sample

REASONS FOR EXCLUSION
 60 = SD - Cannot be assessed
 61 = SD - Cannot be assessed
 62 = LEP - Cannot be assessed
 63 = LEP - Cannot be assessed
 64 = LEP - Cannot be assessed
 65 = SD & LEP - assessed
 66 = SD & LEP - assessed
 67 = SD & LEP - assessed
 68 = SD & LEP - assessed
 69 = SD & LEP - assessed
 70 = SD & LEP - assessed
 71 = SD & LEP - assessed
 72 = SD & LEP - assessed
 73 = SD & LEP - assessed
 74 = SD & LEP - assessed
 75 = SD & LEP - assessed
 76 = SD & LEP - assessed
 77 = SD & LEP - assessed
 78 = SD & LEP - assessed
 79 = SD & LEP - assessed
 80 = SD & LEP - assessed

ASSESSED WITH ACCOMMODATIONS
 71 = Accommodated
 72 = Accommodated
 73 = Accommodated
 74 = Accommodated
 75 = Accommodated
 76 = Accommodated
 77 = Accommodated
 78 = Accommodated
 79 = Accommodated
 80 = Accommodated