



NAEP 2003-04

National Assessment of Educational Progress

Summary of Activities for Public Schools Long-Term Trend Assessment

What is NAEP?

The National Assessment of Educational Progress (NAEP) is the only nationally representative, continuing assessment of what America's students know and can do in school in a variety of key subject areas. Commonly known as the Nation's Report Card, NAEP assessments have been administered periodically since 1969. Full participation in NAEP by all selected schools and students helps ensure that NAEP will continue to provide uniquely valuable information on the performance of American students in a variety of subjects.

NAEP is mandated by the U. S. Congress and is administered by the National Center for Education Statistics (NCES), within the Institute of Education Sciences at the U.S. Department of Education. Policies for NAEP are set by the National Assessment Governing Board (NAGB), whose members are appointed by the Secretary of Education.

NAEP is conducted in both public and nonpublic schools. Your school has been selected as one of many schools across the country to represent the Nation in the long-term trend assessment of reading and mathematics of 9-, 13-, and 17-year-old students.

This document provides a brief overview of assessment plans and the roles of participating schools and school staff. NAEP State Coordinators and NAEP field staff will provide more detailed information when they contact schools to discuss the assessment.

What is the long-term trend assessment?

The long-term trend assessments have remained substantially the same since their first administration, whereas other NAEP assessments are periodically revised or updated to reflect the most current educational priorities, content, and assessment methodology. Thus, the long-term trend assessments serve as a consistent measure of student progress in basic achievement over time.

The long-term trend assessments in reading and mathematics are designed to track changes in the basic achievement of America's youth by monitoring trend lines first established in 1971 for reading and in 1973 for mathematics. This year, the long-term trend assessments will be conducted in approximately 1,500 schools across the Nation.

When is the assessment?

Assessments will be conducted during the following time periods:

- Age 13:
October 6 – December 12, 2003
- Age 9:
January 5 – March 12, 2004
- Age 17:
March 15 – May 21, 2004

NAEP field staff will conduct all assessments, and all materials will be provided by NAEP.

What is involved for school staff and students?

- There are three different session types, each administered by a

NAEP representative. All are paper and pencil assessments, but one involves a paced audiotape. The NAEP representative will discuss the session types and space requirements for your school when we call or visit prior to your scheduled assessment date.

- Assessments take 90 minutes of each student's time.
- Up to 120 students (depending on the size of the school) are assessed in sessions of about 25 students each.
- Designate a staff member to serve as the school coordinator to assist NAEP field staff with in-school arrangements. School coordinator responsibilities are located on the back of this document.
- NAEP endeavors to assess all students selected as a part of its sampling process, including students who are classified by their schools as students with disabilities (SD) and/or as English-language learners (ELL) or limited English proficient (LEP). The decision to exclude any of these students is made by school staff, who, using NAEP guidelines and each student's Individualized Education Program (IEP), decide whether the student can meaningfully be assessed.
- The school staff most familiar with sampled SD/LEP students are asked to complete the NAEP SD/LEP Questionnaire and determine the appropriate accommodation(s) needed, if any.

NAEP is administered by the National Center for Education Statistics
U.S. Department of Education • Institute of Education Sciences



What are the responsibilities of the NAEP staff?

The NAEP State Coordinator works at your State Department of Education and is responsible for the following tasks for public schools:

- Inform schools of their selection for the long-term trend assessment;
- Provide schools with instructions for preparing a list of age-eligible students;
- Provide schools with information about notifying parents of the selected students; and
- Respond to questions from the school community throughout the assessment period.

NAEP field staff members are employed by an NCES contractor and will perform the following tasks:

- Select a sample of students from the list of age-eligible students;
- Visit the school coordinator to finalize assessment arrangements;
- Bring all assessment materials to the school on the scheduled day; and
- Conduct the assessments.

What are the school coordinator's responsibilities?

Initially, the school coordinator is responsible for completing the following tasks:

1. Schedule the assessment.

The school coordinator works with the NAEP representative to arrange a convenient date for the assessment.

2. Provide the NAEP staff with a list of eligible students.

Soon after the school is contacted about the assessment, the school coordinator receives instructions for preparing a list

of the students in the age group. Most schools may choose between submitting the list electronically through the MySchool web site and submitting the list in hard copy to the NAEP staff. All student names are always kept confidential. **Individual student names, responses, and scores are NEVER reported.**

3. Inform parents.

By law, parents of children selected to participate in NAEP must be informed before the administration that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer all test questions. The NAEP State Coordinator or NAEP field representative will provide a sample letter to use for this purpose that schools may use as is or adapt as they see fit.

A few weeks before the assessment date, the school coordinator is responsible for the following tasks:

4. Assist with the final preparations for the assessment.

Preparations include the following:

- Determine how to include SD/LEP students in the assessment according to NAEP criteria; and
- Provide student demographics for sampled students including the Title I program and National School Lunch Program (NSLP) status.

5. Arrange for suitable space for the assessment session(s) within the school.

The school coordinator reserves classroom(s) or other location(s), where assessments can be administered under appropriate conditions. Sessions are scheduled concurrently or consecutively, depending on which is more convenient for the school.

6. Notify teachers and students about NAEP.

The school coordinator follows the usual school procedures in notifying the selected students and their teachers of the assessment date, time, and location. NAEP provides a sample letter.

7. Distribute and collect the assessment questionnaires.

The school coordinator distributes and later collects the SD/LEP Questionnaires from the teachers of sampled SD or LEP students. The NAEP field staff collect completed questionnaires on assessment day.

On the assessment date, the school coordinator is responsible for the following task:

8. Ensure that students attend the session.

The school coordinator should be available before the assessment start time to ensure that students attend the sessions. The school coordinator and/or teachers of the selected students are encouraged to remain in the room during the assessment. NAEP field staff conduct the session(s) and bring all assessment materials to the school. It is very important that attendance rates be as high as possible to avoid the need for makeup sessions.

Where can I find more information?

In addition to contact with your NAEP field staff representative, the MySchool web site is a valuable source of information. To register for the MySchool web site, follow the instructions listed below:

- Go to www.mynaep.com;
- Enter your NAEP ID as the user name; and
- Enter the word "REGISTER" as the password.

You also may access the NAEP web site at <http://nces.ed.gov/nationsreportcard> for general information and sample NAEP assessment questions.

Once schools sign up, they will receive an email for each of the four steps of the assessment administration process. Each email will contain a link to the step's corresponding web page.

- **Step 1: NAEP 2003-2004** — a link to this page will be emailed to schools once they register for the web site.
- **Step 2: The Student Sample** — a link to this page will be emailed to registered schools soon after they agree to participate. This page will contain information about sampling students, sending in student lists, and a link to E-File (for age 9 & 17 schools only). After schools send in their list of students, this page will change to give information about school's pre-assessment activities.
- **Step 3: The Confirmation Call** — a link to this page will be emailed.
- **Step 4: Assessment Day** — a link to this page will be emailed one week prior to the assessment date. It will give information about what will happen on assessment day.
- **Step 5: Thank you and Future Events** — a link to this page will be emailed within one week after the assessment. This page will give schools information about how the results are scored, analyzed, and reported.

The districts and diocese of each participating Catholic school will also be informed of the MySchool service, and, if they choose, can have access to their schools' web sites.

2.3.2 Registering for MySchool

Schools and dioceses can register for MySchool web site by going to www.mynaep.com and entering their 12-digit MySchool registration number at the Login box and "REGISTER" at the password box. Each school's MySchool Registration ID can be found in the SCS on the School Edit screens.

Immediately after schools and/or dioceses register, an email will be sent with their personal user name and password. All users only need to register once, and an unlimited number of diocese and school staff can register to access the MySchool web site.

2.3.3 MySchool Information for Contacting Dioceses

During your initial contact with the dioceses, you should briefly describe the MySchool web site and ask the diocese representative if he/she would like to have access to the web pages of the schools in their diocese. If he/she would like access to MySchool, he/she will need to register by following the steps on the Summary of Activities and in the MySchool Brochure. The diocese MySchool ID number is

on the listing that will be sent that indicates the schools selected for NAEP. Once he/she types in the 12-digit ID number, he/she will be prompted to complete a short registration form that will ask for an email address. As soon as the registration form is submitted, an email will be sent out with their personal user name and password to enter at the login screen (Exhibit 2-4).

Once logged on, dioceses can select the school they wish to see from the drop-down box at the top of the screen. They will be able to access the MySchool web site throughout the assessment period.

Some dioceses may be concerned that schools who do not have Internet email or who do not access the web site will be “missing out” on information. If so, you should assure dioceses that all schools will receive information through the NAEP representative and in the materials we normally send out. We want schools to access the web site so the information about NAEP is available at a time that is most convenient and to enhance communication between NAEP and schools.

2.3.4 MySchool Information for Contacting Schools

During your contact with the school principal, you should briefly describe the MySchool web site and ask the principal if he/she has access to the MySchool web site. If someone would like access to MySchool, they will need to register by going to www.mynaep.com and type in the 12-digit MySchool Registration ID number at the Login box and “REGISTER” at the Password box then click the “SUBMIT” button. You should remind the principal of his/her 12-digit MySchool Registration ID number, and where it is located.

The School Coordinator and the principal are the two staff members that may be most interested in accessing the MySchool pages; however, other school staff can and should be encouraged to register at anytime during the assessment period. Exhibit 2-5 shows an example of Steps 1 and 2 of the MySchool web site.

2.3.5 The MySchool Web Site and the SCS

Certain fields in the MySchool web site will come directly from the information you enter/update in the SCS. These fields are in red in the SCS:

- MySchool Name

- School Coordinator
- Principal
- School Address
- Phone Number
- Enrollment
- Assessment Date and Time

It is **very important** that this information is entered accurately because the way it is entered is exactly how it will appear on the web page.

Exhibit 2-4. Example of MySchool Site Registration Process

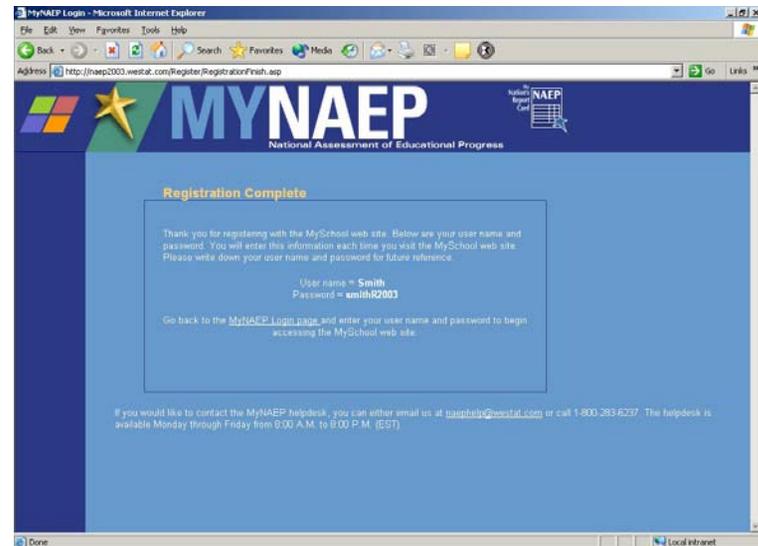
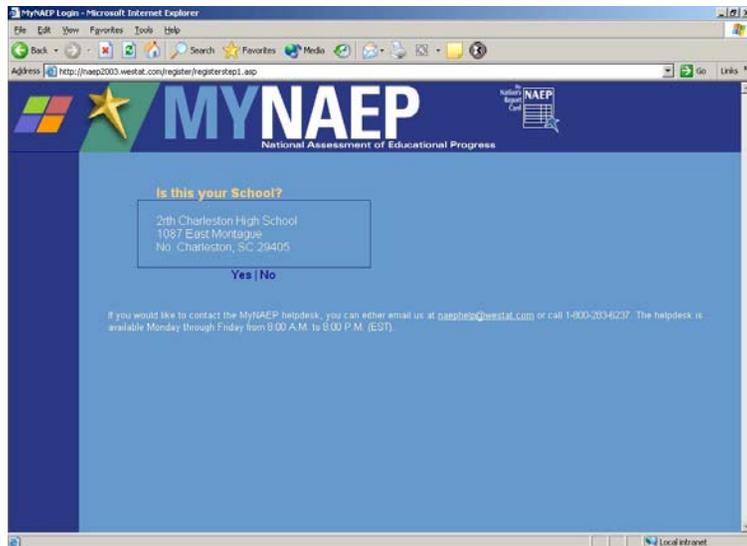
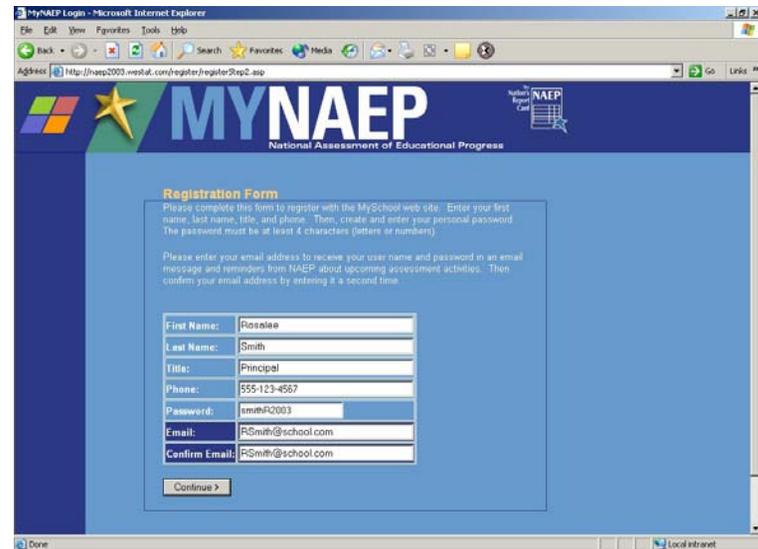
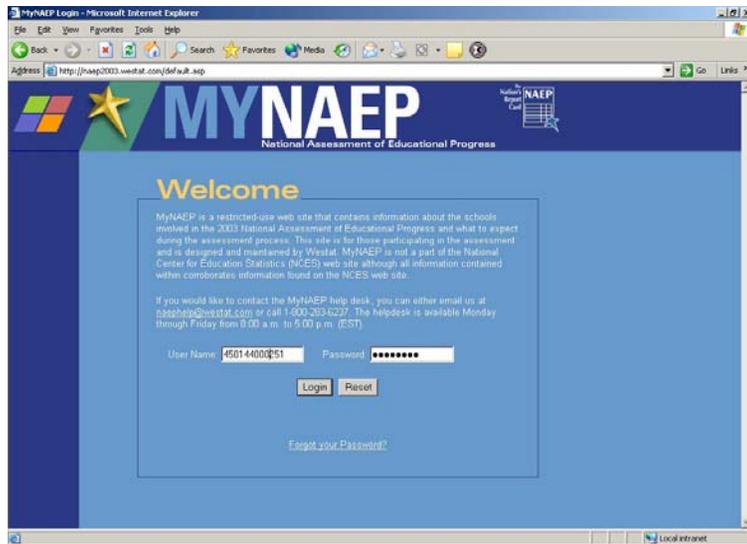


Exhibit 2-5. Example of MySchool Steps 1 and 2

WELCOME Anytown Elementary School

STEPS
1 **NAEP 2003-04**
2 The Student Sample
3 Preparing for NAEP
4 Assessment Day
5 After the Assessment

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The long-term trend assessments in reading and math are designed to track changes in the basic achievement of America's youth by monitoring trend lines first established in 1971 for reading and in 1973 for mathematics. This year, the long-term trend assessments will be conducted in approximately 1,500 schools across the Nation.

Assessment Information

- All assessments will be conducted by NAEP field staff and materials will be provided by NAEP
- Students in your school have been selected to take the age 9 assessment between January 5 and March 12, 2004. In schools participating in the age 9 assessment, NAEP will assess all eligible students up to a maximum of 120. Each student will be assessed in either reading or mathematics.

A Word from your NAEP State Coordinator

The [NAEP State Coordinator](#) works at your State Department of Education. Read what your State Coordinator, Susan Jones, has to say about the NAEP assessment:

Welcome schools and thanks for participating! There are a lot of activities over the next few months and this website is designed to walk you through each one. If you have any questions, feel free to contact me Monday through Friday, 8:30 AM - 5:00 PM at:

*Susan Jones
Department of Education
555 South Street
Washington, DC 20000
Phone: 333-222-5555
Fax: 333-222-5400
susanjones@email.com*

Assessment Timeline

You are here

Agree to participate Principal agrees to participate, and assigns a school coordinator to work with the NAEP staff on assessment arrangements.	Send NAEP team list of students Schools generate a list of students in the selected grade according to the "NAEP Instruction for Preparing Student Lists." The system will e-mail a list to the school coordinator by e-mail before the assessment.	NAEP staff arrives The assessment staff arrives at the school. The school coordinator will meet with the NAEP staff before the assessment.	The NAEP staff conducts the assessment The NAEP staff are being assessed. The NAEP staff are being assessed. The NAEP staff are being assessed.	About the Assessment At the end of the school year, you should receive the materials to your NAEP storage database and mail the password to NAEP staff using that you have...
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Click to see timeline as a full-size view

Chat

Ask questions and learn more about NAEP and this year's assessment in our featured chat:

Celebrating the National Assessment of Educational Progress!

Peggy G. Carr, the Associate Commissioner for the National Center for Education Statistics, will host this important discussion.

Your Information

Below is information we have for your school's assessment. You may [update this information](#) if anything has changed.

School Name	Anytown Elementary School
Principal	Karen Smith
Address	123 Main Street Washington, DC 20000
Phone Number	333-234-4455
NAEP ID Number	081-456-1
Sessions to be conducted	2 Reading/Mathematics
Age to be assessed	9 year-olds
Assessment Date	January 29, 2004

Links of Interest

Below are some of the popular web tools on the [Nation's Report Card](#) web site. To browse the links below, you will leave this site. Use the BACK button at the top of your screen to return to this page.

See the latest information about the subjects being assessed in NAEP this year and browse through the reports from previous years. Visit the [reading](#) and [mathematics](#) pages on the Nation's Report Card web site.

Use the [NAEP Data Tool](#) provides you with tables of detailed results from previous NAEP assessments. The data are based on information gathered from the students, teachers, and schools that participated in NAEP.

The [NAEP Questions Tool](#) provides easy access to NAEP questions, student responses, and scoring guides that are released to the public.

The [NAEP State Profiles](#) present key data about each state's student and school population and its NAEP testing history and results. The profiles also contain links to other sources of information on this web site, including the most recent state report cards for all available subjects.

How Can We Help You?

- Find [more information](#) about contacting NAEP.
- [Change your My School password.](#)
- Report a [technical problem](#) or send NAEP [feedback](#) about the web site.

Exhibit 2-5. Example of MySchool Steps 1 and 2 (continued)



WELCOME Anytown Elementary School



STEPS >
1 NAEP 2003-04
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Student Sampling

Schools will need to provide NAEP with a list of all students enrolled at the age being assessed. The list may be an Excel file submitted via Internet (for assessments at age 9 and 17 only), hard-copy typed, or computer-generated, as instructed below.

- All E-File submissions must be made no later than November 1, 2003.
- If you are not E-Filing, a NAEP representative will visit your school 2 to 4 weeks before the assessment to sample from the list of students you prepare.

How Do I Send My List of Students?

There are 2 options for sending in your list of students:

- Prepare a hardcopy list from your school records computer database following the [NAEP Instructions for Preparing a Hardcopy List of Students \(PDF\)](#). A NAEP representative will visit your school 2-4 weeks before the assessment to sample from the list you prepare.
- Prepare an Excel file from your school records computer database following the [NAEP Instructions for Preparing an Electronic List of Students \(PDF\)](#) and submit your list by E-filing below.

Questions Regarding Your Student Lists

Please take a moment and complete the following questions about your school and student list. Who will prepare the hardcopy or electronic student list for your school?

Name:

Phone:

Email:

Date list or file is current? (MM/DD/YYYY)

Is this a year-round school?

If so, what percentage of the students will be off-track on the assessment date?

E-File

This process will take just a few minutes. Once you click on the button below, you may send your file. You will be asked a series of questions to help NAEP match the codes on your student lists to the codes that NAEP uses.

You can stop and restart from where you are at anytime during this process.

Before you begin this process, you must answer the questions regarding your student lists.

If you have any questions, call the NAEP Technical Support Hotline at 800-293-6237 between 7:00 a.m. and 6:00 p.m. Eastern Time.

[E-File 4th Grade](#)

A Word from Your NAEP State Coordinator

Read what your State Coordinator, Susan Jones, has to say about E-Filing:

Your student lists are due by November 1, 2003. Feel free to contact me if you any questions about NAEP.

*Susan Jones
Department of Education
155 South Street
Washington, DC 20000
Phone: 333-222-5555
Fax: 333-222-5400
susanjones@email.com*

Assessment Timeline

You are here

Assess to Participate	Send NAEP Your List of Students	NAEP Representative Contact	The NAEP Staff Conducts the Assessment	After the Assessment
NAEP will call you to participate in the assessment. You will be asked to provide a list of students to be assessed.	You will be asked to provide a list of students to be assessed. The NAEP representative will visit your school to discuss the assessment process.	The NAEP representative will contact you to discuss the assessment process.	The NAEP staff will be conducting the assessment. You will be asked to provide a list of students to be assessed.	The NAEP staff will be conducting the assessment. You will be asked to provide a list of students to be assessed.

Click to see timeline as a fullsize view

Chat

Ask questions and learn more about the sampling process and procedures for selecting schools and students in our featured chat:

How is the NAEP sample determined?

Keith Rust, the Westat Director of NAEP Sampling and Statistical Operations, will host a discussion on NAEP sampling methods.

Your Information

Below is information we have for your school's assessment. You may [update this information](#) if anything has changed.

School Name	Anytown Elementary School
Principal	Karen Smith
Address	123 Main Street Washington, DC 20000
Phone Number	333-234-4455
NAEP ID Number	081-456-3
Sessions to be conducted	2 Reading/Mathematics
Age to be assessed	9 year olds
Assessment Date	January 29, 2004

Resources

- The [Summary of NAEP Activities](#) is a two-page document that briefly defines the NAEP program, and the roles of participating schools and school staff.
- The [Demonstration Booklet](#) contains student background questions and examples of the subject questions similar to those asked in this year's assessment.
- By law, parents of children selected to participate in NAEP must be informed before the administration that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer any test question. NAEP will provide schools with a [Sample Parent Letter](#) to modify or adapt as necessary.

Frequently Asked Questions

- [What is sampling? Why is sampling necessary for NAEP assessments?](#)
- [What is E-Filing? How does E-Filing work?](#)
- [Can NAEP use a file that contains student ID names instead of the names of the student?](#)
- [Why is Microsoft Excel the only file format accepted?](#)
- [My school's system identifies students who have a disability \(SD\) and/or those who have limited English proficiency \(LEP\). We do not have a code for the students who are not classified as SD or LEP. Is that OK?](#)
- [NAEP has different race/ethnicity codes than my school system uses. Do you have to use the NAEP race/ethnicity codes in the student file?](#)
- [Why does NAEP need student information now, and not closer to the assessment date?](#)
- [If we send our student list now, what about any new students who enroll in the grade, or who withdraw, prior to the assessment?](#)
- [What other options do we have to provide our student list, if we do not use E-Filing?](#)

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