

Exhibit 3-9. Administration Schedule (continued)

Column Indicators: A		B	C	D		E		F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Student Name		Homeroom or Other Locator	Line #/ Subject	Grade	Birth Date		Sex 1=Male 2=Female	SD 1=Yes 2=No	Final SD Code	LEP 1=Yes 2=No	Final LEP Code	Race/ Eth.	School Lunch	Title 1=Yes 2=No	New Enrollee 1=Yes 2=No	Original Booklet ID #	Accommodation Booklet ID #	Admin. Code	Observ Race	Admin. Codes		
					Month	Year																
16			16																			ASSESSED IN ORIGINAL 10 = In session full time 11 = No responses in booklet 12 = In session part time 13 = Session incomplete 14 = Other, specify on cover
17			17																			ASSESSED IN MAKEUP 20 = In session full time 21 = No responses in booklet 22 = In session part time 23 = Session incomplete 24 = Other, specify on cover
18			18																			ABSENT 40 = Temporary 41 = Long-term 42 = Chronic truant 43 = Suspended or expelled 44 = In school, did not attend 45 = Disruptive behavior 46 = Parent refusal 47 = Student refusal 48 = Other, specify on cover
19			19																			OTHER 51 = Withdrawn/Graduated 52 = Unassigned book (unused) 55 = Ineligible 56 = Not in sample
20			20																			REASONS FOR EXCLUSION 60 = SD - Cannot be assessed 61 = SD - Required accom. not offered 62 = LEP - Cannot be assessed 63 = LEP - Required accom. not offered 64 = SD & LEP - Cannot be assessed 65 = SD & LEP - Required accom. not offered
21			21																			ASSESSED WITH ACCOMMODATIONS 71 = Bilingual booklet - math only 72 = Bilingual dictionary (Do not use with reading booklet) 73 = Large-print book 74 = Extended time in regular session 75 = Read aloud in regular session (Do not use with reading booklet) 76 = Small group 77 = One-on-one 78 = Scribe or use of computer 79 = Other, specify on cover
22			22																			
23			23																			
24			24																			
25			25																			
26			26																			
27			27																			
28			28																			
29			29																			
30			30																			
31			31																			
32			32																			
33			33																			
34			34																			

This form must be completed in No. 2 pencil.



Exhibit 3-10. SD/LEP Questionnaire Cover

### 3.3.12 Long-Term Trend SD/LEP Roster

The SD/LEP Roster (Exhibit 3-11) is a document used to assist you in preparing and tracking the questionnaires assigned for each student with an SD and/or LEP classification. The Roster provides space for recording the name of the student; the name of the person assigned to complete the questionnaire; the SD/LEP questionnaire ID number, and the student’s booklet ID number from Column O of the Administration Schedule. On the day of the assessment you will code whether questionnaires were completed and returned, completed online, or not completed in the space provided on the form.

### 3.3.13 Assessment Booklets

Each assessment booklet has an alphanumeric code in the upper right corner (Exhibit 3-12). Numerals identify the booklet number. Letters that follow the numeral identify the session type, either spiral or tape. All tape booklets have a “T” following the numeral for tape subjects. The example in exhibit 3-12 is an age 9 Math Bridge Study booklet that requires a tape.

In Long-Term Trend Reading/Math sessions and Bridge Reading sessions, 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 assessment administrator reads the directions, distributes any 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.

In the Bridge Math session, a tape recorder is used to administer the sessions. The tape reads the directions and the questions to students at appropriate time intervals. Since the questions are read aloud on tape, all students in a tape session use identical booklets. There are different tape booklets, each of which is used in a separate assessment session. The booklet numbers used in the long-term trend math bridge assessment are shown in Table 3-2.

Table 3-2 Math Bridging Study Book Numbers

Book Number	Age(s)	Session Prefix	Tape
M197T	9,13,17	MB	1
M198T	9 and 13	MA	2

Exhibit 3-11. Long-Term Trend SD/LEP Roster


  

  

## NAEP 2003-2004 Long-Term Trend SD/LEP ROSTER

**This form must be  
completed in No. 2 pencil.**

SCHOOL #:  -  -

SCHOOL NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

Line # / Session #	SD/LEP Questionnaire		Line # / Session #	Student Booklet ID # (Column "O" on Admin. Schedule)	SD/LEP Questionnaire ID # (Barcode ID # on SD/LEP Cover)	Returned			Instructions for Distributing SD/LEP Questionnaires
	Student's Name	Distributed To (Staff Name)				Yes	No	Completed Electronically	
					995 -				<p>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 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 Questionnaire, you will need to do the following:</p> <ol style="list-style-type: none"> <li>1. On each SD/LEP Questionnaire cover, write the name of the SD/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.</li> <li>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 questionnaire ID #.</li> <li>3. As the questionnaires are returned, grid in the oval in the "Returned" column. If the returned questionnaire was completed electronically, fill in the oval and destroy the questionnaire.</li> </ol>
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				
					995 -				