3.3.22 MySchool Brochure

The MySchool Brochure (Exhibit 3-19) describes the MySchool web site and tells school staff 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 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 will be included in mailings to districts and schools and should be referred to when schools have questions about accessing the site. You will receive additional supplies of the brochure in the bulk materials you receive from Westat.

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. See Table 3-3 below for the shipment schedule:

Table 3-3 NAEP Long-Term Trend Materials Shipment Schedule

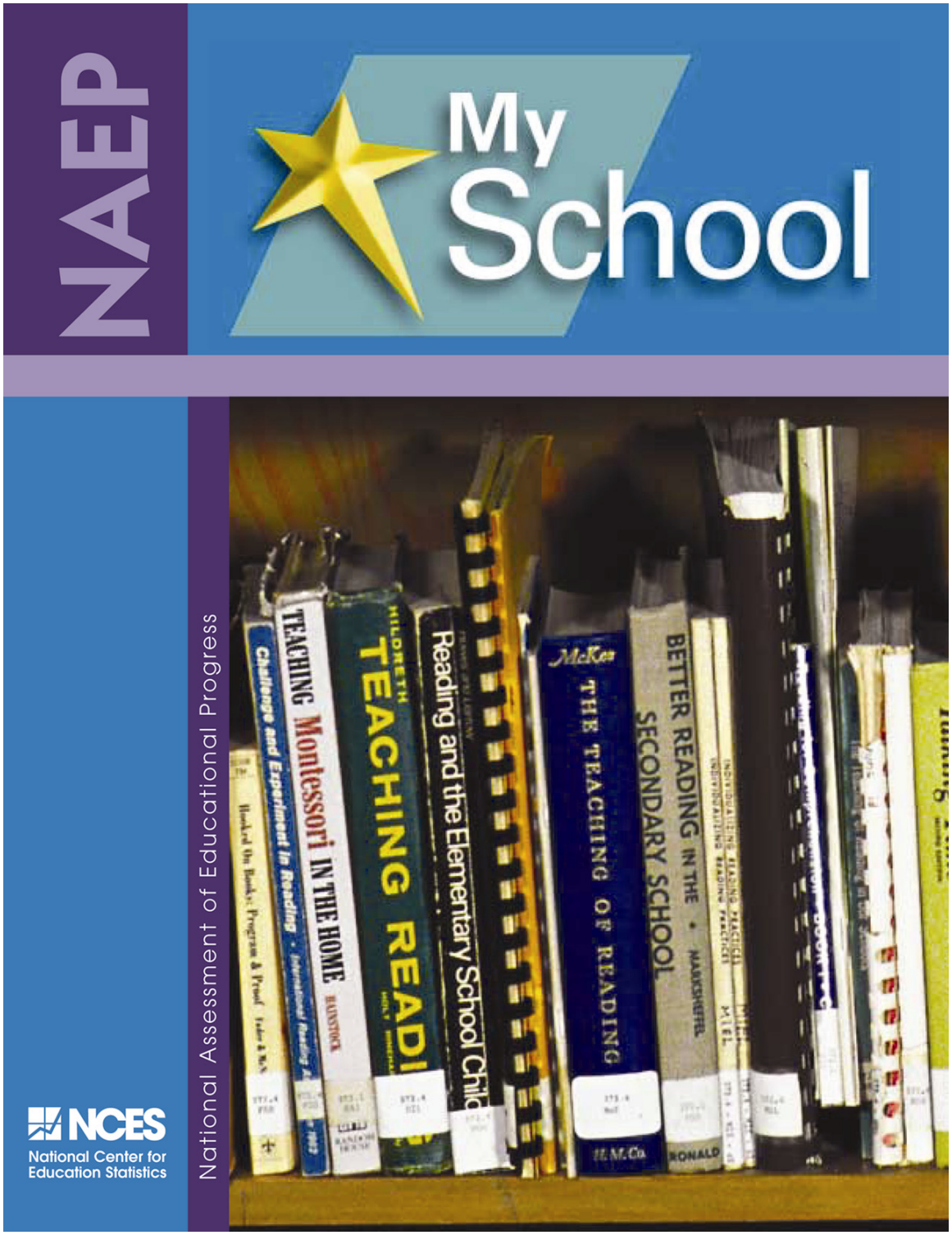
From	Items	Date
Westat	Gaining Cooperation Home Study Packet	8/11/03
Westat	Bulk Supplies	8/27/03
NCS Pearson	Fall Admin Schedules/Rosters/SD/LEP Quex.	9/19/03
NCS Pearson	Fall Session and Bulk Materials	9/22/03
NCS Pearson	Winter Admin Schedules/Rosters/SD/LEP Quex.	12/1/03
NCS Pearson	Winter Session and Bulk Materials	12/19/03
NCS Pearson	Spring Admin Schedules/Rosters/SD/LEP Quex.	2/12/04
NCS Pearson	Spring Session and Bulk Materials	3/1/04

The lists of the materials in each shipment sent can be found in section 5.20 of this manual.

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.

Exhibit 3-19 MySchool Brochure



When you have finished work in a PSU, you are responsible for collecting all reusable materials such as timers, pencils, tape recorders, and tapes from your AAs. All of these materials must be returned at the end of the age-specific data collection period of assessment period.

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 ncsnaep@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.