

## 5. PREASSESSMENT ACTIVITIES

### 5.1 Overview

This chapter describes the various tasks you will complete during your preassessment visit to the school in preparation for assessment day. Specifically, this chapter gives you information about contacting the schools; step-by-step instructions for selecting the sample of students, new enrollee samples, and preparing appropriate Administration Schedules; the criteria that school personnel may use to determine whether students with an SD and/or LEP classification should be assessed without accommodation, assessed with accommodation, or excluded; instructions for ensuring that parents are notified about the assessment in compliance with the NCLB policy; and suggestions for maximizing student attendance using NAEP Student Appreciation Certificate (or Appointment Cards) and Teacher Notification Letters.

### 5.2 Scheduling the Preassessment Visit

The first step in preparing for the assessments is to schedule a preassessment visit to occur one month to 2 weeks before the assessment date. Schools in the age 9 and 17 assessments were given the option to E-File their electronic files of student information directly to Westat. The Westat statistical and data processing staff will sample these schools and transmit data directly to NCS Pearson and to the Student Data System (SDS) on your laptop. You will select a sample of new enrollees for these schools. You are responsible for selecting the student sample for all of the age 13 assessments and the student sample for the remaining ages 9 and 17 schools in your assignment. You will draw the sample of selected students and prepare Administration Schedules during the preassessment visit. For all schools, you will prepare the appropriate assessment documents and materials and finalize logistical arrangements for assessment day.

Scheduling a date for the preassessment visit will be done during the “gaining cooperation” call to the **fall** long-term trend schools (age 13) for which you have recruiting responsibility (i.e., nonpublic). However, for those **fall** schools recruited by the NAEP state coordinator and for the **winter** (age 9) and **spring** (age 17) schools, you must plan to make an additional call to the school to schedule the preassessment visit.

The call to set a preassessment appointment should be made about a month before the assessment date. (Recall that assessment dates are provided to **all schools** during the “gaining cooperation” phase in the fall.)

The preassessment visit should be scheduled to take place at least two weeks before the planned assessment date so that schools have time to comply with the NCLB parent-notification requirements. You should suggest dates that fit your assessment schedule.

During this contact with the school coordinator, it is important to review the activities that will take place during the visit, the amount of time you expect to be at the school, and how the school coordinator should prepare for your in-person visit. The purpose of this call is to:

- Introduce yourself to the school coordinator as the NAEP supervisor;
- Set the preassessment appointment date;
- Determine the status of completion of Student Listing Form or computer listing of eligible students for those schools that could not or elected not to E-File;
- Review the activities that will take place during the preassessment visit;
- Remind the coordinator of the parent notification requirement and determine the status of the parent letter;
- Ask the school coordinator if the staff member most knowledgeable about students with disabilities (SD) and students with limited English proficiency (LEP) could be available to answer questions during the visit;
- Get directions to the school and information on where to park.

The Preassessment Contact Checklist (Exhibit 5-1) has been developed to assist you during this call. The school coordinator should allot up to 1 hour for the visit. The average length of time per school will vary depending on the factors listed below:

- If the school E-Filed, sampling has already been completed and Administration Schedules have been preprinted with student names and demographics **or** if all of the sampling activities will be completed during the visit.
- Whether parents have been notified about the assessment. If parents of all selected students have not been notified, you will need to work with the school coordinator to ensure that parents are notified about the assessment as soon as possible. Be sure that parents of any selected new enrollees are notified.

Exhibit 5-1 Preassessment Contact Checklist  
Preassessment Contact Checklist

- ❑ Review the Summary of NAEP Activities.
- ❑ Review age to be assessed, subjects, and number of sessions.
- ❑ Confirm the assessment date and record on School Data Collection Form.
- ❑ Set the preassessment appointment date/time and record on Supervisor Log of Schools.
- ❑ Ask if school is year-round and record response on School Data Collection Form.
- ❑ Determine method school will use to provide list of eligible students and circle choice on School Data Collection Form. (If the school has not prepared the list prompt them to do so ASAP and come back to this task.)
  - If school E-Filed, discuss need to select new enrollee sample. (E-file option not available for age 13 schools.)
  - If school will produce computer listing of students or use the Student Listing Form, review the Instructions for Preparing a List of Students, paying particular attention to the mandatory and optional student information to be collected
- ❑ Ask the school coordinator to register for the MySchool web site by going to [www.mynaep.com](http://www.mynaep.com). Provide the (up to) 12 digit MySchool Registration ID number as the user name and “register” as the password.
- ❑ Review the activities that will take place during the preassessment visit.
- ❑ Discuss the demonstration booklets you will provide for the coordinator and the principal.
- ❑ Selecting complete sample or new enrollee sample – The up-to-date list containing all age eligible students will be needed to complete student sampling. The complete new enrollee form is necessary for schools that e-filed.
- ❑ Parent Notification Letter – Remind the coordinator of the parent notification requirement and determine the status of the parent letter. Record name of person preparing letter on School Data Collection Form.
- ❑ SD/LEP Questionnaires – Ask the school coordinator if the staff member most knowledgeable about students with disabilities (SD) and students with limited English proficiency (LEP) can be available to answer questions during the visit.
- ❑ Details of the assessment.
- ❑ Get directions to the school and information on where to park and record in comments section of School Data Collection Form.
- ❑ Provide your contact information to the school coordinator.
- ❑ Update Supervisor Log of Schools and record cooperation status and items starred on School Data Collection Form in the SCS.

- Number of students to sample – the more students to sample the longer the sampling portion of the visit will take.
- The number of SD and/or LEP students. You will need to work with the school coordinator to determine whether each student identified as SD and/or LEP on the Administration Schedule can be assessed in the regular session with accommodations, assessed in a separate session, or cannot be assessed at all. Therefore, if a school has many students with an SD or LEP indicator, the visit will take longer.

Note that although we ask the school coordinator to allow up to 1 hour for the visit, you may need to be at the school longer than an hour, depending on the schedules of other school staff members such as special education teachers from whom you may need to get information regarding student accommodations. The school coordinator need not be present for the entire process but should be available for consultation at critical stages.

### **5.3 Preparing for the Preassessment Visit**

Before the visit, make sure that you have an extra supply of documents and questionnaires to bring with you. Below is a list of materials you will need to bring to the visit:

- The appropriate Administration Schedule(s),
- SD/LEP Roster,
- Demonstration booklet,
- Extra SD/LEP Questionnaires,
- Extra NAEP Teacher Notification Letters,
- Extra NAEP Student Appreciation Certificates,
- Extra sample Parental Notification Letters,
- Department of Agriculture Letter,
- Teachers Guide,
- List of NAEP Accommodations
- Press Release,
- Summary of Activities,
- Sampling checklist (Exhibit 5-2)
- Your manual,
- Extra Instructions for Preparing a List of Students for the appropriate age level,
- Extra Student Listing Forms,
- Criteria for Inclusion,
- NAEP Storage Envelope

- Your computer and printer,
- Computer paper, and
- The School Folder.

In addition to these materials that NAEP will provide, there are other general materials you should be sure to have with you. These include pencils, paper clips, different color pens and markers, scissors, tape, and extra blank paper. The extra paper may be needed if you have school-generated lists without space to number and designate the selected students. The extra paper can be attached to one side of the list, in order to extend the sheet and give you some additional space to write.

You should call the school coordinator a day or two before the preassessment visit to confirm the date and time, to be sure the list of students has been completed and to review the activities that will take place during the visit. Note that the preassessment calls will need to be made prior to your arrival in the PSU.

#### **5.4 Establishing Rapport with the School Coordinator**

As soon as possible during the preassessment visit, provide copies of the demonstration booklet to both the school coordinator and the principal. Let them know that you will be happy to review the booklet with them, if they wish, and answer any questions they may have.

Developing a good rapport with the school coordinator is vital. When the school coordinator is actively involved, student attendance is higher and the assessments proceed more smoothly. The coordinator knows the “personality” of the school, the most opportune time to schedule the assessments to yield the best attendance, and the most productive way to notify students and their teachers of the assessment.

Specific procedures for notifying students and their teachers about the assessment are discussed later in this chapter. **Emphasize to the coordinator the importance of ensuring that each selected student attends the session for which s/he was sampled. Also, discuss the necessity of conducting make-up sessions if not enough students attend.**

Exhibit 5-2. Sampling Checklist

### **SAMPLING CHECKLIST**

- Confirm identity of the school and the school's NAEP ID.
- Review the list of students to ensure it is complete (that the last names cover the alphabet reasonably, the year of birth is within the specified range, and more than one grade is included).
- Number the students, if necessary. (AAs can help with this task.)
- Even if you did not number the list, check the numbering of students to ensure that no numbers have been duplicated or skipped. (AAs can help with this task.)
- Review the total number of students listed with the School Coordinator.
- Using the Student Data System on NAEP laptop:
  - Locate the school on the SDS, double check the NAEP ID, and click on the school's name.
  - Click on the Student Sampling button and click Yes to begin the primary sample process.
  - Enter total number from list of students and click on Select Primary Sample button.
  - Print primary sample line numbers.
  - Print instructions for sampling from the list of newly enrolled students.
- Mark the selected students on the school's list of eligible students.
- Double-check the selected students against list of sampled line numbers. (AAs can help with this task.)
- Locate the school and session on the SDS and click on View/Edit Student Records.
- Enter student names and other available demographic information. (AAs can help with this task.)
- Print out the Student Information Report and recheck the data entry against the school's list of eligible students.
- Put the list of sampled students and Instructions for Sampling New Enrollees in school folder. (AAs can help with this task.)
- Transmit data to Westat daily.

Revised 7/18/03

Try to actively involve the school coordinator in the assessments as much as possible. Suggest that NAEP would like the coordinator to be present at least at the beginning of the assessment if not periodically throughout. Obviously, this may not be possible if multiple sessions are conducted simultaneously. However, the presence of either the coordinator or another school official will not only facilitate optimum attendance and better classroom control, but will also demonstrate to students the school administration's commitment to NAEP.

Consult with the school coordinator about making available appropriate space for the assessments. A typical session will require desks for up to 30 students (sometimes more) and a desk or small table for you and your assessment administrator (AA). It is important to keep in mind that high traffic locations such as cafeterias, libraries, and hallways may not always be conducive to optimum testing conditions. Exact space requirements will be known only after you determine the number of sessions to be held in the school during your visit.

It is important to allow at least 2 weeks between the completion of the preassessment visit and the assessment date so that school staff are provided sufficient time for the following: solving any problems discovered during the preassessment visit; notifying students and teachers about the assessments; distributing parent notification letters; and completing the SD/LEP questionnaires left at the school during the preassessment visit.

## **5.5 Selecting the Student Sample**

The Instructions for Preparing a List of Students offers schools a choice of 3 methods for providing their list of age-eligible students:

1. Prepare an Excel file of their student data and E-File on the MySchool web site. (Note: For the age 13 long-term trend assessment, this option is not available);
2. Print out a list of students from their computer database; or
3. Use the Student Listing Form to hand-write a list.

### **5.5.1 How to Determine Which Schools Have E-Filed**

You can identify which schools have E-Filed by checking the School Control System (SCS). On the School Edit screen under Sampling, the Sampling Method will be set to E-Filing for schools that have submitted their files. Likewise, you can generate a report of these schools using Report #4 or by creating a report with Mail Merge and including the field labeled Sampling Method. Another indication will be the information displayed in the fields labeled Number on SLF and Number Sampled in the schools' School Edit screens. Finally, the Supervisor Log of Schools will indicate which schools have E-Filed.

For those schools that could not or chose not to E-File on the MySchool web site, the supervisor will use the SDS on his/her NAEP laptop computer to draw the sample. Complete instructions for using the SCS and the SDS are found in the Appendices of this manual. For schools that did E-File, the supervisor will select the new enrollee sample according to these instructions.

### **5.5.2 Overview of the Sampling Process**

The sampling process includes the following tasks:

- Review the student list to ensure that it is complete and that it includes students of the correct age. Make sure more than one grade per age group is listed and that all required information is included. Make sure the list is up-to-date. A detailed discussion of how to check the list before sampling is given later in this chapter.
- Once you have determined that the student list is complete, use the SDS on your NAEP laptop computer to select students from the school's list of eligible students or New Enrollee form. Access the SDS by double clicking on the SDS icon on your laptop computer.
- Follow the instructions for selecting a school and drawing the student sample in the SDS User's Guide. Print the sampling line numbers generated by the computer.
- Print out the Instructions for Sampling New Enrollees<sup>1</sup>. This document will be printed from the SDS immediately after the sampling line numbers.

---

<sup>1</sup> Schools are to maintain a list of students who enroll in the sampled grade after the original list is sent. They are to use the New Enrollee Listing Form for this purpose. You will select a sample from this New Enrollee Listing Form using the Instructions for Sampling New Enrollees.

- Enter the names of sampled students (and other available demographic information) in the SDS.
- Put the sampling line number printouts and Instructions for Sampling New Enrollees in the school folder.
- Transmit data to Westat daily.

### 5.5.3 Suggestions for Organizing the Sample Selection Process

Because of the volume of material with which you will be working and the short timeframe in which you must complete the sample selection, it is critical that you take a very organized approach to this work. Below are some suggestions designed to assist you in organizing and completing the job:

- Do not try to memorize the instructions and procedures involved in the sampling process. You should have the Sampling Checklist and this manual with you throughout the sampling process.
- Before you start any sampling, check each completed list of students to ensure that the lists are complete. Student last names cover the entire alphabet, birth dates are within the range for the age, and more than one grade is included. Check that SD/LEP and other required data are included on the list. This should be done for every school before you begin the sampling tasks.
- As you begin the sampling process for each school, make absolutely certain that you are correctly identifying the school to be sampled. Some school names may occur more than once within a region, so you should check the district name and mailing address to be sure you select (in the computer) the ID for the correct school. Mistakes will cause severe problems throughout the NAEP sampling and data collection.
- The sampling directions instruct you to recheck several of the steps that are prone to error. **This must be done to ensure that the sample is drawn correctly.**
- Once you have determined an efficient method of working with your AAs, stick with that procedure. Always follow the directions one step at a time, and make sure you are efficiently delegating the work.
- Try to minimize the number of times that you ask the school coordinator for assistance. Unless some question is preventing you from completing your work, try to accumulate your questions for the coordinator and minimize the number of times you interrupt this person.

#### 5.5.4 Using the Supervisor Log of Schools

You will be provided with a preprinted Supervisor Log of Schools (Exhibit 5-3) that you should use to keep track of your sampling activities. Keeping this log up-to-date will help you to accurately track your activities and to report on these activities to your field manager.

The log is printed in region/area order with page breaks between areas. Within an area, schools are listed in the following order:

- Alphabetical by public school district
  - Within district, alphabetical by school name.
- Alphabetical by Catholic diocese
  - Within diocese, alphabetical by school name.
- Other nonpublic schools listed alphabetical by school name.

A description of each column on the Supervisor Log of Schools and how each should be used to track your activities follows an example of the log.

- Heading. The Heading of the Form displays region, area, and public school district or Catholic diocese name.
- Column 1 – School Information. This column displays sampled school information, including school name, NAEP ID, school recruitment disposition, principal name, phone and fax numbers, street address, city, state, and ZIP code.

The school's recruitment disposition codes are:

**Pending** - Neither the district nor the school has been contacted. (Default code for all schools in the SCS.)

**Contacted/Pending Cooperation** - The school has been contacted, but no decision has been reached on participation.

**Interim Refusal** - The school has indicated that they do not wish to participate, but there is a possibility that they will agree.

**Cooperating**- The school will definitely participate in the assessment.

**District Refusal** - The district refuses to participate in the assessment. Record grade enrollment information on sampled schools in the SCS.

**School Refusal** - The school has said that they will definitely not participate in the assessment. Record grade enrollment information in the SCS.

**District Refusal for This School Only** - The school district has refused for this one school to participate. Other sampled schools in the district will cooperate. Record grade enrollment information in the SCS.

Exhibit 5-3. Supervisor Log of Schools

Region: 1 Area: 3

NAEP Log of Schools

LTT Age 13: 10/06/03 - 12/12/03

\*\*\*\* Enter / Update SCS

Date Printed: 11/11/0

Jefferson County District Superintendent 987 District Street Montgomery, ST 12345 Tel: 301-555-6543 <b>School Information *****</b>	Activity	(C)all (M)ail (V)isit  (G)ainCoop (P)reassess (S)ample	Assess Date/Time *****  Make-up Date/Time *****	Session Boxes Rcvd *****	Sample	(E)file, (F)ax, (S)chool  Esa(M)pled, (P)ending, (C)omplete	Sessions (estimated)	#Students w/Accomm & Accomm Type	Short Shipment Ordered / Rcvd	Team Members	Completed Session Box Ship Date / Track No.
Rockville Middle School	CG: Oct. 10	VS: Oct. 14	Wed, Oct. 22; 8am	10/5	SP: 10/10	RW1301	2 Sml Grp	10/21	Steve	Oct. 24 UPS 5623 7894 321	
NAEP ID: 6320112				10/5	C: 10/14	RW1302	1 1-on-1	na	Stacy		
Type: Public				10/5		RW1303	1Sm Gr 2 Ext Tm	na	Jane		
COOPERATING				10/5		MB1301	0	na	Deb		
Coord: Joe Coordinator				10/5		RB1301	0	na	Pat		
Tel:301-555-9876							Sm Gr - 3		Steve - 1pm		
Fax:301-555-6789							1-on-1 1		Stacy - 1pm		
1233 Street Drive											
Rockville, ST 11111											
			Fri, Oct. 24; 8am						Steve		
Walt Whitman Middle	CG: Oct. 10	VS: Oct. 13	Fri, Oct. 31; 9am			RW1301					
NAEP ID: 6321011						RW1302					
Type: Public						MB1301					
INTERIM REFUSAL						RB1301					
Coord: Jack Hall											
Tel:301-555-1234											
Fax:301-555-7410											
5666 Drive Way											
Rockville, ST 45698											

**No Students in Selected Age** - This school does not have any enrolled students at the samples age.

**Closed**- This school has officially closed.

**Not a Regular School** -This school does not offer a traditional academic or comprehensive educational program to the general student population. Examples of such ineligible schools would be special education schools, vocational schools, and alternative schools. Do not assume the school meets this disposition without talking with someone at the school. Ask the principal if these schools are ungraded or if students are registered in another school. You should talk with the NAEP field manager before using this code.

**Other Ineligible** - You should talk with the NAEP field manager about using this code.

- Column 2 –Activity Status. This column provides a place to record the activities before, during, and after the assessment. Activities include: (C)all; (M)ail; (V)isit; (G)ain Coop; (P)reassess; and (S)ample.
- Column 3 – Assessment Date/Time. This column displays the school’s scheduled assessment date and provides a place to record any make-up dates.
- Column 4 – Session Box Receipt. This column provides a place to record the date that session boxes are received.
- Column 5 – Sample Type/Status. This column will display “E-File” if the school sent its list of students electronically; otherwise the column will be blank. If the column is blank, you should fill in the type of sample. For example, if the list of students was faxed to you or your field manager, write in “Fax.” If the list of students was provided in hardcopy by the school, write “School.”
- This column will also display “E-sampled” if the school sent its list of students electronically (E-Filed); otherwise the column will display “Sample Pending.” As you complete sampling, you should update this column to “Sampling Complete.”
- Column 6 – Session /Students per session. This column will display the session numbers and the number of students per session if the sample has been selected.
- Column 7 – Accommodations. This column is provided for you to enter any accommodations information needed, including the # of students who need accommodations, the types of accommodations needed, any materials needed for the accommodation sessions, and any other information needed regarding the accommodations.
- Column 8 – Short Shipment Ordered/Rcvd. This column provides a place to track short shipments for the school’s assessment.

- Column 9 – Team Members. This column is where you will enter the names of the AAs on the team that will assess the school.
- Column 10 – Session Box Shipping Info. This column will be blank. When you prepare and ship the boxes back to NCS Pearson, record the date sent and the UPS tracking number in this column.
- Column 11 - Comments Notes. Self-explanatory.

The Supervisor Log of Schools will be run and distributed at supervisor training. The logs for age 13 schools will not have as much of the data printed. Since this will be before the official closing date for school E-Filing for schools with 9- and 17-year-old students selected, the logs will be run again a few weeks prior to the start of the 9- and 17-year-old assessments.

### **5.5.5 Steps in the Sample Selection Process**

The Sampling Checklist (Exhibit 5-2) is a summary of the steps that you will follow when selecting each student sample, and should be kept accessible while you are sampling. It presents the steps discussed below in a more concise manner.

#### **Step #1: Check the List of Students**

Before the sample can be drawn, you must review the list provided by the school. If necessary, clarify confusing markings and partially erased or crossed-off names. We have asked that the schools provide at least the following information:

- Full student names;
- The month and year of birth;
- Sex;
- SD status;
- LEP status;
- Student locating information (Homeroom);
- Grade;
- Race;
- NSLP status; and
- Title 1 status.

Verify with the school coordinator that the listing is up-to-date and that all students were born within the target age range. It is very important that all eligible students are included on the student list prepared by the school. The birth month/year is requested to verify that the student is within the sampled age range. Remove any student whose birth month/year is not within the specified age range. We ask for the grade because we want to be sure all students in the age range are included, not just those in the modal grade (4, 8, and 11). If only one grade is represented on the list go back to the school coordinator and ask for a list, that includes students from all grades.

Also, make sure there are no duplicate names and check the student names to be sure they cover the full range of the alphabet. If the list was prepared ahead of time, the names of students who have left or entered the school in the time period between the completion of the list and the date of sampling should be deleted or added as necessary. Any revisions to the list should be made before sampling is begun. Once you have a complete and accurate list of all eligible students, you should continue with sampling procedures.

### **Step #2: Number the Students on the List**

Be sure to correctly identify the school ID and then number the students sequentially from “1” to the total number of students on the list.

- If the school has used a listing form provided by NAEP, number the students in the “For Sampling Use Only” column labeled “Line #”.
- If the school has used a printout, number the students neatly in the margin.

When numbering, please take care to follow the sequence, not missing any numbers and not using any numbers twice. It is extremely important that you number the lines correctly. Although this is a simple task, it can be a primary source of errors in sampling.

If the school has provided a computer-generated list and numbered the students, you should double-check the numbering as noted in Step 3.

### Step #3: Re-check the Numbering of Students

Before you can begin sampling, you will need to recheck the numbering of students. The task of rechecking the numbering should be done by someone other than the person who originally numbered the list. If a mistake is discovered and the list is small, it can be renumbered easily. On larger lists, you will want to use the following techniques to correct the error and create a usable numbering scheme. There are two basic errors that could be made:

- **Missing a Number:** If one or more numbers are missed, assign the missing number(s) to the last one (or more) names on the list. A simple example of 10 students is shown below:

Line #	Student Name	Birth date
1	Joan L. Baskin	6/89
2	Helen B. Cadell	7/89
3	Joyce E. Davis	8/90
4	Jack W. James	9/89
6	Mavis L. Masters	10/89
7	Anna S. Noel	11/89
8	Sandra B. Pratt	12/90
9	Carol A. Prentiss	1/90
10	Peter J. Smith	2/89
<del>11</del> 5	Lisa R. Thomas	3/89

- **Number is Used Twice:** If one or more numbers are used twice, cross out the duplicate number and assign the number that follows the last number used at the end of the list. This is illustrated below:

Line #	Student Name	Birth date
1	Joan L. Baskin	6/89
2	Helen B. Cadell	7/89
3	Joyce E. Davis	8/90
<del>3</del> 10	Jack W. James	9/89
4	Mavis L. Masters	10/89
5	Anna S. Noel	11/89
6	Sandra B. Pratt	12/90
7	Carol A. Prentiss	1/90
8	Peter J. Smith	2/89
9	Lisa R. Thomas	3/89

If the school has provided a computer-generated list, you must double-check the numbers. Even with a computer-generated list, it is possible that a change was made causing the number to be incorrect. For example, if the list was produced in Excel and a student name was deleted, the number associated with that student might also be deleted.

#### **Step #4: Select the Sample**

You will use the SDS to select the sample of students and print out the selected line numbers (Exhibit 5-4). See User Guide for instructions on using the SDS to draw the sample. The printout will list the sessions and the line numbers for the students selected for each session.

#### **Step #5: Print the Instructions for Selecting New Enrollees**

After printing the line numbers of the sampled students, the SDS will print the Instructions for Sampling New Enrollees including line numbers for the sample of new enrollees. You will need to enter the date the original (master) list was compiled, if known. See Exhibit 5-5.

#### **Step #6: Indicate the Sample on the List of Students**

Once you have printed the sampled line numbers, you will need to transfer this information to the list provided by the school:

- If the school has used a NAEP listing form, enter the session indicator specified on the list of line numbers (RM, MA or MB, or RB) (see Exhibit 5-6).
- If the school has provided a computer-generated list, enter the appropriate session indicator in the margin next to the line numbers of the students selected for each session type.

#### **Step #7: Recheck That the Correct Session Indicator Has Been Recorded on the Correct Student Lines**

A second check should be done immediately following the addition of the session type indicator to the list and repeated as each session type assigned to the school is marked on the list. Be sure that the indicators are recorded correctly next to the sampled students' names/line numbers.

Exhibit 5-4. Field Sampling Line Numbers Form

---

**NAEP 2004 Long Term Trend Sampling Line Numbers Form**

**3:21PM**

**School ID: 9910366      Region: 999      Area: 1**

**7/24/2003**

---

School Name:      Jeffersontown  
School Address:    99 Woodlawn Dr  
                                 Monroe Valley, TS 12345

---

Year Round School: No  
128 students were sampled from 200 listed on the SLF for this school.

---

---

**Students Selected for the Sample**

---

---

Sample MA: Using the line numbers listed below, write MA next to the student's line number on the SLF selected for Sample MA.

1, 9, 18, 26, 34, 39, 46, 56, 64, 71, 76, 84, 93, 101, 109  
118, 126, 134, 139, 146, 156, 164, 171, 176, 184, 193

---

Sample RB: Using the line numbers listed below, write RB next to the student's line number on the SLF selected for Sample RB.

6, 14, 21, 31, 43, 51, 59, 68, 81, 89, 96, 106, 114, 121, 131  
143, 151, 159, 168, 181, 189, 196

---

Sample RM: Using the line numbers listed below, write RM next to the student's line number on the SLF selected for Sample RM.

3, 4, 7, 10, 12, 15, 17, 20, 23, 24, 28, 29, 32, 35, 37  
40, 42, 45, 48, 49, 53, 54, 57, 60, 62, 65, 67, 70, 73, 74  
78, 79, 82, 85, 87, 90, 92, 95, 98, 99, 103, 104, 107, 110, 112  
115, 117, 120, 123, 124, 128, 129, 132, 135, 137, 140, 142, 145, 148, 149  
153, 154, 157, 160, 162, 165, 167, 170, 173, 174, 178, 179, 182, 185, 187  
190, 192, 195, 198, 199

---

Exhibit 5-5. Instructions for Sampling from the New Enrollee Listing Form

School Name: Jeffersontown

3:21PM

School ID: 9910366

7/24/2003

**INSTRUCTIONS FOR SAMPLING NEW ENROLLEES**

1. Be sure the list includes all students who enrolled in age 9 after the master list was prepared.

The date on the master list is 1-12-04.

Any student who has subsequently enrolled and then withdrawn from the school should be deleted from the New Enrollee Listing form by lining through the name.

2. Assign line numbers to the students listed by numbering them consecutively. Use column 1 under the heading "For Sampling Only" for numbering the students.
3. If there are more than 128 students on the new enrollee list, call your supervisor for directions before proceeding.
4. New Enrollee Line Numbers:

To identify the students selected to be assessed, enter an **X** in Column 2 under the **For Sampling Only** heading on the New Enrollee Listing Form next to the line numbers listed below:

To identify the students selected for the mathematics assessment, enter an 'MA' next to the line numbers listed below:

1, 3, 15, 29, 31, 39, 42, 54, 70, 82, 84, 89, 95, 103, 115  
126, 129, 131, 142, 154, 162, 164, 174, 181, 184, 190

To identify the students selected for the reading bridge, enter an 'RB' next to the line numbers listed below:

10, 14, 23, 26, 35, 49, 59, 62, 64, 74, 90, 101, 106, 110, 123  
135, 146, 149, 159, 170, 182, 195

To identify the students selected for the reading/math assessment, enter an 'RM' next to the line numbers listed below:

4, 6, 7, 9, 12, 17, 18, 20, 21, 24, 28, 32, 34, 37, 40  
43, 45, 46, 48, 51, 53, 56, 57, 60, 65, 67, 68, 71, 73, 76  
78, 79, 81, 85, 87, 92, 93, 96, 98, 99, 104, 107, 109, 112, 114  
117, 118, 120, 121, 124, 128, 132, 134, 137, 139, 140, 143, 145, 148, 151  
153, 156, 157, 160, 165, 167, 168, 171, 173, 176, 178, 179, 185, 187, 189  
192, 193, 196, 198, 199

Many line numbers have been provided for each assessment type. This should be more than enough; in fact, you may only need to use the first few line numbers.

5. After sampling is completed, copy the sampled student's name(s) and birth date(s) onto the Administration Schedule for that session type and complete the required demographic information.

Exhibit 5-6. List with Selected Students Designated

Page 1 of 4

NAEP 2003 - 2004 LONG-TERM TREND  
STUDENT LISTING FORM

School Name: Jeffersontown

Prepared by: Dallas Jones

Address: 99 Woodlawn Dr.

Preparer's Phone Number: 555-432-8877

Monroe Valley, TS 12345

Date List is Current: 11/1/03

District Name: N/A

If a year-round school, % of students that will be off track: 0

**DIRECTIONS:** PLEASE COMPLETE COLUMNS A - F FOR ALL STUDENTS IN THE SELECTED AGE GROUP REGARDLESS OF GRADE. (WE EXPECT STUDENTS WILL BE IN MULTIPLE GRADES.) Columns G - J can be completed now 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 Name	-B- Grade	-C- Birth Date (MMYY)	-D- Sex	-E- (X) If SD	-F- (X) If LEP	-G- Home Room	-H- Race	-I- NSLP Status	-J- (X) If Title I	Line #	Sampled Session Type
Tim Adams	4	03/94	1				2	6		1	MA
David Allen	4	05/94	1				1	6		2	-
Alice Baker	4	09/94	2	X			4	6		3	RM
Donald Bull	4	02/94	1				1	6		4	RM
Ginger Calla	3	12/94	2				3	6		5	-
Troy Davis	4	02/94	1				2	6		6	RB
David Douglas	5	01/94	1				1	6		7	RM
Elaine Espinosa	4	10/94	2		X		3	6		8	-
Jessica Francis	4	04/94	2				2	6		9	MA
Kelly Funk	4	02/94	2				2	6		10	RM
Michael Jones	4	07/94	1	X			3	6		11	-
Aaron Krass	3	11/94	1				1	6		12	RM
Mavis Masters	4	01/94	2				3	6		13	-
Karen Peters	4	05/94	2				2	6		14	RB
Sandra Pratt	4	06/94	2		X		4	6		15	RM
Peter Smith	4	02/94	1				2	6		16	-
Katherine Sums	3	10/94	2				3	6		17	RM
Lisa Thomas	4	08/94	2				5	6		18	MA
Joshua Wood	4	05/94	1	X			1	6		19	-
Sam Wright	4	02/94	1				1	6		20	RM

7/29/03

### **Step #8: Enter Information About Sampled Students into the Student Data System**

Enter the complete student name (first name, middle initial, last name) and other demographic information into the SDS. Convert the race/ethnicity information if it is clear that it is based upon a categorization scheme that is different than that given in the SDS. This information can be entered later on the Administration Schedule if you do not have enough information for the conversion.

### **Step #9: Verify the Data Entry of Student Information**

After all information about the sampled students has been entered, print the Student Information Report from the SDS for each session (Exhibit 5-7) and compare it against the list of students. During this check you will need to verify:

- That the correct student name was entered into the SDS.
- That the name is complete and spelled correctly.
- That all other available information (grade, birth date, SD, LEP, sex, race/ethnicity, School Lunch, Title I, and locator information) is entered completely and correctly.

Correct any entry errors and reprint a corrected list of students and put it in the school folder or NAEP Storage Envelope as appropriate.

### **5.5.6 Using AAs to Assist in Sampling Procedures**

You can use local assessment administrators to assist you with some of the sampling procedures. AAs can be used in the following ways:

- Numbering the students on the list of eligible students;
- Double-checking computer lists for correct numbering of students;
- Double-checking on the list the identification of students selected;
- Entering student information in the SDS;
- Printing forms from the SDS for inclusion in the school folders; and
- Checking the data entry for correctness and completeness; and
- Prepare teacher notification letter and student appreciation certificates .

Exhibit 5-7. Print Out of List of Sampled Students From SDS for a Typical School

## Student Information Report

Jeffersontown 9910366

July 24, 2003

Student Name	Loc	Line	GRADE	MOB	YOB	Sex	SD	LEP	Race	Lunch	Title1
Adams, Tim		1	4	6	94	1	2	2	1	6	2
Baker, Alice		2	4	2	94	2	2	2	2	6	2
Calla, Ginger		3	5	12	95	2	2	2	1	6	2
Douglas, David		4	4	3	94	1	2	2	2	6	2
Funk, Kelly		5	5	5	94	2	2	2	1	6	2
Pratt, Sandra		6	4	2	94	2	2	2	1	6	2
Camphuis, Amelia		7	5	6	94	2	2	2	1	6	2
Caudill, Angela		8	4	2	94	2	2	2	3	6	2
Ceballos, Luis		9	4	6	94	1	2	2	3	6	2
Payne, Daniel		10	5	7	94	1	2	2	1	6	2
Derry, Matthew		11	4	5	94	1	2	2	1	6	2
Douglas, Derik		12	4	6	95	1	2	2	1	6	2
Faust, Sheena		13	4	4	94	2	2	2	2	6	2
Flores, Javier		14	4	9	94	1	2	2	3	6	2
Garner, Jimmy		15	5	11	94	1	2	2	1	6	2
Garnett, James		16	4	5	94	1	2	2	1	6	2
Gutherie, Crystal		17	4	9	94	2	2	2	4	6	2
Halbakken, Amanda		18	4	6	94	2	2	2	1	6	2
Henry, Antoinett		19	5	8	94	2	2	2	2	6	2
Hyde, Eric		20	4	12	94	1	2	2	1	6	2
Johnson, Jane		21	4	8	94	2	2	2	1	6	2
Kindsberry, Rachel		22	4	6	94	2	2	2	1	6	2

9910366 RB0901

You will need to use your judgment in deciding the most useful way to use your AAs. Above all, it is essential that you always perform the sampling functions on the computer and be in a position to recheck all of their work.

AAs should keep track of their hours during this sampling period since they will be paid hourly. Hours spent assisting with sampling should be charged to the code that will be given you at training. AAs will use the same code for time spent administering assessment sessions. You will sign AA's Time and Expense Reports and send them to Westat with yours on a weekly basis.

### **5.5.7 Special Situations**

As always, if a school wants to add an unsampled student to a session after the student sample is selected, then that student can be assessed and given the Administration Code – Not In Sample.

If a school objects to the number of students that NAEP wishes to assess, we can assess fewer students if that is necessary for the school to participate. The sample should be drawn as usual, and the sampled students who will not be assessed should be marked as Absent – Other (#24).

It is **not** possible to sample classes of students rather than individual students or to select the sample from a list of students in only some classes.

## **5.6 Updating Administration Schedules for Schools That Do Not Sample Electronically**

The last date for submitting start samples through E-File is November 7, 2003 for age 9 schools and January 23, 2004 for age 17 schools. Schools can still be sampled after that, but the results of the sampling will not be sent to NCS Pearson. Administration Schedules for all age 13 schools and 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 when the Administration Schedules are received.

Use the Student Information Report from the SDS to work from as you copy the sampled student information onto the Administration Schedule. It is important to record a "2" (for "No") in Column N, 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 that you will draw prior to the assessment.

## **5.7 Sampling New Enrollees**

You will select a sample of new enrollees for all schools that E-Filed. If any of the newly enrolled students are sampled, you will add the names and demographic information of these students to the Administration Schedule for the selected session type.

You will record a “1” (for “Yes”) in column N of the Administration Schedule to indicate that these students have been added after the original sampling through the process of sampling new enrollees.

The parents or guardians of any students who are selected from the new enrollee sample must receive the parental notification letter unless it was sent to parents of all eligible students. Check with the school coordinator and ensure that the parental notification letter is sent to these parents prior to the assessment. When you have been assured that the letters have been sent, record this in the Parental Notification section of the SCS school edit screen for the school. If parents of selected new enrollees are not notified by the assessment day, they cannot participate and should receive administration codes of **48, ABSENT - OTHER** with an explanation recorded on their booklet covers. If **no** parents of selected students are notified by the assessment day, the assessment will have to be rescheduled.

## **5.8 Preparing/Updating the Administration Schedule**

**The basic rule is that a student must attend a session of the type for which s/he was sampled.** For ages 9 and 13, up to 80 students may be selected for the reading/math LTT operational and pilot test (RM); up to 26 students for one of the math bridge tape sessions (only one tape per school, MA or MB); and up to 22 students for the reading bridge session (RB). For age 17, up to 81 students may be selected for the reading/math LTT session; up to 18 students for the math bridge tape session; and up to 22 students for the reading bridge session.

Since NAEP prefers sessions of 25-30, it is preferable that the students selected for the reading/math LTT session be divided into sessions of 25-30 students each. Available space and the amount of time that the school permits for the assessments will be important factors in setting the number of reading/math LTT sessions. Since a student selected for the reading/math LTT assessment may attend any reading/math LTT session, there is a little flexibility in assigning students to sessions.

A school will have no more than one math bridge tape session (MB or MA) and one reading bridge session (RB). Therefore, each student sampled for these session types usually has only one opportunity to attend the assessment.

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 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 steps.