

### 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 ID#, student age level, and session type. 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 from NCS Pearson Administration Schedules 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 1 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 for the particular session type for which they were selected. **CAREFULLY TRANSFER THE INFORMATION FOR EACH STUDENT ASSIGNED TO THAT SESSION FROM THE STUDENT LIST. AS THE BOOKLET ID #S 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 5-8). To ensure no errors have been made in transferring names from the list of students to the Administration Schedules, and as a last check, count the names on the Administration Schedules and compare this to the number of students selected for the session type on the list of students.

Administration Schedules are preprinted with 32 booklet ID numbers for spiral sessions at ages 13 and 17, and 28 booklet ID numbers for spiral sessions at age 9. 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 on the Administration Schedule.

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**

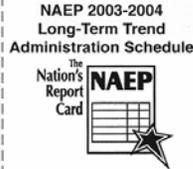
You will need to record homeroom or other locating information in column B, race/ethnicity in column K, NSLP status for in column L, Title 1 status in column M, and new enrollee status in column N. To record race/ethnicity, use the codes in the box in the upper left-hand corner of the Administration 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 5-8. Administration Schedule – Completed by hand

This form must be completed in No. 2 pencil.

<b>Race/Ethnicity Codes</b> 1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/Pacific Islander 5 = American Indian/ Alaska Native 6 = Other	<b>National School Lunch Program</b> 1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating
For Use in Column "K" or "R"	For Use in Column "L"
<b>Session Number</b> RM0901	<b>Bundle #'s</b> 0001 0002



School #: 511-001-2 Age: 9  
 School Name: WASHINGTON ELEMENTARY  
 Administrator's Name:

Original session scheduled for:  
 Day/Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_

Makeup session scheduled for:  
 Day/Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Location: \_\_\_\_\_

If Makeup Needed  
 Makeup Held  Makeup Not Held

Bundle #'s  
 0001  
 0002

# Original Sample + # New Enrollee Sample = Total in Sample

# Withdrawn & Ineligible (Admin. Codes 51 & 55) + # Excluded (Admin. Codes 60-65) = TO BE ASSESSED

# Absent (Admin. Codes 40-45 & 48) + # Refused (Admin. Codes 46 & 47) = TO BE ASSESSED

# Assessed (Original Session) + # Assessed (Makeup Session) = TOTAL ASSESSED

Session Number  
 RM0901

Line # Subject	Grade	Birth Date		Sex M/F	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														
01 M	04	01	94	1	2		2		1	1	2		131 000001 0				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
02 R	04	02	94	1	2		2		1	1	2		001 000002 1				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
03 R	04	03	94	2	2		2		1	1	2		002 000003 2				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
04 R	04	04	94	1	1		2		2	2	2		004 000004 3				OTHER 51 = Withdrawn/Graduated 52 = Unassigned book (unused) 55 = Ineligible 56 = Not in sample
05 R	04	05	94	2	2		1		1	1	2		090 000005 4				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
06 R	04	06	94	2	2		1		3	3	2		015 000006 5				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
07 M	04	07	94	1	2		2		2	2	1		196 000007 6				
08 M	04	08	94	2	2		1		3	3	2		135 000008 7				
09 M	03	09	94	2	2		2		1	1	2		132 000009 8				
10 M	03	10	94	1	2		2		2	2	2		133 000010 9				
11 M	03	11	94	1	2		2		2	2	2		196 000011 0				
12 R	03	12	94	2	2		2		1	1	2		012 000012 1				
13 R	04	01	94	1	2		2		1	1	2		015 000013 2				
14 R	04	02	94	2	2		2		1	1	2		020 000014 3				
15 R	04	03	94	2	2		2		2	2	2		017 000015 4				