

# A

## Appendix A

### Glossary

#### **AA (Assessment Administrator)**

Westat field staff member hired and trained to administer the assessment and to assist the assessment coordinator with other NAEP activities in the school.

#### **AC (Assessment Coordinator)**

Westat field staff member hired and trained to oversee all NAEP activities in the school.

#### **Accommodations**

Alterations in the administration of standardized assessments such as NAEP that are provided to certain students with disabilities (SD) and/or limited English proficiency (LEP), as specified in the student's individualized education plan (IEP).

#### **Administration Code**

Code entered on the Administration Schedule for each selected student. This code is linked to the students and demographic data, and used to produce student participation reports.

#### **Administration Schedule**

The central document used to list the students in a given school selected to participate in NAEP.

#### **AIR (American Institutes for Research)**

Contractor responsible for the development of NAEP background questionnaires.

#### **Assessment Booklets**

Developed to assess the selected students in grades 4, 8, and 12 in various subject areas specified by the three studies for 2005: operational, pilot, and science bridge.

#### **Assessment Information Form**

Form used and completed by the AC to communicate specific information to an AA about an assignment.

#### **Assessment Session**

The period of time during which test booklets are administered to students.

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#### **Bundle Slip**

Form packaged with each bundle of test booklets listing session information and the first three digits of the booklet ID numbers contained in the bundle.

#### **Demonstration Booklet**

Contains NAEP 2005 background questionnaires accompanied by explanations, rationales, and sample assessment items.

#### **E-File Summary Report**

A report that summarizes the online data checks of student lists that were E-Filed and the status of these checks. The purpose of the report is to address, and possibly resolve, with the school coordinator during the preassessment visit issues with the student lists.

#### **ETS (Educational Testing Service)**

Contractor responsible for the design, analysis, and reporting of NAEP data.

#### **Economics Department Chair Questionnaire**

NAEP grade 12 questionnaire that collects information about the department chair's background, instructional practices, and the department's staff.

#### **Field Manager**

Westat field staff member hired to coordinate all NAEP field activities with the State Departments of Education and the Westat home office staff.

#### **GMRI (Government Micro Resources, Inc.)**

Contractor responsible for the NAEP web operations and web maintenance.

#### **Human Resources Research Organization (HumRRO)**

Contacter responsible to conduct independent quality assurance activities throughout the NAEP assessment cycle.

#### **IEP (Individualized Education Plan)**

Generally, each public school student who receives special education and related services should have an IEP. The IEP includes any accommodations needed in order for the student to participate in standardized tests such as NAEP.

#### **Inclusion of Limited-English-Proficient Students in NAEP**

Document used in conjunction with LEP Questionnaire to make decisions about the inclusion of LEP students in the NAEP assessment. It consists of the Criteria for Inclusion, Decision Tree, and List of Frequently Provided Accommodations.

#### **Inclusion of Students with Disabilities in NAEP**

Document used in conjunction with SD Questionnaire to make decisions about the inclusion of SD students in the NAEP assessment. It consists of the Criteria for Inclusion, Decision Tree, and List of Frequently Provided Accommodations.

**LEP (Limited English Proficiency)**

A term used to describe students who are in the process of acquiring English language skills and knowledge. Some schools refer to these students using the term English language learners, or ELL.

**LEP Questionnaire**

NAEP questionnaire completed for each selected student identified as LEP by the school staff member most knowledgeable about the student.

**Log of Schools**

Contains a complete listing of all schools within an area in ID number order. Its purpose is to aid in scheduling activities and keeping accurate records during the assessment period.

**MySchool**

The website that provides participating schools and districts with a convenient way to access details about the NAEP assessment.

**NAEP (National Assessment of Educational Progress)**

NAEP is a continuing national survey of the knowledge and skills of American students in major learning areas taught in school. It is often called the Nation's Report Card.

**NAEP Code of Ethics**

The Code of Ethics is a set of principles that NAEP expects all staff members to follow. The Code defines principles that are the foundation for fair and accurate test administration and data collection.

**NAEP School ID Number**

Unique ID number for each participating school used on all NAEP materials.

**NAEP State Coordinator**

Staff member at the State Department of Education who works with the Westat field manager to coordinate all NAEP activities in the state.

**NAEP Storage Envelope**

Used by the school to hold the NAEP material needed by the NAEP team on assessment day and for storage of the material at the school following the assessment.

**NAGB (National Assessment Governing Board)**

Independent organization, appointed by the U.S. Secretary of Education, that develops the content "frameworks" or test blueprints.

**NCES (National Center for Education Statistics)**

NAEP is directed by NCES of the U.S. Department of Education.

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### **New Enrollee Listing Form**

Used to list students who have enrolled at the school since the original list of eligible students was sent to NAEP and students who were inadvertently left off the original list.

### **NSLP (National School Lunch Program)**

A federally assisted meal program that provides low-cost or free lunches to eligible students.

### **Operational Assessment**

Conducted in 90 percent of all schools, the operational assessment consists of State and National NAEP and is the only study that will produce reports. The primary subjects for State NAEP are reading, mathematics, and science at grades 4 and 8. National assessments include subjects in reading, mathematics, and science at grades 4, 8, and 12. A subset of students who are given the science booklet will be asked to complete a hands-on science task.

### **Pearson (Pearson Educational Measurement)**

Contractor responsible for NAEP materials distribution and processing and for scoring the student responses to the test questions. Formerly known as NCS Pearson.

### **Pilot Test**

The purpose is to test new items and procedures in preparation for the 2006 assessment. Pilot tests subjects include reading, mathematics, civics, economics, and U.S. history.

### **Preassessment Packet**

Contains important information, instructions, and materials the school coordinators need to prepare for the preassessment visit and the assessment process.

### **Quality Control Booklet**

The only document that tracks work with the school throughout the entire process of planning and supervising assessment activities. The Quality Control Booklet is organized into three parts. Part 1 is the Preassessment Contact Log. Part 2 is the Assessment Quality Control Log. Part 3 is the School Coordinator Debriefing Interview.

### **Roster (Roster of Questionnaires)**

Form used to keep track of the NAEP questionnaires distributed to school staff members.

### **Sample**

A portion of a population, or a subset from a set of units, that is selected by some probability mechanism for the purpose of investigating the properties of the population. NAEP does not assess an entire population of schools or students, but rather selects a representative sample from the population to participate in the assessment.

**Sample Parent Notification Letter**

Explains the assessment and its importance to parents of students selected for the assessment. May be modified to satisfy No Child Left Behind notification requirement and any parental notification requirements of the district and school.

**School Control System (SCS)**

Used to enter the cooperation status of schools and dioceses, the agreed upon assessment date, name and address updates, information about refusals, and shipment tracking status.

**School Coordinator**

The principal or other school staff member assigned to coordinate all NAEP activities at the school.

**School Folder**

Contains all of the official recordkeeping documents and information relating to conducting the school assessment.

**School Questionnaire**

NAEP questionnaire completed for the school by the principal or other official. It is used to gather information concerning school administration, staffing patterns, curriculum, and student services.

**Science Bridge**

A study to evaluate what—if any—effects result from rearranging the order of the sections and timing of the booklets from those used in past science assessments to that used in NAEP 2005. The science bridge study for 2005 will be conducted at grades 4, 8, and 12.

**SD (Student with a Disability)**

A student with a disability needs specially designed instruction to meet his/her learning goals. A student with a disability will usually have an IEP, which guides his/her special education instruction. Students with disabilities are often referred to as special education students and may be classified by the school as learning disabled (LD) or emotionally disturbed (ED).

**SD Questionnaire**

NAEP questionnaire completed for each selected student identified as SD by the school staff member most knowledgeable about the student.

**Session Debriefing Form**

Form used by AAs to document certain details about a session.

**Session Number**

The Session Number consists of two letters and four numbers. The two letters indicate the session type and subject(s) that are to be assessed. The first two numbers indicate the grade level of the assessment and the last two numbers uniquely identifies the session from the other sessions that may be conducted at the school.

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### **Session Scripts**

Scripts and instructions used by AAs to conduct all NAEP assessments in a uniform manner.

### **Statistical Validity**

For NAEP, when the analyses and reports from the assessment data precisely reflect student achievement across the Nation.

### **Student Data System (SDS)**

Program used to sample the students to be assessed.

### **Summary of Activities**

A document that provides an overview of NAEP. It is included in the recruitment materials sent to selected schools.

### **Supervisor**

Westat field staff member hired to manage assessment teams, to select the samples of students to be assessed, and to send NAEP materials to the participating schools.

### **Teacher Questionnaire**

NAEP questionnaire completed by teachers of students in the selected subject and grade to be assessed. It is used to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers.

### **Title I**

A federally funded assistance program for economically and educationally disadvantaged students.

### **Westat**

Contractor responsible for NAEP sampling, data collection, and quality control monitoring activities.

# NAEP 2005

## Quick Checks

### Session Materials Checklist

<b>Procedure 3: Receiving the Session Materials</b>		
Original Administration Schedule		<input type="checkbox"/>
1 copy of the Roster of Questionnaires (if grade 4 or 8)		<input type="checkbox"/>
1 box of session materials		<input type="checkbox"/>
Timer		<input type="checkbox"/>
Accommodation booklets, if necessary		<input type="checkbox"/>
Additional booklets assigned to students added to the Administration Schedule, if necessary		<input type="checkbox"/>
Session Debriefing Form		<input type="checkbox"/>
"Testing In Progress" sign		<input type="checkbox"/>
<b>If Grade 4</b>	<b>Student Appreciation Certificates</b>	<input type="checkbox"/>
<b>If RS, SC, or SB</b>	<b>1 box of hands-on science kits with a garbage bag</b> <b>Supplemental science materials</b>	<input type="checkbox"/> <input type="checkbox"/>
<b>If Grade 4 RS, RM, or PT</b>	<b>5 blue calculators</b> <b>Grade 4 mathematics poster</b>	<input type="checkbox"/> <input type="checkbox"/>
<b>If Grade 8 RS, RM, or PT</b>	<b>5 gray calculators</b> <b>Grade 8 mathematics poster</b>	<input type="checkbox"/> <input type="checkbox"/>
<b>If Grade 12 RS, RM, or PT</b>	<b>5 gray calculators</b>	<input type="checkbox"/>

## Booklet Preparation Checklist

Procedure 4: Preparing the Booklets	
<b>A.</b>	<b>Check assessment booklet bundles.</b>
<b>Step 1</b>	<b>Verify Bundle # on bundle slip matches number in Bundle # box in upper left and upper right of Administration Schedule.</b> <input type="checkbox"/>
<b>Step 2</b>	<b>Verify prefixes on the bundle slip match prefixes printed on the Administration Schedule.</b> <input type="checkbox"/>
<b>B.</b>	<b>Prepare and organize booklets. Begin with first student listed on Administration Schedule and first booklet in first bundle for your session.</b>
<b>Step 1</b>	<b>Match booklet ID number with column N of Administration Schedule.</b> <input type="checkbox"/>
	<b>Check column O of the Administration Schedule. If no accommodation booklet has been assigned to the student, attach student ID label to booklet cover.</b> <input type="checkbox"/>
<b>Step 2</b>	<p><b>If column O of the Administration Schedule shows an accommodation booklet:</b></p> <ul style="list-style-type: none"> <li>• Remove original booklet from stack.</li> <li>• Record Admin. Code 52 on original booklet cover.</li> <li>• Record line and session number in upper-right corner of original booklet cover.</li> <li>• Set original booklet aside.</li> <li>• Affix student ID label to accommodation booklet.</li> <li>• Write accommodation booklet ID number on the label.</li> <li>• Substitute accommodation booklet in stack of booklets.</li> <li>• Or, if separate accommodation session, set booklet aside.</li> </ul> <input type="checkbox"/>
<b>Step 3</b>	<p><b>Check Admin. Code in Column P of Administration Schedule. If Code = 46, 47, 51, 54, 55, or 60–65 (student identified as parent refusal, student refusal, excluded, withdrawn or ineligible):</b></p> <ul style="list-style-type: none"> <li>• Write the code on the label.</li> <li>• Add face down to separate booklet stack, keeping the label attached to the booklet.</li> <li>• Start process over with Part B, Step 1 with the next student listed on the Administration Schedule and the next booklet in the stack.</li> </ul> <input type="checkbox"/>
	<b>If no code listed, continue with Step 4.</b> <input type="checkbox"/>
<b>Step 4</b>	<b>Record student's line number and session number in upper-right corner of booklet cover.</b> <input type="checkbox"/>
<b>Step 5</b>	<b>Repeat Steps 1–4 of Part B for each student listed on Administration Schedule. Add booklets to booklet stack, face down (keeping in Administration Schedule order).</b> <input type="checkbox"/>
<b>Step 6</b>	<b>Band together booklets for excluded, withdrawn, and ineligible students.</b> <input type="checkbox"/>
<b>Step 7</b>	<b>Turn over stack of session booklets.</b> <input type="checkbox"/>
	<b>Place required ancillary materials inside the front cover of the booklet (except calculators and science kits). Separate the squares in Manipulative Set "X" for fourth-graders.</b> <input type="checkbox"/>
<b>Step 8</b>	<b>Band together session booklets.</b> <input type="checkbox"/>
	<b>Place Administration Schedule on top of stack.</b> <input type="checkbox"/>
<b>Step 9</b>	<b>Repeat Steps 7–8 for separate accommodation sessions. Do not place Administration Schedule on top of these booklets.</b> <input type="checkbox"/>
<b>C.</b>	<b>Quality Control Check of Booklets by another AA (if time allows) and AC.</b> <input type="checkbox"/>

## Room Preparation Checklist

<b>Procedure 5: Preparing the Room</b>	
<b>Step 1</b>	<p><b>Arrange desks.</b></p> <ul style="list-style-type: none"> <li>● Verify that there are enough desks for number of students in session.</li> <li>● Verify that all students can see you.</li> <li>● Verify that you can see all students.</li> <li>● Verify that students are not facing potential distractions.</li> </ul> <div style="text-align: right;"><input type="checkbox"/></div>
<b>Step 2</b>	<p><b>Set out supplies.</b></p> <ul style="list-style-type: none"> <li>● AA manual;</li> <li>● Session scripts, turned to the appropriate script;</li> <li>● Roster of Questionnaires, if required;</li> <li>● Administration Schedule plus copies of Administration Schedules for other sessions;</li> <li>● Timer; and</li> <li>● Session Debriefing Form.</li> </ul> <div style="text-align: right;"><input type="checkbox"/></div> <p><b>Set out materials for distribution.</b></p> <ul style="list-style-type: none"> <li>● Prepared assessment booklets with appropriate ancillary materials inserted into the front cover;</li> <li>● Sharpened No. 2 pencils;</li> <li>● <b>Grade 4 sessions:</b> Student Appreciation Certificates;</li> <li>● <b>RS, RM, PT sessions:</b> Grade appropriate calculators plus extra calculators and ancillary materials in the event of missing or damaged materials; and</li> <li>● <b>RS, SB, SC sessions:</b> Hands-on science kits.</li> </ul> <div style="text-align: right;"><input type="checkbox"/></div>
<b>Step 3</b>	<b>Erase board, conceal visual materials.</b> <span style="float: right;"><input type="checkbox"/></span>
<b>Step 4</b>	<b>Post “Testing in Progress—Do Not Disturb” sign outside room.</b> <span style="float: right;"><input type="checkbox"/></span>
<b>Step 5</b>	<b>Hang mathematics poster (grades 4 and 8 operational and/or pilot sessions).</b> <span style="float: right;"><input type="checkbox"/></span>
<b>Step 6</b>	<b>Write teacher names and corresponding teacher numbers on board (grades 4 and 8 operational and/or pilot sessions).</b> <span style="float: right;"><input type="checkbox"/></span>
<b>Step 7</b>	<b>Write School Identification Number on board (grades 8 and 12).</b> <span style="float: right;"><input type="checkbox"/></span>
<b>Step 8</b>	<b>Quality Control Check of Assessment Room by AC.</b> <span style="float: right;"><input type="checkbox"/></span>

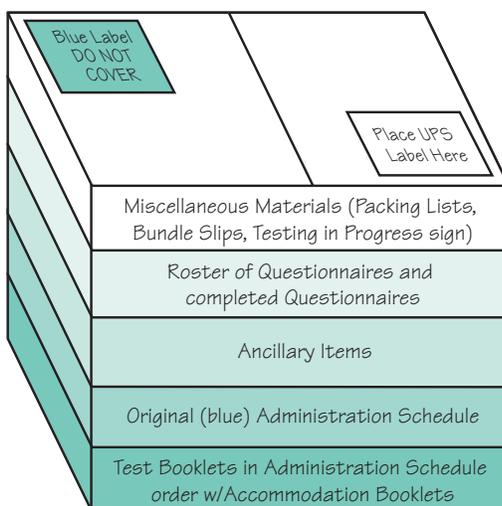
## Post-Assessment Checklist

<b>Procedure 12: Completing the Administration Schedule</b>	
<b>Step 1</b>	<b>Enter Admin. Code in column P for every student listed on the Administration Schedule.</b> <input type="checkbox"/>
<b>Step 2</b>	<b>Enter Admin. Code 52 for all unassigned booklets on Administration Schedule.</b> <input type="checkbox"/>
<b>Step 3</b>	<b>Complete top of Administration Schedule.</b> <ul style="list-style-type: none"> <li>• Record total number of students who did not participate in the session “# Absent” box. Include students with Admin. Codes “40-45, 48” and “49” in column P.</li> <li>• Record total number of parent/student refusals in the “# Refused” box. Will be coded “46” or “47” in column P.</li> <li>• Record total number of students assessed in the “# Assessed (Original Session)” box. This is the total of the Admin. Codes “10-14” and “70-82” in column P <input type="checkbox"/></li> </ul>
<b>Step 4</b>	<b>Verify that all necessary items on the Administration Schedule are completed. Give Administration Schedule to AC.</b> <input type="checkbox"/>

<b>Procedure 13: Coding the Booklet Covers</b>	
<b>Step 1</b>	<b>Verify that each booklet has the correct School ID Number.</b> <ul style="list-style-type: none"> <li>• Record NAEP School ID Number in the School # box if box is blank.</li> <li>• Record the NAEP School ID Number on unused booklet covers. <input type="checkbox"/></li> </ul>
<b>Step 2</b>	<b>Verify that teacher number has been recorded on booklet cover for all used grade 4 and 8 booklets. Record if necessary.</b> <input type="checkbox"/>
<b>Step 3</b>	<b>Enter each Admin. Code from column P of the Administration Schedule in the Administration Code box on booklet cover.</b> <input type="checkbox"/>
<b>Step 4</b>	<b>Write an explanation on the booklet cover for an Admin. Code that requires one (Admin. Codes “12-14”, “22-24”, “48”, and “79”)</b> <input type="checkbox"/>
<b>Step 5</b>	<b>Record the accommodations received.</b> <ul style="list-style-type: none"> <li>• Fill in “Y” oval next to each accommodation code received.</li> <li>• Or, fill in “N” oval for no accommodations received. <input type="checkbox"/></li> </ul>
<b>Step 6</b>	<b>For students offered the extended time accommodation, record total minutes student took to complete the cognitive sections in “Total Time for Accommodation” box. This information must be recorded whether or not the extended time was used.</b> <input type="checkbox"/>
<b>Step 7</b>	<b>Record Admin. Code “52” on booklet cover for all unassigned booklets.</b> <input type="checkbox"/>
<b>Step 8</b>	<b>Verify student identification labels have been removed from booklet covers. Remove if necessary.</b> <input type="checkbox"/>
<b>Step 9</b>	<b>Verify that ancillary materials have been removed from booklets. Remove if necessary.</b> <input type="checkbox"/>
<b>Step 10</b>	<b>Put booklets, including those separated during preparation activities, back into Administration Schedule order.</b> <input type="checkbox"/>
<b>Step 11</b>	<b>Band the booklets together. Place the Administration Schedule on top of the stack.</b> <input type="checkbox"/>
<b>Step 12</b>	<b>Quality Control Check of Booklets by AC.</b> <input type="checkbox"/>

Procedure 14: Packing the Session Box	
<b>A.</b>	<b>Pack the boxes according to Pearson procedure.</b>
<b>Step 1</b>	<p><b>Place all used and unused booklets, in Administration Schedule order, at the bottom of the box.</b></p> <ul style="list-style-type: none"> <li>Place used accommodation booklets with the original booklets.</li> <li>Fold large-print accommodation booklets and place on top of the stack of booklets.</li> <li>Band all booklets together.</li> </ul> <input type="checkbox"/>
<b>Step 2</b>	<p><b>Place the original (blue) Administration Schedule with names removed into the box. This Administration Schedule has not been marked "SCHOOL COPY."</b></p> <input type="checkbox"/>
<b>Step 3</b>	<p><b>Place remaining ancillary materials that are not to be given to the AC into the box.</b></p> <input type="checkbox"/>
<b>Step 4</b>	<p><b>If you have the box for session number ending in 01, place the Roster of Questionnaires (without names) , and the completed School, Teacher, Department Chair, SD and/or LEP Questionnaires into the box.</b></p> <input type="checkbox"/>
<b>Step 5</b>	<p><b>Place the miscellaneous materials, such as packing lists and Bundle Slips, into the box last.</b></p> <input type="checkbox"/>
<b>B.</b>	<p><b>Give bulk supplies and any ancillary materials that will be given to the school to the AC.</b></p> <input type="checkbox"/>
<b>C.</b>	<p><b>Give Session Box to AC for final QC check of session materials.</b></p> <input type="checkbox"/>

### Session 01 Box



### Remaining Session Box(es)

