

3.3.10 Ineligible School Form

In general, a school is eligible for NAEP assessments if it is a “regular” graded school serving the targeted grade for the given NAEP assessment. As explained in the document *Eligible versus Ineligible Schools*, a small percent of schools selected for NAEP will be identified as ineligible. When an ineligible status code is assigned in the SCS to a sampled school, the electronic version of Ineligible School Form (see Exhibit 2 on page 81) is made available through a link immediately under the status window.

When the link initially appears, it will read: “Ineligible School Form – Not Completed.” After information has been recorded in the form, the link will change to “Ineligible School Form – Edit” to allow the form to be opened and edited as necessary.

Closed schools are considered to be among the ineligible schools and need to have the form completed as well. After filling out the hard-copy version of the form, you should update the form on the SCS as a record of why the school was coded as ineligible.

3.3.11 Substitute Schools

In some rounds of NAEP and in some substudies, substitute schools are selected in case a school refuses to participate. In NAEP 2006, substitutes will be selected for all schools, if available. When substitutes have been selected, if the refusing school has a substitute available, this will be noted within the system.

The screenshot shows a web interface for editing school information. At the top, there is a search bar labeled "Search for School ID" and a dropdown menu showing "Area: 1". Below the search bar are two buttons: "Special Studies" (yellow) and "Post Assm't" (green). The main content area displays the following information:

NAEP ID 4220050	Grade Sampled: 8
Original School (Substitute Activated) 3620051	
School Type	Public

Substitute Availability Noted in General Tab
of School Edit Screen

When you change a school’s status to a final refusal (District Refusal, School Refusal, or District Refusal for This School Only), the substitute will be activated. The text on the screen will change from “Substitute available” to “Substitute activated” (as shown above) and the ID of the substitute school will be displayed. It will be underlined indicating that it is a hyperlink to that school’s School Edit

General tab. The name of the original school will be displayed on the substitute’s General tab with a link back to its School Edit page to facilitate movement back and forth as necessary.

School Edit		District: New York City Public Schools		Search
		Region: PA 1 Area: 1		
General	Sampling	Preassm't	Special Studies	Post As
Name:	Is 246 Walt Whitman Is		NAEP ID 3620051	
Substitute School (Original = Baldi C C A Ms 4220050).			Substitute School	
Address:	72 Veronica Pl		School Type	
Address (cont'd):			Public	
City:, State: Zip:	Brooklyn	NY	11226-4122	Enrollment
			Estimated: 394	Actual: 0

When a substitute is activated, a notice will be sent to the supervisor, field manager, and, when appropriate (for public schools) to the state coordinator to alert you and them.

Main NAEP substitute schools will have NAEP IDs that end in 1 (public) or 3 (nonpublic). P&E substitute schools IDs will end in 6.

A school or district that has been assigned a status code of refusal can be changed back to Pending and to Cooperating, if they are converted. If and when this happens, you will be given a notice that the substitute that had been activated will be “deactivated” and any changes you might have made to that school’s information will be lost. (For example, if you corrected the school’s telephone number and updated the file with the new principal’s name, all of this would be lost.) This will be of importance only in the unlikely event that the original school refuses a second time activating the substitute for a second time. If this should happen, you would need to start all over again updating the substitute’s information in the SCS.

3.4 Sampling Tab

Click on the Sampling tab to view and update the information relating to student sampling.

School Control System

School/District Listing | Batch Entry | Scheduling | Data Selection | Reports |

School Edit District: PHILADELPHIA CITY SD Region: PA 1 Area: 1 Search for School ID

General **Sampling** Preassm't Special Studies Post Assm't

BALDI C C A MS NAEP ID: 4220050

Target Sample Size: 95

Sampling Method: Not Designated

In-Field sampling date:

Student Listing Information
(For in-field sampling, this section will be filled in by the supervisor.)

List or file received by: State Coord Supervisor Westat

Date received:

Date list is current: (This is not the date the list was prepared, but the date the list was accurate.)

List or file created by:

Creator's phone: (xxx) xxx-xxxx

Creator's e-mail:

Number on list or file: 0

Number sampled: 0

Year-Round Schools

For year-round schools only: What percentage of students will be off-track (not in attendance due to a scheduled vacation period) on the assessment date?:

How are student assigned to tracks in this school? Based on ability Based on another criteria(specify)

Sampling Tab of School Edit Screen

The sections of this new page are discussed in the sections below.

After updating information on this tab, click on the **Save** button before doing anything else.

3.4.1 Target Student Sample

The number of students displayed as the Target Sample Size is the number to be sampled when the enrollment is larger than the take-all maximum. The sample will be divided into 2 session types identified in the session ID as “HI” for the US history assessment and “OP” for the operational assessment (all of the other subjects combined). We recommend that the OP session type be conducted in small sessions to provide a better testing environment.

The maximum sample sizes and approximately how they will be divided into the two session types are:

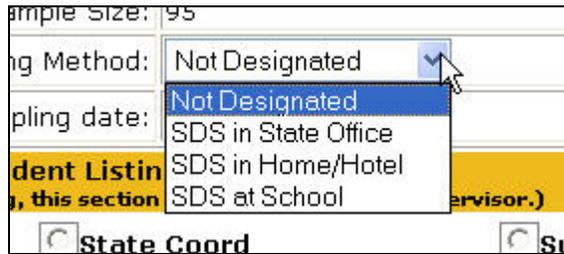
Grade 4 – 123 (32 US History and 91 all other subjects, approximately)

Grade 8 – 95 (31 US History and 64 all other subjects, approximately)
Grade 12 – 95 (32 US History and 63 all other subjects, approximately)

Remember: The actual sample size in a school will not be known until the sample is selected.

3.4.2 Sampling Method

The default display for this field is “Not Designated. If the school is designated to E-File, this will be updated by the home office. If you will be sampling the school in the field, you will select from among the options to be displayed on the drop down list:



In-Field Sampling Options

3.4.3 In-Field Sampling Date

If an in-person visit will be made to a school to draw the student sample, you will record the date this visit is scheduled when it is known.

3.4.4 Student Listing Form Information

In the early years of NAEP, all schools were provided with copies of a form called the Student Listing Form on which they were expected to record information about all of the students in the selected grade. Today, references to this form are generally to a hard-copy list or Excel file of all eligible students in a school, which is most often produced by their computer system. If you have received such a list or Excel file from which you will sample (using the Student Data System), you should record receipt information in the SCS.

Sampling Method:	SDS in Home/Hotel		
In-Field sampling date:	11/7/05		
Student Listing Information (For in-field sampling, this section will be filled in by the supervisor.)			
List or file received by:	<input type="radio"/> State Coord	<input checked="" type="radio"/> Supervisor	<input type="radio"/> Westat
Date received:	11/7/05		
Date list is current:	11/1/05	(This is not the date the list was prepared, but the date the list was accurate.)	
List or file created by:	Fred Simpson		
Creator's phone:	333-123-8763	(XXX) XXX-XXXX	
Creator's e-mail:	Fred@hisschool.com		
Number on list or file:	0		
Number sampled:	0		

Student Listing Information on Sampling Tab

Likewise, state coordinators have been requested to provide this information if student lists are sent to them for you to sample using the Student Data System.

The “Number on list or file” and “Number sampled” will always be filled in by the home office after the sample is selected – either the E-Sample or after the supervisor has sampled using the SDS and transmitted the data.

3.4.5 Year-Round School Information

It is necessary to determine if a school is a year-round school so that the statisticians know what percentage of the eligible students will not be available for inclusion in the assessment.

number sampled: 0	
Year-Round Schools	
For year-round schools only: What percentage of students will be off-track (not in attendance due to a scheduled vacation period) on the assessment date?:	N/A
How are student assigned to tracks in this school?	<input type="checkbox"/> Based on ability <input type="checkbox"/> Based on another criteria(specify)
Special Situation Form (The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)	
School wanted to assess all grade eligible students: Not Assessed	

When you click on the “year-round school” link, the following explanation will be displayed:

“In year-round schools, students attend classes spread throughout the twelve calendar months unlike traditional schools that follow the nine month calendar.”

Since year-round schools are more likely to be public schools, you may not have any non-public schools for which the percent information needs to be recorded.

In addition to percent off track, a question has been added to determine how the students in these schools were assigned to the tracks. If students were assigned by ability, this will be important information for later data analysis.

State coordinators have been asked to enter the percent of off-track students for the year-round public schools.

If a school operates on a year-round schedule, but all students take vacations at the same time and no students would be off track on the assessment date, there is no need to record any information about the school being a “year-round school.”

If it is determined that off-track students have been sampled, see the *Supervisor Manual* chapter 6, section 4C for instructions on how to proceed regarding these students.

3.4.6 Special Situation Form

Special Situation Form (The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)	
School wanted to assess all grade-eligible students:	Not Answered ▼
School requests to do fewer sessions than the number assigned:	Not Answered ▼
Other situation, describe:	<input type="text"/>
Resolution: Describe the outcome of the situation checked above. Indicate what sessions were dropped/added and the number of students actually assessed. Be sure to include as much relevant information as possible	<input type="text"/>

When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number. There are strict limits as to what exceptions are allowed, however. These are explained below.

Before offering or agreeing to these special situations, you must check with your field manager. Complete the Special Situation Form for any of the following exceptions.

3.4.6.1 Assess All Students

If a school wishes to assess all students instead of only the number we expected to sample, you must obtain permission from your field manager before agreeing to this. In most instances field

managers will need to gain clearance from NCES before they can give you permission to agree. (If this option is permitted, the SDS will permit a sample override and will add the students to all sessions assigned to the school, proportionately. See the *SDS User Guide* for more information.)

As always, if a school wants to add unsampled students to a session after the student sample is selected, then those students can be assessed and will be given the administration code of 56 – Not In Sample. However, this not-in-sample option will require more materials and possibly additional assessment staff. This option must be discussed with your field manager before you can agree to it, especially if it involves large numbers of additional students.

3.4.6.2 Assess Fewer Students

If a school objects to the number of students that we wish to assess, it may be possible to assess fewer students if that is necessary for the school to participate. You must discuss this option with your field manager before agreeing to do this.

If this option is allowed, and your field manager concurs, the sample will be drawn as usual and the session(s) that will not be conducted identify. Students in that session will be given the Administration Code of 49 – Session Refusal.

3.4.6.3 No Other Options

The two options above are the only special options that might be allowed. It is not possible to sample whole classrooms, or to select the sample from a list of students in only some classes.

3.5 Preassessment Tab

School Control System		NAEP National Report Card	
School/District Listing Batch Entry Scheduling Data Selection Reports			
School Edit <input type="button" value="Save"/> <input type="button" value="Reset"/>		District: PHILADELPHIA CITY SD Region: PA 1 Area: 1	
Search for School ID <input type="text"/>		<input type="button" value="Find"/>	
General	Sampling	Preassm't	Special Studies
Baldi C C A Ms		NAEP ID: 4220050	
Pre-Assessment Visit Date: M/D/YYYY		<input type="text"/>	
Pre-Assessment Visit Time: HH:MM AM/PM		<input type="text"/>	
Parent Letter Information			
Has school notified parents? Y/N:		<input type="checkbox"/>	
Date parent notice sent: M/D/YYYY		<input type="text"/>	
How Sent:		Not Answered <input type="button" value="v"/>	
Other (How Sent):		<input type="text"/>	
Letters Sent To:		Not Answered <input type="button" value="v"/>	
Date parent notice received by SV: M/D/YYYY		<input type="text"/>	
REMINDER: Parents of sampled new enrollees must be notified of the assessment			
New Enrollees Procedure: (To be completed after the Preassessment visit/call.)			
Did school maintain list of new enrollees?		Not Answered <input type="button" value="v"/>	
If "No", call back date M/D/YYYY		<input type="text"/>	
Number of Students Listed as New enrollees		<input type="text"/>	
Did you sample from the list of new enrollees?		Not Answered <input type="button" value="v"/>	
# of New enrollees sampled and added to assessment		<input type="text"/>	
Student Sampling Summary Report:			
Verify student data against any statements below.			
Data to be verified:		Corrected on Admin Schedule	Verified with Sch. Coord. as correct
No data questions to be verified			
Teacher Information:			
Subject Taught		Number of Teachers	
Mathematics Only		<input type="text"/>	
Civics Only		<input type="text"/>	
Civics and US History		<input type="text"/>	
US History		<input type="text"/>	
If you have any questions or comments please contact the Help Desk .			

School Edit, Preassessment tab

All of the data entry regarding the preassessment visit activities has been incorporated in this tab.

One of the first things to enter is the date of the preassessment visit when this has been determined. A field for entering the time for this visit is also available.

Time did not permit the programming required to build in a range check and check for legitimate dates. If you enter a Saturday date, you will not be notified. Thus, you need to be careful when entering the preassessment visit dates.

After updating information on this tab, click on the Save button before doing anything else.

3.5.1 Parent Letter Information

The Federal “No Child Left Behind” legislation, requires that parents of all selected students be notified that their child has been selected. Thus, it is important that this section of the SCS is completed for every participating school.

Parent Letter Information	
Has school notified parents? Y/N:	<input type="checkbox"/>
Date parent notice sent: M/D/YYYY	<input type="text"/>
How Sent:	Not Answered <input type="button" value="v"/>
Other (How Sent):	<input type="text"/>
Letters Sent To:	Not Answered <input type="button" value="v"/>
Date parent notice received by SV: M/D/YYYY	<input type="text"/>
REMINDER: Parents of sampled new enrollees must be notified of the assessment	

Parent Letter Information section of Preassessment Tab

Westat field staff and NAEP state coordinators both have responsibilities regarding these notices. The fields that you see are for you to complete as the information becomes available.

Westat field staff are responsible for sending the parent notification letters to nonpublic schools and discussing the importance of parent notification with them. They will also obtain dated copies of the parent notification from all participating schools – public and nonpublic.

The Parent Letter Information to be completed is as follows.

FIELD	EXPLANATION
Has school notified parents?	It is important that the school has notified parents before the assessment can be held.
Date parent notice sent:	The date that the school coordinator sent the letter or newsletter with the parent notification.
How Sent	Select from the drop down list: Letter mailed home. Letter sent home with student.

	Notice posted in newsletter. Other.
Other (How sent)	If some other means of notifying parents was used, record here, such as by facsimile, which is allowed.
Letters sent to	Select from the drop-down list: Sampled students only. All eligible students.
Date parent notice received by the supervisor:	When you have received a dated copy of the parent notice, the date received should be entered.

Under these fields is a reminder that the parents of sampled newly enrolled students must also be notified before they can be assessed.

3.5.2 New Enrollee Procedure

New Enrollees Procedure: (To be completed after the Preassessment visit/call.)	
Did school maintain list of new enrollees?	Not Answered <input type="button" value="v"/>
If "No", call back date M/D/YYYY	<input type="text"/>
Number of Students Listed as New enrollees	<input type="text"/>
Did you sample from the list of new enrollees?	Not Answered <input type="button" value="v"/>
# of New enrollees sampled and added to assessment	<input type="text"/>

New Enrollee Procedure section of Preassessment Tab

When you are at the school for the preassessment visit and the student sample was selected in the fall, you will ask the school coordinator if the school has maintained a list of newly enrolled students. If the school has not done so, you will ask if the school could provide you with a list of students who have enrolled after October 1, 2005.

If you are working on the P&E special study, see the information below on the procedural differences regarding the new enrollee procedure.

Main NAEP supervisors, when you have the list of new enrollees, if there are any, you will follow the Instructions for Sampling New Enrollees which is located in the School Folder. These will include

- comparing the list of new enrollees to the original list submitted for sampling (in the School Folder);
- marking off any duplicates from the list of new enrollees; and
- sampling those who remain.

P&E supervisors, following the Instructions for Sampling New Enrollees in the school folder, use the procedures that were used in previous years of NAEP. The school should have maintained a list of new enrollees or produce a list of new enrollees beginning on the date that the original list was effective. You will draw the sample of new enrollees from this list. (In other words, you will not compare the students on this list against the original list of students.)

All supervisors, next add any students who are sampled during this process to the appropriate Administration Schedule(s).

When you have completed the preassessment visit, you will update the results of the new enrollee procedure in the SCS.

If the coordinator did not have a list of new enrollees and could not produce a list during your visit, you will establish a date to call the school coordinator and record that date.

The question about whether you sampled from the list of new enrollees will be answered according to the situation in the school. If there were no new enrollees, you will indicate this by selecting “No new enrollees.” If, for some reason, you did not sample from the list of new enrollees, you should select the response “No, did not sample.”

3.5.3 Student Sampling Summary Report

During the E-Filing procedure and in-field sampling using the SDS, student data are often noted as needing to be verified. If, for example, no students are identified as SD, the system will question whether this is accurate.

In this part of the Preassessment tab, messages will be displayed that are also on the Student Sampling Summary Report which should have been check with the school coordinator during the preassessment visit. After these have been discussed with the coordinator, you will record here (as you have done on the paper copy of the form) whether corrections were made on the Administration Schedule or whether you have verified that the information is correct as recorded.

The system will not let you check off boxes under both “Corrected on the Administration Schedule” and “Verified as correct.” If you do so, the following error message will appear:

Please check only one:
 That you have corrected the data on the Admin. Schedule
 OR
 You have verified with the school coordinator that the data are correct as recorded on the Administration Schedule

3.5.4 Teacher Information

In most NAEP assessments, teacher questionnaires will be prepared and distributed to schools prior to the assessment being conducted so that they can be collected on assessment day.

In this section of the Preassessment tab, you will record the number of teachers so that the appropriate number of teacher questionnaires can be prepared. State coordinators have been asked to update this information for the public schools.

The information requested will depend on the grade sampled in the school as shown below:

Grade	Information needed on number of teachers of:
4	Grade 4 students
8	Mathematics Civics only Civics and U.S. History U.S. History only
12	Economics

No teacher questionnaires will be distributed in the P&E study.

3.5.5 Excluded Student Count

During the preassessment visit to a school, you will update the SD and ELL codes on the Administration Schedules as necessary and, using the Administration Codes in the 60s and 70s, indicate which students will be assessed with accommodations and which will be excluded.

After the preassessment visit, before leaving the school, record the total numbers of students coded in the 60s on the hard-copy “SD/ELL Summary Form.” When you can access the SCS, you will record this number in this new section of the Preassessment tab in the SCS. This will allow reports to be produced in the home office on the number of students expected to be excluded from the assessments.

[Screen not available for picture at this time.]

NOTE: P&E supervisors will NOT need to update this count of excluded students before the assessment. However, you will enter the SD and LEP numbers in the SD/ELL Summary Form after the assessments are complete in a school.

3.6 Special Studies Tab

Schools selected for special studies will be identified in this tab by the name of the study and links to any data entry screens as necessary.

For NAEP 2006, the only special study occurring during the same field period as the main NAEP assessments is the grade 12 Participation and Engagement (P&E) Study. The schools selected for the fall assessment (October 10 – November 18) will be different from those selected for the winter (January 30 – March 10) assessment period and none of these schools is part of the regular NAEP assessments.

These schools will be the responsibility of supervisors trained to conduct the study, thus, they will not be included with the schools for those supervisors responsible for the Main NAEP assessments.

3.7 Post Assessment Activities Tab

After the assessments are complete in a school, the summary data from the Administration Schedule(s) should be entered on this tab as well as the SD/ELL information.

School Edit District: Philadelphia City SD Search for School ID
Region: PA 1 Area: 1

General **Sampling** **Preassm't** **Special Studies** **Post Assm't**

Session Data for Baldi C C A Ms (4220050)
(Column headers for calculated data are in red text.)

Original session information

Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/ Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
RM0801		02/01		25								
RM0802		02/01		25								
RM0803		02/01		25								

Make-up sessions (When needed)

Session ID	Assessed In Makeup	Makeup Date	Makeup Code	Total Assessed
RM0801		No Date	No Makeup Code	
RM0802		No Date	No Makeup Code	
RM0803		No Date	No Makeup Code	

SD/ELL Summary Form

***Notice:**
Changes made to session dates and/or make-up dates on this page will not be reflected on the General tab page.

Assessment Complete?:

If you have any questions or comments please contact the [Help Desk](#).

Post Assessment Tab

3.7.1 Session Information

The fields displayed on this tab are in the same order as the information that has been recorded at the top of the Administration Schedule(s).

Each line represents one “session” and its corresponding Administration Schedule. Even if sessions are combined (all students listed on 2 or more Administration Schedules are assessed in the same room), the summary boxes at the top of the Administration Schedule should reflect the information (the counts of Administration Codes) for the students on that Administration Schedule only and recorded in that way in the SCS.

Some of the fields are calculated as data are entered in the other fields. These calculated fields are identified by the column header being in red font.

Session information should be recorded in this window within 24 hours of completing the assessments in a school.

NOTE: Changes made here to the session assessment dates and or make-up dates will not be reflected on the General tab since they are session specific on this page.

After updating this information, click on the **Save** button before doing anything else.

3.7.2 **Assessment Complete Indicator**

After all of the sessions in a school are complete (including all make-up sessions) and all summary data have been entered in the SCS, you should click on the **Assessment Complete** button and change the answer from “Not Answered” to “Yes.”

If you attempt to change the answer to the Assessment Complete question, and the school is not cooperating and/or the summary data have not been entered, you will see the following error message:

You cannot indicate that the assessment is complete in a school unless:
School Status = Cooperating AND the school has been sampled AND
“Original sample” for all sessions in the school is greater than zero.

After updating this information, click on the **Save** button before doing anything else.

3.7.3 **SD/ELL Summary Form**

The Post Assessment tab has a link to the SD/ELL Summary Form.

After the sessions in a school have been completed, you will record the final information concerning the numbers of SD and/or ELL students on the hard-copy “SD/ELL Summary Form.”

When the hard-copy form has been completed, you should transfer the information from that form into the form in the SCS.

Assessment Codes	SD Only	ELL Only	SD and ELL	Total SD/ELL
Total #				
# Assessed Codes 10-14, 20-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	
# Assessed with Accommodations Codes 70-82	<input type="text"/>	<input type="text"/>	<input type="text"/>	
# Absent Codes 40-49	<input type="text"/>	<input type="text"/>	<input type="text"/>	
# Other Codes 51-56	<input type="text"/>	<input type="text"/>	<input type="text"/>	
# Excluded Codes 60-66	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Exclusion Rate				
Assessed Rate				

SD ELL Summary Data Entry Form

After entering the number in the first cell – “SD Only / # Assessed” – tab across to the next field and enter the number there. Continue using the tab key to easily move from field to field.

These data will greatly facilitate the production of reports on the assessments of the SD and ELL students selected for NAEP.

After updating this information, click on the **Save** button before doing anything else.