7 Preassessment Activities

Preassessment activities occur before assessment day. These activities take place before, during, and immediately after the preassessment visit to the school. They include preparing the School Folders and Preassessment Packets, making telephone calls to the schools to schedule and confirm the preassessment visit, conducting the preassessment visit, and making final preparations for assessment day. This chapter describes each of these activities and explains how and when to complete them, using Part 1 of the Quality Control Booklet (QCB) as your guide.

You will receive a bulk supply of QCBs, and unique QCB labels for each school. After you receive these items, affix a school label to the front cover of a QCB, thus creating a unique QCB for each school. The QCB label contains the School ID number, the session number(s), and the assessment date, and indicates whether the school has a Sampling Summary Report. It also includes information necessary for contacting the school: the school name, address, telephone number, and the names of the principal and the school coordinator. An example label is shown below.

```
ID: 101-101-1    REGION: VA2   AREA: 2
ASSESSMENT DATE: 2/9

SCHOOL: WASHINGTON ELEMENTARY SCHOOL
ADDRESS: 3800 WASHINGTON BLVD.
         VIENNA, VA  22180
TELEPHONE: (703) 555-2249
PRINCIPAL: MARK MAXWELL
SCHL COOR: CHRIS THOMAS
SCHL COOR PHONE: (703) 555-2348
SESSID: OP0401,OP0402
STUDENT SAMPLING SUMMARY REPORT?: NO
```

Overview of Part 1 of the Quality Control Booklet

You will use Part 1 of the QCB to document your preassessment activities with each school. Part 1 is divided into procedures to complete before the preassessment visit, during the visit, and after the visit. The 11 preassessment procedures covered in this chapter are listed on page 1-1 of the QCB.

1. Activities to Complete Before Conducting the Preassessment Visit

Procedure 1. Prepare the School Folders

1A. Overview of Preparing School Folders

In November and December 2005, you will prepare the School Folders for each cooperating and pending public and nonpublic school in your region. You will also prepare a School Folder for each of the refusing nonpublic schools. The School Folders are color-coded by grade: grade 4 is yellow, grade 8 is pink, and grade 12 is blue. In each folder you will keep all of the forms and materials required for completing all aspects of the assessment, from making the initial contact with the school coordinator to documenting the preassessment and assessment visits. The contents for the folders will come from both Westat and Pearson. Some materials will be generic and others will be school-specific. **Procedure 1** of the QCB also presents a list of these materials.

1B. School Folder Contents

The contents of the folders are listed below along with the source, estimated arrival date to you, and whether the item is generic or school- or grade-specific.

Item	Source	Estimated arrival date	Generic or school/ grade-specific
Folder	Westat	11/4	Grade-specific
Folder Label	Westat	11/4	School-specific
Quality Control Booklet	Westat	11/4	Generic
Student Appreciation Certificates (Grades 4, 8, 12)	Westat	11/4	Grade-specific
Teacher Notification Letters	Westat	11/4	Generic
Instructions for Sampling New Enrollees/New Enrollee Line Numbers	Westat (for E-Sampled schools) Printed from SDS for in-field sampled schools	12/12	School-specific
Quality Control Booklet Label	Westat	12/12	School-specific
School Appreciation Certificate	Westat	12/12	School-specific
School Certificate Folder	Westat	12/12	Generic

Item	Source	Estimated arrival date	Generic or school/ grade-specific
Student Sampling Summary Report (if applicable)	Westat	12/12	School-specific
E-File Roster	Westat (for E-Sampled schools only)	12/12	School-specific
Field Sampling Line Numbers	Westat (for E-Sampled schools) Printed from SDS for in-field sampled schools	12/12	School-specific
SD/ELL Report with assessment subject and booklet ID #	Westat (print from the SDS)	12/14	School-specific
Student ID Labels for Student Appreciation Certificates	Pearson	12/22	School-specific
Administration Schedules – original	Pearson	12/22	School-specific
School/Teacher Questionnaire Rosters – original	Pearson	12/22	School-specific
School Questionnaires	Pearson	12/22	Grade-specific
Teacher Questionnaires	Pearson	12/22	Grade-specific

1C. Place the School Name Label Onto the Tab of the Folder

This label will be sent to you in your supplies from Westat. It contains the school name, and the school ID number for the warehouse to use to receive the folders upon return at the end of the field period.

Place the label on the front of the folder tab so that all of the information can be easily read while the folder is closed.

1D. Record School Information on the Front of the Folder

Record as much school information as possible on the front of the School Folder. This includes the school name, address, region, area, and state. Also record the school coordinator information, if known.

In addition, in the section labeled **QUESTIONNAIRES**, write the appropriate number of subject-area teachers for the sampled grade level. For public schools, the NAEP State Coordinators should have entered this information into the School Control System (SCS) from data collected on the School Data Collection Form. For nonpublic schools, you can get this information from the Nonpublic School Data Collection Form. If this information has not been entered into the SCS for nonpublic schools, enter it at this time.

NAEP 2006 ASSESSMENTS 4th GRADE

STATE: _____ REGION: _____ AREA: _____ SCHOOL TYPE (circle one): PUBLIC NONPUBLIC

SCHOOL NAME: _____ SUPERVISOR(S): _____

SCHOOL ID#: _____ STUDENT LIST TYPE (circle one): E-FILE FAX/MAIL COLLECT IN-PERSON

ADDRESS: _____ PREASSESSMENT DATE: _____ TIME: _____

ASSESSMENT DATE(S): _____ TIME(S): _____

PRINCIPAL: _____

SCHOOL COORDINATOR: _____

PHONE: _____

FAX: _____

EMAIL: _____

QUESTIONNAIRES	Qty.	QUESTIONNAIRE TYPE (all session types)	COMMENTS:
	1	SCHOOL Grade 4	
	___	SD Questionnaire	
	___	ELL Questionnaire	
	___	TEACHER Grade 4	
	___		

SESSIONS (*R*egular/*A*ccommodations; *O*perational/U.S. *H*istory)

SESSION#	R/A	O/H	DATE / TIME	AA NAME	L

MAKEUP SESSIONS (circle one): YES NO

SESSION	R/A	O/H	DATE / TIME	AA NAME	L
1					
2					
3					
4					

SHIPMENT TRACKING O

There must be a School Folder for each school in the sample whether or not it is public or nonpublic, and assessed or not.

Make sure the following documents are in the School Folder before conducting the preassessment visit:

- ❑ Original Administration Schedule(s) for each session
- ❑ Original SD/ELL Roster of Questionnaires
- ❑ Original School/Teacher Roster of Questionnaires
- ❑ Prepared School and Teacher Questionnaires
- ❑ Instructions for Sampling Newly Enrolled Students
- ❑ Original Accommodations Worksheet
- ❑ School Appreciation Certificate and holder
- ❑ Copy of dated Parent Notification Letter sent by the school, if available
- ❑ Quality Control Booklet (QCB)
- ❑ Student Sampling Summary Report, if applicable
- ❑ E-file Roster, if applicable
- ❑ SD/ELL Report (with assessment subject)
- ❑ Field Sampling Line Numbers, if applicable

If this is a *NONPUBLIC SCHOOL*, one or more of the following forms will also be included:

In addition to the materials listed to the left*, include the following documents before sending the completed School Folder to your field manager:

- ❑ Photocopy of the final Administration Schedule for each session (without student names)
- ❑ Photocopy of the final SD/ELL Roster of Questionnaires (without teacher and student names)
- ❑ Photocopy of the final School/Teacher of Questionnaires (without principal/teacher names)
- ❑ Copy of dated Parent Notification Letter sent by the school
- ❑ Completed Session Debriefing Form(s)
- ❑ Signed Teacher Observer Letter(s),if applicable
- ❑ Signed Accommodation Teacher Letter(s), if applicable

FIELD MANAGER: Prior to mailing the completed School Folder to Westat, make sure all the materials listed to the left* and above are included. Also include:

- ❑ Quality Control Visit Form(s), if applicable
- ❑ Telephone Follow-up Form, if applicable

* With the exception of the School Appreciation Certificate and folder, original Administration Schedule, original SD/ELL and School/Teacher Rosters of Questionnaires and prepared School and Teacher Questionnaires

RETURN SHIPMENT TO PEARSON TRACKING

	DATE:	TRACKING NUMBER LABEL:	NOTES:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

1E. Place Forms and Materials in the Folder

You will need to place all of the necessary forms and materials for each school in the School Folder. This includes:

- the original Administration Schedule for each session;
- the original Rosters of Questionnaires (School/Teacher and SD/ELL);
- the School Questionnaire;
- the appropriate Teacher Questionnaires;
- the Economics Department Head Questionnaire, if grade 12;
- the Accommodations Worksheet;
- the Certificate of Appreciation (in the certificate folder);

- copy of dated Parent Notification Letter from the school (if available);
- the QCB (with label);
- the Student Sampling Summary Report, if applicable; and
- the Instructions for Sampling Newly Enrolled Students (includes the New Enrollee Line Numbers).

1F. Include the Sampling Information in the Folder

You will receive a hard copy of some of the materials resulting from E-Filing around mid-December, 2005. If needed, you can also print some of these materials from the SDS for these schools (see the *SDS User's Guide*). These materials should also be included in the School Folder.

Item	Description	Printed from SDS?	Estimated arrival date
Instructions for Sampling New Enrollees/New Enrollee Line Numbers	Listing of sample line numbers for new enrollees	Yes	12/12
Student Sampling Summary Report**	Listing of unresolved error messages resulting from E-Filing	Yes – for SDS sampled schools	12/12
E-File Roster	Listing of all students submitted on school's E-File	No	12/12
Field Sampling Line Numbers	Listing of the sample line numbers for E-Sampled students	Yes	12/12
SD/ELL Report* (with assessment subject and booklet ID #)	Listing of SD and/or ELL E-Sampled students by session	Yes	12/14

* The hard copy of this report will not be sent from the home office. You should print this report from the SDS.

** Can also be printed from SCS (see the *SCS User's Guide*)

As each of your sampled schools that did not E-File is sampled in-field, print the available documents along with the Instructions for Sampling New Enrollees from the SDS and place them in the School Folder.

1G. Folders for Nonpublic Schools

For nonpublic schools, you will receive from the gaining cooperation supervisor a School Folder for each nonpublic school in your region (pending, cooperating, or refusal). These folders will already have the labels affixed to the tabs and some information recorded on the front cover. Inside the folder you should also find the following forms:

- Record of Contact(s) (ROC) – Diocese/School,
- School Data Collection Form,
- Diocese Data Collection Form (if applicable),

- Nonpublic School Survey Form (if applicable),
- Ineligible School Form (if applicable),
- Special Situation Form (if applicable), and
- Refusal Form (if applicable).

Procedure 2. Prepare the Preassessment Packets for Schools

2A. Overview of Preparing Preassessment Packets

In addition to a School Folder, you will also be responsible for preparing a Preassessment Packet for each school in your assignment that you will FedEx to the school coordinator on December 30, 2005. It will contain the materials the school coordinator will use to prepare for the preassessment visit.

By mid-December, you will have all of the materials necessary to prepare the packets. **Procedure 2** of the QCB also presents a list of these materials.

2B. Preassessment Packet Contents

The contents of the packets are listed below along with the source, estimated arrival date, and whether the item is generic or school-specific.

Item	Source	Estimated arrival date	Generic or School-specific
School Coordinator Cover Letter ▪ Public ▪ Nonpublic	Westat	11/4	Generic
New Enrollee Listing Form	Westat	11/4	Generic
Department of Agriculture Letter	Westat	11/4	Generic
NAEP Storage Envelope	Westat	11/4	Generic
Accommodations Worksheet	Westat	11/4	Generic
“Important NAEP Materials” Label	Westat	11/4	Generic
Parent Notification Letter (nonpublic schools only)	Westat	11/4	Generic
OELA-OSEP Letter	Westat	11/4	Generic
SD/ELL Roster of Questionnaire (copy - keep original in School Folder)	Pearson	12/1	School-specific
SD and ELL Questionnaires	Pearson	12/1	Generic
Student Information Report (one per session)	Westat	12/12	School-specific

2C. Organize the Task

You will need to think about a plan that makes the best use of your time and minimizes the possibility of errors in the assembly process. There are many ways the assembly process can be successfully organized. Below is one method experienced supervisors have found successful.

1. Begin by printing a report using the Data Selection feature of the SCS. Select area, school name, NAEP ID, selected grade, status, and scheduled assessment date. Sort by area and grade. Subset status to cooperating and pending. Make several copies of the report to use to check the completion and quality control of each step.
2. Sort the School Folders in your region by grade level. The sort of folders should match the sort of the report you will use for monitoring progress.
3. Work with one grade at a time. This minimizes the possibility of accidentally inserting materials into the packet that are not grade-specific.

2D. Prepare the School Coordinator Cover Letter

This is the letter that goes on top of the preassessment packet and explains what the school coordinator should do with the contents of the packet. There are two versions of the letter—one for public schools (yellow paper) and one for nonpublic schools (green paper). Prepare the letter by entering the date, the school coordinator's name, the preassessment date, and the assessment date, and signing the letter.

2E. Prepare the New Enrollee Listing Form

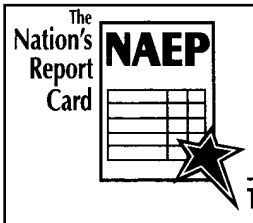
The school coordinator will use this form to keep track of all new enrollees since October 1, 2005. This procedure gives all students in the sampled grade, by the time of the preassessment visit, an equal chance to be selected to participate in NAEP. Prepare this form by recording the sampled grade.

2F. Prepare the Accommodations Worksheet

The school coordinator will use this worksheet to keep track of the accommodations that SD and/or ELL students will need for participation in NAEP. Prepare the worksheet by recording the school name and School ID Number. Then record each SD and/or ELL student's name, Session # and Line #, subject in which the student will be assessed[1], and whether the student is SD, ELL, or both (SD/ELL).

You may be required during the preassessment visit to add this information to the Accommodation Worksheet for newly enrolled or newly classified SD and/or ELL students.

[1] The assessment subject and booklet ID# for each SD and/or ELL student will be downloaded to the SDS around December 14. You will need to access this information to complete the Accommodations Worksheet and the SD/ELL Questionnaires.



1650 Research Boulevard
Rockville, Maryland 20850-3195
Telephone: 1.800.283.6237
Fax: 301.517.4003

The National Assessment of Educational Progress

Date: 12/29/05

Dear Ms. Thomas,

We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2006 assessment program. We are pleased that you are serving as the coordinator for NAEP activities at your school. As the NAEP school coordinator, you will need to use the enclosed materials in this Preassessment Packet to complete the activities described below before the preassessment visit.

The preassessment visit is scheduled for: Jan. 11, 2006 *(date)*

The assessment at your school is scheduled for: Feb. 9, 2006 *(date)*

Enclosed materials:

1. **Student Information Report** – one per session
2. **Questionnaire(s) about Students with Disabilities** – one for each student identified on the Student Information Report as having a disability
3. **Questionnaire(s) about English Language Learners** – one for each student identified on the Student Information Report as being an English Language Learner
4. **SD/ELL Roster of Questionnaires** (copy)
5. **Accommodation Worksheet(s)**
6. **New Enrollee Listing Form**
7. **U.S. Department of Agriculture Letter**
8. **NAEP Storage Envelope**

Steps to Complete Before the Preassessment Visit:

STEP	WHAT TO DO	MATERIALS
Step 1. Distribute and Collect the SD and/or ELL Questionnaires	❑ Every student identified on the NAEP Administration Schedule as SD and/or classified as ELL is listed in the "Student's Name" column on the SD/ELL Roster of Questionnaires. ❑ Record the name of the teacher most knowledgeable about each student in the "Distributed To" column on the Roster. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.) ❑ On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on the Roster. ❑ Distribute the questionnaires to the appropriate teachers. Point out the date the questionnaires are to be returned to you and be sure to collect them before the preassessment visit.	▪ Questionnaire(s) about Students with Disabilities ▪ Questionnaire(s) about English Language Learners ▪ SD/ELL Roster of Questionnaires

STEP	WHAT TO DO	MATERIALS
Step 1. continued	❑ As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on the Roster. ❑ Keep the Roster and all completed questionnaires together and return them to the NAEP field staff representative during the preassessment visit.	
Step 2. Review and Complete the Student Information Report(s)	❑ If there are any empty boxes in the columns on the Student Information Report(s), collect the missing information and enter it directly on the report. A letter from the U.S. Department of Agriculture is included to assist you with collecting the National School Lunch Program participation status. ❑ The SD and ELL columns on the Student Information Report show whether or not each student has been identified as having a disability (SD) or as an English Language Learner (ELL). For each student, determine if this classification is incorrect or has changed since the original list was prepared. Record any changes in a student's classification on the report. ❑ Use the SD and/or ELL Questionnaires to complete the Accommodation Worksheet for each student classified as SD and/or ELL. This worksheet will assist in making one of three decisions about the student: 1) the student can be assessed <u>without</u> an accommodation, 2) the student can be assessed <u>with</u> an accommodation, or 3) the student should be excluded from the assessment.	▪ Student Information Report(s) ▪ U.S. Department of Agriculture letter ▪ Accommodations Worksheet
Step 3. Maintain a List of New Enrollees	❑ Use the New Enrollee Listing Form to list students who have enrolled in your school since October 1, 2005.	▪ New Enrollee Listing Form
Step 4. Send Parent Letters	❑ Your NAEP State Coordinator has already informed you and your principal that the parents of students selected for NAEP assessments must be notified in writing. It is very important that you notify these parents as soon as possible. ❑ Send a copy of the dated parent notification letter to your NAEP State Coordinator before the preassessment visit. ❑ At the preassessment visit, provide the NAEP representative with a dated copy of the notification sent to parents. *Note: We will not be able to assess until all parents have been notified.*	▪ Parent Notification Letter(s) - *example provided by the NAEP State Coordinator and can also be found on the MySchool web site.*

Thank you in advance for completing these activities before the preassessment visit. I will call you shortly after you receive this packet to review its contents with you, answer any questions you may have, and confirm the date of the preassessment visit. If you have questions or need more materials before then, please contact me at the number listed on my enclosed business card. If you cannot reach me and need immediate assistance, please call the NAEP Help Desk at 1-800-283-(NAEP) 6237.

We look forward to a successful assessment!

Sincerely,

Mary Jones

NAEP Representative

The Nation's Report Card NAEP

1650 Research Boulevard
Rockville, Maryland 20850-3195
Telephone: 1.800.283.6237
Fax: 301.517.4003

The National Assessment of Educational Progress

Date: 12/29/05

Dear Rev. Peters,

We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2006 assessment program. We are pleased that you are serving as the coordinator for NAEP activities at your school. As the NAEP school coordinator, you will need to use the enclosed materials in this Preassessment Packet to complete the activities described below before the preassessment visit.

The preassessment visit is scheduled for: Jan. 19, 2006 *(date)*

The assessment at your school is scheduled for: Mar. 2, 2006 *(date)*

Enclosed materials:

1. **Student Information Report** – one per session
2. **Questionnaire(s) about Students with Disabilities** – one for each student identified on the Student Information Report as having a disability
3. **Questionnaire(s) about English Language Learners** – one for each student identified on the Student Information Report as being an English Language Learner
4. **SD/ELL Roster of Questionnaires** (copy)
5. **Accommodation Worksheet(s)**
6. **New Enrollee Listing Form**
7. **U.S. Department of Agriculture Letter**
8. **Sample Parent Notification Letter**
9. **NAEP Storage Envelope**

Steps to Complete Before the Preassessment Visit:

STEP	WHAT TO DO	MATERIALS
Step 1. Distribute and Collect the SD and/or ELL Questionnaires	❑ Every student identified on the NAEP Administration Schedule as SD and/or classified as ELL is listed in the "Student's Name" column on the SD/ELL Roster of Questionnaires. ❑ Record the name of the teacher most knowledgeable about each student in the "Distributed To" column on the Roster. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.) ❑ On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on the Roster. ❑ Distribute the questionnaires to the appropriate teachers. Point out the date the questionnaires are to be returned to you and be sure to collect them before the preassessment visit.	▪ Questionnaire(s) about Students with Disabilities ▪ Questionnaire(s) about English Language Learners ▪ SD/ELL Roster of Questionnaires

STEP	WHAT TO DO	MATERIALS
Step 1. continued	❑ As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on the Roster. ❑ Keep the Roster and all completed questionnaires together and return them to the NAEP field staff representative during the preassessment visit.	
Step 2. Review and Complete the Student Information Report(s)	❑ If there are any empty boxes in the columns on the Student Information Report(s), collect the missing information and enter it directly on the report. A letter from the U.S. Department of Agriculture is included to assist you with collecting the National School Lunch Program participation status. ❑ The SD and ELL columns on the Student Information Report show whether or not each student has been identified as having a disability (SD) or as an English Language Learner (ELL). For each student, determine if this classification is incorrect or has changed since the original list was prepared. Record any changes in a student's classification on the report. ❑ Use the SD and/or ELL Questionnaires to complete the Accommodation Worksheet for each student classified as SD and/or ELL. This worksheet will assist in making one of three decisions about the student: 1) the student can be assessed <u>without</u> an accommodation, 2) the student can be assessed <u>with</u> an accommodation, or 3) the student should be excluded from the assessment.	▪ Student Information Report(s) ▪ U.S. Department of Agriculture letter ▪ Accommodations Worksheet
Step 3. Maintain a List of New Enrollees	❑ Use the New Enrollee Listing Form to list students who have enrolled in your school since October 1, 2005.	▪ New Enrollee Listing Form
Step 4. Send Parent Letters	❑ The No Child Left Behind legislation requires that the parents of students selected for NAEP assessments be notified in writing that their child has been selected for the assessment and that participation is voluntary. ❑ At the preassessment visit, provide the NAEP representative with a dated copy of the notification sent to parents. *Note: We will not be able to assess until all parents have been notified.*	▪ Sample Parent Notification Letter

Thank you in advance for completing these activities before the preassessment visit. I will call you shortly after you receive this packet to review its contents with you, answer any questions you may have, and confirm the date of the preassessment visit. If you have questions or need more materials before then, please contact me at the number listed on my enclosed business card. If you cannot reach me and need immediate assistance, please call the NAEP Help Desk at 1-800-283-(NAEP) 6237.

We look forward to a successful assessment!

Sincerely,

Robert Banks

NAEP Representative

The Nation's Report Card

Page _____ of _____

NAEP 2006

NEW ENROLLEE LISTING FORM

Directions: Use the space below to list all students in the grade noted below whose names were not on the original list of students submitted to NAEP due to inadvertent omission or because they enrolled later. If you need additional lines, you may copy this form. In January, the NAEP representative will review this form with you and determine whether any newly enrolled students will be added to the sample.

Sampled grade: 4 . All students in this grade who enroll after October 1, 2005 should be listed below.

QUESTIONS? Call 800-283-6237

See information on the reverse side regarding these student background variables.

-A- Student Name	-B- Home room	-C- Birth Date (MM/YY)	-D- Gender	-E- SD	-F- ELL	-G- Race	-H- NSLP status	**For Sampling Use Only** Line #	Sampled for Session

INSTRUCTIONS FOR LISTING STUDENTS

If you are unsure about some of the information or it is not available for some students (e.g., school lunch eligibility), leave the column blank or assign a code that means the information is unavailable at this time. The data for sampled students will be obtained by NAEP staff from the school prior to the assessment.

NAEP'S categories for student background variables are listed below. Provide an explanation for your codes.

Students with Disability (SD) (Students having an Individualized Education Plan (IEP) or equivalent classification (such as 504) for reasons other than being gifted and talented.):

Yes, SD.
No, not SD.
Information unavailable at this time.

Limited English Proficient (ELL) (Students classified by the school as English language learners or limited English proficient.):

Yes, ELL.
No, not ELL.
Formerly ELL (monitored for AYP reporting*). If a student has achieved full English proficiency within the previous 2 years and the state includes formerly* ELL *students in its AYP reports, the student should be coded as "formerly* ELL.*"*
Information unavailable at this time.

Race/Ethnicity:

White, not Hispanic: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.

Black, not Hispanic: A person having origins in any of the Black peoples of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.

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 original peoples of the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

If necessary, schools may use the following:

Other: A person who identifies with more than one of the first five categories or has a background other than the ones listed.

School does not collect this information. (Available for non-public schools only.)

Information unavailable at this time.

National School Lunch Program (NSLP):

Student not eligible
Free lunch. *Schools participating in Provisions 2 or 3 of the NSLP should code all students as "free lunch." If it is not possible to distinguish between "free" and "reduced price" for some students, code these students as being eligible for free lunch.*
Reduced price lunch.
School not participating.
Information unavailable at this time.

NAEP Accommodations Worksheet

Below is a list of students selected to participate in NAEP who have been identified as students with disabilities (SD) and/or as English Language Learners (ELL). After the school staff member completes the Questionnaire(s) about Students with Disabilities and/or English Language Learners and provides you with information on the student's participation in NAEP, use this worksheet to record the decisions regarding accommodations. The NAEP representative will ask for this completed worksheet during the preassessment visit.

School Name Washington Elementary School ID # 101-101-1

Student Name	Session# Line#	Subject C=Civics E=Economics M=Mathematics R=Reading H=U.S. History W=Writing	SD/ ELL	**Include Without Accommodations**	Extended Time	Read Aloud in Regular Session *(Not allowed for reading)*	Small Group (without Read Aloud)	Small Group (with Read Aloud) *(Not allowed for reading)*	One-on-one	Bilingual Booklet *(Mathematics only)*	Bilingual Dictionary *(Not allowed for reading or writing)*	Large-print Booklet	Scribe or Use of Computer to Record Student Answers *(Not allowed for writing)*	Breaks During Test	Magnification Device	School Staff Administers	Other	**Exclude**
Tim Dublin	OP0401 / 7	C	SD	✓														
Paul Hernandez	OP0401 / 10	M	ELL															
Haley Ferrell	OP0402 / 8	R	SD															
Walter Nelson	OP0402 / 15	C	SD															
Ann Simpson	OP0402 / 23	M	SD/ELL															

2G. Prepare the SD and/or ELL Questionnaires

For each student identified as SD and/or ELL on the SD/ELL Report that you have either received from Westat or printed from the SDS, you will prepare an SD and/or an ELL Questionnaire. To prepare each questionnaire, you will print a set of SD/ELL labels for each school from the SDS using the removable labels (Avery 5160) from your Westat bulk supplies. The labels display the following information:

- the Student's Name;
- the School ID;
- the Student's Session ID;
- the Student's Line Number;
- the Student's Month and Year of Birth;
- the Student's Sex; and
- if the student is SD and/or ELL.

You will place the label on the cover of the SD and/or ELL Questionnaire (2 copies of the label will print if the student is both SD and ELL) and then enter the following information on each questionnaire cover:

- the School ID Number;
- the NAEP Subject to be Assessed[2];
- the Student Booklet ID Number;
- the Session ID Number;
- the Administration Schedule Line Number; and
- the student's demographic information, including birth date and sex.

Insert a copy of the OELA-OSEP letter (from your bulk supplies) in each questionnaire.

You may be required during the preassessment visit to prepare the covers of additional questionnaires for newly enrolled or newly classified SD and/or ELL students. You will need to enter the information listed above on the questionnaire covers and Roster for newly enrolled and newly classified students.

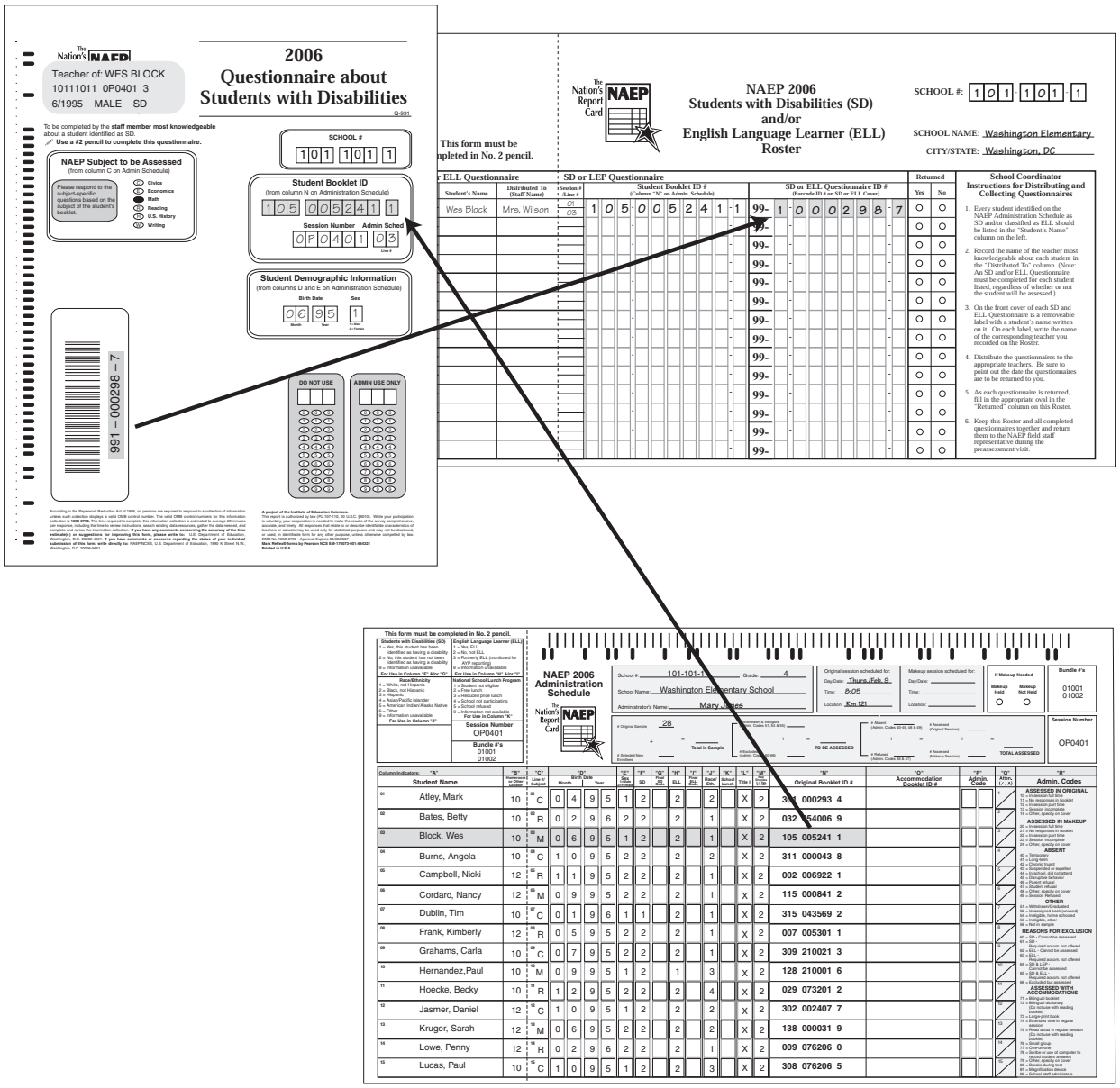
[2] The assessment subject and booklet ID# for each SD and/or ELL student will be downloaded to the SDS around December 14. You will need to access this information to complete the Accommodations Worksheet and the SD/ELL Questionnaires.

2H. Prepare the SD and/or ELL Roster of Questionnaires

In order to prepare the SD and/or ELL Roster of Questionnaires you should begin by recording the school name, School ID Number and city/state from the Administration Schedule. Continue by recording the following for each SD and/or ELL student:

- the student's name,
- the student's 10-digit booklet ID, and
- the corresponding SD and/or ELL Questionnaire ID.

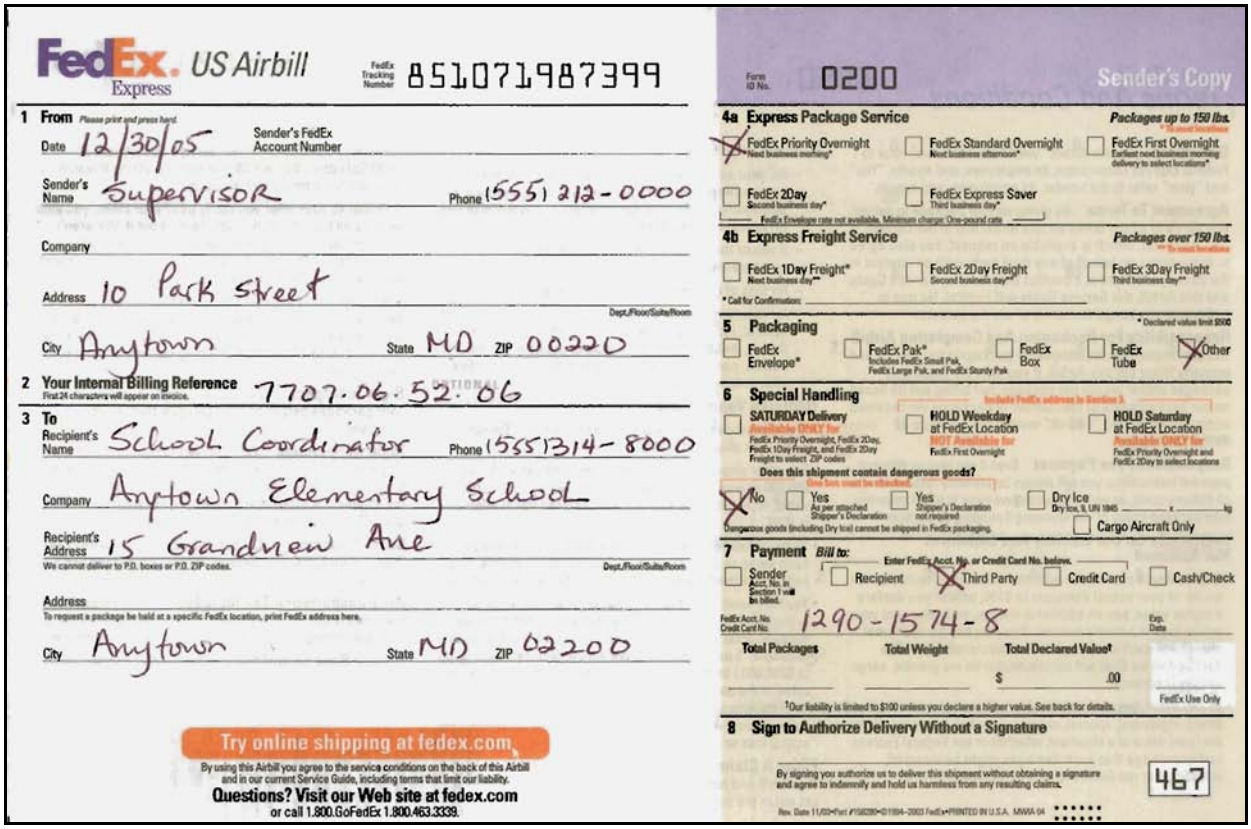
If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.



2I. Ship Preassessment Packets to Schools

You will be shipping the Preassessment Packets to the schools via FedEx. These packets should fit in a small FedEx box and should be sent by express package service using “FedEx Priority Overnight.” The packaging should be “Other Pkg” for a FedEx box. The payment should be “Third Party” using Westat’s FedEx code 1290-1574-8. Enter the project number 7707.06.52.06 in Section 2 for the Internal Billing Reference number. For the materials that are sent to the schools, you will receive bright neon labels that say “Important NAEP Materials” that can be affixed to the outside of the FedEx box. Be sure to save the FedEx tracking numbers in order to track the boxes.

If you need boxes, they can be ordered directly from FedEx (1-800-GO-FEDEX or FedEx.com).


FedEx Express US Airbill
FedEx Tracking Number 851071987399
Form ID No. 0200
Sender's Copy

1 From
Date 12/30/05
Sender's FedEx Account Number
Sender's Name Supervisor
Phone (555) 212-0000
Company
Address 10 Park Street
Dept./Floor/Suite/Room
City Anytown
State MD ZIP 00220

2 Your Internal Billing Reference
First 24 characters will appear on invoice.
7707.06.52.06

3 To
Recipient's Name School Coordinator
Phone (555) 314-8000
Company Anytown Elementary School
Recipient's Address 15 Grandview Ave
We cannot deliver to P.O. boxes or P.O. ZIP codes.
Dept./Floor/Suite/Room
Address
To request a package be held at a specific FedEx location, print FedEx address here.
City Anytown
State MD ZIP 02200

4a Express Package Service
Packages up to 150 lbs.
FedEx Priority Overnight
FedEx Standard Overnight
FedEx First Overnight
FedEx 2Day
FedEx Express Saver

4b Express Freight Service
Packages over 150 lbs.
FedEx 1Day Freight
FedEx 2Day Freight
FedEx 3Day Freight

5 Packaging
FedEx Envelope
FedEx Pak
FedEx Box
FedEx Tube
Other

6 Special Handling
SATURDAY Delivery
HOLD Weekday at FedEx Location
HOLD Saturday at FedEx Location
Does this shipment contain dangerous goods?
No
Yes
Dry Ice
Cargo Aircraft Only

7 Payment Bill to:
Sender
Recipient
Third Party
Credit Card
Cash/Check
FedEx Acct. No. Credit Card No. 1290-1574-8
Total Packages
Total Weight
Total Declared Value
$ .00

8 Sign to Authorize Delivery Without a Signature

467

Try online shipping at fedex.com
Questions? Visit our Web site at fedex.com
or call 1.800.GoFedEx 1.800.463.3339.

Procedure 3. Prepare for the Preassessment Visit Scheduling Telephone Call

Procedure 3 of the QCB provides you with a list of tasks to complete prior to the telephone call to schedule the preassessment visit. This list includes:

- Review the QCB label and SCS to determine the following:
  - the number and type of sessions to be conducted at the school,
  - the school coordinator's name, and
  - the assessment date.
- Determine the approximate length of the preassessment visit, as follows:

  When determining the approximate length of the visit, remember that the average length of time for the preassessment visit per school will vary depending on many factors. A visit may take anywhere from 1 hour to several hours to complete. The purpose for determining the approximate length of the visit is to allow both you and the school coordinator to schedule sufficient time to complete the visit. Use the factors below to help calculate a reasonable estimate of the length of the visit.
  - The grade to be assessed and total number of students selected for the assessment.
  - The status of parent notification. You will need to verify that the parents of selected students have been notified about the assessment. If parents of the selected students have not been notified, you will need to work with the school coordinator to ensure that parents are informed about the assessment as soon as possible and prior to the assessment.
  - The status of the Administration Schedule(s). The more complete the Administration Schedule(s), the shorter the visit. If an Administration Schedule has lots of missing information, it will take longer to review and gather the omitted data.
  - The number of students identified as SD and/or ELL. You will need to work with the school coordinator to determine whether each student identified as SD and/or ELL on the Administration Schedule can be assessed in the regular session with or without accommodations, assessed in a separate session, or cannot be assessed at all. Therefore, if a school has many students with an SD and/or ELL indicator, the visit will take longer. (The completed SD and ELL Questionnaires should be available at the preassessment visit.)
- Identify several dates and times that you will be available to conduct the preassessment visit.
- Review the checklist for the Scheduling Telephone Call in **Procedure 4** of the QCB.
- Have your calendar open and ready for the call.

Procedure 4. Conduct the Preassessment Visit Scheduling Telephone Call

Beginning Monday, December 12, 2005, you must contact each school in your assignment to confirm the assessment date and schedule the preassessment visit. When calling the school, use the checklist for **Procedure 4** in the QCB.

You should contact the schools in your area with the earliest assessment dates first. This telephone call should take no longer than 10 minutes per school, so all of your telephone calls should be completed within a few days. Scheduling telephone calls for all of the schools in your assignment must be completed by Wednesday, December 21, 2005. If you are unable to reach the school coordinator by December 21, report this to your field manager immediately.

At this stage, it is very unlikely that the school will want to change an assessment date. If the school coordinator wants to change the date, your response will depend on your schedule. If you cannot agree on a date when you can cover the assessment with your staff, tell the school coordinator you will need to check with your field manager. This will give you time to review your schedule with your field manager and determine what other options are available.

During the call you will need to:

- introduce yourself;
- state the reason for the call;
- review the date for assessment and the grade(s) being assessed;
- discuss receipt of the Preassessment Packet (should arrive on January 3, 2006);
- suggest a date and time for the preassessment visit (continue suggesting dates/times until a mutually convenient schedule is established). Record the date and time in the space provided in the QCB;
- alert the school coordinator that you will be calling after he/she receives the Preassessment Packet to review the contents, answer questions, and confirm the preassessment visit date/time;
- obtain a direct telephone number for the school coordinator, if available;
- make sure the school coordinator has your full name and contact telephone number; and
- answer any questions.

After the call is over, be sure to enter the following information into the SCS:

- the preassessment date and time; and
- the school coordinator's direct telephone number and email address, if available.

Procedure 5. Prepare for the Preassessment Visit Confirmation Telephone Call

Beginning Tuesday, January 3, 2006, you must conduct a confirmation call with each school. **Procedure 5** of the QCB lists the tasks to complete prior to conducting the confirmation telephone call.

Before conducting the confirmation telephone call, complete the following tasks:

- Verify delivery of the Preassessment Packet to the school—track the package as necessary.
- Review the SCS for the number of teachers recorded.
- Review the checklist for Conducting the Preassessment Visit Confirmation Telephone Call (**Procedure 6** in the QCB).
- Review a map or directions obtained from the Internet to determine if you need to ask the school coordinator for more detailed directions to the school.
- Have your calendar open and ready for the call.

Procedure 6. Conduct the Preassessment Visit Confirmation Telephone Call

Because you will ship the Preassessment Packet via FedEx to all school coordinators on December 30, 2005, you must begin calling schools on January 3, 2006. The purpose of this telephone call is to verify that the packet has been received, to confirm the preassessment visit date, and time, to briefly review the activities that will take place during the visit, and to confirm the number of teachers in the sampled grade for the assessment subjects that require Teacher Questionnaires. If there are students classified as SD and/or ELL on the Administration Schedule(s), you will also remind the school coordinator to distribute the SD and ELL Questionnaires to the school staff most knowledgeable about the SD and/or ELL students. School staff should return these questionnaires to the school coordinator the day before the visit.

Procedure 6 of the QCB presents the steps for conducting this call.

During the call you will need to:

- Introduce yourself.
- Remind the school coordinator of the scheduling call (date).
- Verify the date and time for the preassessment visit.
- If the school coordinator needs to reschedule, continue suggesting dates/times until a mutually convenient schedule is established. Record the date and time in the space provided in the QCB.
- Verify that the school coordinator has received the Preassessment Packet.
    - If the school coordinator has not received the Preassessment Packet, describe what it looks like. If the packet still cannot be located, locate the tracking information from the

School Folder and let the school coordinator know the date and time of delivery, and the name of the person who signed for it. If, for some reason, the packet still cannot be located, verify the school coordinator's shipping address and resend the Preassessment Packet. You will need to reschedule the preassessment visit if there is not enough time for the school coordinator to receive the packet prior to the visit.

- Once the school coordinator has located the package, ask him/her to locate the school coordinator cover letter.
- Review the steps the school coordinator needs to accomplish before the preassessment visit.
  - Step 1. Distribute and collect the SD and/or ELL Questionnaires.
  - Step 2. Review and complete the Student Information Reports:
    - Collect missing data;
    - Verify SD/ELL status; and
    - Complete the Accommodations Worksheet.
  - Step 3. Maintain a List of New Enrollees.
  - Step 4. Send Parent Notification Letters.
- Verify the number of teachers for questionnaire preparation, and record this number in the space provided in the QCB.
- Make sure the school coordinator has your full name and contact telephone number.
- Answer any questions.
- End the call.

After the call is over, be sure to enter the updated preassessment date and time, if necessary, into the SCS.

If you think it is necessary, you may call the school coordinator again a couple of days before the scheduled preassessment visit to remind him/her that you will be at the school for the preassessment visit, as scheduled. You can either speak directly to the school coordinator or leave a message.

Procedure 7. Prepare for the Preassessment Visit

Procedure 7 of the QCB lists the tasks to complete after the confirmation call before the preassessment visit. These tasks are explained below.

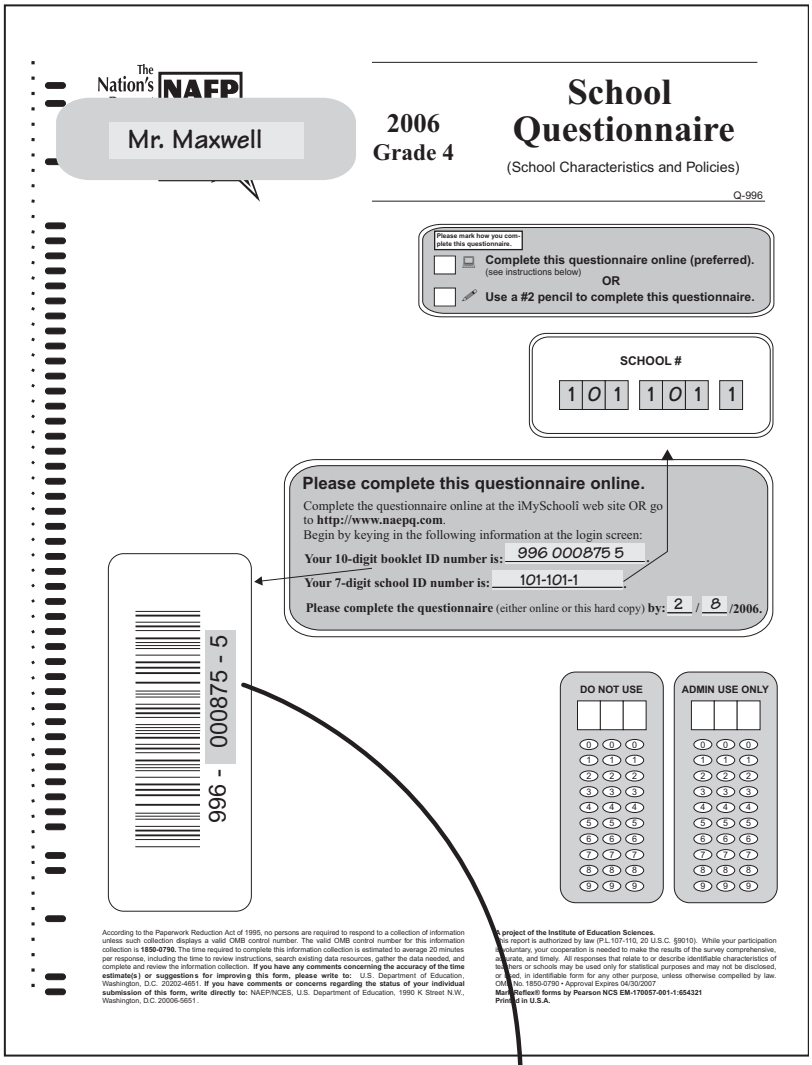
7A. Complete the Questionnaire Covers

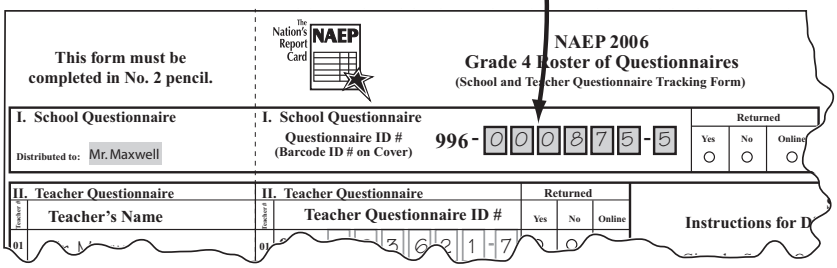
You will need to complete the information on the front of the School and Teacher Questionnaire covers before the preassessment visit.

7A.1 School Questionnaires

To prepare each School Questionnaire cover, you will:

- Write the School ID Number in the box labeled **School #.**
- Fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
- Place a blank removable label in the upper-left corner of the cover.
- Write the principal's name on the label, if known.





7A.2 Teacher Questionnaires

You will prepare the appropriate number and types of Teacher Questionnaires based on the number of subject-area teachers reported in the SCS by the NAEP State Coordinator (public schools) or the gaining cooperation supervisor (nonpublic schools). Before preparing the questionnaires, confirm this number with the school coordinator during the preassessment visit confirmation call.

For grade 4, all teachers of students selected for the assessment will be asked to complete a Teacher Questionnaire. For grade 8, only civics/U.S. history or mathematics teachers of students selected for the assessment will be asked to complete a Teacher Questionnaire. Grade 8 civics/U.S. history teachers will receive the Grade 8 Civics/U.S. History Teacher Questionnaires. Grade 8 mathematics teachers will receive the Grade 8 Mathematics Teacher Questionnaires. For grade 12, only economics teachers of students selected for the assessment will be asked to complete a questionnaire. The economics department head will be given an Economics Department Chair Questionnaire, and grade 12 economics teachers will receive a Grade 12 Economics Teacher Questionnaire.

To prepare the Teacher Questionnaire covers (see exhibit on next page):

- Write the NAEP School ID Number on the cover of the Teacher Questionnaire.
- Fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
- Record the next available Teacher ID# from the Roster of Questionnaires.
- Place a blank removable label in the upper-left corner of the cover.
- You will record the teacher name on the label, during the preassessment visit.

It will be necessary to bring extra grade appropriate questionnaires to the preassessment visit in case the number of teachers reported is incorrect.

7B. Complete the Roster of Questionnaires

In addition to preparing the questionnaires, you will also need to prepare a Roster of Questionnaires for each school as follows:

- Record the School Questionnaire ID number.
- Record the principal's name, if known.
- Record the Economics Department Chair Questionnaire ID number (grade 12 only).
- Enter the Teacher Questionnaire ID for each Teacher Questionnaire prepared for the school on the corresponding Teacher ID# line. (Note: For grade 8, the columns for the Mathematics Teacher Questionnaire ID numbers are on the front of the Roster. The columns for the Civics/U.S. History Teacher Questionnaire ID numbers are on the back of the Roster.)

I. School Questionnaire

Distributed to: Mr. Maxwell

I. School Questionnaire

Questionnaire ID # (Barcode ID # on Cover) 996 - 000875 - 5

Returned		
Yes	No	Online
○	○	○

SCHOOL NAME: Washington

CITY/STATE: Vienna, VA

II. Teacher Questionnaire

Teacher #	Teacher's Name	Teacher #	Teacher Questionnaire ID #	Returned Yes	Returned No	Returned Online
01	Mr. Randall	01	992- 003621 - 7	○	○	○
02		02	992-	○	○	○
03		03	992-			
04		04	992-			

School Coordinator
Instructions for Distributing and Collecting Question

1. Give the School Questionnaire to the principal and point date that it is to be returned to you.

The Nation's NAEP

Mr. Randall

2006
Grade 4

Teacher Questionnaire

U.S. History/Civics, Mathematics

Q-992

Please mark how you complete this questionnaire.

☐ Complete this questionnaire online (preferred). (see instructions below)

OR

☐ Use a #2 pencil to complete this questionnaire.

SCHOOL #	TEACHER #
101 101 1	01

Please complete this questionnaire online.

Complete the questionnaire online at the "MySchool" web site OR go to **http://www.naepq.com**.
Begin by keying in the following information at the login screen:

Your 10-digit booklet ID # is: 992-003621-7.

Your 7-digit school ID number is: 101-101-1. **Your teacher ID # is:** 01.

Please complete the questionnaire (either online or this hard copy) **by:** 2 / 8 /2006.

992 - 003621 - 7

DO NOT USE

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A project of the Institute of Education Sciences.
This report is authorized by law (P.L.107-110, 20 U.S.C. ≈9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0790 ¥ Approval Expires 04/30/2007
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