

10F. Review and Revise the Assessment Schedule

You are responsible for scheduling the AAs on your team. Typically, there are three to five AAs per team. The number of AAs on your team depends on the following factors:

- geographic size of the area;
- anticipated number and size of the sessions;
- schedule of the assessments; and
- any known scheduling problems, such as vacation periods or irregular school schedules.

You developed a tentative AA schedule, which you delivered to your team of AAs at the AA training. After the preassessment visit, you now need to review and revise this schedule as necessary.

To determine the number of AAs required for a school, you must first review the number of regular and accommodation sessions listed on the cover of the QCB. Then, schedule enough AAs to conduct all regular sessions simultaneously. Remember that all subjects, except U.S. history, can be conducted in the same room. The timing and the session scripts for all subjects, except U.S. history, are the same. The U.S. history sessions must be conducted separately from the other subjects due to a different order of sections within the assessment booklet. If accommodation sessions are to be held, make sure you adequately assign AAs to conduct those sessions. You will generally assign one AA per regular or accommodation session. Schedule AA(s) to conduct accommodation sessions after the regular sessions are completed.

In some schools, you will conduct large, combined sessions. It is important that you have the appropriate number of AAs scheduled to conduct and monitor these sessions. Remember that you should not choose to conduct large sessions in order to schedule regular and accommodation sessions simultaneously. Accommodation sessions should be scheduled for later in the day after the regular sessions. This reduces the total number of AAs.

Enter Name of AA(s) on the Front Cover of the QCB

You will enter the AA assignments in the **Contact Summary, Schedule for Regular Assessment Sessions**, and **Schedule for Accommodation Sessions** boxes on the front cover of the QCB on the next page.

Situations That May Affect Your Assessment Schedule

Previous NAEP assessments have taught us that assessments generally run smoothly and according to procedure. On occasion, however, you may encounter a situation that requires special attention, such as those described below. Even though these situations occur infrequently, you must know how to handle them. Remember to document and discuss any unusual situations with your supervisor.

Makeup Sessions

A makeup session is a small session that must be held at a later date if the student attendance at the original session is too low. Chapter 8 of this manual thoroughly describes the procedures associated with makeup sessions. It is best to complete the makeup as soon after the original session as possible. Be sure to examine your calendar to be certain that your schedule will accommodate the date suggested by the school. You may schedule an AA to return to the school to conduct the makeup session without you. In these instances, you must arrange for the AA to return the Session Box to you after the makeup is completed. It is your responsibility to ensure that all booklets have been returned to you by the AA. If the school is eager to get the makeup out of the way but the dates it offers conflict with your team's schedule, talk to your supervisor about the possibility of someone else covering the session.

Accommodation Sessions

Separate accommodation sessions may be conducted for SD and/or ELL students. You will need to be familiar with the differences in the administrative process of these sessions (pages 8.28-8.29), as well as with the allowable accommodations for these students (pages 4.42-4.48). **You should schedule regular sessions to be conducted in the morning and separate accommodation sessions to be conducted afterward to reduce the total number of AAs needed at the school.** In staffing sessions where students will be accommodated, it is important that the AA assigned to the session be comfortable working with special needs children. For example, an AA with a special education background would be ideal.

If students are being accommodated as part of the regular session, the AA administering the session may need additional help. Depending on the nature of the accommodations, an additional AA for every three to five accommodated students might be necessary. Each AA should know in advance the student(s) with whom they will be working and the nature of the accommodation.

When the AA Cannot Conduct the Session

The assessment rules specify that only an individual who attended the AA training session can administer the assessment. The exception to this is when a school staff member administers an accommodation session. This may happen when a school insists that all sessions (regular and accommodation) be conducted at the same time and you do not have enough AAs to staff all the sessions. In this case, ask the school coordinator to assign one or more school staff members to administer the accommodations sessions. These school staff members must sign the Accommodation Teacher Letter shown in Chapter 4. If you do not have enough AAs to staff the sessions in a school, speak with the school coordinator about possibly combining two of the same session types into one large room, such as the cafeteria, or holding the session on the same day at a later time. In this case, ask the school to provide a proctor because the group is

large. **Do not combine sessions into a large session so that an accommodation session can be held at the same time as the regular sessions.**

Rescheduling Sessions Due to Bad Weather

It is possible that in some areas of the country, bad weather could prevent the school from holding a scheduled assessment or prevent you from reaching the school. If a school is closed due to inclement weather, contact the school coordinator the following morning to reschedule. In most situations involving bad weather, you will be in the school's local area the evening before the session. The school's decision to open or delay opening will depend largely on whether the buses can run. If the school opens the following day, you should be able to make it to the session, unless you already have sessions at another school scheduled that day. Be alert for changes in the school's schedule.

The School Postpones the Assessment

If the school coordinator calls to inform you that the school will need to postpone the assessment, you should attempt to reschedule it immediately. Be sure to notify your supervisor of any schedule changes. The changes could have an effect on the schedule in other areas or require the use of a Troubleshooter AA. Troubleshooter AAs are assigned to each territory to assist where needed.

10G. Complete Assessment Information Form

The Assessment Information Form allows you to communicate specific information to your AAs about their assignment. If an AA will conduct more than one session in a school, you should provide detailed information on the sessions that he/she is assigned. On the form, you will record the following:

- the school name and NAEP ID;
- the school address and telephone number;
- the assessment date and time(s);
- the time the AAs should arrive at the school;
- the session number(s) assigned to each AA;
- the room(s) where the session(s) will be held;
- the school coordinator's name;
- directions to the school and where to park once the AAs arrive at the school;
- information about accommodations, such as the number and types in the session;
- instructions for meeting the assessment team; and
- any other pertinent information, such as the policy for dismissing students, how to handle persistently disruptive students, and students who arrive after the session has begun.

You should also record any information about any traumatic events that have affected the school, students or community from Question 8A.9 of the QCB.

SUPERVISOR: Barbara Smith PHONE #: 703-555-2222 REGION/AREA: VA2

ASSESSMENT INFORMATION FORM

ASSESSMENT DATE: 2/9/05 ARRIVAL TIME: 7:05 am

SCHOOL: Washington Elementary School PHONE #: 703-555-2249

ADDRESS: 3800 Washington Blvd., Vienna, VA 22180

SCHOOL COORD: Chris Thomas SCHOOL ID #: 101-101-1

SESSION #	ROOM	TIME	AA	ACCOMMODATIONS
OP0401	121	8:05	Greg	one student extended time regular session
OP0402	309	8:05	Thomas	none
HI0401	211	8:05	Ruth	one student read aloud regular session
OP0401	115	8:05	Linda	accommodation session: two students read aloud small group (math)

DIRECTIONS TO THE SCHOOL: Take 495 to exit 46A - Rt. 123W. Take 123W to Old Courthouse Rd. Make right on Old Courthouse Rd. School is one block up on the right.

PARKING: Park in visitor spaces only!

INSTRUCTIONS FOR MEETING THE ASSESSMENT TEAM: All AAs are to meet supervisor outside main entrance door at 7:05 am sharp!

OTHER INFORMATION (POLICY FOR DISMISSING STUDENTS, HOW TO HANDLE LATECOMERS, ETC.):
Notify teacher when assessment is finished so he/she can dismiss students.
Use intercom beside classroom door to summon help in case of emergency.

*****REMEMBER – ARRIVE AT LEAST ONE HOUR BEFORE ASSESSMENT TIME*****

One form can be filled out for each school. One copy should be distributed to each AA assigned to the school 1 to 2 weeks before each assessment. You should either mail AAs their Assessment Information Forms or give the forms to them in person. The method that you choose will depend on your proximity to the members of your team.

10H. Verify Assessment Materials and Request Any Additional Materials from Pearson or Westat

After each preassessment visit, you will need to check the Session Boxes you received for that school again, gather other materials needed from the bulk supplies, and request additional material, if necessary. It is important to verify school materials immediately after each preassessment visit so you will have adequate time to request and receive additional supplies from Pearson and/or Westat.

You are also responsible for making sure that all assessment materials and supplies to be used during the assessment remain in good condition. If you receive any damaged or misprinted materials or supplies that cannot be used, do not dispose of these materials. Contact Pearson for replacements. All damaged or misprinted booklets must be accounted for and returned to Pearson.

School Materials

Assessment booklets will be packaged in bundles. The number of booklets in the bundle depends on the session type. The bundle sizes for OP and HI sessions are listed in the table below. Each OP box will contain two bundles of booklets. Each HI box will contain two or three bundles of booklets depending on the number of students sampled for the session. A numbered Bundle Slip will be shrink-wrapped with each bundle. The five-digit **Bundle #** on the slip should match the five-digit number printed in the **Bundle #** box in the upper-left and upper-right sections of the Administration Schedule.

Each Bundle Slip will list the three-digit prefixes of the booklets contained in the bundle. These prefixes should match the prefixes printed on the Administration Schedule. The slip will also show the types of additional materials needed for booklets in the bundle. See page 7.85 for an example of the bundle slips.

Grade	Session type	Bundle size
4, 8, 12	OP Sessions	16 booklets
4, 8, 12	HI Sessions	11 booklets



Security and Confidentiality Alert

Remember that you must account for all used and unused Pearson assessment materials throughout the assessment process.

Preassessment Activities

After the completion of each preassessment visit, complete the following steps:

1. Open the school's Session Box(es) and check that the Bundle #s on the Administration Schedule(s) match those included in the shipment.
2. Check the materials in your shipment against the packing lists and Administration Schedule to see that you have sufficient supplies.

The following tables identify the materials that will be packed in each Session Box.

Also, note that calculators and timers are located in your bulk supplies.

Materials for OP Sessions	
Grade 4	
Quantity	Item
2 Bundles	Grade 4 Reading/Mathematics/Civics Booklets (16 per bundle; 32 total booklets)
4	Grade 4 Mathematics Set "K"
4	Grade 4 Mathematics Set "G"
4	Rulers "R"
1	Sign Testing in Progress – Do Not Disturb
2	Rubber bands
36	Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label
1	Return Shipment Instructions
Grade 8	
Quantity	Item
2 Bundles	Grade 8 Reading/Mathematics/Civics/Writing Booklets (16 per bundle; 32 total booklets)
6	Grade 8 Mathematics Set "V"
4	Grade 8 Mathematics Set "G"
8	Protractor/Rulers "P"
5	Grade 8 Writing Brochures "B"
1	Sign Testing in Progress – Do Not Disturb
2	Rubber bands
36	Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label
1	Return Shipment Instructions

Grade 12	
Quantity	Item
2 Bundles	Grade 12 Civics/Economics/Writing Booklets (16 per bundle; 32 total booklets)
6	Ballot "X"
5	Grade 12 Writing Brochure "D"
1	Sign Testing in Progress – Do Not Disturb
2	Rubber bands
36	Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label
1	Return Shipment Instructions
Materials for HI Sessions	
Grade 4	
Quantity	Item
2 or 3 Bundles	Grade 4 U.S. History Booklets (11 per bundle; 22 or 33 total booklets)
1	Sign " Testing in Progress – Do Not Disturb "
2	Rubber bands
36	Pencils
22 or 33	Preprinted Student ID Labels
1	Return Shipment Label
1	Return Shipment Instructions
Grade 8	
Quantity	Item
2 or 3 Bundles	Grade 8 U.S. History Booklets (11 per bundle; 22 or 33 total booklets)
1	Sign " Testing in Progress – Do Not Disturb "
2	Rubber bands
36	Pencils
22 or 33	Preprinted Student ID Labels
1	Return Shipment Label
1	Return Shipment Instructions
Grade 12	
Quantity	Item
2 or 3 Bundles	Grade 12 U.S. History Booklets (11 per bundle; 22 or 33 total booklets)
1	Sign " Testing in Progress – Do Not Disturb "
2	Rubber bands
36	Pencils
22 or 33	Preprinted Student ID Labels
1	Return Shipment Label
1	Return Shipment Instructions

Bulk Supplies

The remaining assessment materials are general or bulk supplies. General or bulk supplies refer to materials that you may or may not need at each session. Most of these materials will come from Pearson, but a few will come from Westat.

Pearson Bulk Supplies

You will need to use the timers from your Pearson bulk supplies for every assessment. You will also frequently use the calculators. The remaining bulk materials are for you to use if you need extra materials for your sessions. A complete list of Pearson bulk supplies is provided on pages 7.76-7.77.

Student Booklets

Your Pearson bulk supplies will include the following assessment and accommodation booklets:

- grade 4 and grade 8 school assessment booklets for operational sessions (OP and HI); and
- grade 4 and grade 8 read-aloud/small group booklets.

If you discover during the preassessment visit that you will need additional assessment booklets for grade 12 sessions, you must contact Pearson to place an order.

You will also need to request the following accommodation booklets not included in your bulk supplies from Pearson:

- large-print booklets for operational (civics; U.S. history; economics) and field test (reading; mathematics) subjects (booklets for writing will need to be enlarged using the school's equipment, as writing is a pilot test subject);
- bilingual booklets for mathematics; and
- read-aloud/small group booklets (**NOTE:** You will be given a few bundles of grade 4 and grade 8 read-aloud/small group booklets in your bulk supplies. If additional booklets or different booklet version numbers are needed, you must request them from Pearson.)

When there is more than one student requiring small group/read aloud of a given subject, you must look to see if any of the students have an original booklet version number that matches the read-aloud booklet versions in your bulk supplies and use that first. If none of the originally assigned booklets version numbers match the read-aloud booklets in your bulk supplies, you should assign the next version number from your bulk supplies. More information on read-aloud booklets is found on page 4.45. (**Reminder: There is no read-aloud reading booklet.**)



You must account for all of the regular and accommodation booklets that you receive in your bulk supplies or via short shipment from Pearson. Using the Pearson Materials Tracking System (MTS), you will need to indicate that you received all of the booklets shipped to you. Refer to the *SCS User's Guide* for detailed instructions on using the MTS.

You should also use the Bulk Security Checklist (shown on the following page) to keep track of the booklets included in your bulk supplies.

This is your responsibility to be sure that you have a sufficient number of the appropriate assessment materials needed for each school and that you can account for all of these materials (used and unused) when the assignment is completed.

You may not, under any circumstances, borrow or lend booklets from another Session Box.

NAEP 2005 Bulk Security Checklist

Supervisor: Mr. Smith		Seq. # 001			
Region #: IA01					
Bundle #	Received	Date Issued	School/Session	Date/Time Returned	Tracking Number
Book ID's					
90001					
1310000091	_____	_____	_____	_____	_____
0010000000	_____	_____	_____	_____	_____
1960000000	_____	_____	_____	_____	_____
0040000060	_____	_____	_____	_____	_____
0900450680	_____	_____	_____	_____	_____
0157534689	_____	_____	_____	_____	_____
0091123794	_____	_____	_____	_____	_____
0171234567	_____	_____	_____	_____	_____
1360005594	_____	_____	_____	_____	_____
1340023364	_____	_____	_____	_____	_____
1340078532	_____	_____	_____	_____	_____
1310000666	_____	_____	_____	_____	_____
0160011189	_____	_____	_____	_____	_____
0043333365	_____	_____	_____	_____	_____
0204444835	_____	_____	_____	_____	_____
1360452189	_____	_____	_____	_____	_____
1333333789	_____	_____	_____	_____	_____
80001					
1310000091	_____	_____	_____	_____	_____
0010000000	_____	_____	_____	_____	_____
1960000000	_____	_____	_____	_____	_____
0040000060	_____	_____	_____	_____	_____
0900450680	_____	_____	_____	_____	_____
0157534689	_____	_____	_____	_____	_____
0091123794	_____	_____	_____	_____	_____
0171234567	_____	_____	_____	_____	_____
1360005594	_____	_____	_____	_____	_____
1340023364	_____	_____	_____	_____	_____
1340078532	_____	_____	_____	_____	_____
1310000666	_____	_____	_____	_____	_____
0160011189	_____	_____	_____	_____	_____
0043333365	_____	_____	_____	_____	_____
0204444835	_____	_____	_____	_____	_____
1360452189	_____	_____	_____	_____	_____
1333333789	_____	_____	_____	_____	_____

Instructions: This form is for your use only. Do not return to Pearson.
 The "Received" column is to record the date you received the books from Pearson
 The "Date Issued" column is to record the date you used book.
 The "School/Session" column is to record school number and session number.
 The "Date/Time Returned" column is to record date returned to Pearson.
 The "Tracking Number" column is to record the tracking number used to return the book(s).

The bulk supplies you will receive from Pearson are shown below and on the following page.

Pearson Bulk Supplies	
General Bulk Supplies from Pearson	
Quantity	Item
1	Tape Dispenser
3 Rolls	Sealing Tape
8	Digital Timer
1 Package of 4	AA Batteries
15	Supplemental Shipping Envelopes
5	Sign “Testing in Progress – Do Not Disturb”
5	Materials Request Form
15	Rubber Bands
1	Bulk Security Checklist
5	Ziplock Bags (10”x13”)
10	Return Mailing Labels (for bulk materials only)
1 Set	Pencils (36 per set)
Bulk Reading, Mathematics, Writing, and Civics Ancillary Materials from Pearson	
Quantity	Item
55	Grade 4 Simple Calculators TI-108 “C” (Blue)
55	Grade 8/12 Scientific Calculators TI-30 “C” (Gray)
4	Grade 4 Mathematics Set “K”
4	Grade 4 Mathematics Set “G”
4	Rulers “R”
6	Grade 8 Mathematics Set “V”
4	Grade 8 Mathematics Set “G”
8	Protractors “P”
5	Grade 8 Writing Brochure “B”
6	Grade 12 Ballot “X”
5	Grade 12 Writing Brochure “D”

Other Bulk Supplies	
Quantity	Item
10	Administration Schedules (blank)
10	Grade 4 Roster of Questionnaires (blank)
10	Grade 8 Roster of Questionnaires (blank)
10	Grade 12 Roster of Questionnaires (blank)
50	Supplemental SD and/or LEP Rosters
20	Grade 4 School Questionnaire
20	Grade 8 School Questionnaire
20	Grade 12 School Questionnaire
50	Grade 4 Teacher Questionnaire
50	Grade 8 Mathematics Teacher Questionnaire
50	Grade 8 U.S. History/Civics Teacher Questionnaire
20	Grade 12 Economics Teacher Questionnaire
20	Grade 12 Economics Department Chair Questionnaire
200	SD Questionnaires
150	ELL Questionnaires
1 Bundle	Grade 4 OP Booklets (16 per bundle)
1 Bundle	Grade 8 OP Booklets (16 per bundle)
1 Bundle	Grade 12 OP Booklets (16 per bundle)
1 Bundle	Grade 4 HI Booklets (11 per bundle)
1 Bundle	Grade 8 HI Booklets (11 per bundle)
1 Bundle	Grade 12 HI Booklets (11 per bundle)
9 Bundles	Grade 4 Read-Aloud Booklets (5 per bundle)
4 Bundles	Additional Grade 4 Read-Aloud Booklets if assigned (5 per bundle)
12 Bundles	Grade 8 Read-Aloud Booklets (5 per bundle)
7 Bundles	Additional Grade 8 Read-Aloud Booklets if assigned (5 per bundle)

The bulk supplies you will be receiving from Westat are listed below.

Westat Bulk Supplies
Publications
Summary of Activities – Public
Summary of Activities – Nonpublic
Teacher’s Guide to NAEP
Sample Questions Booklet
MySchool Web Site Brochure and Folder
Mathematics Framework
Reading Framework
Writing Framework
Civics Framework
U.S. History Framework
Economics Framework
Forms and Materials
NAEP Storage Envelope
“Destroy by” Postcards
Student ID Labels [blank]
Student Appreciation Certificates
Session Debriefing Forms
School Certifications of Appreciation
Blank School Folders
AA Identification Badges and Lanyards*
AA Assessment Information Forms
Teacher Observer Letter
Accommodations Teacher Letter
AA Checklist for Makeup Sessions
Administrative Material
T&E Envelopes*
Trip and Expense Reports

* Distribute these items to the AAs on your team.

Request Additional Materials, If Necessary

If you discover that you need additional materials, you should first use the extra materials sent in your bulk supplies. If you deplete your bulk supplies, contact either Pearson or Westat, depending on the material you need.

Each company maintains a Materials Ordering Site (MOS) that can be accessed from the MyNAEP web site and will enable you to order materials by completing an electronic order form. You may place orders on both the Westat and Pearson sites 24 hours a day, 7 days a week. However, note that overnight orders from Pearson must be placed by 3:00 p.m. CST. Detailed instructions for using the Materials Ordering Sites for both Pearson and Westat are provided in the *SCS User's Guide*.

You may also request materials from Pearson via telephone or e-mail. Before you call or e-mail Pearson, complete the Materials Request Form (shown on the following page) included in your bulk supplies from Pearson. To place your order, or if you need to speak with someone about an order you placed on the MOS, contact Westat or Pearson at the telephone numbers or e-mail addresses shown below.

Contact method	Westat	Pearson
Telephone	301-330-7079 (Warehouse) 1-888-499-6237 (Help Desk)	1-888-627-6237
E-mail	NAEPWarehouse@Westat.com	NAEP@pearson.com

The Pearson NAEP Help Desk is available between 7:00 a.m. and 4:30 p.m. CST. The Westat Warehouse is available between 9:00 am and 5:30 pm EST. The Westat Help Desk is available between 8:00 a.m. and 8:00 p.m. EST.

If you need additional materials that are listed under Westat bulk supplies, e-mail your supervisor with the exact name and quantity of the material you are requesting. You should also include the address to which the materials should be shipped.

Procedure 11. Complete Activities Immediately Before Assessment Day

To be prepared for the school's assessment, you will need to complete the following procedures immediately preceding the assessment day.

11A. Review Accommodation Codes

During the preassessment visit, you entered accommodation codes for each student who required an accommodation. Review the accommodation codes to make sure that every student who requires an accommodation is coded as such. It is absolutely critical that these codes are accurate.

2006 NAEP MATERIALS REQUEST FORM

*E-mail Address: naepmaterials@pearson.com

*Phone Number: 1-888-627-NAEP (6237)

Date: _____ Date Needed: _____ Test Date: _____ School #: _____

Name: _____ Region/Area #: _____

Ship To Address: _____ School Name: _____

STREET ADDRESS (Do not use a P.O. Box)

CITY, STATE, ZIP CODE

Phone Number: () _____ - _____ E-mail Address: _____

Quantity	Units	Description	Quantity	Units	Description
		Added Session			Accommodation Books – cont.
	Box	Grade 4 OP			Grade 8 OP, cont.
	Box	Grade 4 HI		Each	- TB, Gr8, W201B, Read Aloud
	Box	Grade 8 OP		Each	- TB, Gr8, W202B, Read Aloud
	Box	Grade 8 HI		Each	- TB, Gr8, W203B, Read Aloud
	Box	Grade 12 OP		Each	- TB, Gr8, C301, Large Print
	Box	Grade 12 HI		Each	- TB, Gr8, M116, Large Print
		Accommodations Books		Each	- TB, Gr8, R009, Large Print
		Grade 4 OP		Each	- TB, Gr8, Math, Bilingual, Part1/2
	Each	- TB, Gr4, C301, Read Aloud			Grade 8 HI
	Each	- TB, Gr4, C305, Read Aloud		Each	- TB, Gr8, H501, Read Aloud
	Each	- TB, Gr4, C309, Read Aloud		Each	- TB, Gr8, H505, Read Aloud
	Each	- TB, Gr4, M103GK, Read Aloud		Each	- TB, Gr8, H509, Read Aloud
	Each	- TB, Gr4, M105K, Read Aloud		Each	- TB, Gr8, H513, Read Aloud
	Each	- TB, Gr4, M106KC, Read Aloud		Each	- TB, Gr8, H517, Read Aloud
	Each	- TB, Gr4, M112C, Read Aloud		Each	- TB, Gr8, H520, Large Print
	Each	- TB, Gr4, M113, Read Aloud			Grade 12 OP
	Each	- TB, Gr4, M118R, Read Aloud		Each	- TB, Gr12, C301, Read Aloud
	Each	- TB, Gr4, M119R, Read Aloud		Each	- TB, Gr12, C305X, Read Aloud
	Each	- TB, Gr4, C305, Large Print		Each	- TB, Gr12, C309, Read Aloud
	Each	- TB, Gr4, M116, Large Print		Each	- TB, Gr12, C313, Read Aloud
	Each	- TB, Gr4, R034, Large Print		Each	- TB, Gr12, E601, Read Aloud
	Each	- TB, Gr4, Math, Bilingual, Part1/2		Each	- TB, Gr12, E605, Read Aloud
		Grade 4 HI		Each	- TB, Gr12, E609, Read Aloud
	Each	- TB, Gr4, H501, Read Aloud		Each	- TB, Gr12, E613, Read Aloud
	Each	- TB, Gr4, H505, Read Aloud		Each	- TB, Gr12, E617, Read Aloud
	Each	- TB, Gr4, H509, Read Aloud		Each	- TB, Gr12, W201D, Read Aloud
	Each	- TB, Gr4, H502, Large Print		Each	- TB, Gr12, W202D, Read Aloud
		Grade 8 OP		Each	- TB, Gr12, W203D, Read Aloud
	Each	- TB, Gr8, C301, Read Aloud		Each	- TB, Gr12, C310, Large Print
	Each	- TB, Gr8, C305, Read Aloud		Each	- TB, Gr12, E615, Large Print
	Each	- TB, Gr8, C309, Read Aloud			Grade 12 HI
	Each	- TB, Gr8, C313, Read Aloud		Each	- TB, Gr12, H501, Read Aloud
	Each	- TB, Gr8, M103GV, Read Aloud		Each	- TB, Gr12, H505, Read Aloud
	Each	- TB, Gr8, M105V, Read Aloud		Each	- TB, Gr12, H509, Read Aloud
	Each	- TB, Gr8, M106VC, Read Aloud		Each	- TB, Gr12, H513, Read Aloud
	Each	- TB, Gr8, M112C, Read Aloud		Each	- TB, Gr12, H507, Large Print
	Each	- TB, Gr8, M113C, Read Aloud			
	Each	- TB, Gr8, M118P, Read Aloud			
	Each	- TB, Gr8, M119P, Read Aloud			

*Please use this form when ordering materials.

TO BE COMPLETED BY PEARSON

Date/Method Order Sent: _____ Order Entered by: _____

NA00011726

Page 2 of 2

*E-mail Address: naepmaterials@pearson.com

*Phone Number: 1-888-627-NAEP (6237)

Date: _____ Date Needed: _____ Test Date: _____ School #: _____

Name: _____ Region/Area # _____

Ship To Address: _____ School Name: _____

STREET ADDRESS (Do not use a P.O. Box)

CITY, STATE, ZIP CODE

Phone Number: () _____ - _____ E-mail Address: _____

Quantity	Units	Description	Quantity	Units	Description
		Bulk Materials			Tracking Forms
	Bundle	Gr4, OP, Bndl – 16		Each	Administration Schedule, 2006
	Bundle	Gr4, HI, Bndl – 11		Each	Gr4 Roster of Questionnaires, 2006
	Bundle	Gr8, OP, Bndl – 16		Each	Gr8 Roster of Questionnaires, 2006
	Bundle	Gr8, HI, Bndl – 11		Each	Gr12 Roster of Questionnaires, 2006
	Bundle	Gr12, OP, Bndl – 16		Each	SD and ELL Roster, 2006
	Bundle	Gr12, HI, Bndl - 11			
	Set	Ancillary Materials, Gr4, Math			Questionnaires
	Set	Ancillary Materials, Gr8		Pkg	Gr4 Teacher Questionnaires, Pkg – 25
	Set	Ancillary Materials, Gr12		Pkg	Gr8 Math Teacher Questionnaire, Pkg – 25
	Box	Pencils, #2, Set of 36		Pkg	Gr8 HC, Teacher Questionnaire, Pkg – 25
	Set	Set “K”, Gr4, Foam Shapes		Pkg	Gr12 Econ Teacher Questionnaire, Pkg – 20
	Set	Gr4 Math Set “G”		Pkg	Gr12 Dept. Chair Questionnaire, Pkg – 20
	Each	Rulers “R”		Pkg	Gr4 School Questionnaire, Pkg – 20
	Set	Set “V”, Gr8, Box w/protractor		Pkg	Gr8 School Questionnaire, Pkg – 20
	Set	Gr8 Math Set “G”		Pkg	Gr12 School Questionnaire, Pkg – 20
	Each	Protractors “P”		Pkg	SD Questionnaire, Pkg – 50
	Each	Gr8 Writing Brochures “B”		Pkg	ELL Questionnaire, Pkg - 50
	Each	Gr12 Ballot “X”			
	Each	Gr12 Writing Brochures “D”			
	Each	Calculators, TI-108 (blue)			
	Each	Calculators, TI-30, (gray)			
	Each	Digital Timers			
	Pkg.	AA Batteries, pkg – 4			
	Each	Rubber Bands			
	Each	Tape Dispenser			
	Roll	Sealing Tape Rolls			
	Each	Supplemental Shipping Envelopes			
	Label	Return Mailing Labels, Bulk			
	Label	Return Mailing Labels, Sessions			
	Each	Sign, “Testing in Progress”			
	Each	10 x 13 Ziplock Bag			
	Each	Materials Request Form			

*Please use this form when ordering materials

TO BE COMPLETED BY PEARSON

Date/Method Order Sent: _____ Order Entered by: _____

NA00011726

11B. Assign Accommodation Booklets

After you have reviewed the accommodation codes, you will need to assign an accommodation booklet to each student requiring a separate accommodation booklet. **It is important that the accommodation booklets you assign are for the correct session type. Pay special attention to the O for operational, or P for pilot, printed in the upper-right corner of each assessment booklet.** The following accommodations require separate accommodation booklets:

- Bilingual booklet (mathematics only): Code 71;
- Large-print booklet (operational only): Code 73; and
- Small-group booklet (when more than one student in a given subject requires the small group accommodation): Code 76.

To assign an accommodation booklet, enter the appropriate accommodation booklet ID number in column **O** on the Administration Schedule (labeled Accommodation Booklet ID #). Repeat for each student requiring a separate accommodation booklet.

Column "O"

Student Name	Grade	Session	Booklet ID #	Accommodation Booklet ID #	Admin. Code	Admin. Codes	
Atley, Mark	10	C	04951222221X2	301 000293		ASSESSED IN ORIGINAL	
Bates, Betty	10	R	0296222211X2	032 054006 9	5 1	ASSESSED IN MAKEUP	
Block, Wes	10	M	069512212X2	105 005241 1	113 000293 4	7 6	OTHER
Burns, Angela	10	C	10952222121X2	311 000043 8		ASSESSED WITH ACCOMMODATIONS	
Campbell, Nicki	12	R	1195222211X2	002 006922 1		ASSESSED WITH ACCOMMODATIONS	
Cordaro, Nancy	12	M	0995222211X2	115 000841 2		ASSESSED WITH ACCOMMODATIONS	
Dubin, Tim	10	C	01961122213X2	315 043569 2		ASSESSED WITH ACCOMMODATIONS	
Frank, Kimberly	12	R	0595222211X2	007 005301 1		ASSESSED WITH ACCOMMODATIONS	
Grahams, Carla	10	C	0795222211X2	309 210021 3		ASSESSED WITH ACCOMMODATIONS	
Hernandez, Paul	10	M	0995122131X2	128 210001 6	6 2	ASSESSED WITH ACCOMMODATIONS	
Hoecke, Becky	10	R	12952221242X2	029 073201 2	5 5	ASSESSED WITH ACCOMMODATIONS	
Jasmer, Daniel	12	C	1095122221X2	302 002407 7		ASSESSED WITH ACCOMMODATIONS	
Kruger, Sarah	12	M	0695222221X2	138 000031 9		ASSESSED WITH ACCOMMODATIONS	
Lowe, Penny	12	R	0296222211X2	009 076206 0		ASSESSED WITH ACCOMMODATIONS	
Lucas, Paul	10	C	1095122231X2	308 076206 5		ASSESSED WITH ACCOMMODATIONS	

11E. Perform QC Check of the Prepared Booklets

Once AAs have finished preparing the booklets, you are responsible for conducting a QC check of the booklets.

The AA team should also conduct its own QC check to make sure the booklets have been prepared properly, but you are responsible for the final check of the booklets for each session.



To conduct this final QC check, thumb through the booklets and conduct a “spot check” to see that the booklets have been prepared correctly. As a general rule, check every third or fourth booklet in each stack and run each booklet through the comprehensive series of checks provided below.

Steps 11E.1 through 11E.8 will help you to identify any major errors with booklet preparation. If you find any errors, consult the AA immediately, and together with the AA, check each booklet to make sure that the same error has not been repeated.

Once you have completed the QC check of the booklets, report the status of the materials in the QCB. If the requirement has not been met or has been partially met, please provide an explanation in the space provided.

To conduct a thorough QC check of booklets, complete the following steps:

11E.1 Ensure that the AA has prepared the correct booklets for the session.

The prefix numbers of the booklet IDs that are printed on the bundle slips will match the numbers that are printed in column **N** on the Administration Schedule. The bundle slip numbers will also match those preprinted in the upper-left and upper-right corners of the Administration Schedule, as shown in the example on the next page.

11E.2 Verify that the preprinted labels have been affixed to the front cover of every assessment booklet.

Thumb through the prepared booklets and spot check the booklets to confirm that every assessment booklet has a preprinted label affixed to it.

11E.3 Verify that the booklet ID number on the preprinted label matches the booklet ID number on the Administration Schedule and the booklet cover.

Check the booklet ID number to be sure it matches the Administration Schedule in column **N**, labeled **Original Booklet ID #**, or column **O**, labeled **Accommodation Booklet ID #**.

Next, check that the ID number on the affixed label and the ID number printed on the booklet cover match.

If the student has been assigned a separate accommodation booklet, the AA should write the accommodation booklet ID number on the affixed label.

NAEP 2006 ASSESSMENT - GRADE 4
 TYPE OP (READ/MATH/CIVICS)
 BUNDLE #: 01002
 INVENTORY #: NA00011618

FOAM SHAPES "K" 311
 RULER "R" 146 CR

NAEP 2006 ASSESSMENT - GRADE 4
 TYPE OP (READ/MATH/CIVICS)
 BUNDLE #: 01001
 INVENTORY #: NA00011618

FOAM SHAPES "K"

301
032
105 K
311
002
115
315
007
309
128
029
302
138 K
009
308
148 K

000001002 - 5

000001001 - 2

This form must be completed in No. 2 pencil.

Students with Disabilities (SD)
 1 = Yes, this student has been identified as having a disability
 2 = No, this student has not been identified as having a disability
 9 = Information unavailable

English Language Learner (ELL)
 1 = Yes, ELL
 2 = No, Not ELL
 9 = Information unavailable

Race/Ethnicity
 1 = White, not Hispanic
 2 = Black, not Hispanic
 3 = Hispanic
 4 = Asian/Pacific Islander
 5 = American Indian/Alaska Native
 6 = Other
 9 = Information unavailable

National School Lunch Program
 1 = Student not eligible
 2 = Free lunch
 3 = Reduced price lunch
 4 = School not participating
 5 = School refused to participate
 9 = Information unavailable

Session Number
 OP0401

Bundle #'s
 01001
 01002

NAEP 2006 Administration Schedule

School #: 101-101-1 Grade: 4
 School Name: Washington Elementary School
 Administrator's Name: Mary Jones

Original session scheduled for: Day/Date: Thurs./Feb. 9
 Time: 8:05
 Location: Rm 121

Makeup session scheduled for: Day/Date: _____
 Time: _____
 Location: _____

If Makeup Needed: Makeup Held Makeup Not Held

Original Sample: 28
 # Selected New Samples: 2
 Total in Sample: 30

Absent (Admin. Codes 40-43 & 49): 2
 # Excluded (Admin. Codes 51 & 52): 1
 # Returned (Admin. Codes 60-65): 1

Assessed (Original Session): _____
 # Assessed (Makeup Session): _____
 TOTAL ASSESSED: _____

Session Number: OP0401

Student Name	Line #	Subject	Month	Year	"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"	Admin. Code	Admin. Codes	
Atley, Mark	01	C	0	4	9	5	1	2		2	2	1	X	2	301	000293	4	
Bates, Betty	02	R	0	2	9	6	2	2		2	1	1	X	2	032	054006	9	
Block, Wes	03	M	0	6	9	5	1	2		2	1	2	X	2	105	005241	1	
Burns, Angela	04	C	1	0	9	5	2	2		2	1	2	1	X	2	311	000043	8
Campbell, Nicki	05	R	1	1	9	5	2	2		2	1	1	X	2	002	006922	1	
Cordaro, Nancy	06	M	0	9	9	5	2	2		2	1	1	X	2	115	000841	2	
Dublin, Tim	07	C	0	1	9	6	1	1	2	2		1	3	X	2	315	043569	2
Frank, Kimberly	08	R	0	5	9	5	2	2		2	1	1	X	2	007	005301	1	
Grahams, Carla	09	C	0	7	9	5	2	2		2	1	1	X	2	309	210021	3	
Hernandez, Paul	10	M	0	9	9	5	1	2		1	3	1	X	2	128	210001	6	
Hoেকে, Becky	11	R	1	2	9	5	2	2	1	2		4	2	X	2	029	073201	2
Jasmer, Daniel	12	C	1	0	9	5	1	2		2	2	1	X	2	302	002407	7	
Kruger, Sarah	13	M	0	6	9	5	2	2		2	2	1	X	2	138	000031	9	
Lowe, Penny	14	R	0	2	9	6	2	2		2	1	1	X	2	009	076206	0	
Lucas, Paul	15	C	1	0	9	5	1	2		2	3	1	X	2	308	076206	5	

Column Indicators: "A" "B" "C" "D" "E" "F" "G" "H" "I" "J" "K" "L" "M" "N" "O" "P" "Q" "R"

Reasons for Exclusion:
 10 = In session full time
 11 = No response in booklet
 12 = In session part time
 13 = Session incomplete
 14 = Other, specify on cover

ASSESSED IN MAKEUP
 20 = In session full time
 21 = No response in booklet
 22 = In session part time
 23 = Session incomplete
 24 = Other, specify on cover

ABSENT
 40 = Temporary
 41 = Long term
 42 = Chronic absent
 43 = Suspended or expelled
 44 = In school, did not attend
 45 = Chronic behavior
 46 = Parent refusal
 47 = Chronic behavior
 48 = Other, specify on cover
 49 = Session incomplete

OTHER
 51 = Withdrawn/Excluded
 52 = Unassigned book (unused)
 54 = Multiple home attempted
 55 = Multiple oral
 56 = Not in sample

REASONS FOR EXCLUSION
 60 = SD
 61 = SD
 62 = ELL - Cannot be assessed
 63 = ELL - Cannot be assessed
 64 = SD & LEP - not assessed
 65 = SD & ELL
 66 = Excluded but assessed

ASSESSED WITH ACCOMMODATIONS
 71 = Braille
 72 = Braille dictionary
 73 = Large print book
 74 = Extended time in regular session
 75 = Read aloud in regular session (do not use with reading booklets)
 76 = Small group
 77 = One-on-one
 78 = Scribe or use of computer to record student answers
 79 = Other, specify on cover
 80 = Braille student answer
 81 = Magnification device
 82 = Special test administrators

11E.4 Verify that students who require accommodation booklets in the regular session have the accommodation booklet substituted for the original booklet in the stack.

Every student who will receive an accommodation booklet will have an Accommodation Booklet ID # assigned to him/her in column **O** labeled **Accommodation Booklet ID #** on the Administration Schedule.

Verify that for each student who has been assigned an accommodation booklet the original booklet has been removed from the pile and the accommodation booklet is in its place.

The original booklet should be coded with a **52** on the cover and set aside.

11E.5 Verify that the accommodation booklets for students who will be assessed in a separate accommodation session have been pulled from the stack and banded together for the accommodation session.

If a student will be assessed in a separate accommodation session, these booklets will be kept separate for the accommodation session, preferably banded together and stored in the Session Box.

11E.6 Verify that any booklets assigned to ineligible, withdrawn, parent refusals, student refusals, or excluded students have been pulled from the stack and banded together.

Check the Administration Code in column **P** on the Administration Schedule to see if codes of **46 – 47, 51, 54 – 55, or 60 – 65** have been entered.

The booklets corresponding to students with these codes should be pulled from the stack and banded together.

Check to see that these booklets have the corresponding Administration Code written on the preprinted label.

Make sure that the Administration Code in column **P** of the Administration Schedule matches the Administration Code written on the booklet cover.

11E.7 Ensure that the booklets are in Administration Schedule order.

AAs should record each student's line number and session number in the upper-right corner of the booklet. Conduct a spot check of the booklets to make sure that they are in the proper Administration Schedule order.

11E.8 Ensure that the booklets have been banded together and the Administration Schedule is on top of the stack of booklets.

This will ensure that the booklets will not get mixed up or separated prior to the final steps of preparation on assessment day.

11F. Review the Quality Control Booklet

Review Part 1 of the QCB to ensure that all the preassessment activities have been completed. If you have omitted something, correct it now.

- Make note of the information that you need to collect from the school coordinator when you arrive at the school;
- Review the date, day, and time of the assessment;
- Review directions to the school and parking instructions;
- Review the Assessment Information Form that you prepared for your team to verify that it is complete; and
- Verify which AAs will administer each session at the school.

11G. Review Materials in the School Folder

Review the materials in the School Folder to ensure that you bring the correct materials for the school. You should verify that you have the Administration Schedule(s) for the school, and all of the other critical documents that should be included in the School Folder. The School Folder contents are listed on pages 7.2-7.3 and on the inside of the School Folder.

11H. Perform a Final Check of Assessment Materials

You should check your packed assessment materials one more time to verify that you have the correct box(es) of materials from Pearson for the school as well as any additional materials that you will need for assessment day, including copies of the Administration Schedule(s) and Roster(s) for each AA. The following page shows a comprehensive list of what's required from your session and bulk supplies for every assessment conducted at a school. You can't be too careful! It is better to check your materials several times than to arrive at the school with the wrong assessment materials.

Reminder: Pearson packed each Session Box with the average number of ancillary items needed for a session. There will be sessions in your assignment that require more ancillaries than what is provided in the Session Box. Therefore, it is important you provide the additional materials you received in your bulk supplies for AAs to use, identified in the table on the next page, when preparing the booklets and conducting assessments.

11I. Review Security and Confidentiality Procedures

It is your responsibility to account for all assessment materials you receive. Review the following guidelines before each assessment day:

- Work carefully and keep accurate records of materials used as you work through your assignment.
- Never lend unused booklets to other NAEP staff or school staff.
- Never leave completed or unused assessment booklets or other NAEP materials at the school overnight. Take everything with you when you leave the school. If you leave the

school between sessions, take all of these materials with you and lock them in the trunk of your car. If you leave the preparation room provided by the school, take the materials with you. NAEP materials must never be left unattended, even for a quick trip to the restroom.

- Account for all used and unused materials when the assignment is completed.

Materials for Each Grade 4 Session	Materials for Each Grade 8 Session	Materials for Each Grade 12 Session
<ul style="list-style-type: none"> Original Administration Schedule 1 copy of the Roster of Questionnaires 1 box of session materials Timer Student Appreciation Certificates Accommodation booklets, if necessary Additional booklets assigned to students added to the Administration Schedule, if necessary Session Debriefing Form “Testing In Progress” sign 	<ul style="list-style-type: none"> Original Administration Schedule 1 copy of the Roster of Questionnaires 1 box of session materials Timer Accommodation booklets, if necessary Additional booklets assigned to students added to the Administration Schedule, if necessary Session Debriefing Form “Testing In Progress” sign 	<ul style="list-style-type: none"> Original Administration Schedule 1 copy of the Roster of Questionnaires 1 box of session materials Timer Accommodation booklets, if necessary Additional booklets assigned to students added to the Administration Schedule, if necessary Session Debriefing Form “Testing In Progress” sign
<p>OP sessions include:</p> <ul style="list-style-type: none"> 5 blue calculators 	<p>OP sessions include:</p> <ul style="list-style-type: none"> 5 gray calculators 	
<p>Extra Materials to Have Available for AA’s Use</p>	<p>Extra Materials to Have Available for AA’s Use</p>	<p>Extra Materials to Have Available for AA’s Use</p>
<ul style="list-style-type: none"> If OP Session, one “Ancillary Materials Gr4, Math” bag (from bulk supplies) that contains 4 of each of the following: <ul style="list-style-type: none"> Ruler Set K Set G 10 blue calculators One box of pencils 	<ul style="list-style-type: none"> If OP Session, one “Ancillary Materials Gr8” bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> Protractor/Ruler (4) Set G (4) Set V (6) Writing Brochure (5) 10 gray calculators One box of pencils 	<ul style="list-style-type: none"> If OP Session, one “Ancillary Materials, Gr12” bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> Ballot (6) Writing Brochure (5) 10 blue calculators One box of pencils

At training, you commit yourself to keeping the used and unused assessment materials secure before, during, and after the assessment. Most of you signed an Oath of Office and Pledge of Confidentiality during a previous round at NAEP. That Oath is still in effect for NAEP 2006. The violation of the oath or pledge is sufficient grounds for disciplinary action, including dismissal and criminal penalties.

11J. Gather Materials to Bring to the School on Assessment Day

Before leaving home for the school on assessment day or the night before the assessment, you should gather together all of the materials you will need to bring with you. For each assessment, you will need the items listed below:

- School Folder containing Administration Schedules and Roster of Questionnaires you will use for each session,
- QCB,
- Supervisor and AA Manuals,
- extra Session Scripts,
- the Teacher Observer Letter(s),
- the Accommodation Teacher Letter(s),
- your NAEP ID badge,
- session boxes, and
- bulk supplies.

Chapter 7 Summary

Upon completing this chapter, you should now be able to:

- demonstrate the process for school folders with the proper materials;
- demonstrate the process for preparing the Preassessment Packets for schools with the required materials, including preparing the SD and ELL Questionnaires, when necessary;
- describe what you must do to prepare for and conduct the preassessment visit scheduling telephone call, and the confirmation telephone call;
- identify the procedures for preparing for and conducting the preassessment visit, including preparing the School and Teacher Questionnaires;
- demonstrate how to use the Quality Control Booklet to complete the following preassessment visit activities with the school coordinator:
 - review Administration Schedule data,
 - add the selected newly enrolled students to the Administration Schedule,
 - verify that parents/guardians have been notified about NAEP,
 - review the status of the school staff questionnaires,
 - determine student accommodations, and
 - make logistical arrangements for the assessment at the school.

- describe what you must do immediately after the preassessment visit;
- explain how to effectively schedule AAs to meet assessment commitments;
- identify the assessment materials needed to conduct an assessment;
- explain how to order additional NAEP materials from Pearson and Westat;
- describe the process for assigning accommodation booklets;
- describe how to conduct a quality control check of the prepared assessment booklets; and
- explain the importance of adequate and careful preparations for assessment day.