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After the Assessment

This chapter describes five procedures that must be completed in the 2-day window following each assessment. Some activities must be completed within the first day, while others can wait until the second.

Procedure 1. Ship Materials to Pearson

You are responsible for shipping the completed materials to Pearson as soon as possible after the session, but no later than 1 day after the assessment or makeup session.



Security and Confidentiality Alert

It is critical that materials are shipped to Pearson no later than 1 day following the assessment session(s) or makeup session. Receiving materials in a timely fashion helps to ensure the security of completed assessment materials.

In order to ensure that the materials are properly sent, complete the following:

1A. Complete the return labels and secure them to the boxes.

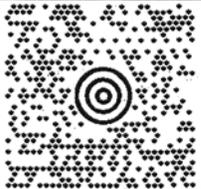
You will place a pre-addressed UPS Authorized Return Label (ARS) on each box to be returned (see example on next page). On each ARS Label, indicate box ____ of ____ (e.g., Box 1 of 2, Box 2 of 2).

UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO ACCEPT THIS PACKAGE WITHOUT A PICKUP RECORD.

A.R.S.

FROM: Name: Your Name School ID # 113-701-5
 Street: 10 Parkway
 City: Anytown State: MD ZIP Code: 00220

SHIP TO: NCS PEARSON
 2510 N DODGE ST
 IOWA CITY IA 52245

	(420) SHIP TO POSTAL CODE
	Box <u>1</u> of  Box <u>2</u> (420) 52245

UPS 2nd Day Air[®]

TRACKING #: 1Z 659 01W 38 1004 675 3

2



UPS Authorized Return Service[™]

02118612 12/98G

REF#: _____
 2nd Day Air A.R.S. Tracking Number REF #/DATE
 1Z 659 01W 38 1004 675 3

The ARS tracking number is scanned at the time of pickup, so you should not make any alterations to the label. UPS will not accept ARS packages with altered labels. Also, do not photocopy the ARS labels as UPS will not accept packages with photocopied ARS labels. If you do not have enough ARS labels (one is required for each box), call Pearson at 1-888-627-6237.

1B. Arrange for UPS to pick up the boxes.

If UPS makes regular stops at your location, place the boxes where UPS normally delivers or picks up packages.

If UPS does not make regular stops at your location, you may call 1-877-536-2719 to schedule a pickup. This is the UPS customer telephone number that has been established by UPS for Pearson to schedule ARS pickups. Do not call the number that is printed on the back of the ARS label.

Have the following information available when you call:

- your telephone number (If you have called to schedule UPS pickups or ship materials prior to this call, UPS will have your address information in their system; otherwise this information will need to be provided.),
- the pickup date,
- the tracking number(s),
- the number of boxes you are returning, and
- the average package weight (you can use 15 pounds per box).

In most cases, your pickup will be scheduled for the following business day or the date you requested. You will not receive a return call.

1C. Destroy the remaining labels.

After returning your materials for this project, any remaining ARS labels must be destroyed. These are project-specific labels and cannot be reused.

Procedure 2. Enter Tracking Information on the School Folder and Quality Control Booklet

At the bottom of the UPS return shipping label, there are two small strips that separate from the label: one is preprinted with the tracking number, and the other, a date strip, provides a place for you to record the date shipped.

You need to peel off both strips, affix them to the back cover of the School Folder, and write on the date strip the date you shipped the box.

SHIPMENT TRACKING			
	DATE:	TRACKING NUMBER LABEL:	NOTES:
1	2/10/06	1Z65901W3810046753	
2			
3			
4			
5			
6			
7			
8			
9			
10			

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Makeup Session Status and the Session Box shipping Information needs to be entered on the back cover of the Quality Control Booklet.

Makeup Session Status	Session Box Shipping Information
Record <u>one</u> Makeup Session Status below. 1 <input checked="" type="checkbox"/> Not Required 2 <input type="checkbox"/> Required and Completed Date(s) _____ _____	Have <u>all</u> session boxes been shipped to Pearson? 1 <input checked="" type="checkbox"/> Yes Shipping Dates Entered into the MTS _____ 2/10/06 _____ _____
3 <input type="checkbox"/> Required and Not Completed Explain: _____ _____ _____	2 <input type="checkbox"/> No Explain: _____ _____ _____



When all Scheduled and Makeup Sessions are complete, enter the session results in the SCS and the session shipping information in the MTS.

Put the completed Quality Control Booklet in the School Folder and return to your Field Manager.

Procedure 3. Complete the SD/ELL Summary Form

Using the copies of the Administration Schedules in the School Folder, complete the SD/ELL Summary Form (in your bulk supplies). The SD/ELL Summary Form is presented on page 4.41.

Procedure 4. Enter Makeup Session, Assessment Results, SD/ELL Form and Shipment Information Into the SCS/MTS

For sessions where a makeup is scheduled, enter the following information in the SCS:



- the scheduled makeup date.

For sessions that are completed, enter the following assessment information from the top of the Administration Schedules into the SCS, using the copies of the Administration Schedules in the School Folder:



- the number of students in the new enrollee sample;
- the number of withdrawn and ineligible students, excluded, and absent students;
- the number of refusals (parent and student); and
- the number of students assessed in the regular session and makeup session.



Using the completed SD/ELL Summary Form, enter SD/ELL information in the SCS.

For sessions that are complete, enter the following information from the School Folder into the Pearson Materials Tracking System (MTS):



- the ship date for each Session Box, and
- the tracking number for each Session Box.

When all sessions for the school are complete, update the Assessment Complete? field in the SCS from **No** to **Yes**. Refer to the *SCS User's Guide* for more details on how to enter makeup session, the assessment results, and record shipment information into the SCS/MTS.

Procedure 5. Finalize School Folders

Within 24 hours of each weekly reporting call with your field manager, you will need to ship the School Folders for assessments conducted during the previous week to your field manager.

Finalize each School Folder by verifying that the following items are included:

- a copy of the final Administration Schedule(s) for each session (without names);
- the original Accommodations Worksheet(s) (without names);
- a copy of the final Roster of Questionnaires (without names);
- dated copy of Parent Notification Letter;
- completed Quality Control Booklet;
- Student Sampling Summary Report, if applicable;
- Special Situation Form, if applicable;
- Session Debriefing Form for each session;
- signed Teacher Observer Letters, if applicable;
- signed Accommodation Teacher Letters, if applicable;
- if a nonpublic school, records of all the contacts NAEP has had with the school since the fall; and
- the tracking number from the shipping label for each box of materials sent to Pearson.

A list of these materials is printed inside the School Folder.

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NAEP 2006 ASSESSMENTS				4 th 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: _____	QUESTIONNAIRES	Qty.	QUESTIONNAIRE TYPE (all session types)	COMMENTS: _____
SCHOOL COORDINATOR: _____		1	SCHOOL Grade 4	_____
PHONE: _____			SD Questionnaire	_____
FAX: _____			ELL Questionnaire	_____
EMAIL: _____			TEACHER Grade 4	_____
SESSIONS (Regular/Accommodations; Operational/U.S. History)				
SESSION#	R/A	O/H	DATE / TIME	AA NAME
MAKEUP SESSIONS (circle one): YES NO				
SESSION	R/A	O/H	DATE / TIME	AA NAME
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:

- 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		

Procedure 6. Ship School Folders to Your Field Manager

Once the School Folders are complete, you will need to ship them to your field manager via FedEx. It is important to note that although you send the Session Boxes to Pearson via UPS, you send the School Folders to your field manager via FedEx.

There are two options for getting your package to FedEx:

- The courier will come to your house or other designated location and pick up the package. To request a pickup time or to get a list of FedEx locations, call 1-800-GO-FEDEX or go to the web site at: <http://www.fedex.com/us>; or
- Drop off your package at any FedEx location.



Impacts Statistical Validity

It is crucial that the School Folder contains all required information because Westat staff will frequently refer to its contents during booklet processing and statistical checks. If the photocopy of the final Administration Schedule for each session or the Roster of Questionnaires is not included in the School Folder, your field manager may ask you to return to the school to obtain it.

Here is an example of a completed FedEx label:

FedEx USA Airbill Express		FedEx Tracking Number 826453831247	Form ID No. 0200	Sender's Copy
1 From (Please print and stamp) Date 2/10/06 Sender's FedEx Account Number		Sender's Name Supervisor Phone (555) 212-0000		
Company Address 10 Park Street		City Anytown State MD ZIP 00220		
2 Your Internet Billing Reference 7707.06.52.D6		Recipient Name Field Manager Phone 555.314-8000		
Company Address 15 Grandview Ave.		City Anytown State MD ZIP 00220		
Questions? Visit our Web site at www.fedex.com or call 1-800-Go-FedEx® (800)463-3333.				
4a Express Package Service <input checked="" type="checkbox"/> FedEx Priority Overnight (Next business morning) <input type="checkbox"/> FedEx Standard Overnight (First business after noon) <input type="checkbox"/> FedEx First Overnight (Earliest next business morning; delivery to select locations) <input type="checkbox"/> FedEx 2Day* (Second business day) <input type="checkbox"/> FedEx Express Saver* (Third business day)				
4b Express Freight Service <input type="checkbox"/> FedEx 1Day Freight* (Next business day) <input type="checkbox"/> FedEx 2Day Freight (Second business day) <input type="checkbox"/> FedEx 3Day Freight (Third business day)				
5 Packaging <input checked="" type="checkbox"/> FedEx Envelope/Letter* <input type="checkbox"/> FedEx Pak* <input type="checkbox"/> Other Flat (Includes FedEx Flat, FedEx Tube, and customer plug)				
6 Special Handling <input checked="" type="checkbox"/> SATURDAY Delivery (Available only for FedEx Priority Overnight and FedEx 2Day to select ZIP codes) <input type="checkbox"/> SUNDAY Delivery (Available only for FedEx Priority Overnight to select ZIP codes) <input type="checkbox"/> HOLD Weekday at FedEx Location (Not available with FedEx First Overnight) <input type="checkbox"/> HOLD Saturday at FedEx Location (Available only for FedEx Priority Overnight and FedEx 2Day to select ZIP codes)				
7 Payment BY: <input type="checkbox"/> Sender (FedEx bill of lading 1 with label) <input type="checkbox"/> Recipient <input checked="" type="checkbox"/> Third Party <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash/Check FedEx Acct. No. 1290-1574-8 FedEx User ID				
8 Release Signature (Sign to authorize delivery without obtaining signature)				

Chapter 9 Summary

Now that you have completed this chapter, you should be able to:

- ship assessment materials to Pearson in a timely manner,
- enter information into the SCS/MTS, and
- finalize and ship School Folders to your Field Manager.