

Appendix A

Glossary for Supervisors

AA (Assessment Administrator)

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

Accommodations

Alterations in the administration of standardized assessments such as NAEP that are provided to certain students with disabilities (SD) and/or English language learners (ELL), as specified in the student's Individualized Education Program (IEP).

Administration Code

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

Administration Schedule

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

AIR (American Institutes for Research)

Contractor responsible for the development of NAEP student and school staff background questionnaires.

Assessment Booklets

Developed to assess the selected students in grades 4,8, and 12 in various subject areas specified for 2006.

Assessment Information Form

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

Assessment Session

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

Bundle Slip

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

Sample Question Booklet

Contains NAEP 2006 background questionnaires accompanied by explanations, rationales, and sample assessment items.

Sample Summary Report

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

ETS (Educational Testing Service)

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

Economics Department Chair Questionnaire

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

Field Manager

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

Field Test

The second stage of pretesting NAEP assessments after pilot testing. Field tests are administered to a nationally representative sample of students one year before the operational assessment. Field test subjects are reading and mathematics.

GMRI (Government Micro Resources, Inc.)

Contractor responsible for the NAEP web operations and web maintenance.

HI Sessions

The HI assessment sessions consist of U.S. history assessments only. They are conducted at grades 4, 8, and 12.

HumRRO (Human Resources Research Organization)

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

IEP (Individualized Education Program)

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

ELL (English Language Learner)

A term used to describe students who are in the process of acquiring English language skills and knowledge. Some schools refer to these students using the term limited English proficiency (LEP).

ELL Questionnaire

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

Log of Schools

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

MySchool

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

NAEP (National Assessment of Educational Progress)

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

NAEP Code of Ethics

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

NAEP School ID Number

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

NAEP State Coordinator

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

NAEP Storage Envelope

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

NAGB (National Assessment Governing Board)

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

NCES (National Center for Education Statistics)

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

New Enrollee Listing Form

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

NSLP (National School Lunch Program)

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

OP Sessions

The OP assessment sessions contain the following subjects: reading, mathematics, and civics at grade 4, reading, mathematics, writing, and civics at grade 8, and reading, writing, civics, and economics at grade 12.

Pearson (Pearson Educational Measurement)

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

Pilot Test

The purpose is to test new assessment items and procedures in preparation for the 2007 assessment. The pilot test subject in 2006 is writing.

Preassessment Packet

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

Quality Control Booklet (QCB)

Document used by the NAEP supervisor to track the work with the school throughout the entire process of planning and supervising assessment activities. The Quality Control Booklet is organized into three parts. Part 1, Preassessment Activities; Part 2, Assessment Day Activities; and Part 3, Post-Assessment Activities.

Roster (Roster of Questionnaires)

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

Sample

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

Sample Parent Notification Letter

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

School Control System (SCS)

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

School Coordinator

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

School Folder

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

School Questionnaire

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

SD (Student with a Disability)

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

SD Questionnaire

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

Session Debriefing Form

Form used by AAs to document certain details about an assessment session.

Session Number

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

Session Scripts

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

Statistical Validity

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

Student Data System (SDS)

Program used to sample the students to be assessed.

Summary of Activities

Officially titled “NAEP 2006 Summary of Activities for Schools,” this document provides an overview of NAEP. It is included in the recruitment materials sent to sampled schools.

Supervisor

Westat field staff member hired to manage assessment teams, to select the samples of students to be assessed, and to oversee all NAEP activities in the schools.

Teacher Questionnaire

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

Title I

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

Westat

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

C

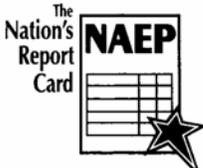
Appendix C

Preassessment Package Contents

The following items should be sent to each school coordinator in the Preassessment Package. A sample of each item is included in this appendix:

Public Schools	Nonpublic Schools
Instructions for School Coordinator – Public Schools (green paper)	Instructions for School Coordinator – Nonpublic Schools (yellow paper)
Student Information Report(s)	Student Information Report(s)
Questionnaire(s) about Students with Disabilities	Questionnaire(s) about Students with Disabilities
Questionnaire(s) about English Language Learners	Questionnaire(s) about English Language Learners
SD/ELL Roster of Questionnaires	SD/ELL Roster of Questionnaires
Accommodations Worksheet(s)	Accommodations Worksheet(s)
New Enrollee Listing Form	New Enrollee Listing Form
U.S Department of Agriculture Letter	U.S Department of Agriculture Letter
	Sample Parent Notification Letter
NAEP Storage Envelope	NAEP Storage Envelope

Instructions for School Coordinator – Public Schools (green paper)

	1650 Research Boulevard Rockville, Maryland 20850-3195 Telephone: 1.800.283.6237 Fax: 301.517.4003		
 The National Assessment of Educational Progress			
Date: <u>12/29/05</u>			
Dear <u>Ms. Thomas</u> ,			
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: <u>Jan. 11, 2006</u> (date)			
The assessment at your school is scheduled for: <u>Feb. 9, 2006</u> (date)			
Enclosed materials:			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 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 </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 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 </td> </tr> </table>		<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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
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Steps to Complete Before the Preassessment Visit:			
STEP WHAT TO DO MATERIALS			
Step 1. Distribute and Collect the SD and/or ELL Questionnaires	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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.) <input type="checkbox"/> 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. <input type="checkbox"/> 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. 	<ul style="list-style-type: none"> ▪ Questionnaire(s) about Students with Disabilities ▪ Questionnaire(s) about English Language Learners ▪ SD/ELL Roster of Questionnaires 	

Instructions for School Coordinator – Public Schools (green paper)—Continued

STEP	WHAT TO DO	MATERIALS
<i>Step 1. continued</i>	<ul style="list-style-type: none"> <input type="checkbox"/> As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on the Roster. <input type="checkbox"/> 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)	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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. 	<ul style="list-style-type: none"> ▪ Student Information Report(s) ▪ U.S. Department of Agriculture letter ▪ Accommodations Worksheet
Step 3. Maintain a List of New Enrollees	<ul style="list-style-type: none"> <input type="checkbox"/> Use the New Enrollee Listing Form to list students who have enrolled in your school since October 1, 2005. 	<ul style="list-style-type: none"> ▪ New Enrollee Listing Form
Step 4. Send Parent Letters	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Send a copy of the dated parent notification letter to your NAEP State Coordinator before the preassessment visit. <input type="checkbox"/> At the preassessment visit, provide the NAEP representative with a dated copy of the notification sent to parents. <p><i>Note: We will not be able to assess until all parents have been notified.</i></p>	<ul style="list-style-type: none"> ▪ Parent Notification Letter(s) - <i>example provided by the NAEP State Coordinator and can also be found on the MySchool web site.</i>

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

Instructions for School Coordinator – Nonpublic Schools (yellow paper)—Continued

STEP	WHAT TO DO	MATERIALS
<i>Step 1. continued</i>	<input type="checkbox"/> As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on the Roster. <input type="checkbox"/> 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)	<input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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.	<ul style="list-style-type: none"> ▪ Student Information Report(s) ▪ U.S. Department of Agriculture letter ▪ Accommodations Worksheet
Step 3. Maintain a List of New Enrollees	<input type="checkbox"/> Use the New Enrollee Listing Form to list students who have enrolled in your school since October 1, 2005.	<ul style="list-style-type: none"> ▪ New Enrollee Listing Form
Step 4. Send Parent Letters	<input type="checkbox"/> 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. <input type="checkbox"/> At the preassessment visit, provide the NAEP representative with a dated copy of the notification sent to parents. <i>Note: We will not be able to assess until all parents have been notified.</i>	<ul style="list-style-type: none"> ▪ 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

Student Information Report(s)

NAEP STUDENT INFORMATION REPORT									
								October 11, 2005	
Strasburg Franklin Jr High School 9921130						Session # HI0801			
-C-	-A-	-B-	-D-		-E-	-F-	-H-	-J-	-K-
LINE #	STUDENT NAME	HOME ROOM	MOB	YOB	SEX	SD	ELL	RACE/ ETHNICITY	NSLP
1	AUSTIN, TIMOTHY CHARLE	101	7	1992	1	1	2	1	1
2	AYERS, JACOB ANTHONY	101	8	1992	1	2	2	1	1
3	BENSON, HALEY SHERREE	101	11	1992	2	2	2	2	1
4	BOWMAN, MATTHEW DEAN	101	11	1992	1	2	2	1	1
5	BYERLY JR, JERRY WAYNE	202	11	1992	1	2	2	1	1
6	CONLEY JR, ROBERT GLENN	202	3	1992	1	2	2	1	1
7	CRANFORD, AMANDA DAWN	202	9	1992	2	2	2	1	1
8	DAVIS, ELIZABETH LOUI	Smith	3	1992	2	1	1	1	1
9	DWIGGINS, JONATHAN FRANK	Smith	7	1992	1	1	1	1	1
10	FOOTE, CHRISTOPHER JA	103	10	1992	1	2	2	2	1
11	GARCIA, JUAN GENOVEVO	103	5	1992	1	2	2	3	1
12	GRANT, BIANCA NICOLE	203	11	1992	2	2	2	2	1
13	HAUSER, PAUL MATTHEW	203	6	1992	1	2	2	1	1
14	HILTON, JON RUSSELL	203	5	1992	1	2	2	1	1
15	HURSEY, PHILLIP SEAN	203	7	1992	1	2	2	1	4
16	JOHNSON, JULIAN MILLARD	104	6	1992	1	9	9	2	9
17	KELLEY, RICHARD STEPHE	104	1	1992	1	2	2	1	1
18	LEWALLEN, JEFFREY LEN	104	5	1992	1	2	2	1	1
19	MARRS, BAILEY ELIZABE	104	8	1992	2	2	2	1	1
20	MCDANIEL, JOHN EDWARD	104	4	1992	1	1	2	1	1
21	MOCK, MELVIN CHRISTO	205	3	1992	1	2	2	2	1
22	ONEAL, MICHAEL BRYCE	205	5	1992	1	2	2	1	9
23	PEEBLES, ELISHA YVONNE	205	2	1992	2	1	2	2	1
24	RESSA, ADAM CHRISTOPH	110	4	1992	1	2	2	1	1
25	ROSEBORO, KEBRIA LA'FAYE	110	11	1992	2	2	2	2	1
26	SHORT, BRANDY RENEE	110	4	1992	2	2	2	1	1
27	SMITH, JENNA NICOLE	210	6	1992	2	2	2	1	1
28	STUTTS, KACEY MARIE	Smith	8	1992	2	1	2	1	1
29	TILLEY, MATTHEW FRANKL	111	12	1992	1	2	2	1	1
30	VOGLER, BENJAMIN JOSIA	222	10	1992	1	2	2	1	1
31	WHEELER, ZACHARY WHITLO	222	4	1992	1	2	2	1	4

STUDENT DEMOGRAPHIC CODES			
Sex: 1=Male; 2=Female	SD: 1=Yes; 2=No; 9 Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL 9=Information unavailable	
Race/Ethnicity		National School Lunch Program (NSLP)	
1=White, not Hispanic	5=American Indian/Alaskan Native	1=Student not eligible	4=School not participating
2=Black, not Hispanic	6=Other	2=Free lunch	5=School refused
3=Hispanic	7=School does not collect this information	3=Reduced price lunch	9=Information unavailable
4=Asian/Pacific Islander	9=Information unavailable		