

Procedure 3. Place the Dated Copy of the Parent Notification Letter in the School Folder

If you did not do so during the preassessment visit, place the dated copy of the Parent Notification Letter from the school in the School Folder. If you did not receive a dated copy of the letter, remember to place it in the School Folder when you do acquire it from the school coordinator.

Procedure 4. Complete Part 1 of the Summary Box at the Top of the Administration Schedule

Across the top of the Administration Schedule is a long box with spaces to record numbers, referred to as the “Summary Box.” This box contains summary information about the students listed on the Administration Schedule.

At this point, you can complete the first part of the Summary Box, as shown in the shaded portion of the example below:

2007 Administration Schedule
National Assessment of Educational Progress

School #: 122-122-1 Grade: 8
 School Name: Dixon Middle School
 Administrator's Name: Silvia Thomas

Original session scheduled for:
 Day/Date: Monday, Feb. 19
 Time: 8:35
 Location: Cafeteria

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

Original Sample 28 + _____ = 32 - # Withdrawn & Ineligible (Admin. Codes 51, 54 & 55) 2
 # Selected New Enrollees 4 = Total in Sample # Excluded (Admin. Codes 60-69) 1 = 29 TO BE ASSESSED

Absent (Admin. Codes 40-45, 46 & 49) _____ # Assessed (Original Session) _____
 # Refused (Admin. Codes 46 & 47) _____ # Assessed (Makeup Session) _____

- The number of students in the original sample should have been preprinted by Pearson or already entered by you on the line labeled **# Original Sample**. If not, enter the total number of students originally listed on the Administration Schedule.
- On the line labeled **# Selected New Enrollees**, enter the number of students you added to the Administration Schedule coded as a **1** in column **M**.
- Add the **# Selected New Enrollees** to the **# Original Sample**. Enter the sum on the line labeled **Total in Sample**.
- On the line labeled **# Withdrawn & Ineligible**, enter the total number of selected students who have withdrawn from the school (Administration Code = **51**), and any students who are ineligible (Administration Codes = **54** and **55**).
- On the line labeled **# Excluded**, enter the total number of selected students who were excluded from the assessment by the school (Administration Codes = **60-69**).
- Subtract the **# Withdrawn and Ineligible** and the **# Excluded** from the **Total in Sample**, and enter the difference on the line labeled **TO BE ASSESSED**.

If there is missing student information that you will collect on the assessment day that may affect these summary totals, you may wait to complete this procedure until you have obtained the missing information from the school coordinator.

Procedure 5. Enter Pertinent Information Into the SCS



Go back through **Part 2** of the QCB and identify the information you are required to enter into the SCS. Look for the SCS icons to help you find the items that require SCS entry. Refer to the SCS User's Guide for details on entering this information.

Procedure 6. Review and Revise the Assessment Schedule

As discussed in chapter 3, you are responsible for scheduling the AAs on your team. Earlier, you developed a tentative AA schedule, which you delivered to your team at the AA In-Person Training. After each preassessment visit, you should review and revise this schedule as necessary.

To determine the number of AAs required for a school:

- First, review the number of regular and separate accommodation sessions listed on the cover of the QCB.
- Then, schedule enough AAs to conduct all regular sessions and one separate accommodation session simultaneously.
- Additional accommodation sessions should be scheduled after the regular sessions are completed. See page 5.5 for more information on staffing accommodation sessions.
- If a school has only two separate accommodation sessions and two regular sessions, you may schedule them simultaneously as long as you have an AA on your team available.
- Generally, assign one AA per regular or separate accommodation session.
- If accommodation sessions are to be held, make sure you assign an adequate number of AAs to conduct those sessions.
- Because all regular sessions can be conducted in the same room (the timing and the session scripts for all subjects are the same), some schools may ask that you conduct large, combined sessions. While this is not encouraged, space constraints in some schools make it necessary. It is important that you have the appropriate number of AAs scheduled to conduct and monitor these sessions. Plan to have one AA for every 30 students in combined sessions.

6B. 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 given school on a later date if the student attendance at the original session is below 90 percent. Chapter 10 of this manual describes the procedures associated with scheduling and arranging for makeup sessions (pages 10.22–10.23). 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. 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 (Chapter 5 of the *AA Manual*), as well as with the allowable accommodations for these students (pages 2.12-2.20). In schools with four to six regular sessions, schedule regular sessions in the morning and separate accommodation sessions afterward to match the total number of AAs on your team. In schools with three or fewer regular sessions, schedule as many separate accommodation and regular sessions concurrently as the number of AAs you have on your team. 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. Communicate this to your AAs on the Assessment Information Form (see page 1.12).

- **When the AA Cannot Conduct the Session**

The assessment rules specify that only an individual who attended the AA training can administer the assessment. The exception to this is when a school staff member administers an accommodation session. This may happen when a school wants accommodation sessions conducted at the same time as the regular sessions or when a student's accommodation requires a familiar person to administer the assessment. 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, described in chapter 1.

- **Rescheduling Sessions Due to Bad Weather**

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. 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, 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.

Procedure 7. Complete the Assessment Information Form

The Assessment Information Form allows you to communicate specific information to your AAs about their assignment and about the accommodation sessions being held at the school.

On the front of the form, you will record the following:

- the assessment date;
- the time the AAs should arrive at the school;
- the school name and NAEP school ID number;
- the school address;
- the school coordinator's name and telephone number;
- the principal's name;
- a check mark in the appropriate box(es) if the ESBQ and/or NIES survey will be administered;
- the NAEP session number(s), accommodation group numbers, and NIES session numbers (if applicable) assigned to each AA;
- whether or not the session is a regular or an accommodation session;
- the room(s) where the session(s) will be held;
- the time each session will be held;
- information about accommodations, such as the number and types in the session;
- directions to the school and where to park once the AAs arrive at the school;

-
- 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.

Also record any information about any traumatic events that have affected the school, students or community from the Logistics Questionnaire of the QCB.

On the back of the form there is space for you to record information about the separate accommodation sessions (if any) that will be held at the school.

For each accommodation session:

- record the group number for the session from the Inclusion Worksheet;
- circle the code that describes the “session characteristics” or type of session;
- for each student in the session, record the student’s:
 - original session number,
 - line number,
 - subject, and
 - other accommodations required.

Fill out one Assessment Information Form for each school. Distribute a copy to each AA assigned to the school 1 to 2 weeks before each assessment. Either mail AAs their Assessment Information Forms or give the forms to them in person. The method you choose may depend on your geographic proximity to the members of your team.

If the school is participating in the NIES survey and it is being conducted on a date following the NAEP assessment date, you will need to complete a separate Assessment Information Form for those AAs returning with you to the school to administer the NIES.

AC: Sally Richardson PHONE #: 309-555-0123 REGION/AREA: FL2

ASSESSMENT INFORMATION FORM

ASSESSMENT DATE: February 19, 2007 ARRIVAL TIME: 7:35 am

SCHOOL: Dixon Middle School SCHOOL ID #: 122-122-1

ADDRESS: 12399 Eastern Ave., Oakland, FL 12345

SCHOOL COORD: Sam Stewart PHONE #: 309-755-5234

PRINCIPAL: Marilyn Bernard ESBO NIES

SESSION # OR ACCOMM. GROUP #	REGULAR/ ACCOMMODATIONS	ROOM	TIME	AA	ACCOMMODATIONS IN REGULAR SESSION (ADMIN SCHED LINE # ACCOMMODATIONS)
RS0801	R / A	201	8:35 am	Silvia	#2: EXTENDED TIME
RS0802	R / A	203	8:35 am	Dan	
RS0803	R / A	205	8:35 am	Melvin	
1	R / A	library	10:35 am	Dan	
2	R / A	222	8:35 am	School Staff	
3	R / A	library	10:35 am	Silvia	
	R / A				
	R / A				
	R / A				

DIRECTIONS TO THE SCHOOL: See attached MapQuest map

PARKING: Use visitor parking lot to the right of the main entrance.

INSTRUCTIONS FOR MEETING THE ASSESSMENT TEAM: Sign in at the main office, then meet the team in the library.

OTHER INFORMATION (POLICY FOR DISMISSING STUDENTS, HOW TO HANDLE LATECOMERS, ETC.):
Send students back to class after the assessment. Send latecomers and students who become ill or disruptive to the main office. Dial 403 on the classroom phone if immediate assistance is needed.

IF NIES, INSTRUCTIONS FOR DISMISSING STUDENTS: Keep these students after the assessment and escort them to the library.

ACCOMMODATION SESSION INFORMATION

GROUP #: 1		SESSION CHARACTERISTICS (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
RS0801	5	M	Extended time (EXT)
RS0801	14	M	Extended time (EXT)

GROUP #: 2		SESSION CHARACTERISTICS (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
RS0801	11	M	Extended time (EXT), Breaks during test (BRK)

GROUP #: 3		SESSION CHARACTERISTICS (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
RS0801	21	W	Extended time (EXT), Study Carrel (OTH)

GROUP #:		SESSION CHARACTERISTICS (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED

GROUP #:		SESSION CHARACTERISTICS (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED

Procedure 8. Verify Assessment Materials and Order Any Additional Materials from Pearson or Westat

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

You are also responsible for making sure all materials and supplies 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 them. Contact Pearson for replacements. All damaged or misprinted booklets must be accounted for and returned to Pearson.



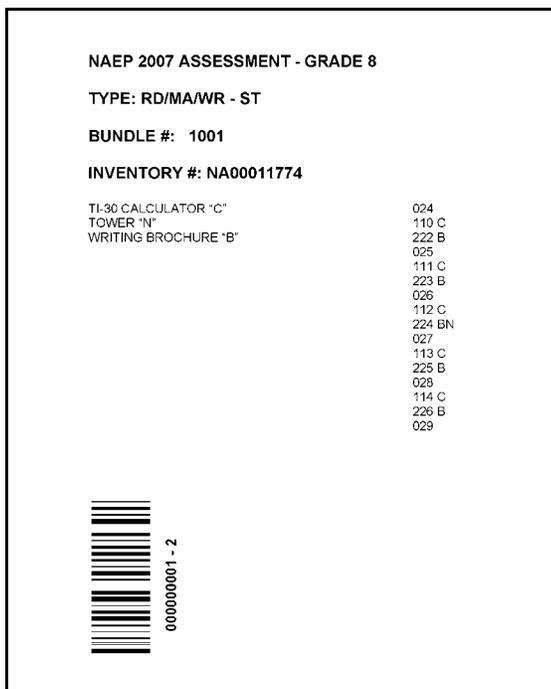
Security and Confidentiality Alert

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

School Materials

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 Schedules match those on the Bundle Slips in the box, as shown below. For more information on Bundle Slips, bundle #s, and bundle sizes, see chapter 1.



2. Check the materials in your shipment against the packing lists and Administration Schedule to verify you have sufficient supplies.

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

Note that calculators and timers are located in your bulk supplies from Pearson and not in the Session Box.

Grade 4		RM Sessions	
Quantity		Item	
2 Bundles		Grade 4 Reading/Mathematics Booklets (14 per bundle; 28 total booklets)	
Varies		Grade 4 Mathematics Set “K,” Foam Shapes	
Varies		Grade 4 Mathematics Set “G”	
Varies		Grade 4 Mathematics Set “Y,” Fraction Strips	
Varies		Rulers “R”	
1		Sign “ Testing in Progress – Do Not Disturb ”	
2		Rubber bands	
36		NAEP Pencils	
28		Preprinted Student ID Labels	
1		Return Shipment Label	
1 Bundle		Grade 4 ESBQ, if needed	
1 Sheet		ESBQ Bar Code Labels, if needed	
Varies		NIES Student Questionnaires, if needed	
1 Sheet		NIES Student ID Labels, if needed	
1 Sheet		NIES Bar Code Labels, if needed	

Grade 8		RE Sessions	
Quantity		Item	
1 Bundle		Grade 8 Reading Booklets (6 per bundle; 6 total booklets)	
1 Bundle		Grade 8 ESBQ (6 per bundle; 6 total booklets)	
1 Sheet		ESBQ Bar Code Labels	
1		Sign “ Testing in Progress – Do Not Disturb ”	
2		Rubber bands	
36		NAEP Pencils	
1 Sheet		Preprinted Student ID Labels	
1		Return Shipment Label	
Varies		NIES Student Questionnaires, if needed	
1 Sheet		NIES Student ID Labels, if needed	
1 Sheet		NIES Bar Code Labels, if needed	

Grade 8 RN Sessions	
Quantity	Item
2 Bundles	Grade 8 Reading/Mathematics/Writing Booklets (16 per bundle; 32 total booklets)
Varies	Grade 8 Mathematics Set “V,” Box w/ Protractor
Varies	Grade 8 Mathematics Set “G”
Varies	Protractors “P”
Varies	Grade 8 “U,” Cartoon Story
Varies	Grade 8 “L,” Dream Weekend
Varies	Grade 8 “N,” Tower
Varies	Grade 8 “E,” Backpack
Varies	Grade 8 Writing Brochure “B”
1	Sign “ Testing in Progress – Do Not Disturb ”
2	Rubber bands
36	NAEP Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label
1 Bundle	Grade 8 ESBQ, if needed
1 Sheet	ESBQ Bar Code Labels, if needed
Varies	NIES Student Questionnaires, if needed
1 Sheet	NIES Student ID Labels, if needed
1 Sheet	NIES Bar Code Labels, if needed

Grade 8 RS Sessions	
Quantity	Item
2 Bundles	Grade 8 Reading/Mathematics/Writing Booklets (16 per bundle; 32 total booklets)
Varies	Grade 8 Mathematics Set “V,” Box w/Protractor
Varies	Grade 8 Mathematics Set “G”
Varies	Protractors “P”
Varies	Grade 8 Set “Z,” Tangrams
Varies	Grade 8 “U,” Cartoon Story
Varies	Grade 8 “L,” Dream Weekend
Varies	Grade 8 “N,” Tower
Varies	Grade 8 “E,” Backpack
Varies	Grade 8 Writing Brochures “B”
1	Sign “ Testing in Progress – Do Not Disturb ”
2	Rubber bands
36	NAEP Pencils
32	Preprinted Student ID Labels

Grade 8 RS Sessions (continued)	
Quantity	Item
1	Return Shipment Label
1 bundle	Grade 8 ESBQ, if needed
1 Sheet	ESBQ Bar Code Labels, if needed
Varies	NIES Student Questionnaires, if needed
1 Sheet	NIES Student ID Labels, if needed
1 Sheet	NIES Bar Code Labels, if needed

Grade 12 RW Sessions	
Quantity	Item
2 Bundles	Grade 12 Reading/Writing Booklets (16 per bundle; 32 total booklets)
32	Grade 12 Writing Brochure “D”
5	Grade 12 “O,” The Arch
1	Sign “ Testing in Progress – Do Not Disturb ”
2	Rubber bands
36	NAEP Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label

Grade 12 WT Sessions	
Quantity	Item
2 Bundles	Grade 12 Writing Booklets (16 per bundle; 32 total booklets)
32	Grade 12 Writing Brochure “D”
5	Grade 12 “O,” The Arch
1	Sign “ Testing in Progress – Do Not Disturb ”
2	Rubber bands
36	NAEP Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label

Bulk Supplies

The remaining assessment materials are what NAEP calls “bulk supplies.” 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 use the timers from your Pearson bulk supplies for every assessment. You will also use the calculators for every grade 4 and grade 8 assessment. 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 5.16-5.17.

Student Booklets

As shown on the Pearson packing list, your Pearson bulk supplies will include the following unassigned booklets:

- grade 4 and grade 8 assessment booklets for regular sessions, and
- grade 4 and grade 8 read-aloud/small-group accommodation booklets.

If you discover during the preassessment visit that you will need additional assessment booklets for grade 12 sessions, you must order them from Pearson.

Always use the Bulk Security Checklist (shown on page 5.15) to keep track of the booklets included in your bulk supplies.

Requesting Additional Student Booklets

You must also request the following accommodation booklets not included in your bulk supplies from Pearson, as needed:

- large-print booklets;
- bilingual booklets for mathematics;
- 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 are needed, you must request them from Pearson.); and
- Braille booklets.

Whenever there is more than one student who requires the small-group read-aloud accommodation in a given subject, you will need read-aloud booklets for all of the students in the read-aloud session and the AA who will be administering that session. More information on read-aloud booklets is found on page 2.14. (**Reminder: The read-aloud accommodation is not offered for students assessed in reading, therefore there is no read-aloud reading booklet.**)

It is your responsibility to ensure 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 your assignment is complete. You may not, under any circumstances, borrow or lend booklets from another Session Box or another AC.



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

NAEP 2007
Bulk Security Checklist

Supervisor: Mr. Smith

Seq. # 001

Region #: IA01

<u>Bundle #</u>	<u>Received</u>	<u>Date Issued</u>	<u>School/Session</u>	<u>Date/Time Returned</u>	<u>Tracking Number</u>
<u>Book ID's</u>					
90001					
2310000091					
0010000000					
1900000001					
2040000060					
0900450680					
1157534689					
0091123794					
2171234567					
1360005594					
0340023364					
2340078532					
1310000666					
0160011189					
2043333365					
0204444835					
1360452189					
2333333789					
80001					
2320000091					
0020000000					
1910000001					
2050000060					
0910450680					
1167534689					
0101123794					
2181234567					
1350005594					
0360023364					
2320078532					
1300000666					
0170011189					
2053333365					
0214444835					
1370452189					
2343333789					

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
2 Sets	NAEP Pencils (36 per set)
7	Digital Timers
2 Packages of 4	AA Batteries
15	Supplemental Shipping Envelopes
5	Sign “ Testing in Progress – Do Not Disturb ”
10	Materials Request Form
15	Rubber Bands
1	Bulk Security Checklist
5	Ziplock Bags (10”x13”)
5	Return Mailing Labels (for bulk materials only)
Varies	Return Mailing Labels (for NIES only)
Varies	Return Mailing Envelopes (for NIES only)
1 Set	NIES Pencils (36 per set)
Bulk Reading, Mathematics, Writing, and 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)
6	Grade 4 Mathematics Set “K”
6	Grade 4 Mathematics Set “G”
6	Rulers “R”
3	Grade 4 Set “Y”
3	Grade 8 Mathematics Set “Z”
5	Grade 8 Mathematics Set “G”
5	Protractors “P”
5	Grade 8 Mathematics Set “V”
3	Dream Weekend “L”
3	Tower “N”
3	Cartoon Story “U”
3	Backpack “E”
3	Grade 8 Writing Brochure “B”

Other Bulk Supplies	
Quantity	Item
5	Administration Schedules (blank)
5	Grade 4 Roster of Questionnaires (blank)
5	Grade 8 Roster of Questionnaires (blank)
5	Grade 12 Roster of Questionnaires (blank)
10	SD and/or ELL Rosters
5	Grade 4 School Questionnaire
5	Grade 8 School Questionnaire
5	Grade 12 School Questionnaire
10	Grade 4 Teacher Questionnaire
10	Grade 8 Mathematics Teacher Questionnaire
10	Grade 8 Language Arts Teacher Questionnaire
25	SD Questionnaires
25	ELL Questionnaires
1 Bundle	Grade 4 Booklets (14 per bundle)
1 Bundle	Grade 8 Booklets (16 per bundle)
3 Bundles	Grade 4 Read-Aloud Math Booklets (5 per bundle)
3 Bundles	Grade 8 Read-Aloud Math Booklets (5 per bundle)
3 Bundles	Grade 8 Read-Aloud Writing Booklets (5 per bundle)

The bulk supplies you will receive from Westat are listed below.

AC Westat Bulk Supplies	
Publications	
Teacher’s Guide to NAEP	75
Instructions for the School Coordinator Brochure	1
NAEP Sample Questions Booklet (Grade 4, Grade 8, Grade 12)	Customized
ESBQ Sample Questions Booklet	Customized
NIES Sample Questions Booklet (i.e. NIES Student Survey with letter)	Customized
Mathematics Framework	Customized
Reading Framework	Customized
Writing Framework	Customized
Grades 4 and 8 Fall Packet—Teacher Video, Teacher Poster, Measure Up Newsletter	Customized
Grade 12 Materials- Volunteer Certificates, Student Letters, Student Posters	Customized
Forms and Materials	
“Destroy by” Postcards	25
Removable labels (blank)	5 sheets
Student Appreciation Certificates	75 pads
Session Debriefing Forms	75
Inclusion Worksheets (blank)	5
Accommodations for NAEP Flipbook	1
AC Quickchecks Flipbook	1
AA Assessment Information Forms	75
Teacher Observer Letter	75
Accommodations Teacher Letter	50
Teacher Notification Letter	25
NSLP/USDA Confidentiality Agreement	10
Alphabetical Table Tents	1 set
Student Booklet Cover Poster (for distribution to AAs)	6
Administrative Material	
Non Exempt Fieldworker 1 T&E (25 are for distribution to AAs)	50
Trip and Expense Reports	5
Fed Ex Airbills	25

Order Additional Materials, If Necessary

If you discover that you need additional materials, 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 website and will enable you to order materials by completing an electronic order form. You may place orders on both the Westat and Pearson websites 24 hours a day, 7 days a week. However, note that overnight orders from Pearson must be placed by 3 p.m. Central time. Detailed instructions for using the MOS for both Pearson and Westat are provided in the *SCS User's Guide*.

You may also order materials from Pearson via telephone or e-mail. Before you call or e-mail Pearson, complete the Materials Request Form (shown on the next 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	1-301-330-7079 (Warehouse) 1-888-499-6237 (Help Desk)	1-888-627-6237 (Help Desk)
E-mail	NAEPWarehouse@Westat.com	NAEPmaterials@pearson.com

The Pearson NAEP Help Desk is available between 7 a.m. and 4:30 p.m. Central time. The Westat Warehouse is available between 9 a.m. and 5:30 p.m. Eastern time. The Westat Help Desk is available between 8 a.m. and 8 p.m. Eastern time.

2007 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			Bulk Materials
	Box	Grade 4 RM w/ancillaries		Bundle	Gr4 RM Bndl – 14
	Box	Grade 8 RS w/ancillaries		Bundle	Gr8 RS Bndl – 16
	Box	Grade 8 RN w/ancillaries		Bundle	Gr8 RN Bndl – 16
	Box	Grade 8 RE w/ancillaries		Bundle	Gr8 RE Bndl – 6
	Box	Grade 12 RW w/ancillaries		Bundle	Gr12 RW Bndl – 16
	Box	Grade 12 WT w/ancillaries		Bundle	Gr12 WT Bndl – 16
		Accommodations Books		Set	Ancillary Materials, Gr12 (RW and WT)
		<i>Grade 4</i>		Each	Gr4, Set G
	Each	Gr4 Read Aloud		Each	Set K, Gr4, Foam Shapes
	Each	Gr4 Math Large Print		Each	Set Y, Gr8, Fraction Strips
	Each	Gr4 Reading Large Print		Each	Rulers
	Each	Gr4 Math Bilingual, w/script		Each	Gr8, Set G
		<i>Grade 8</i>		Each	Set V, Gr8, Box w/protractor
	Each	Gr8 Math Read Aloud		Each	Set Z, Gr8, Tangrams
	Each	Gr8 Writing Read Aloud		Each	Protractor/ruler
	Each	Gr8 Math Large Print		Each	Grade 8 Writing Brochures "B"
	Each	Gr8 Reading Large Print		Each	Backpack "E", Gr8
	Each	Gr8 Writing Large Print		Each	Dream Weekend "L", Gr8
	Each	Gr8 Math Bilingual w/script		Each	Tower "N", Gr8
	Each	Gr8 Math Braille w/companion		Each	Cartoon Story "U", Gr8
	Each	Gr8 Reading Braille w/companion		Each	Gr12 Writing Brochures "D"
	Each	Gr8 Writing Braille w/companion		Each	The Arch "O", Gr12
		<i>Grade 12</i>		Each	TI-30 Calculators
	Each	Gr12 Writing Read Aloud		Each	TI-108 Calculators
	Each	Gr12 Writing Large Print		Box	Pencils, #2, Set of 36
	Each	Gr12 Writing Braille w/companion		Each	Digital Timers
		Questionnaires		Pkg	AA Batteries, pkg/4
	Pkg	Gr4 Teacher Questionnaires, Pkg – 25		Each	Tape Dispensers
	Pkg	Gr8 Math Teacher Ques., Pkg - 25		Each	Sealing Tape Rolls
	Pkg	Gr8 LA Teacher Ques., Pkg – 25		Each	Supplemental Shipping Envelopes
	Pkg	Gr4 School Questionnaires, Pkg – 20		Each	Return Mailing Labels –Bulk
	Pkg	Gr8 School Questionnaires, Pkg – 20		Each	Return Mailing Labels – Sessions
	Pkg	Gr12 School Questionnaire, Pkg – 20		Each	Rubber bands
	Pkg	SD Questionnaires, Pkg – 25		Each	10 x 13 Ziplock bag
	Pkg	ELL Questionnaires, Pkg – 25			Tracking Forms
	Pkg	NIES, Gr4 Teacher Ques., Pkg – 15		Each	Administration Schedule, 2007
	Pkg	NIES, Gr8 Teacher Ques., Pkg - 15		Each	Gr4 Roster of Questionnaires, 2007
	Pkg	NIES, School Ques., Pkg – 10		Each	Gr8 Roster of Questionnaires, 2007
	Pkg	NIES, Gr4 Student Ques., Pkg – 3		Each	Gr12 Roster of Questionnaires, 2007
	Pkg	NIES, Gr8 Student Ques., Pkg – 3		Each	Gr4/8 SD and ELL Roster, 2007
	Pkg	ESBQ, Gr4, Pkg – 6			
	Pkg	ESBQ, Gr8, Pkg – 6			

*Please use this form when ordering materials.

NA00012713

Test Your Knowledge



Instructions: Fill in the blank with the correct word or words.

1. The _____ allows you to communicate specific information to your AAs about their assignment and about the accommodation sessions being held at the school.
2. The Record of Preassessment Contacts, where you will record each contact or attempted contact with the school during your preassessment activities, is located on the back cover of _____.
3. The term _____ refers to materials you may or may not need at each session; most of these materials come from Pearson, but a few will come from Westat.
4. Information about any traumatic events that have affected a school, its students, or community can be found on the _____ of the QCB.
5. A makeup session is required when student attendance at the original session is below ____ percent.
6. The dated copy of the Parent/Guardian Notification Letter must be kept in the _____.

Answers: 1-Assessment Information Form, 2-the QCB, 3-"bulk supplies", 4-Logistics Questionnaire, 5-90, 6-School Folder.

6

ACTIVITIES TO COMPLETE PRIOR TO ASSESSMENT DAY

Procedure 1. Assign Accommodation Booklets

You will use the accommodation codes you learned how to assign in chapters 4 and 5 to now assign an accommodation booklet to each student requiring one.

The following accommodations require separate accommodation booklets:

Administration Code	Accommodation	Subjects Allowed	Grades Booklet is Available
71	Bilingual booklet	Mathematics	4, 8
73	Large-print booklet	Reading Mathematics Writing	4, 8 4, 8 8, 12
75	Read aloud	Mathematics Writing	4, 8 8, 12
79 (other)	Braille booklet	Reading Mathematics Writing	4, 8 4, 8 8, 12
79 (other)	Directions read aloud in native language	Mathematics	4, 8
79 (other)	Test items read aloud in native language	Mathematics	4, 8

Procedure 3. Prepare NIES Student Questionnaires, If Necessary



For schools selected to participate in the NIES, it will be your responsibility (not the AAs') to prepare the NIES Student Questionnaires.

To prepare the Student Questionnaires you will need the following:

- the NIES Linking Form (from the School Folder);
- the preprinted NIES white barcode labels;
- a blank NIES Student Questionnaire for each student listed on the NIES Linking Form; and
- the preprinted salmon-colored removable student ID labels.

Start by affixing the labels:

- Affix a white preprinted NIES bar code label in the space provided in the lower left corner of each questionnaire cover. This bar code will match the bar code of the student's NAEP booklet. It is critical at this point to make sure you affix the bar code label to the student's booklet so that the student's NAEP data can be linked with the student's NIES data. If a student selected for the NIES does not have a preprinted bar code label to match his/her assessment booklet bar code, for example a newly enrolled student, create one by writing the student's assessment booklet ID number on a blank white non-removable label and affix it to the student's questionnaire cover as usual.
- Affix a salmon-colored preprinted removable student ID label to each questionnaire cover. This will make it easier for you to match the student with the correct teacher number(s) and to distribute the booklets to the correct student during the session.

Then enter the following information in the spaces provided on the cover of each Student Questionnaire:

- the school ID number; and
- the teacher number(s) from the Administration Schedule, which you entered during the preassessment visit. For both grades 4 and 8, be sure to record a teacher number in both teacher number boxes.
 - If the student has the same teacher for both language arts and mathematics (as will be the case for most fourth-graders) record that teacher number in both spaces.

- If the student has one teacher for language arts and a different teacher for math (as will be the case for most eighth-graders) record the student's language arts teacher number in the box labeled "LA," and the mathematics teacher number in the box labeled "M."

Store the prepared questionnaires in a secure place until the day of the NIES student survey.

An example of a completed Grade 8 NIES Student Questionnaire cover is shown below.

NIES 2007 Linking Form Form 1 of 1

School # <u>122-122-1</u>	Grade <u>8</u>	Original Session Scheduled For: Day/Date: <u>Feb 19</u> Time: <u>1:00 p.m.</u> Location: <u>Library</u>	Makeup Session Scheduled For: Day/Date: _____ Time: _____ Location: _____
School Name: <u>Dixon Middle School</u>		Administrator Name: _____	

# Original Sample	# Absent (Admin Codes 40-45, 48 & 49)	# Surveyped (Original Session)	# Surveyped (Makeup Session)
+ # Selected New Enrollees	+ # Refused (Admin Codes 46 & 47)	+ =	+ =
Total in Sample		TOTAL	

A	B	C	D	E	F	G	H
AWA (✓/A)	Student Name	NAEP Booklet ID (from column N of the Admin. Schedule)	LA NAEP Teacher #*	MA NAEP Teacher #*	NIES Admin Code	NIES Admin Code	
01	Coleman, April	0801 6	223 000841 2	15	03	SURVEYED IN ORIGINAL	
02	Masters, Tina	0801 15	226 076206 5	15	03	10 = In session full time	
03	Ojomo, Edwin	0801 18	227 000294 5	17	03	11 = No responses in booklet	
04	Qualls, Chris	0801 22				12 = In session part time	
05	Thomas, Jan	0801 28				13 = Session incomplete	
06						14 = Other, specify on comment	
07							
08							
09							
10							
11							
12							
13							
14							
15							

National Indian Education Study
Grade 8 Student Questionnaire

ies NATIONAL CENTER FOR EDUCATION STATISTICS
Institute of Education Sciences

Q-993

School #

Teacher(s) # NIES Admin Code Date

NIES 122-122-1 RS0801 SEQ# 00001
223 000841 2 ADMIN SCHED LINE# 6
COLEMAN, APRIL

122-122-1
NIES
RS0801 SEQ# 00001
Admin Sched Line 6
223 000841 2

PLACE WHITE LABEL IN BOX

DO NOT USE

ADMIN USE ONLY

According to the Copyright Clearance Center's Fair Use Guidelines, no person who receives this questionnaire is authorized to reproduce or disseminate information contained herein. This information is for internal use only and is not to be distributed outside the organization. If you have any questions or concerns, please contact the Institute of Education Sciences, Washington, D.C. 20064-6345. If you have comments or concerns, regarding the status of your individual submission of this form, you may contact the NIEES Project Director, Institute of Education Sciences, Washington, D.C. 20064-6345.

A project of the National Center for Education Statistics, Institute of Education Sciences sponsored by the Office of Indian Education, Office of Secondary and Secondary Education, U.S. Department of Education. This report is published by the U.S. Government Printing Office. While your participation is voluntary, your cooperation is requested in the interest of the survey. Confidentiality is maintained. No personal information will be disseminated. The data of this survey are for research purposes only and may not be distributed or used in any other way without the express written consent of the Institute of Education Sciences. NIES No. 1003708 - Approval Expires 06/30/2007. Item # 1003708-1 by the author. Item # 1003708-1-01-02-03-11 by the author.

Procedure 4. Gather Local AAs to Prepare Assessment Booklets for the Upcoming Week

Once a week during the assessment period you will assemble local AAs to prepare the booklets for assessments scheduled the following week. Do the following before your AAs arrive:

- Decide which AA will prepare the booklets for each session. It is best for the AA who will conduct a session to prepare the booklets for that session, but this may not always be possible.
- Gather the following materials for each session to give to the AA who will be preparing the materials for the session:
 - Administration Schedule;
 - The Session Box containing:
 - student identification labels,
 - assessment booklets, and
 - ancillary materials.
 - If necessary:
 - accommodation booklets; and
 - ESBQs and labels.

Note: 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 provided in the Session Box. Therefore, it is important you provide the additional materials you received in your bulk supplies for AAs to use when preparing the booklets.

Instructions for preparing the assessment booklets are located in chapter 2 of the AA manual.

Procedure 5. Perform a QC Check of the Prepared Booklets and Report Status in the QCB

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 verify the booklets have been prepared correctly. As a general rule, run every third or fourth booklet in each stack through the comprehensive series of checks provided on the next page.

Steps 5A through 5J, on the following pages, 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 Part 3 of the QCB on the Booklet Preparation QC Record, shown below. There is one Booklet Preparation Record in the QCB. Use one row of the record for each AA.

Evaluate the AA’s preparation of the booklets on a rating scale of 1 through 3. The rating categories are defined as follows:

1. **AA Met:** The AA conducted **all** tasks associated with preparing the booklets according to NAEP standards.
2. **AA Partially Met:** The AA conducted **some** but not all of the tasks associated with preparing the booklets according to NAEP standards.
3. **AA Did Not Meet:** The AA conducted **few or no** tasks associated with preparing the booklets according to NAEP standards. Whenever it is necessary for you to intervene, a “3” rating should be assigned. Ratings of “3” must be explained in the adjacent “Comments” column. Describe the problem and the action you took to correct the problem.

AA Name	AA Task	Rating	Comments*
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	

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

5A. Ensure the AA has prepared the correct booklets for the session.

Check that:

- the prefix numbers of the booklet IDs printed on the Bundle Slips match the numbers that are printed in column **N** on the Administration Schedule; and
- the Bundle Slip numbers match those preprinted in the upper-left and upper-right corners of the Administration Schedule.

NAEP 2007 ASSESSMENT - GRADE 8	
TYPE: RD/MA/WR - ST	
BUNDLE #: 1001	
INVENTORY #: NA00011774	
TI-30 CALCULATOR "C"	024
TOWER "N"	110 C
WRITING BROCHURE "B"	222 B
	025
	111 C
	223 B
	026
	112 C
	224 BN
	027
	113 C
	225 B
	028
	114 C
	226 B
	029

	000000001 - 2
---	---------------

5B. Verify 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.

5C. Verify the booklet ID number on the preprinted label matches the booklet ID number on the Administration Schedule and the booklet cover.

Check that:

- the booklet ID number matches the Administration Schedule in column **N**, labeled **Original Booklet ID #**, or column **O**, labeled **Accommodation Booklet ID #**;
- the ID number on the affixed label and the ID number printed on the booklet cover match; and
- if the student has been assigned a separate accommodation booklet, the AA has written the accommodation booklet ID number on the affixed label.

The diagram illustrates the verification process. It shows three NAEP assessment booklets with their labels. Each label contains a barcode and a booklet ID number. The Administration Schedule table below shows the corresponding student information and booklet ID numbers. Arrows indicate the mapping between the labels and the schedule table.

Booklet ID	Booklet ID	Booklet ID
222 - 005241 - 1	110 - 054006 - 9	024 - 000293 - 4
122-122-1 80101 0004 0018 222 005241 1 ADMIN SCHED L008 3 Name: Tim	122-122-1 80101 0004 0018 110 054006 9 Name: Susan	122-122-1 80101 0004 0018 024 000293 4 Name: Mark

Booklet ID	Booklet ID	Booklet ID
222 - 005241 - 1	110 - 054006 - 9	024 - 000293 - 4
122-122-1 80101 0004 0018 222 005241 1 ADMIN SCHED L008 3 Name: Tim	122-122-1 80101 0004 0018 110 054006 9 Name: Susan	122-122-1 80101 0004 0018 024 000293 4 Name: Mark

Booklet ID	Booklet ID	Booklet ID
222 - 005241 - 1	110 - 054006 - 9	024 - 000293 - 4
122-122-1 80101 0004 0018 222 005241 1 ADMIN SCHED L008 3 Name: Tim	122-122-1 80101 0004 0018 110 054006 9 Name: Susan	122-122-1 80101 0004 0018 024 000293 4 Name: Mark

Booklet ID	Booklet ID	Booklet ID
222 - 005241 - 1	110 - 054006 - 9	024 - 000293 - 4
122-122-1 80101 0004 0018 222 005241 1 ADMIN SCHED L008 3 Name: Tim	122-122-1 80101 0004 0018 110 054006 9 Name: Susan	122-122-1 80101 0004 0018 024 000293 4 Name: Mark

5D. 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 to whom you have assigned an accommodation booklet, the AA has removed the original booklet from the pile and replaced it with an accommodation booklet; and
- the original booklet has been coded with a **52** on the cover and set aside.

5E. Verify the booklets for students who will be assessed in a separate accommodation session have been removed 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. They should be banded together and stored in the Session Box.

5F. 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 that:

- codes of **46–47**, **51**, **54–55**, or **60–69** have been entered as the Administration Code in column **P** on the Administration Schedule;
- the booklets corresponding to students with these codes have been removed from the stack and banded together;
- these booklets have the corresponding Administration Code written on the preprinted label; and
- the Administration Code in column **P** of the Administration Schedule matches the Administration Code written on the booklet cover.

5G. Ensure that the correct ancillary materials have been placed inside the front cover of the assessment booklets.

Any ancillary materials needed for each booklet are identified by the letter(s) next to the booklet version number in the upper-right corner of the booklet cover. The ancillary materials are identified on pages 1.10-1.11

Verify that:

- the booklets that require ancillary materials contain the correct ones, placed inside the front cover of the assessment booklet.

Note: The calculator and the foam shapes are the only ancillary items not placed in the booklet.

5H. Ensure that the booklets are in Administration Schedule order.

Conduct a spot check of the booklets to make sure:

- each student's line number and session number have been recorded in the spaces provided in the upper-right corner of the booklet; and
- all assessment booklets are in the proper Administration Schedule order.

5I. Verify that the Extended Student Background Questionnaires have been properly prepared, if necessary.

As described in the *Overview* magazine, an additional Extended Student Background Questionnaire (ESBQ) will be administered in some schools. As mentioned earlier, if the school is selected to participate in the ESBQ there will be a "flag" indicating this on the QCB label, on the School Folder, and in the School Control System.

These questionnaires will be included in the session materials for schools that require them. A set of preprinted, white non-removable bar code labels will also be included to assign a questionnaire to each participating student.

Check that the AA:

- assigned an ESBQ to each student, starting with the first one on the Administration Schedule, by placing a white bar code label in the space provided in the lower left corner of the questionnaire cover;
- has not recorded any other information on the label;
- recorded the corresponding line and Session Numbers from the Administration Schedule in the spaces provided in the upper-right corner of the questionnaire cover, as they are required to do on assessment booklets; and
- properly placed each ESBQ inside the back cover of the corresponding student's assessment booklet.

5J. Ensure that the booklets have been banded together and the Administration Schedule is on top of the stack of booklets.

Banding together the stack of booklets will prevent the booklets from becoming mixed up or separated prior to the final steps of preparation on assessment day.

Procedure 6. Review the Quality Control Booklet

Review Parts 1-3 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 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.
- Verify which AAs will administer each session at the school.

Procedure 7. Review Materials in the School Folder

Review the materials in the School Folder to ensure that you bring the correct materials for the school. Verify that you have the Administration Schedule(s) for the school and all of the other critical documents that should be included. The School Folder contents are listed on pages 1.46-1.48 and on the School Folder Transmittal Form included in the folder.

Procedure 8. 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.
- Secure the session materials under lock and key. Notify your supervisor within one hour in the event any material goes missing.

At the AC training, you commit yourself to keeping the used and unused assessment materials secure before, during, and after the assessment. If you signed an Oath of Office and Pledge of Confidentiality during a previous round of NAEP, they are still in effect for NAEP 2007. The violation of the oath or pledge is sufficient grounds for disciplinary action, including dismissal and criminal penalties.

Procedure 9. 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 all of the materials you will need to bring with you. For each assessment, you will need the items listed below:

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



If there will be an NIES session held at the school on assessment day, you will also need the following items:

- Prepared NIES Student Questionnaires, and
- NIES Linking Form(s) (in School Folder).

Check your packed assessment materials one more time to verify you have the correct box(es) of materials from Pearson for the school as well as any additional materials you will need for assessment day, including copies of the Administration Schedule(s) and Roster(s) for each AA. The table on the following page provides a comprehensive list of what is required from your session and bulk supplies for every assessment conducted at a school.



Voice of Experience:

You can not be too careful! It is better to check your materials several times than to arrive at the school with the wrong assessment materials.

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 ● Copies of the Administration Schedule for other session, if necessary ● 1 copy of the Roster of Questionnaires ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● 1 “Testing in Progress—Do not Disturb” sign ● Timer ● Student Appreciation Certificates ● Session Debriefing Form ● 5 blue calculators 	<ul style="list-style-type: none"> ● Original Administration Schedule ● Copies of the Administration Schedule for other session, if necessary ● 1 copy of the Roster of Questionnaires ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● 1 “Testing in Progress—Do not Disturb” sign ● Timer ● Session Debriefing Form ● 5 gray calculators 	<ul style="list-style-type: none"> ● Original Administration Schedule ● Copies of the Administration Schedule for other session, if necessary ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● 1 “Testing in Progress—Do not Disturb” sign ● Timer ● Session Debriefing Form
Extra Materials to Have Available for AA’s Use	Extra Materials to Have Available for AA’s Use	Extra Materials to Have Available for AA’s Use
<ul style="list-style-type: none"> ● One “Ancillary Materials Gr4, Math” bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> - Ruler (6) - Set G (6) - Set K (6) - Set Y (3) ● 10 blue calculators ● One box of pencils 	<ul style="list-style-type: none"> ● One “Ancillary Materials Gr8” bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> - Protractor/Ruler (5) - Set G (5) - Set V (5) - Set Z (3) - Writing Brochure B (3) - “Backpack” (3) - “Dream Weekend” (L) - “Tower” (N) - “Cartoon Story” (U) ● 10 gray calculators ● One box of pencils 	<ul style="list-style-type: none"> ● One “Ancillary Materials Gr12” bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> - Writing Brochure D (3) - “The Arch” ● One box of pencils



Test Your Knowledge

Instructions: Determine if the statements below are true (t) or false (f).

- _____ 1. To conduct a “spot check” of booklets, run every third or fourth booklet in each stack through a comprehensive series of checks.
- _____ 2. The scale for rating the performance of AAs preparing booklets is from 1 to 5, with 1 being the highest score and 5 being the lowest score.
- _____ 3. For students who will be assessed in a separate accommodation session, band their original booklet and their accommodation booklet together when you prepare the booklets for the assessment.
- _____ 4. Large-print booklets for all grade levels are available from Pearson.
- _____ 5. For schools selected for NIES, it is the AC’s responsibility to prepare the NIES Student Questionnaires.
- _____ 6. The bar code on a white preprinted label links a student’s NAEP data with his/her NIES data.
- _____ 7. Any ancillary materials needed for a booklet can be identified from the bundle number that is printed on the Administration Schedule.
- _____ 8. If you signed an Oath of Office and Pledge of Confidentiality during a previous round of NAEP, these documents are still in effect for NAEP 2007.
- _____ 9. As you go through and check the prepared booklets, every assessment booklet should have a preprinted label affixed to it.

Answers: 1-t, 2-f, 3-f, 4-t, 5-t, 6-t, 7-f, 8-t, 9-t