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LEADING ASSESSMENT DAY ACTIVITIES: AFTER THE SESSION

The last procedures that must be completed at the school on assessment day will happen after the assessment sessions have ended and all of the materials have been collected and organized. These include continuing to use Part 4 of the QCB to QC check your AAs' work, and using Part 5 of the QCB (The Makeup Session Worksheet) and Part 6 of the QCB (The School Coordinator Debriefing Interview.)

Procedure 1. Verify the Administration Schedule Has Been Completed Accurately

The AA team should have conducted its own QC check to make sure the Administration Schedules were completed properly, but you are responsible for the final check of the Administration Schedules for each session.

Once you have conducted this check, report the status of each AA's Administration Schedule in the Assessment QC Record of Part 4 of the QCB.

To conduct a thorough QC check of the Administration Schedules, perform the following checks:

1A. Verify each student listed on the Administration Schedule has an Administration Code entered in column P.

Entering an Administration Code in column **P** of the Administration Schedule (labeled Admin. Code) is the AA's first responsibility after students have been dismissed. Check that:

- the AA entered an Administration Code for each student listed on the Administration Schedule by running your finger down column **P** to verify that there is an entry for every student, and
- the code the AA has entered is consistent with what you have observed during the course of the assessment session.

Note: If a student for whom you have given an accommodation Administration Code is absent for the assessment, verify that the AA has changed that code to the appropriate absent code.

The Administration Codes (also listed in column **Q** of the Administration Schedule) and the guidelines for using them are printed below and on the following pages. Note that the Administration Codes the AA will enter based on the session results are limited to the assessed student codes **10-14**, and the absent codes **40-49**. However, all Administration Codes are listed here for your reference.

Definitions of NAEP Administration Codes in Column Q

Assessed Students–Original Session

10	In session full time. Assessed in original session.
11	No responses in booklet. Student was in original session full time, but there were no responses in the booklet.
12	In session part time. Student left the original session and did or did not return. Specify the reason on the booklet cover.
13	Session incomplete. Specify the reason. Original session was interrupted and no student was able to complete the booklet (e.g., fire drill).
14	Other, specify on cover. Use this code for any situation that is not covered by the other Assessed in Original Session codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

Assessed Students–Makeup Session

20	In session full time. Assessed in makeup session.
21	No responses in booklet. Student was in makeup session the full time, but there were no responses in the booklet.
22	In session part time. Student left the makeup session and did or did not return. Specify the reason on the booklet cover.
23	Session incomplete. Specify the reason. Makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).
24	Other, specify on cover. Use this code for any situation that is not covered by the other Assessed in Makeup Session codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

Definitions of NAEP Administration Codes in Column Q (continued)

Absent Student Codes

40	Temporary. Student is temporarily not in school (less than 2 weeks) due to illness, disability, or excused absence.
41	Long-term. Student has been absent from school 2 weeks or more because of an illness or disability.
42	Chronic truant. Student attends school occasionally, if ever.
43	Suspended. Includes in-school suspension.
44	In school, did not attend session. Student was known to be in school on the day of the assessment but, for example, was not released by teacher, or the school would not allow to participate due to disruptive behavior.
45	Accommodation scheduling problem. School refused accommodation session due to staffing and/or scheduling issues.
46	Parent refusal. Parent officially notified school that he/she refused to allow student to participate in the assessment.
47	Student refusal. Student officially notified school or NAEP staff that he/she refused to participate in the assessment before being given an assessment booklet.
48	Other, specify on cover. Use this code for any absence not covered by codes 40-47 . Specify reason on booklet cover (e.g., student came to room too late after session started).
49	Session/subject refused by school. Entire session or certain subjects within a cooperating session were not conducted due to the refusal by the state or school.

Other Student Codes

51	Withdrawn/Graduated. Student is no longer enrolled in the school.
52	Unassigned book (unused). Use this code for any booklet not used because the booklet was not assigned to a student. If the student is assigned an accommodation booklet, the original preassigned booklet should receive this code.
54	Ineligible, never attends campus. Student is listed as enrolled but is not physically attending the school (e.g., home schooled or attending all classes off campus).
55	Ineligible, other. Student was not eligible for the assessment for any other reason (e.g., not in the grade being assessed or foreign exchange student). Explain fully on the booklet cover how you determined the student was ineligible.
56	Not in Sample (NIS). Use this code for any student not sampled but assessed at the convenience of the school.

Definitions of NAEP Administration Codes in Column Q (continued)	
Reasons for Exclusion	
60	SD – Cannot be assessed. Student whose IEP states he/she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.
61	SD – Required accommodation not permitted. Student cannot be included in the session due to a disability for which a required accommodation was not permitted (e.g., reading the assessment items to a student selected for a reading assessment).
62	ELL – Cannot be assessed. Student whose English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
63	ELL – Required accommodation not permitted. Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not permitted (e.g., bilingual booklet for a student selected for the reading assessment).
64	SD & ELL – Cannot be assessed. Student whose cognitive functioning and/or English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
65	SD & ELL – Required accommodation not permitted. Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which required accommodation was not permitted.
66	Excluded, but assessed. Students who the school deemed should be excluded from the assessment but the school requested that they participate anyway.
67	SD – Required accommodation not available. Student cannot be included in the session due to a disability for which a required accommodation was not available (e.g., scribe or other accommodation supplied by the school).
68	ELL – Required accommodation not available. Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not available (e.g., bilingual dictionary or other accommodation supplied by the school).
69	SD & ELL – Required accommodation not available. Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which a required accommodation was not available.

Definitions of NAEP Administration Codes in Column Q (continued)

Assessed with Accommodations

Students assessed with accommodations should always be assigned these codes instead of codes 10-14 or codes 20-24.

71	Bilingual booklet (mathematics only). Extended time and small group or one-on-one is assumed for bilingual booklet.
72	Bilingual dictionary (word-to-word without definitions). Assign if a student uses for all or part of the assessment. Extended time is assumed. (Do not use with reading booklet.)
73	Large-print booklet. Usually administered in the regular session.
74	Extended time. Assessed with additional time to complete the assessment
75	Read aloud. Assessed in regular session if only an occasional word or phrase is to be read aloud. Assessed in separate accommodation session if most or all of the assessment is to be read aloud. (Do not use with reading booklet.)
76	Small group. Assessed in separate accommodation session. Extended time is assumed. Read aloud is acceptable (except with reading booklet).
77	One-on-one. Assessed in separate accommodation session. Extended time is assumed. Read aloud is acceptable (except with reading booklet).
78	Scribe or use of computer. Assessed in separate accommodation session. Extended time is assumed. Used to record student answers. (Do not use scribe with writing booklet).
79	Other, specify on cover. Assessed with some other accommodation, such as Braille. Specify the accommodation on booklet cover.
80	Breaks during test. Assign if breaks were taken by the student between sections.
81	Magnification device. Assign if student used such special equipment for all or part of the assessment.
82	School staff administers. Assign this code if a school staff member needs to read the script and administer the session.

1B. Verify that an Administration Code of 52 has been entered for all unassigned booklets on the Administration Schedule.

Verify that for all unassigned booklets, the AA entered Administration Code **52 – Unassigned book** in column **P** of the Administration Schedule. These are lines on the Administration Schedule where there is a preprinted booklet ID number but the booklet was never assigned to a student.

Note: Blank lines that do not have a booklet number preprinted should not be given an Administration Code.

1C. Verify the summary box has been completed accurately.

It is very important that the summary information at the top of the Administration Schedule is accurately recorded, as described below.

Grade: <u>8</u>	Original session scheduled for: Day/Date: <u>Monday, Feb. 19</u> Time: <u>8:35</u> Location: <u>Cafeteria</u>	Makeup session scheduled for: Day/Date: _____ Time: _____ Location: _____	If Makeup Needed Makeup Held <input type="radio"/> Makeup Not Held <input type="radio"/>	Bundle #'s 1001 1002																																										
Middle School Silvia Thomas	<table border="1"> <tr> <td># Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)</td> <td><u>2</u></td> <td># Absent (Admin. Codes 40-45, 48 & 49)</td> <td>_____</td> <td># Assessed (Original Session)</td> <td>_____</td> </tr> <tr> <td># Excluded (Admin. Codes 60-69)</td> <td><u>1</u></td> <td># Refused (Admin. Codes 46 & 47)</td> <td>_____</td> <td># Assessed (Makeup Session)</td> <td>_____</td> </tr> <tr> <td colspan="2">32 -</td> <td colspan="2">TO BE ASSESSED</td> <td colspan="2">=</td> </tr> <tr> <td colspan="2">+</td> <td colspan="2">29</td> <td colspan="2">-</td> </tr> <tr> <td colspan="2">=</td> <td colspan="2">29</td> <td colspan="2">-</td> </tr> <tr> <td colspan="2">+</td> <td colspan="2">=</td> <td colspan="2">=</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">TOTAL ASSESSED</td> <td colspan="2"></td> </tr> </table>			# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	<u>2</u>	# Absent (Admin. Codes 40-45, 48 & 49)	_____	# Assessed (Original Session)	_____	# Excluded (Admin. Codes 60-69)	<u>1</u>	# Refused (Admin. Codes 46 & 47)	_____	# Assessed (Makeup Session)	_____	32 -		TO BE ASSESSED		=		+		29		-		=		29		-		+		=		=				TOTAL ASSESSED				Session Number RS0801
# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	<u>2</u>	# Absent (Admin. Codes 40-45, 48 & 49)	_____	# Assessed (Original Session)	_____																																									
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"K" Final	"L" Final	"M" New Enrollees 1-30	"N" Booklet ID #	"O" Accommodation	"P" Admin. Code	"Q" Admin. Code																																								

- 1 Record the number of students who were to be assessed, but who did not participate in the assessment session at all in the # Absent space. This includes students with Administration Codes **40-45, 48, and 49** in column **P**.
- 2 Next, enter the total number of parent and student refusals, which will be coded **46** and **47** in column **P**. This total is entered in the # Refused space.
- 3 Finally, enter the # Assessed (Original Session). This is the total of the Administration Codes **10-14** and **71-82** in column **P**.

You will need to verify these summary box totals before performing the calculations to determine if a makeup session is necessary.

“Not In Sample” Students, Administration Code 56

If a school required some students to be included in the assessment even though they were not sampled, you will have added the students’ names to the bottom of the Administration Schedule prior to the assessment. You will also have entered the Administration Code **56 = Not In Sample** for these students. In column **P** on the Administration Schedule.

Not In Sample students should not be counted in the **# Assessed (Original Session)** at the top of the Administration Schedule.

AAs will also need to record Administration Code **56** on the booklet covers of Not In Sample students.

Procedure 2. Verify That the Booklet Covers Have Been Completed Accurately

The AA team should have conducted its own QC check to make sure the booklets were completed 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 “spot” check that the booklet covers have been completed correctly. As a general rule, run every third or fourth booklet in the stack through the comprehensive series of checks provided below.

This procedure will help you identify if the AA is making any major errors. If you find any errors, consult the AA immediately and jointly check each booklet to make sure the error has not been repeated.

Once you have conducted this check, report the status of each AA’s materials in the Assessment QC Record in Part 4 of the QCB.

To conduct a thorough QC check of booklets, perform the following checks:

2A. Ensure all booklets, including those separated during preparation activities, are in Administration Schedule order.

Check that:

- there is one booklet for each selected student regardless of whether or not the student was assessed; and
- all booklets are in Administration Schedule order, including booklets for absent, excluded, withdrawn and ineligible students, and students assessed with a special accommodation booklet.

2B. Verify that ESBQs were removed from student booklets and that Administration Codes were recorded, if necessary.

For schools that require the ESBQ, AAs will be responsible for removing the questionnaires from inside the booklets and placing them in Administration Schedule order. Make sure that the ESBQs were placed in a separate stack and that the AA transferred each Administration Code from the Administration Schedule to the Administration Code boxes on the cover of the corresponding ESBQ.

2C. Ensure each booklet has the correct school ID number.

Check that:

- for grade 4 students, on each booklet, the AA entered the seven-digit NAEP school ID number from the Administration Schedule in the boxes labeled **School #**; and

- grade 8 and grade 12 students have entered the school number; or, if not, the AA has entered it.

2D. Verify the students recorded their teacher numbers.

Check that all grade 4 and grade 8 students have recorded a teacher number on their booklet. While there is no way you or the AA can know if the student entered the correct teacher number, it is the AA's responsibility to verify that students in fourth and eighth grades entered a teacher number in the proper space on their booklets.

Note: Students in accommodation sessions may have written their teacher's name on the front cover of the booklet. AAs are responsible for recording the corresponding teacher numbers for these students and erasing the teacher names from the booklet covers. Some of these students may have teachers who were not originally given a number and a Teacher Questionnaire. In this case, you will have to add the teacher to the Roster and let the AA know what the newly assigned teacher number is. You will also need to provide the appropriate additional questionnaire for the school coordinator to give to the teacher.

2E. Verify the correct Administration Codes were transferred from the Administration Schedule to the student booklet covers.

Check that for all students the AA has transferred the student's Administration Code from the Administration Schedule to the front cover of the student's booklet.

2F. Verify that any Administration Code requiring an explanation has one on the front cover.

The Administration Codes **12-14**, **22-24**, **48**, and **79** all require, by definition, an explanation of the situation. Verify that each student given one of these codes on the Administration Schedule and booklet cover has a clear explanation written on the booklet front cover.

2G. Verify the "Accommodations" box on the front cover has been coded.

In order to collect all of the information about the students assessed with accommodations, a box to record **Additional Accommodations Offered** has been added to the student booklet cover. As described earlier, for each student requiring at least one accommodation you will provide this information to your AAs via the Assessment Information Form, as shown below.

For students requiring only one accommodation, check that the AA has

- recorded the Administration Schedule Accommodation Code in the **Admin. Code (Col. P)** boxes; and
- shaded the "**N**" next to the "No Additional Accommodations."

For students requiring more than one accommodation, check that the AA has

- recorded the Administration Schedule Accommodation Code in the **Admin. Code (Col. P)** boxes,
- shaded the “**Y**” oval next to each additional accommodation the student required, and
- not shaded the “**Y**” oval for the accommodation entered in the Administration Code boxes.

The image displays the 'ACCOMMODATION SESSION INFORMATION' table and the front cover of the NAEP assessment booklet. The table lists three groups with session characteristics, including 'Extended time (EXT)'. The booklet cover shows the 'Additional Accommodations Offered' section with radio buttons for various codes, including 74-EXT, which is selected. A callout box points to the 74-EXT selection.

GROUP #	SESSION CHARACTERISTICS	Circle all that apply: BIB / REA / SMG / ONE / SCR / SSA
GROUP # 1	SESSION CHARACTERISTICS	BIB / REA / SMG / ONE / SCR / SSA
STUDENT INFORMATION		
SESSION #	LINE #	SUBJECT
R502001	5	M
R502001	14	M
		OTHER ACCOMMODATIONS REQUIRED:
		Extended time (EXT)
		Extended time (EXT)
GROUP # 2	SESSION CHARACTERISTICS	Circle all that apply: BIB / REA / SMG / ONE / SCR / SSA
STUDENT INFORMATION		
SESSION #	LINE #	SUBJECT
R502001	11	M
		OTHER ACCOMMODATIONS REQUIRED:
		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
R502001	21	W
		OTHER ACCOMMODATIONS REQUIRED:
		Extended time (EXT), Study Carrel (OTH)

For students requiring no accommodations, check that the AA has left the Additional Accommodations Offered box blank.

2H. Verify that students who required the extended time accommodation (74-EXT) have the “Total Time” recorded on the front cover.

For students given the extended time accommodation, check that in the **Total Time for Accommodation (74-EXT)** boxes on the booklet cover the AA has:

- entered the total number of minutes the student took to complete the cognitive sections of the assessment booklet;
- entered “**050**” if a student who was offered extended time did not take more than the standard 50 minutes of time to complete the cognitive sections; and

- not entered a number of minutes that is more than three times the regular time allocated for the cognitive sections of the booklet (i.e., no more than 150 minutes), which is the limit for the extended time accommodation.

Note: Extended time is assumed for all students who are assessed in a small group or one-on-one setting. Students assessed in these settings will require this information on the booklet cover.

2I. Verify student ID labels are removed from booklets.

All student ID labels must be removed from the booklets. Following the session script, the AA should have instructed students to do this before they were dismissed from the assessment session. Check that AAs removed the labels from all booklets, including those belonging to students who did not participate in the assessment, unless those students will be invited to participate in a makeup session.

2J. Verify that ancillary materials are removed from booklets.

Check that the AA has removed all ancillary materials from the student booklets.

2K. Ensure all booklets have been banded together and the Administration Schedule is on top of the stack of booklets.

Verify that:

- the correct Administration Schedule is placed on top of each stack, and
- the Administration Schedule is not banded with the booklets—this will tear the edges.

Procedure 3. Complete School Staff Questionnaire Activities

To complete questionnaire activities, do the following:

3A. If necessary, gather questionnaires from school staff.

Collect any outstanding school staff questionnaires from the school coordinator. If a questionnaire has been completed online, you do not need to collect the hard-copy version.

Note: SD and/or ELL Questionnaires must be completed only in hard-copy form. You should have collected them at the preassessment visit. If you did not collect all of them prior to the assessment, collect them now.

At this point, if you find there are questionnaires that have not been completed, arrange to collect the completed questionnaires from the appropriate school staff members before you leave the school. If this is not possible, you must leave a postage-paid Supplemental

Shipping Envelope (included in your bulk supplies) with the school coordinator so that the school can return the completed questionnaires directly to Pearson.



If the school is participating in the NIES, and the school has elected to conduct the student survey on assessment day, collect any outstanding NIES school staff questionnaires at this time. Any NIES questionnaires that are not returned to you before you leave the school must be returned by the school in the Supplemental Shipping Envelope directly to Pearson. NIES and NAEP questionnaires can be combined in one Supplemental Shipping Envelope.

3B. Update the status of questionnaires on the Roster of Questionnaires.

As completed questionnaires are returned to you, in the **Returned** column in the NAEP section on the original Roster:

- shade the **Yes** oval for hard-copy questionnaires;
- shade the **Online** oval for questionnaires completed electronically; or
- shade the **No** oval for any questionnaires not completed online or returned.



If the school is participating in the NIES, shade in the appropriate ovals in the **Returned** column in the NIES section of the Roster as completed questionnaires are returned to you.

This form must be completed in No. 2 pencil.

NAEP School Assessment Program

NAEP 2007
Grade 8 Roster of Questionnaires
(School and Teacher Questionnaire Tracking Form)

SCHOOL #: 122-122-1

Page 1 of 1

SCHOOL NAME: Dixon Middle School
CITY/STATE: Oakland, IL

I. NAEP School Questionnaire		I. NAEP School Questionnaire ID# (Barcode ID# on Cover)		Returned				
Distributed to: Mrs. Bernard		964-100032-1		Yes	No	Online		
I. NIES School Questionnaire (Distribute to Schools Administering the NIES Survey)		I. NIES School Questionnaire ID# (Barcode ID# on Cover)		Returned				
		996- - - - -		Yes	No	Online		
II. Teacher Questionnaire	II. NAEP Teacher Questionnaire	Returned			II. NIES Teacher Questionnaire	Returned		
Teacher's Name	Mathematics Teacher Questionnaire ID #	Yes	No	Online	NIES Teacher Questionnaire ID #	Yes	No	Online
01 Mr. Randall	01 98 0-596024-1	●	○	○	01 995-			
02 Mrs. Howard	02 98 0-440031-2	○	○	●	02 995-			
03 Mrs. Mathis	03 98 0-759260-1	○	●	○	03 995-	8	6	0
04	04 98 - - - - -	○	○	○	04 995-	4	0	7
05	05 98 - - - - -	○	○	○	05 995-			
06	06 98 - - - - -	○	○	○	06 995-			
07	07 98 - - - - -	○	○	○	07 995-			
08	08 98 - - - - -	○	○	○	08 995-			
09	09 98 - - - - -	○	○	○	09 995-			
10	10 98 - - - - -	○	○	○	10 995-			
11	11 98 - - - - -	○	○	○	11 995-			
12	12 98 - - - - -	○	○	○	12 995-			
13	13 98 - - - - -	○	○	○	13 995-			
14	14 98 - - - - -	○	○	○	14 995-			

3C. Verify that the covers of the questionnaires have been filled out accurately and completely.



For completed hard-copy questionnaires, you will need to

- enter any missing information on the cover, and
- review all information entered on the cover to make sure that it is accurate.

For information on how to complete the front covers of all questionnaires, refer to chapter 3.



Impacts Statistical Validity

It is absolutely critical that you stop and perform a QC check at this point. If the covers of the school staff questionnaires have not been completed accurately, it will seriously affect the quality of data collected for the school.

3D. Remove the label on the front cover of each questionnaire.

Before giving the questionnaires to the school coordinator, you affixed a removable label to the front cover of each SD, ELL, School, and Teacher Questionnaire. Remove this label from each questionnaire before packing the questionnaires in the Session Box to send to Pearson. Destroy the labels.



If the school is participating in the NIES, be sure to remove the labels from the NIES School and Teacher Questionnaires as well.

Remember: No names may leave the school on completed assessment materials.

3E. Verify that each Roster of Questionnaires has been filled out accurately and completely.

Verify that each Roster has been completed accurately and fully by



- entering any missing information on the Roster(s), and
- reviewing all information that is entered to make sure that it is correct.

For information on how to complete the Roster(s), refer to chapter 3.

Procedure 4. Determine Whether or Not a Makeup Session Must Be Held

When assessment attendance at a school is below 90 percent, a makeup session will need to be scheduled. The AAs are responsible for recording on the Administration Schedule the **# Assessed (Original Session)**, **# Refused**, and **# Absent**. It is your responsibility to compute the response rate for the school and determine if a makeup is necessary.

- To calculate the assessment attendance, use the Makeup Session Worksheet located in Part 5 of the QCB (see sample below). Round percentages to the nearest whole percent.
- If a makeup session is not required, complete the **# Assessed (Makeup Session)** and **TOTAL ASSESSED** blanks on the top of the Administration Schedules. Enter "0" for **# Assessed (Makeup Session)** and enter the same number as **# Assessed (Original Session)** on the **TOTAL ASSESSED** blank.
- If a makeup session is required, these blanks will be filled in after the makeup session has been completed.



If the school is participating in the NIES and a makeup session needs to be held for NAEP, plan to also hold a makeup session for NIES, if there were any students absent from the NIES session(s) on the same day as the NAEP makeup session. If a makeup session is not needed for NAEP, there will be no makeup session for NIES in the school either.

Part 5: Makeup Session Worksheet	
<p>If the assessment attendance at a school is less than 90%, a makeup session must be held. Use the steps listed below to calculate the assessment attendance percentage and determine if a makeup session needs to be scheduled.</p>	
<p>1. Calculate the total of the "TO BE ASSESSED" values of all sessions.</p>	<p>TO BE ASSESSED</p> <p>Session #1 _____</p> <p>Session #2 _____</p> <p>Session #3 _____</p> <p>Session #4 _____</p> <p>Session #5 _____</p> <p>Session #6 _____</p> <p>Total _____ 1. _____</p>
<p>2. Calculate the total of the # Refused values of all sessions PLUS any students coded as "49-Session/subject refused by school"</p>	<p># Refused</p> <p>Session #1 _____</p> <p>Session #2 _____</p> <p>Session #3 _____</p> <p>Session #4 _____</p> <p>Session #5 _____</p> <p>Session #6 _____</p> <p>Total _____ 2. _____</p>
<p>3. Subtract the total of the # Refused from the total of the TO BE ASSESSED. Subtract Line 2 from Line 1</p>	<p>3. _____</p>
<p>4. Calculate the total of the # Assessed (Original Session) values for all sessions.</p>	<p># Assessed (Original Session)</p> <p>Session #1 _____</p> <p>Session #2 _____</p> <p>Session #3 _____</p> <p>Session #4 _____</p> <p>Session #5 _____</p> <p>Session #6 _____</p> <p>Total _____ 4. _____</p>
<p>5. Calculate the assessment attendance percent. Divide line 4 by line 3 and then multiply by 100.</p>	<p>5. _____</p>
<p>6. Does a makeup session need to be scheduled? Does line 5 equal 89 percent or less? (Rounded to the nearest whole percent.)</p>	<p>6. Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Check One</p>

Procedure 5. Organize the NAEP Storage Envelope

In order to properly organize the NAEP Storage Envelope, perform the following steps:

5A. Prepare materials for the NAEP Storage Envelope.

After verifying that information entered on all the forms is complete and accurate:

- **Make a set of copies of the Roster of Questionnaires and all completed original Administration Schedules with student names:**

- make one copy of each of the original Administration Schedules,
- make one copy of each of the Rosters, and
- make one copy of each page of the Inclusion Worksheet.



If you conducted the NIES survey at the school, make one copy of the NIES Linking Form.

- **Remove names from Administration Schedules, Rosters, and the Inclusion Worksheet:**

- tear off the list of student names (columns **A**, **B**, and **C**) at the perforated edge of each Administration Schedule,
- remove the list of teacher names from each Roster by tearing at the perforated edge, and
- remove the list of student names from the Inclusion Worksheet (scissors are best used for this task, as the paper is not perforated).



If you conducted the NIES survey at the school (either on assessment day or on a date following the assessment) remove the names from the NIES Linking Form. The form is not perforated so use scissors to do this.

- **For the School Folder make one more set of copies of**

- each of the Administration Schedules without the student names, and
- each of the Rosters without the names.

Place these copies in the School Folder. Keep the originals of the Inclusion Worksheet and NIES Linking Form (if necessary), without student names, in the School Folder.

5B. Place materials in the NAEP Storage Envelope.

Place the following documents into the NAEP Storage Envelope to be left at the school:

- the teacher name list(s) from each Roster of Questionnaires,
- the student name list(s) from the Administration Schedule(s),
- the student name list(s) from the Inclusion Worksheet(s),
- a copy of each Roster of Questionnaires (with names),
- a copy of all original Administration Schedules (with names),
- a copy of the Inclusion Worksheet(s) (with names), and
- all other copies of the Administration Schedules used by the NAEP team for the assessment.



If you conducted the NIES survey at the school (either on assessment day or on a date following the assessment) place these NIES documents in the NAEP Storage Envelope, too:

- original list of student and teacher names from the NIES Linking Form, and
- a copy of the NIES Linking Form (with names).

Note for Steps 5A and 5B:

If a makeup session will be held at the school:

- Leave the names attached to the Administration Schedule and Roster of Questionnaires.
- Fold back the names and make one copy of the Administration Schedule and Roster of Questionnaires for your School Folder.
- Leave the Administration Schedules and Roster with the names attached in the NAEP Storage Envelope at the school to be accessed on the day of the makeup session(s).
- After the makeup session(s), the AA will finalize the NAEP Storage Envelope and provide you with final copies of the Administration Schedule and Roster of Questionnaires for the School Folder.

5C. Record the NAEP school ID number on the “Destroy by” postcard.

Record the school ID number (from the Administration Schedule) in the space provided on the “Destroy by” postcard, as shown on the example below.



The Nation's Report Card **NAEP**

School ID: 1 2 2 - 1 2 2 - 1

As requested, the NAEP Storage Envelope containing the Administration Schedule(s), student lists, and other NAEP material was destroyed on:

1-800-283-6237 _____
(Date)

Signed: _____
 Title: _____
 School: _____
 City: _____
 State: _____

5D. Staple the “Destroy by” card to the front of the NAEP Storage Envelope.

Staple the “Destroy by” card to the front of the NAEP Storage Envelope in the upper-right corner, as shown here:

The image shows a NAEP Storage Envelope form. On the left, it features the NAEP logo and the text 'The Nation's Report Card'. The main title is 'STORAGE ENVELOPE' with a sub-note: '(Use for Administration Schedule(s), Student List(s), and other assessment materials.)'. Below this are fields for 'School Coordinator:', 'Your NAEP Representative:', and 'Your NAEP Representative's Phone:'. At the bottom left, contact information for the NAEP Help Desk is provided: Phone: 1-800-283-NAEP (6237), Email: NAEPHelp@Westat.com. On the right, a 'Destroy by' card is attached, containing school information: School ID 1 2 2 - 1 2 2 - 1, School Name DIXON MIDDLE SCHOOL, City, State OAKLAND, IL 61943. The card also includes a section for destruction: 'As requested, the NAEP Storage Envelope containing the Administration Schedule(s), student lists and other NAEP material was destroyed on: (Date Destroyed)'. Below this are fields for 'Signed', 'Title', and 'Print Name'. At the bottom right, instructions for after June 1 or the end of the school year are listed: Complete the NAEP Return Postcard, Remove the postcard from this envelope, Mail the postcard, and, Destroy the contents of this envelope.

Procedure 6. Perform Final Check of Session Box Materials

To conduct a final check of the Session Box materials, perform the following:

6A. Receive Session Box from AA.

When the AA has completed his/her tasks immediately following the session and you have completed your QC checks, the AA will pack the session materials in the Session Box and give the box to you.

It is your job to make sure that the AA packs the Session Box properly and returns it to you.

6B. Place completed questionnaires in Session Box.

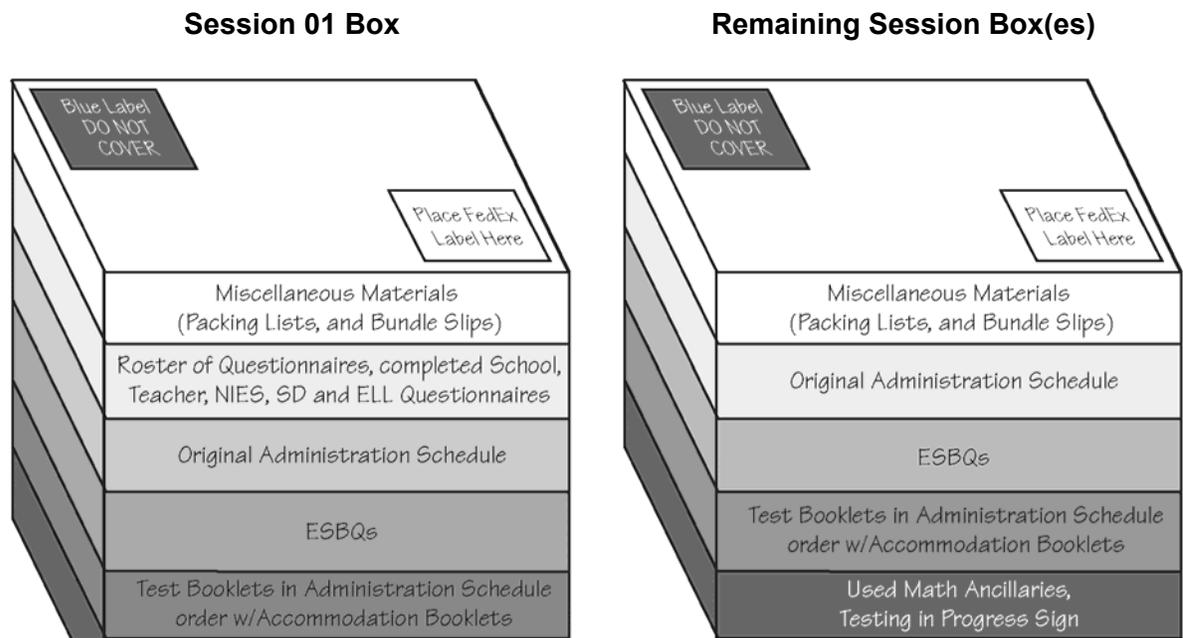
Once you have received the Session Boxes from the AAs, place the school staff questionnaires you have collected from the school coordinator in Session Box 01 along with the completed original Roster of Questionnaires. Place the questionnaires underneath the packing lists and bundle slips, as shown in the diagram below.



If there are NIES school staff questionnaires at the school, place these in Session Box 01 underneath the NAEP school staff questionnaires.

6C. Verify the boxes are packed according to Pearson procedure.

Next, check to make sure the materials are packed according to the examples shown in the diagrams below.



Here, you are conducting a final comprehensive check of the Session Box(es) that will be sent to Pearson to verify that the AA has properly completed all his/her responsibilities following the assessment, and that you have included all other required materials.

Double-check the following:

- There is an original Administration Schedule without names in each Session Box. **Verify that the AA has included the original (blue) Administration Schedule and NOT a photocopy.** You will need to place any copies of the Administration Schedule(s) in the NAEP Storage Envelope.
- The ancillary materials are included in the box to be mailed to Pearson, except for used **foam shapes (mathematics manipulative set “K”), used rulers and protractors, used writing ancillaries and used writing brochures** (you will leave these for the school).

Note: If a school refuses to allow a session to be conducted, code all assigned booklets **49–Session Refused** on the Administration Schedule. After completing the top of the Administration Schedule and making photocopies, open the refused Session Box and place the Administration Schedule for that session inside the box on top of the materials. The bundles of booklets should remain sealed. Return the refused Session Box of materials to Pearson with the other Session Boxes.



If the school is participating in the NIES,

- and the student survey was conducted on assessment day, be sure to place the NIES Student Questionnaires in Session Box 01, under the NAEP test booklets (non-Bureau of Indian Affairs (BIA) schools only).
- and the student survey will be conducted on a day following assessment day, you may hold the NAEP Session Boxes 1 extra day to include the NIES Student Questionnaires in Session Box 01. If the survey is conducted more than 2 days after assessment day, you must ship the NAEP Session Boxes without the NIES Student Questionnaires, and then return the Student Questionnaires to Pearson in a Supplemental Shipping Envelope after the NIES survey sessions have been completed at the school (non-BIA schools only).
- and the school is a BIA school, the Student Questionnaires will have been shipped to you in a separate box. Use this box to return all NIES Student Questionnaires for the school to Pearson, separate from any NAEP session materials.

6D. Receive bulk supply session materials from the AA.

Following the assessment, the AA will have a number of materials that should be returned to you. These include:

- all calculators;
- all unused ancillaries;
- extra pencils;
- session timer; and
- any extra “Testing in Progress” signs that you may have provided from your bulk supplies (the signs that were shipped in the session boxes should be returned in the session boxes).

During this final QC check, ask for these materials if you have not received them from the AA.

Procedure 7. Complete School Debriefing Activities

7A. Review Session Debriefing Form.

The Session Debriefing Form, shown and described in chapter 1, is the written record of the conduct of each session. It also serves as a resource for answering any questions raised after the assessment.

The AA is responsible for completing the Session Debriefing Form. A Session Debriefing Form must be completed for each assessment session, including makeup, accommodation, and NIES sessions. Instructions for completing this form are provided in chapter 6 of the AA Manual.

After the AA completes the form, you will need to review it. If any problems or unusual situations arose during the administration of the assessment, speak with the AA about them. It is important to document exactly what happened, how it affected the students, and how and by whom the situation was resolved. If no unusual situations or problems occurred, it is not necessary to speak with your AA about the information he/she wrote on the form.

After you have reviewed the form, initial it in the space provided in the top-right corner.

7B. Debrief school coordinator.

What you need to know:

- You arranged this interview during the preassessment visit.
- The interview should take no more than 5-10 minutes.
- The Rule: the interview should be conducted only on the day of the original assessment.
- The Exception to the Rule: if you are unable to meet with the school coordinator before leaving the school, leave the NAEP Storage Envelope, used ancillary items, and the School Certificate of Appreciation with the school secretary. Call the school coordinator as soon as possible to conduct the interview over the telephone and confirm he/she has received the NAEP Storage Envelope.
- For makeup session(s), contact the school coordinator following the makeup session(s) only if something unusual happened during the session.

What you need to do:

- Use the scripted debriefing questionnaire in Part 6 of the QCB to conduct the interview and record the school coordinator's answers to the questions.
- Obtain the school coordinator's reaction to assessment activities, ask about any special preparations undertaken before the assessment, and obtain feedback about how NAEP can improve participation.



- If the school participated in the NIES survey or ESBQ, ask an additional question about the survey activities.
- Thank the school coordinator, leave the NAEP Storage Envelope, give the school coordinator any used rulers, protractors, mathematics foam shapes, and writing brochures, and present the School Certificate of Appreciation.

Debriefing Notes (continued):

6-8. IF NIES OR ESBQ: Your school participated in [STUDY NAME]. Do you have any comments about your school's participation in this study?

Record comments:

6-9. Discuss any issues documented on the Session Debriefing Form that should be brought to the school coordinator's attention.

6-10. I have placed copies of all documents used in the assessment in the NAEP Storage Envelope. NAEP would like you to retain the envelope until June 1st or the end of the school year in case there should be questions about the assessment. A postcard is stapled to the outside as a reminder for you to destroy the contents after the "Destroy By" date. Please drop the card in the mail when the package has been destroyed.

6-11. Thank you for everything you have done to make this a successful assessment. A Certificate of Appreciation I'd like to give the school as a token of our appreciation.

Give the school coordinator the School Certificate of Appreciation.

6-12.

**Part 6:
School Coordinator Debriefing Interview**

Directions: Complete with the school coordinator before leaving the school on assessment day.

6-1. Overall, how do you think the assessment(s) went in your school? Would you say:

Read aloud and check the appropriate box.

- Very well
- Satisfactorily
- Unsatisfactorily

6-2. How well did the instruction brochure you received with the pre-assessment packet prepare and direct you in performing the school coordinator tasks? Would you say:

Read aloud and check the appropriate box.

- Very well
- Satisfactorily
- Unsatisfactorily

6-3. NAEP is interested in the feedback you have received from other school staff members about this assessment. Would you say it has been:

Read aloud and check the appropriate box.

- Positive
- Neutral
- Negative
- No feedback

Record comments:

6-4. Did anyone meet with the students to explain the purpose of the assessment?

- Yes
- No
- Don't know

6-5. Did the students receive any special instructions to prepare them for the assessment?

- Yes
- No
- Don't know

If yes, specify type of instructions received:

6-6. Will the students receive (or have they already received) something from the school for participating in the assessment?

- Yes
- No
- Don't know

If yes, specify what (e.g., food, candy, money, party):

6-7. Do you have any feedback about the material you received from NAEP (publications, letters, etc.)?

- Yes
- No
- Don't know

Record comments:

7C. Schedule a makeup session with school coordinator, if necessary.

At the end of the debriefing interview, if necessary, schedule a makeup session with the school coordinator.

Use the following standard NAEP guidelines for scheduling makeup sessions:

- hold one makeup at a school (unless the school had assessments at more than one grade),
- invite all students who were absent (not refused);
- all makeup session students can be assessed in a single location even if the students are listed on more than one Administration Schedule.



- if the NIES survey was conducted at the school and any students were absent from the survey session, hold an NIES makeup session immediately after the NAEP makeup session.

If the school is reluctant to schedule a makeup session, stress the importance of a high participation rate for the accuracy of the assessment results. If the school is still reluctant, be sure to record the situation and discuss the matter with your supervisor immediately. In some situations, a makeup may be difficult (e.g., in the case of chronically absent students).

If a makeup session is needed, but refused by the school, shade in the **Makeup Not Held** oval at the top of the Administration Schedule.

Once the makeup session is scheduled, record the date, time, and location of the session in the box provided at the top of the Administration Schedule.

1		Grade: 8	Original session scheduled for: Day/Date: <u>Monday, Feb. 19</u> Time: <u>8:35</u> Location: <u>Cafeteria</u>		Makeup session scheduled for: Day/Date: <u>Wed., Feb. 21</u> Time: <u>1:00 pm</u> Location: <u>Library - B</u>		If Makeup Held <input checked="" type="radio"/>
2		# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55) <u>2</u> # Excluded (Admin. Codes 60-69) <u>1</u>		# Absent (Admin. Codes 40-45, 48 & 49) <u>5</u> # Refused (Admin. Codes 46 & 47) <u>2</u>		# Assessed (Original Session) <u>20</u> # Assessed (Makeup Session) <u>4</u>	
Sample		+ = <u>29</u> TO BE ASSESSED		+ =		TOTAL	
"K"	"L"	"M"	"N"	"O"	"P"		
ELL	Final ELL Code	ELL Function Code	Original Booklet ID #	Accommodation Booklet ID #	Admin. Code		
2		2	024 000293 4		1	0	10 = In...
2		2	110 054006 9		7	4	11 = No...
2		2	222 624				12 = In...



Record the date of the makeup session in the SCS so that Pearson knows when to expect the Session Boxes for the school. See the *SCS User's Guide* for more information.

Procedure 8. Arrange With Staff to Conduct Makeup Session, If Necessary

If a makeup session is required, complete the following:

8A. Assign AA to conduct session.

Because the AAs conducting the makeup sessions will be returning to the school without you and the other team members, when possible, choose one or two of your most competent AAs to conduct all makeup sessions.

8B. Notify AA about conducting makeup session.

Before your assessment team leaves the school on assessment day, notify the AA you have scheduled to conduct the makeup session. Be sure to give an Assessment Information Form to the AA that provides the time, date, and location where the makeup will take place and other pertinent information. If the AA is not present at the school on the original assessment day, e-mail and call the AA with his/her new assignment.

Detailed instructions for conducting the makeup session, coding the booklet covers, and packing the Session Box are included in chapter 7 of the *AA Manual*.

8C. Give the AA the session materials to conduct the makeup session.

The AA assigned to conduct the makeup session should keep the materials in his/her possession until returning to the school to conduct the makeup. Be sure to give the AA assigned to conduct the session the materials he or she needs before leaving the school on assessment day and remind the AA about security and confidentiality procedures. If the AA assigned to conduct the makeup session is not with you that day, make a note to give the materials to him/her as soon as possible.

Guidelines for conducting makeup session are included in the *AA Manual*.



Security and Confidentiality

Be sure the AAs know how to protect the security of these materials in the interim by following the NAEP security and confidentiality guidelines. Review these procedures with the AA before handing the materials to him/her.



If an NIES makeup session will also be conducted, you, instead of the AA, will need to conduct both the NAEP makeup session and the NIES makeup session at the school.

After conducting the makeup session, the AA will return the assessment materials to you. You will be responsible for shipping the Session Box(es) to Pearson as soon as possible after the makeup session.



Test Your Knowledge

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

- _____ 1. If a makeup session needs to be scheduled at a school, typically you, as the AC, will come back to conduct the session, rather than an AA.
- _____ 2. Entering an Administration Code in column **P** (labeled Admin. Code) of the Administration Schedule is the AA's first responsibility after students have been dismissed.
- _____ 3. If a School Staff Questionnaire has been completed online, you do not need to collect the hard-copy version.
- _____ 4. For makeup session(s), contact the school coordinator following the makeup session(s) only if something unusual happened during that session.
- _____ 5. Except for calculators and timers, all other bulk supplies (the used foam shapes, rulers, protractors, "Testing in Progress" signs, and extra pencils) can be left at the school as a token of NAEP's appreciation for the school's participation.
- _____ 6. The debriefing interview with the school coordinator typically takes 20-25 minutes, although it's safer to allow half an hour.
- _____ 7. The NAEP Storage Envelope remains at the school after the assessments are completed until the end of the school year.
- _____ 8. "Total Time" (the total number of minutes the student took to complete the cognitive sections of the assessment booklet) should be recorded on the cover of the student's booklet for all students who were given the extended time accommodation.

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