

11

COMPLETING ACTIVITIES AFTER LEAVING THE SCHOOL

Procedure 1. Conduct a Quality Control Check of Makeup Session Materials, If Necessary

If a makeup session was conducted, it is your responsibility to conduct a quality control check of the AA's work with the makeup session materials before you prepare the session materials for shipping.

The AA will enter results from the makeup session on the Administration Schedules. On each Administration Schedule:

1. Make sure the "Makeup Held" oval is shaded.

2. Verify the AA changed the Administration Code for each student who participated in the makeup session. For students taking the regular assessment, the AA should have erased the initial absent code and entered one of the "Assessed in Makeup Session" codes (20–24). For students who required an accommodation, the AA should have recorded the original accommodation code you gave to the student.

The form is a NAEP 2007 Administration Schedule for District Middle School, administered by Diana Thomas. It includes a header with school and assessment information, a table of student data, and a summary box. Annotations include:

- Arrow 1: Points to the "Makeup Held" oval in the top right corner.
- Arrow 2: Points to the "Assessed in Makeup Session" codes (20-24) in the student data table.
- Arrow 3: Points to the summary box at the bottom right, which includes fields for "# Assessed (Makeup Session)", "# Assessed (Original Session)", and "TOTAL ASSESSED".

3. Check that the AA completed the remaining entries in the summary box. The number of students who participated in the makeup session should be written on the line labeled "# Assessed (Makeup Session)." This number should be added to the "# Assessed (Original Session)" and the sum written on the line labeled "TOTAL ASSESSED."

4. After you've finished checking the Administration Schedules, check the booklet covers. Using the information from the Administration Schedules, review the booklet covers for all students invited to attend the makeup session. Ensure that the covers are coded correctly, according to the same procedures for coding booklet covers in a regular session (as described in the AA manual).

Procedure 2. Ship Session Boxes to Pearson

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



Security and Confidentiality Alert

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



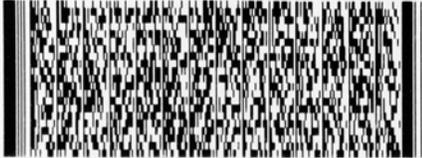
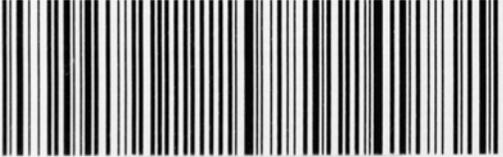
If you have NIES materials to ship for the school and the survey did not take place on assessment day, you may hold the NAEP materials 1 additional day in order to include the NIES materials in the Session Box. If the survey is conducted more than 2 days after assessment day, you must ship the NAEP Session Boxes without the NIES Student Questionnaires, and then return the Student Questionnaires to Pearson using the special envelope and FedEx label supplied by Pearson for this purpose (or the separate box for BIA schools) after the NIES survey activities have been completed at the school.

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

2A. Attach the FedEx return labels to the boxes.

Place a pre-addressed “FedEx Express” 2-day return label on each box to be returned (see example on next page).

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

Part # 154250-354 902-0000 PRINT 02-06	ORIGIN ID: LITA (501)982-1494 Linda Rinker 0520069 AL0801 1216 Overview Drive Jacksonville, AR 72076 UNITED STATES US	EstWgt: 1 LB System#: 9784022/ESD50400 Account: S *****
	Pearson Educational Measurement 2510 North Dodge St Iowa City, IA 52245	(319)841-4712 FedEx Express  CLS05:2596/28/22
	PGMSSN: 815666 NAEP SESSION 2007	SEQ: 01062
		Delivery Address Barcode
	** 2DAY **	FedEx Returns
	TRK# 7905 0454 0092	Form 0221
	52245 -IA-US	CID A2 SG IOWA
		
	TRCK: 7905 0454 0092 Please call 1-800-GOFEDEX (1-800-463-3339) for pickup of boxes. See return shipment instructions for more details.	

2B. Complete the green label on each box.

Each Session Box will arrive from Pearson with a green label on the side that says “Important NAEP Materials.” On the “Box ___ of ___” line, fill in the number sequence of the boxes being returned for the school (for example, Box 1 of 3, Box 2 of 3, etc). These numbers are important because they help confirm that all boxes are received at Pearson. If the green label has become damaged, replace it with the extra label provided in the Session Box.

411-115-2 FRENCH AMERICAN SCHOOL RM0401	SEQ: 15
IMPORTANT NAEP MATERIALS	
NAEP ASSESSMENT 2510 NORTH DODGE STREET IOWA CITY, IA 52245	BOX _____ OF _____
	
815-623-000 0006017574 ANS	

2C. Arrange for FedEx to pick up the boxes.

You may drop off the boxes at any FedEx location or call 1-800-GOFEDEX (1-800-463-3339) to schedule a pickup. Do not leave the boxes unattended for pickup. Do not leave the boxes at the school or other FedEx pick-up location unattended. You may give the sealed boxes to an AA to drop off at a FedEx location, if necessary.

If you call FedEx for a scheduled pickup, have the following information available when you call:

- **Shipping type: Express or Ground** (This is critical, as FedEx has different business units for ground and air, which do not overlap. Express will be used for session shipments. Ground will be used for returning bulk materials at the end of your assessment period);
- contact name;
- contact telephone number;
- pickup address;
- Zip Code (the representative will then verify the city by the Zip Code provided);
- the number of boxes you are returning; and
- the average package weight (use 8 pounds per Session Box, 15 pounds per bulk box).

FedEx will give you a confirmation number and the date of the pickup. In most cases, your pickup will be scheduled for the following business day or the date you requested. In some large metropolitan areas, if you call FedEx early in the day, your pickup may be scheduled for the same day as your call.

2D. Destroy the remaining labels.

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

Procedure 3. Record Shipping Information on the School Folder and Quality Control Booklet

At the bottom of the FedEx return shipping label, there is a small peel-off label preprinted with the tracking number.

Peel off the label with the tracking number and affix it to the back cover of the School Folder. Then, in the space provided next to the tracking number, record the date you shipped the box.



If the NIES session was conducted more than 2 days following the NAEP assessment, you will ship the NIES Questionnaires separately from the NAEP Session Boxes, as described in Procedure 2. Don't forget to include the tracking number for the separate NIES shipment on the back cover of the School Folder.

RETURN SHIPMENT TO PEARSON TRACKING		
DATE:	TRACKING NUMBER LABEL:	NOTES:
1 2/20/07	1Z65901W3810046753	
2		
3		
4		
5		
6		
7		
8		
9		
10		

Enter the Makeup Session Status and the Session Box Shipping Information on the back cover of the Quality Control Booklet.

Makeup Session Status	Session Box Shipping Information
Record <u>one</u> makeup session status below.	Have <u>all</u> Session Boxes been shipped to Pearson?
1 <input checked="" type="checkbox"/> Not Required	1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> Required and Completed	Shipping Dates Entered into the MTS:
Date(s) _____	2/20/07
3 <input type="checkbox"/> Required and Not Completed	2 <input type="checkbox"/> No
Explain: _____	Explain: _____
_____	_____
_____	_____


**When all scheduled and makeup sessions are complete, enter the session results in the SCS and the session shipping information in the Pearson Materials Tracking System (MTS).
 Put the completed Quality Control Booklet in the School Folder and return to your supervisor.**

Procedure 4. Enter Assessment Information into the School Control System and the Materials Tracking System



The following table outlines the information you need to enter into the SCS and MTS. The *SCS User's Guide* has details on how to enter this information.



Session Disposition/Type	SCS Entry	MTS Entry
Makeup session is scheduled	The scheduled makeup date.	N/A
Completed session	<p>From the Summary Boxes of the Administration Schedules in the School Folder, enter the:</p> <ul style="list-style-type: none"> number of students in the new enrollee sample; number of withdrawn, ineligible, excluded, and absent students; number of refusals (parent and student); and number of students assessed in the regular and makeup sessions. <p>From the completed SD/ELL Summary Form:</p> <ul style="list-style-type: none"> enter SD/ELL information. 	<p>From the School Folder, enter:</p> <ul style="list-style-type: none"> the ship date for each Session Box; and the tracking number for each Session Box.
<p>NIES session</p> 	<p>From the NIES Linking Form, on the "Special Studies" tab, enter:</p> <ul style="list-style-type: none"> number of newly added students; number of withdrawn, ineligible, excluded, and absent students; number of refusals (parent and student); and total number of students surveyed in the regular session and makeup session. 	<ul style="list-style-type: none"> N/A, if NIES student survey was conducted on the assessment day. If NIES student survey materials were shipped separately from the NAEP session boxes, from the School Folder, enter: <ul style="list-style-type: none"> the ship date; and the tracking number of the NIES shipment (envelope or box).
All sessions for the school are complete	Update the "Assessment Complete?" field from No to Yes .	N/A

Procedure 5. Report Assessment Progress to Your Supervisor

Once the assessments start, the weekly telephone calls you conduct with your supervisor will change from reporting the status of your preassessment calls and visits to reporting your assessment progress.

Have ready the School Folders and all other materials you will need for the call. See page 3.7 for more information on preparing for this call.

At this stage of the assessment process, your call with your supervisor will include reporting:

- the schedule of AAs assigned to upcoming assessments,
- the performance of AAs (see next page),
- the shipment of assessment materials,
- the status of SCS entries,
- observations conducted by NAEP staff, and
- staffing or other problems you have or may encounter.



Voice of Experience: Addressing Important Questions or Issues

If you have a question or issue that requires immediate attention, do not wait for your scheduled call to contact your supervisor. If he/she is unavailable, contact your field manager or the NAEP staff Help Desk at 1-888-283-NAEP (6237).

Discussing AA Performance With Your Supervisor

If you are experiencing performance problems with an AA, as discussed in the *Leadership* magazine, you will first want to discuss the problem directly with the AA, documenting the problem, any discussion you had with him/her, and the situation's resolution or outcome. It is a good idea to put this documentation in the form of an e-mail to your supervisor.

Your weekly report call is the time to inform or update your supervisor about the problem and discuss the actions you have taken so far. Your supervisor is required by a new Westat corporate policy to complete a Documentation Log for any performance problems with a field staff member (both ACs and AAs)—your supervisor will use the information you provide to complete this form.

If you are unsure how to proceed with an AA with whom you are experiencing difficulties, discuss the situation with your supervisor as soon as possible. Your supervisor can offer valuable suggestions for working with your team of AAs, especially in problematic situations. Do not delay in discussing AA problems with your supervisor—the NAEP field period is very short, and most problems can be corrected quickly, providing you with a quality, effective team member for the remainder of the assessment period.

At the conclusion of the assessment period, you and your supervisor will complete an evaluation form for each AA (see chapter 12 for a complete discussion of the new Westat Field Staff Evaluation Form). If you report problems with an AA's performance on this form, you and your supervisor are required to have written documentation to back up the ratings you give the AA. Therefore, you must document in writing all performance problems with an AA and discuss them with your supervisor at the time the problem arises—not at the end of the assessment period.

Procedure 6. Finalize School Folders

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

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

- completed Quality Control Booklet;
- a copy of the final Administration Schedule(s) for each session (without names);
- a copy of the final Roster(s) of Questionnaires (without names);
- the original Inclusion Worksheet(s) (without names);
- dated copy of Parent/Guardian Notification Letter;

- signed Teacher Observer Letters, if applicable;
- signed Accommodation Teacher Letters, if applicable;
- original NIES Linking Form (without names), if applicable;
- completed Session Debriefing Form for each session;
- Student Sampling Summary Report, if one came in the Folder;
- Special Situation Form, if one came in the Folder;
- if a nonpublic school, all recruitment documents that came in the School Folder; and
- the tracking number from the shipping label for each Session Box sent to Pearson (on the back of the folder in the space provided).



A list of these materials is printed on the School Folder Transmittal Form (shown in chapter 1). Put your initials next to each item in the School Folder on the Transmittal Form and then keep a copy for your files.

Procedure 7. Ship School Folders to Your Supervisor

Once the School Folders are complete, ship them to your supervisor via FedEx.

Note: Use the blank FedEx labels to send the folders to your supervisor, not the preprinted FedEx labels that you use to return the Session Boxes to Pearson.

There are two options for getting your package to FedEx:

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



Impacts Statistical Validity

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



Test Your Knowledge

Instructions: Select the answer that best completes the statement.

1. A new Westat corporate policy requires supervisors to record any performance problems with field staff (both ACs and AAs) on the _____.
 - a. Personnel Performance Form
 - b. Staff Evaluation Form
 - c. Documentation Log
 - d. Personnel Records Form

2. School Folders for assessments conducted during the previous week must be shipped to your supervisor _____.
 - a. within 24 hours of each weekly reporting call
 - b. within two days
 - c. every Friday
 - d. as soon as possible

3. When you make arrangements for shipping the session boxes to Pearson, _____.
 - a. have FedEx pick up the boxes from the school
 - b. use express shipping (air) only
 - c. use ground shipping only
 - d. mark all of the boxes "Confidential"

4. When you ship the session materials to Pearson, peel off the tracking number from the FedEx shipping label and affix it to _____.
 - a. the Administration Schedule
 - b. the School Information Form
 - c. the back cover of the School Folder
 - d. the QCB

5. Following a makeup session, the AA should have changed the Administration Schedule to indicate which students took the makeup as a regular assessment by _____.
 - a. circling the absent code for those students and writing "assessed in makeup session" next to the student's name
 - b. crossing out the absent code and initialing and dating it
 - c. entering code 52 in column P
 - d. erasing the initial absent code and entering one of the "Assessed in Makeup Session" codes

Answers: 1-c, 2-a, 3-b, 4-c, 5-d