

School Control System

School/District Listing

School Edit
 District: **Grand Valley Local SD** Region: **FL 1** Area: **1**
 Search for School ID

General
 Sampling
 Preassm't
 Special Studies
 Post Assm't

Dixon Middle School NAEP ID: 1221221

School Packet

School Packet Sent:

Preassessment Visit

Preassessment Visit Date:

Preassessment Visit Time:

Teacher Information:

Subject Taught	Number of Teachers
Mathematics	<input type="text" value="4"/>
Language Arts	<input type="text" value="3"/>

Student Sampling Summary Report: SSSR Run Date: 9/16/06
 Verify student data against any statements below.

Data to be verified: Print SSSR Results	Corrected on Admin Schedule	Verified with Sch. Coord. as correct
49.3% of the students are female and 50.7% are male. CCD data shows 59.0% female and 40.9% male.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.0% of the students are shown as Students with Disabilities. Data for this school filed in a previous year shows 18.5% Students with Disabilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.0% of the students are shown as English Language Learners. Data for this school filed in a previous year shows 20.3% English Language Learners.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

New Enrollees Procedure:
 (To be completed after the Preassessment visit/call.)

Did you obtain list of currently enrolled grade eligible students?	Yes <input type="text" value=""/>
If "No", call back date	None <input type="text" value=""/>
Number of students you identified as new enrollees	<input type="text" value="6"/>
Did you sample from the list of new enrollees?	Yes, sampled <input type="text" value=""/>
# of new enrollees sampled and added to assessment	<input type="text" value="4"/>

Number Excluded Students

After preassessment visit, total number of excluded students in Reading:	<input type="text" value="0"/>
After preassessment visit, total number of excluded students in Writing:	<input type="text" value="1"/>
After preassessment visit, total number of excluded students in Math:	<input type="text" value="0"/>

Parent Letter Information

Has school notified parents? Y/N:	<input type="text" value="Y"/>
Date parent notice sent:	<input type="text" value="1/5/2007"/>
How Sent:	Letter Mailed Home <input type="text" value=""/>
Other (How Sent):	<input type="text" value=""/>
Letters Sent To:	All Eligible Students <input type="text" value=""/>
Date parent notice received by AC:	<input type="text" value="1/15/2007"/>

REMINDER:
Parents of sampled new enrollees must be notified of the assessment

Newly Identified American Indian/Alaska Native Students

Are there any newly identified AI/AN students in this school?	<input type="text" value="No"/>
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School Edit, Preassessment tab

Your supervisor will have entered the date the school packet was sent to the school so that you can refer to this date when contacting the school coordinator to ensure the packet was received. You will complete most of the remaining fields following the preassessment visit.

One of the first things you should do is enter the date of the preassessment visit when this has been determined. A field for entering the time for this visit is also available.

3.2.1.1 Teacher Information

In this section of the Preassessment tab, the number of teachers is displayed as a reminder of the number of teacher questionnaires that were sent to the school and need to be accounted for.

The information requested will depend on the grade sampled in the school as shown below:

Grade	Information needed on number of teachers of:
4	Grade 4 students
8	Mathematics Language Arts

There are no teacher questionnaires for grade 12 schools.

3.2.1.2 Student Sampling Summary Report (SSSR)

In this part of the Preassessment tab, messages will be displayed which should be checked during the preassessment visit. A hard copy of this should be in the School Folder.

Student Sampling Summary Report: SSSR Run Date: 9/16/06 Verify student data against any statements below.		
Data to be verified: Print SSSR Results	Corrected on Admin Schedule	Verified with Sch. Coord. as correct
49.3% of the students are female and 50.7% are male. CCD data shows 59.0% female and 40.9% male.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.0% of the students are shown as Students with Disabilities. Data for this school filed in a previous year shows 18.5% Students with Disabilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.0% of the students are shown as English Language Learners. Data for this school filed in a previous year shows 20.3% English Language Learners.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SSSR Example After AC has Verified with School Coordinator

After the issues in the SSSR have been discussed with the coordinator and resolved, record on the hard copy whether corrections were made on the Administration Schedule or whether the

information is verified as correct as recorded. This information should be recorded on the SCS after the visit.

The system will not let both check boxes to be used under both “Corrected on the Administration Schedule” and “Verified as correct.” The following error message will appear if this is attempted:

Check only one:
 That you have corrected the data on the Admin. Schedule
 OR
 You have verified with the school coordinator that the data are correct as recorded on the Administration Schedule

3.2.1.3 New Enrollee Procedure

New Enrollees Procedure: (To be completed after the Preassessment visit/call.)	
Did you obtain list of currently enrolled grade eligible students?	Not Answered ▾
If "No", call back date	None ▾
Number of students you identified as new enrollees	<input type="text"/>
Did you sample from the list of new enrollees?	Not Answered ▾
# of new enrollees sampled and added to assessment	<input type="text"/>

New Enrollee Procedure Section of Preassessment Tab

When you are at the school for the preassessment visit and the student sample was selected in the fall, you will ask the school coordinator for a list of students who are currently enrolled in the sampled grade.

Using the list of currently enrolled students, follow the Instructions for Sampling New Enrollees, located in the School Folder. These include:

- compare the list of currently enrolled students to the original list submitted for sampling (in the School Folder);
- highlight the names of currently enrolled students who are not on the list from which the sample was selected;
- copy the highlighted names and demographic data to the New Enrollee Listing Form; and
- select the sample from the New Enrollee Listing Form.

Students who are sampled during this process are added to the end of the Administration Schedule with the fewest names.

After the preassessment visit, update the results of the New Enrollee Procedure in the SCS.

The question about whether you sampled from the list of new enrollees will be answered according to the situation in the school. If there were no new enrollees, indicate this by selecting "No new enrollees." If, for some reason, the sample was not selected from the list of new enrollees, select the response "No, did not sample."

If the original student sample resulted in more than 34 students being assigned to a session type, a second session is created and two Administration Schedules will be generated for this school. However, if sampling new enrollees results in enough students added to a session that there are now more than 34, a new "session" is NOT created. While it is true that a blank Administration Schedule will be used for the student demographic data of the extra students, the students on this new Administration Schedule are still considered part of the original session.

3.2.1.4 Number Excluded Students

During the preassessment visit to a school, you will discuss the students who have been coded as SD and/or ELL (Administration Codes 60s and 70s) and are listed on the Inclusion Worksheet. As a result of this discussion you will record the number of excluded students for each subject in the QCB Part 2, Procedure 4.

Working from the QCB, you will record the number excluded in the Preassessment tab in the SCS. This will allow reports to be produced in the home office on the number of students expected to be excluded from the assessments.

Number Excluded Students	
After preassessment visit, total number of excluded students in Reading:	<input type="text"/>
After preassessment visit, total number of excluded students in Writing:	<input type="text"/>
After preassessment visit, total number of excluded students in Math:	<input type="text"/>

3.2.1.5 Parent Letter Information

The Federal “No Child Left Behind” legislation requires that parents of all selected students be notified that their child has been selected. Thus, it is important that this section of the SCS is completed for every participating school.

Parent Letter Information	
Has school notified parents? Y/N:	<input type="checkbox"/>
Date parent notice sent:	None ▾
How Sent:	Not Answered ▾
Other (How Sent):	<input type="text"/>
Letters Sent To:	Not Answered ▾
Date parent notice received by AC:	None ▾
REMINDER: Parents of sampled new enrollees must be notified of the assessment	

Parent Letter Information Section of Preassessment Tab

The Parent Letter Information to be completed is as follows:

FIELD	EXPLANATION
Has school notified parents?	It is required that the school notify parents before the assessment can be held.
Date parent notice sent:	The date that the school coordinator sent the letter or newsletter with the parent notification.
How Sent:	Select from the drop-down list: Letter mailed home. Letter sent home with student. Notice posted in newsletter. Other.
Other (How sent):	If some other means of notifying parents was used, record here, such as by facsimile, which is allowed.
Letters sent to:	Select from the drop-down list: Sampled students only. All eligible students.
Date parent notice received by the AC:	Date you received a dated copy of the parent notice from the school.

At the bottom of this section is a reminder that the parents of sampled newly enrolled students must also be notified before they can be assessed.

3.2.1.6 Newly Identified American Indian/Alaska Native Students

If, as a result of sampling the newly enrolled students, you determine that one or more of the newly sampled students is an American Indian or Alaska Native student, you will click on the “No” button here to change the response to “Yes.”

Newly Identified American Indian/Alaska Native Students
Are there any newly identified AI/AN students in this school? No

When you click on “No,” the following confirmation window will appear.



Click on the **OK** button, unless you did not mean to click “No” originally. If the school was not considered part of the NIES prior to this, it will be part of the study at this point and the NIES fields will be available for data entry after the NIES on the Special Studies tab (see section 3.2.2).

3.2.2 Special Studies Tab

Schools selected for special studies will be identified in this tab by the name of the study. For NAEP 2007, the special studies are noted below.

SCHOOLS SELECTED FOR:	NOTICE ON SPECIAL STUDIES TAB:
Trends in International Mathematics and Science Study (TIMSS)	“This school also sampled for TIMSS.” [This requires no action on your part]
Extended Student Background Questionnaire (ESBQ)	“The sampled [4th/8th/12th] grade students in this school have been selected to receive the Enhanced Student Background Questionnaire (ESBQ).” “ESBQ survey status.” [Pending (default)/ Cooperating/School refusal]
Small Reading Bundle	“Some students in this school have been sampled for the RE session and will be tested using reading booklets from a special small bundle. These students can be tested with the other students in

	<p>the regular sessions.”</p> <p>"The approximate number of students in RE sessions = [display # of students sampled for RE sessions]"</p>
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Schools selected for the National Indian Education Study (NIES) will have the following information and data entry fields:

School Control System

School/District Listing

School Edit District: Grand Valley Local SD Search for School ID
 Region: FL 1 Area: 1

General **Sampling** **Preassm't** **Special Studies** **Post Assm't**

Dixon Middle School NAEP ID: 1221221

This school also sampled for TIMSS
 The sampled 8th grade students in this school have been selected to receive the Extended Student Background Questionnaire (ESBQ).
 ESBQ Survey Status:

This school also sampled for National Indian Study (NIES)

National Indian Education Study (NIES)

NAEP GRADE: 8
NIES Survey Status:
NAEP Status:

AI/AN Grade Enrollment:
 Expected: 5
 Actual:

Administration mode:

Survey:
 Scheduled Survey Date:
 Scheduled Survey Time:
 Original Sample:
 Added Students:
 Total in Sample:
 Withdrawn:
 Ineligible Not AI/AN::
 Ineligible NAEP/Other:
 To Be surveyed::
 Excluded:
 Total Refused NAEP:
 Total Refused NIES:
 Absent::
 Total Original Survey:
 Makeup Survey Date:
 Surveyed Makeup:
 Total Surveyed:

After the NIES survey has been conducted in the school, you will record the summary data here.

3.2.3 Post Assessment Activities Tab

After the assessments are complete in a school, you will record summary data from the Administration Schedule(s) on this tab.

School Control System

School/District Listing

School Edit District: Grand Valley Local SD Region: FL 1 Area: 1 Search for School ID

General **Sampling** Preassm't Special Studies **Post Assm't**

Session Data for Dixon Middle School (1221221)
(Column headers for calculated data are in red text.)

Original Session Information

Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
RS0801	201	2/19/2007	8:35	28	4	32	2	1	29	5	2	22
RS0802	203	2/19/2007	8:35	32	0	32	0	0	32	0	0	32
RS0803	205	2/19/2007	8:35	32	0	32	0	0	32	0	0	32

Make-up Sessions *

Session ID	Assessed In Makeup	Makeup Date	Makeup Code	Total Assessed
RS0801	0	None	Makeup not needed	22
RS0802	0	None	Makeup not needed	32
RS0803	0	None	Makeup not needed	32

*If a make-up session is not needed, enter a zero and select "Makeup not needed" from code drop-down list.

Notice:
Changes made to session dates and/or make-up dates on this page will not be reflected on the General tab page.

Assessment Complete?: Yes

Post Assessment Tab

The fields displayed in the session matrix on this tab are in the same order as the session summary fields at the top of the Administration Schedule(s).

Each line in the matrix represents one “session” identified by its session ID. Even if all of the students listed on two or more Administration Schedules are assessed in the same room, each Administration Schedule should reflect only the information for the students listed on it.

Normally in the SCS a “session” equals an Administration Schedule. However, occasionally, there are more students added to the sample through the New Enrollee Procedure than there are blank

lines on the Administration Schedule. When a blank Administration Schedule is used to record the additional students, a new “session” is not created. The number of new enrollees from this new Administration Schedule should be combined with the number from the original Administration Schedule when recording the data in the SCS.

Double-check the session ID on the Administration Schedule with the SCS before entering any data. You will enter information reading across the summary box of the Administration Schedule.

If a makeup session was required, enter the date of the makeup session, the appropriate makeup code (see below), and the number of students who were assessed in the makeup session. If no makeup session was conducted, enter a zero. There must be data in each cell of the matrix.

As you record information on this page, press the **Tab** key to easily move from one field to the next.

Double-check all of your numbers, then go to the next session’s Administration Schedule (if there were two or more in the school) and enter the information for that session.

Makeup sessions should be held when necessary, but occasionally they cannot be held. If a makeup was required in a school based on the attendance in the original sessions, select from among the codes in the drop-down list to explain the status of the makeup session.

3.2.3.1 Makeup Codes

Click on the down-arrow button to reveal the makeup codes.



Makeup Completed	Makeup session was conducted.
School Declined	The school refused to allow you to conduct the makeup session.

No Time	There was no time left in the field period to conduct the makeup session. (You should only apply this code after discussion the situation with your supervisor.)
No available students	No students were available for the makeup session since all absent students were refusals or otherwise unavailable to attend a makeup session.
Makeup not needed	A makeup session was not needed in this school.

After recording information in the session screen, double-check your entries.

When you click on the **Save** button, the system will check to see if there are data in every cell including the “Assessed in makeup” cell. If there are, the system will calculate and enter the “Total in sample,” “To be assessed,” “Assessed in original,” “Percent assessed before makeup,” and the “Total assessed.”

If there are blank cells, the data entered are saved, but calculations are not performed. Every cell must have at least a zero recorded before the calculations are performed. Don't forget to record data in the “Assessed in make-up” cell.

You should record session information within 24 hours of completing the assessments in a school.

NOTE: Changes made to the session assessment dates and or makeup dates on the tab will not be reflected on the General tab since the dates are specific to each session on this page.

3.2.3.2 Assessment Complete Indicator

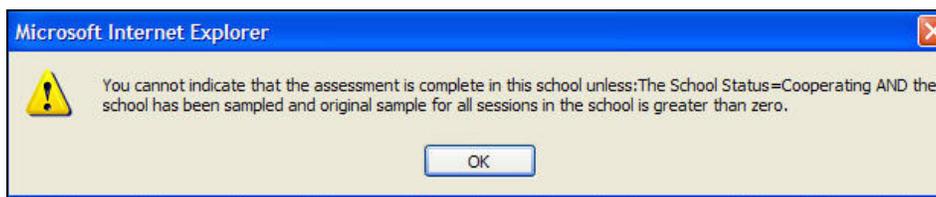
After all of the sessions in a school are complete (including all makeup sessions) and all summary data have been entered in the SCS and double-checked, click on the **Assessment Complete** button and change the answer from “Not Answered” to “Yes.”

The screenshot shows a portion of a software interface. On the left, there are two dropdown menus, both currently set to "keep not needed". To the right of these is a text area containing the text: "Changes made to session dates and/or makeup dates will not be reflected on the General tab". Below this, there is a label "Assessment Complete?:" followed by a dropdown menu currently set to "Not Answered". A mouse cursor is pointing at the dropdown arrow of the "Assessment Complete?" menu.

If you attempt to change the answer to the Assessment Complete question, and the summary data have not been entered in every cell, the following error message will be displayed:



If you attempt to change the answer to the Assessment Complete question when data have been entered in all of the cells, but the school's status code is not properly set, the school sample was not recorded, or the Original Sample for all sessions is zero, you will receive a notice and the answer to Assessment Complete question will not be changed.



4. Summary

The School Control System helps keep NAEP State and TUDA Coordinators, NAEP field directors and managers, supervisors, assessment coordinators, and Westat home office staff up to date before, during, and after the assessments. The table below identifies the parts of the SCS for which the assessment coordinators are responsible.

Tab	Data Entry Fields
General	Assessment and makeup schedule as necessary.
Preassm't	Preassessment visit date and time; Student Sampling Summary Report resolution; New Enrollee Procedure results; Number of Excluded Students; and Parent notification information.
Special Studies	For schools selected for the special studies: <ul style="list-style-type: none">• ESBQ survey status; or• NIES summary data.
Post Assm't	Session summary data.