

9. Instructions for the School Coordinator Brochure

This bi-fold, two-sided color brochure is included in the Preassessment Packet and provides the school coordinator with the list of items included in the packet and instructions for what needs to be done with them prior to the Preassessment Visit.

The brochure also provides a space for the school coordinator to record the date and time of the preassessment visit once you have arranged for the visit during your Scheduling Telephone Call, which is described in chapter 3.

ACTIVITIES TO COMPLETE BEFORE THE PREASSESSMENT VISIT

Distribute and Collect the SD and/or ELL Questionnaires
Distribute the enclosed questionnaires to the appropriate teachers and collect the completed questionnaires before I arrive for the preassessment visit. Prior to distributing the questionnaires, do the following:

- Record the name of the teacher most knowledgeable about each student in the "Distributed To" column on the Roster of Questionnaires.
- On the questionnaire cover(s), write the date it is to be returned. Please point out the return date as you distribute each questionnaire.

Review and Update the Student Information Report

- Collect any missing demographic information and enter it directly on the report.
- Review student demographic data for accuracy. Make any corrections directly on the report.

PREASSESSMENT PACKET CONTENTS

- Print** — Student Information Report
Lists all students selected for NAEP, as well as their demographic information.
- Print** — SD Questionnaire(s)
SD Questionnaires have been included for the teachers most knowledgeable about students identified as SD on the Student Information Report. A questionnaire must be completed for each student regardless of whether or not the student will be assessed.
- Print** — ELL Questionnaire(s)
ELL Questionnaires have been included for the teachers most knowledgeable about students identified as ELL on the Student Information Report. A questionnaire must be completed for each student regardless of whether or not the student will be assessed.
- Print** — If Grade 4 or 8: SD/ELL Roster of Questionnaires
Tracks the SD and ELL Questionnaires assigned to the school.
- Print** — If Grade 12: School Questionnaire
One School Questionnaire has been included for the principal. The questionnaire collects information about the school characteristics, staff, and instructional programs.
- Print** — If Grade 12: Grade 12 Roster of Questionnaires
Tracks the School and SD and ELL Questionnaires assigned to twelfth-grade schools.
- Print** — If One or More Selected Students Are American Indian or Alaska Native: Important NIES Materials Envelope
This envelope contains information on participation in the National Indian Educational Study (NIES), which is a component of NAEP.
- Print** — U.S. Department of Agriculture Letter
This letter, which authorizes the collection of the National School Lunch Program (NSLP) information, is included to help you collect any missing NSLP information on the Student Information Report.
- Print** — Parent Notification Letter
By law, NAEP requires all parents of selected students be notified about the assessment.
- Print** — Logistics Questionnaire
This questionnaire will be used to plan assessment day.
- Print** — NAEP Storage Envelope
Store your NAEP materials inside this envelope.

ACTIVITIES TO COMPLETE DURING THE PREASSESSMENT VISIT

Determine What, If Any, Specific Accommodations Are Required by SD and/or ELL Students
We'll use the information recorded about each student in the completed SD and ELL Questionnaires to determine what accommodations, if any, each SD and/or ELL student will receive on NAEP.

Receive School and Fourth- or Eighth-Grade Teacher Questionnaires for Distribution
I will provide you with NAEP questionnaires to distribute to the principal.

ACTIVITIES TO COMPLETE AFTER THE PREASSESSMENT VISIT

Distribute Questionnaires
Distribute the questionnaires provided during our visit and collect them by the morning of the assessment. Any questionnaires completed online

WHAT IS NAEP?

The National Assessment of Educational Progress (NAEP) is a congressionally mandated project overseen by the National Center for Education Statistics (NCEES) to continuously monitor the knowledge, skills, and performance of the nation's children and youth. As "The Nation's Report Card," NAEP measures and reports on a regular basis what America's students know and can do in core subjects like reading, mathematics, writing, and science. For more information, visit <http://nces.ed.gov/nationsreportcard>

INSTRUCTIONS For the School Coordinator

COMPLETING PREASSESSMENT ACTIVITIES FOR NAEP 2007

We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2007 assessment program. We are pleased that you are serving as the coordinator for NAEP activities at your school. In order for the visit to take the least amount of your time, we ask that you read these instructions carefully.

I will call you shortly after you receive this Preassessment Packet. If you have questions before then, I can be contacted through the MySchool website at www.naep.gov or the information below. If you need immediate assistance, please call the NAEP Help Desk at 1-800-283-NAEP (6237).

The preassessment visit is scheduled for
Tuesday, January 9 at **10:00** a.m.

I will arrive at your school up to an hour before our preassessment visit to gather the materials below and work in a designated space until our scheduled appointment.

Please have these materials ready for me upon my arrival:

- Completed Student with Disabilities (SD) and English Language Learner (ELL) Questionnaires
- Completed Student Information Report
- Printed list of students in selected grade
- Completed Logistics Questionnaire (Optional)

NAEP is scheduled to take place in your school on _____ date.

We look forward to a successful assessment!

Sincerely,

NAEP Representative _____

Email address _____

Telephone number _____

10. Log of Schools

The Log of Schools is a computer-generated, complete listing of all schools in your area in NAEP school ID number order. You will receive the log from your supervisor.

Use the log to quickly find assessment dates for your assigned schools, help you schedule your activities, and assist you in conducting your weekly call with your supervisor.

In addition to school contact information, school disposition code, and assessment date, there is space on the Log for you to record information about each school as you work through your assignment.

Territory: 33 Region: AK-1 Area: 1		NAEP 2007 Log of Schools		Date: 12/08/06			
District Name Superintendent Street Address City State Zip Phone #	School Name Principal Street Address City State Zip Phone # NAEP ID# Grade:	School Disp Code	Assessment Date				
CHATHAM REGION SCHOOLS 100 KOOTZNOOHOO ROAD ANGOON, AK 99820 (907) 788-3302	KLUKWAN SCHOOL PO BOX 1409 HAINES, AK 99827 (907) 767-5551 0211300 GRADE: 4	00	14FEB2007				
HAINES BOROUGH SCHOOL DISTRICT 219 MAIN STREET HAINES, AK 99827 (907) 766-2644	HAINES ELEMENTARY MAIN STREET HAINES, AK 99827 (907) 766-2811 0211390 GRADE: 4	00	13FEB2007				
	HAINES ELEMENTARY MAIN STREET HAINES, AK 99827 (907) 766-2811 0220750 GRADE: 8	00	13FEB2007				
	MOSQUITO LAKE ELEMENTARY 27 MILE HAINES HWY HAINES, AK 99827 (907) 767-5527 0210980 GRADE: 4	00	14FEB2007				

11. Logistics Questionnaire

The Logistics Questionnaire is sent to schools in the Preassessment Packet. This document contains questions related to the assessment day logistics. These questions were previously asked at the end of the preassessment visit, and this year, the school coordinator has the option of completing them ahead of time in order to make the visit shorter. If the school coordinator does not complete the questionnaire before the preassessment visit, the questions are reprinted in your QCB for you to ask the school coordinator during the visit.

How should we contact the office from the assessment locations if we need assistance should a student become ill or disruptive?

How should we dismiss students when the assessment session ends and the materials have been collected and accounted for?

So that we may be more sensitive to the needs of your students, you please tell us if there have been any traumatic events that have affected your school, students, or community in the past year?

Is there anything scheduled that might interrupt the assessment session, such as a fire drill or assembly?

NAEP 2007 Logistics Questionnaire
Please complete the following questions to help us plan for the upcoming NAEP assessment in your school.

On assessment day, the other NAEP assessment team members and I will arrive at the school 1 hour before the assessments are scheduled to begin to prepare for the assessments. Where should we park?

We will wear our NAEP identification badges and check in at the main office. Are there other procedures or protocols specific to your school that we need to follow?

Is there a room where the assessment team may work until it is time to go the assessment locations?

Once the students in the assessment session have begun reading the booklet directions, students cannot be admitted to the session. How should we handle students who arrive too late to be assessed?

(OVER)

07-M-G-0-401

12. NAEP 2007 Publications

There are a number of NAEP publications that you will use or provide to the schools as needed during your NAEP assignment. These publications come in many formats, from one-page color brochures to small booklets. Below is a list and short descriptions of the most common NAEP publications you will use. You will be provided with a small supply of these documents in your bulk supplies.

A. Frameworks

These small booklets describe the test design and content of the assessments. There is one framework for each NAEP subject. NAEP State Coordinators may choose to send the Frameworks to public schools in the late fall. You will be responsible for giving these to nonpublic schools or public schools in states that did not distribute them.

B. Sample Questions Booklets

NAEP Sample Questions Booklets contain actual student background questions as well as examples of the types of cognitive questions in the assessment booklets. Since the cognitive questions in the assessment booklets need to remain secure and are not released to the public, Sample Questions Booklets have been developed for school staff, parents, and other persons interested in the types of questions asked on the NAEP assessment. There is one Sample Questions Booklet for each grade. See pages 1.64-1.66 for more information on the NAEP Guidelines for Reviewing Assessment Materials.

This year, two of the NAEP special studies, the NIES and the ESBQ, also have their own Sample Questions booklets. For each of these studies, the document contains a reprinting of the entire set of actual student background questions and the rationale for the questions.

C. Teacher's Guide to NAEP

This color brochure provides teachers with facts about NAEP, including why their participation is important and information on how to encourage their students to participate and do their best on NAEP. You will include one of these brochures with each Teacher Questionnaire you distribute at the school.



NAEP National Assessment of Educational Progress

NCEs National Center for Education Statistics

U.S. Department of Education
Institute of Education Sciences

NAEP Teacher's Guide

A Resource Highlighting the 2007 National Assessment of Educational Progress

Introduction

The National Assessment of Educational Progress (NAEP), also known as *The Nation's Report Card*[™], is the only ongoing, nationally representative measure of student achievement. Since 1969, NAEP has measured the academic progress of students nationwide in a number of key subjects and has reported the results to the American public.

NAEP plays an important role in American education. The U.S. Department of Education administers NAEP, and Congress, which authorizes it, uses the data in developing education policy. State leaders and state educators use NAEP for information on student achievement in their states and other states. State assessments differ widely from state to state but with NAEP, students in all states take the same assessment and are measured in the same way, so that valid comparisons can be made.

As a teacher...

You play a vital role. You can make an important contribution to this effort by encouraging your students to participate and to do their best. Each student represents a much larger group of students in your

state and nationwide. Every student's participation is essential to ensure that state and national performance is accurately reflected.

You help improve our understanding of what influences student learning. You will be asked to complete a short survey focusing on your teaching experience and instructional environment. Surveys can be completed online or by hand. NAEP will use the information to report on current instructional activities in America's classrooms.

You can use NAEP as a resource in the classroom. After each assessment, some test questions, their answers, and how students performed on each are released to the public. Previously released questions, scoring guides, and samples of student responses are available on the NAEP website (<http://nces.ed.gov/nationsreportcard>). From that site, you can print questions that can be used in the classroom. For each of these questions, you can compare the performance of students in your state to the average performance of students nationwide. You can also contact your school's NAEP Coordinator for the Sample Questions booklet, which provides more detailed information regarding the upcoming assessments in mathematics (grades 4 and 8), reading (grades 4 and 8) and writing (grades 8 and 12).

13. NAEP Storage Envelope

The red NAEP Storage Envelope is used to store all NAEP (and NIES, if applicable) documents at the school between the preassessment visit and the end of the school year.

A NAEP Storage Envelope will be sent by your supervisor to the school coordinator in the Preassessment Packet of materials. This envelope will stay at the school throughout the assessment process and will be used by you and the school coordinator to store various assessment related documents, such as Administration Schedules, Rosters, and completed school staff questionnaires. After the assessment, the school will retain the NAEP Storage Envelope with its contents until the end of the school year in case a need should arise for NAEP to refer to the contents during data processing and statistical analysis.

Detailed instructions for using the NAEP Storage Envelope are presented throughout the manual.

The image shows a form for a NAEP Storage Envelope. At the top left is the NAEP logo, which includes the text 'The Nation's Report Card' and 'NAEP' above a grid icon with a star. Below the logo, the words 'STORAGE ENVELOPE' are printed in large, bold, black letters. Underneath this, in smaller text, it says '(Use for Administration Schedule(s), Student List(s), and other assessment materials.)'. To the right of the logo area is a large dashed rectangular box. Inside this box, the text reads 'Staple NAEP Return Postcard (with school name & id completed and facing out)' followed by 'HERE' in the center. Below the dashed box, there are several lines for information: 'School Coordinator: _____', 'Your NAEP Representative: _____', 'Assessment Date & Time: _____', 'Your NAEP Representative's Phone: _____', and 'Time NAEP Team will Arrive: _____'. At the bottom left, there is contact information for the NAEP Help Desk: 'Phone: 1-800-283-NAEP (6237)' and 'Email: NAEPHelp@Westat.com'. At the bottom right, under the heading 'After June 1 or the end of your school year:', there is a bulleted list: '• Complete the NAEP Return Postcard, • Remove the postcard from this envelope, • Mail the postcard, and • Destroy the contents of this envelope.'