

## 14. New Enrollee Listing Form and Instructions for Sampling New Enrollees

Starting in 2007, the New Enrollee Listing Form will be used by only the field staff, not by the school coordinator as in past years of NAEP. The New Enrollee Listing Form is will be used by you to record the names and demographic information of the students who are currently enrolled at the school but not on the list of students submitted to NAEP in the fall.

From the list of students on the New Enrollee Listing Form, you will select a sample of students during the preassessment visit using the school-specific Instructions for Sampling New Enrollees. This form (shown on page 1.27) provides the following information:

- Step-by-step instructions for using the New Enrollee Listing Form and the Instructions for Sampling New Enrollees.
- A set of line numbers used to select the students for the assessment.

Specific instructions for using these documents to select the new enrollee sample are provided in chapter 4, and in the Quality Control Booklet (QCB).



### Impacts Statistical Validity

The new enrollee sample ensures that all grade-eligible students in the sampled schools have a chance to be selected.

NAEP's categories and codes for student background variables are listed below.

**Race/Ethnicity:**

- 1 - White, not Hispanic: A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.
- 2 - Black, not Hispanic: A person having origins in any of the Black peoples of Africa.
- 3 - Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not

School name & ID: \_\_\_\_\_

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**NAEP 2007  
NEW ENROLLEE LISTING FORM**

**Directions:** Obtain a list of the currently enrolled students from the school coordinator and compare it to the list that was submitted for sampling. Below, record the names and demographic information of those students whose names are on the list of currently enrolled students, but are NOT on the list from which the sample was selected.

Using the *Instructions for Sampling New Enrollees*, select the sample of these students. Put an "X" in the "Sampled" column for those students who have been sampled. Write their names and demographic data on the Administration Schedule remembering to enter a "1" in column M since these are considered new enrollees.

(NAEP codes for student background variables are listed on the reverse side).

| -B-<br>Student Name | -C-<br>Home-<br>room | -E-<br>Birth Date<br>(MM/YY) | -F-<br>Sex | -G-<br>Race/<br>Eth. | -H-<br>NSLP<br>status | -I-<br>SD | -K-<br>ELL | -M-<br>New<br>En. | For Sampling<br>Use Only |                |
|---------------------|----------------------|------------------------------|------------|----------------------|-----------------------|-----------|------------|-------------------|--------------------------|----------------|
|                     |                      |                              |            |                      |                       |           |            |                   | Line<br>No.*             | Sampled<br>"X" |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 1                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 2                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 3                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 4                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 5                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 6                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 7                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 8                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 9                        |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 10                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 11                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 12                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 13                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 14                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 15                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 16                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 17                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 18                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 19                       |                |
|                     |                      |                              |            |                      |                       |           |            | 1                 | 20                       |                |

\*REMEMBER TO RENUMBER THE LINE NUMBERS IF YOU NEED EXTRA PAGES

07-M-G-0-218

origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. These areas include, for example, China, Samoa, and Hawaii.

having origins in any of the original peoples of North and South America who maintains tribal affiliation or community attachment.

in one of the first five categories or has a background other than the

category is available for non-public schools only.)

Categories 2 or 3 of the NSLP should code all students as "free lunch". If it is not "free lunch" and "reduced price" for some students, code these students as being

Individualized Education Plan (IEP) or equivalent classification (such as "learning disabled").

classified by the school as English language learners or limited English

If a student has achieved full English proficiency within the current year, early ELL students in its AYP reports, the student should be coded as

sampled from this list as new enrollees by entering a "1" in column M.

### Example of Instructions for Sampling New Enrollees

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School Name: Dixon Middle School

12:18 PM

School ID: 122-122-1

11/1/2006

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#### NAEP 2007 INSTRUCTIONS FOR SAMPLING NEW ENROLLEES

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1. Obtain from the school coordinator a list of students currently enrolled in the sampled grade.
2. Compare the list of currently enrolled students to the list of students from which the sample was selected. Highlight the names of students on the list of currently enrolled students that are not on the list from which the sample was selected.
3. Copy the highlighted student names from the list of currently enrolled students on the New Enrollee Listing Form.
4. Note the line number of the last student listed on the New Enrollee Listing Form. If there are more student names than line numbers below, call your field manager for directions before proceeding.
5. Sampling new enrollees.

#### RS session

To identify the students selected for the assessment, enter an “X” next to the line numbers listed below on the New Enrollee Listing Form in the column headed “Selected”:

1, 3, 4, 5, 7, 8, 10, 11, 13, 14, 15, 17, 18, 20, 21  
 22, 24, 25, 27, 28, 29, 31, 32, 34, 35, 36, 38, 39, 41, 42  
 44, 45, 46, 48, 49, 51, 52, 53, 55, 56, 58, 59, 60, 62, 63  
 65, 66, 67, 69, 70, 72, 73, 75, 76, 77, 79, 80, 82, 83, 84  
 86, 87, 89, 90, 91, 93, 94, 96, 97, 98, 100, 101, 103, 104, 106  
 107, 108, 110, 111, 113, 114, 115, 117, 118, 120, 121, 122, 124, 125, 127  
 128, 129, 131,

Many line numbers have been provided. This should be more than enough; in fact, you may only need to use the first few line numbers.

6. After sampling is completed, copy the sampled students’ names and other demographic data onto the Administration Schedule.
7. Enter a “1” in column M (“New Enrollee”) of the Administration Schedule for each selected newly enrolled student.
8. Remind the school coordinator that the parents of all sampled newly enrolled students must be notified about the assessment before they can be assessed.
9. Store the New Enrollee Listing Form and these Instructions in the School Folder.

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## 15. NIES Linking Form



The NIES Linking Form is used only for schools that are participating in the National Indian Education Study (NIES). The NIES survey is a separate survey that will be conducted in schools with one or more American Indian or Alaska Native (AI/AN) students sampled for NAEP. The *Overview* magazine contains a detailed introduction to the NIES.

The purpose of the NIES Linking Form is similar to that of the NAEP Administration Schedule. You will use it as an organizational tool to manage the NIES activities in the school. It will help you track that all AI/AN students selected for NAEP were given the opportunity to complete the NIES survey. As an AC, you will administer the NIES student survey sessions, not the AAs.

For ease of use, the NIES Linking Form is designed to look similar to the NAEP Administration Schedule, but is printed on legal-size paper and is not a scannable document. Therefore, you will not return it to Pearson, but instead will keep it in your School Folder. It will be preprinted with the school and student information. Your supervisor will send the NIES Linking Form to you in the School Folder.

At the top of the NIES Linking Form, there is space for:

- the school ID number,
- school name,
- survey session, and
- the administrator name.

In the top-right corner you will record the date, time, and location of the survey session, and if necessary, the makeup survey session.

In the summary box under the school and session information, you will calculate and record survey summary totals, similar to the way in which you and your AAs will record summary totals for NAEP on the Administration Schedule.

Below the summary information, the NIES Linking Form has columns for:

- student attendance,
- student name,
- the NAEP session number and line number from the Administration Schedule,
- the NAEP booklet ID number (from column N of the Administration Schedule),
- teacher numbers (for both language arts and mathematics),
- the NIES Administration Codes, and
- the list of NIES Administration Codes.

| NIES 2007 Linking Form  |                     |  |  |  |  |  | Form <u>1</u> of <u>1</u>   |
|---|---------------------|--|--|--|--|--|---|
| School # <u>122-122-1</u> Grade <u>8</u>  |                     |  | Original Session Scheduled For:<br>Day/Date: _____<br>Time: _____<br>Location: _____ |  | Makeup Session Scheduled For:<br>Day/Date: _____<br>Time: _____<br>Location: _____ |  |   |
| School Name <u>Dixon Middle School</u><br>Administrator Name _____                  |                     |  |  |  |  |  |   |
| # Original Sample _____<br>+ # Selected New Enrollees _____ = Total in Sample _____ |                     | # Withdrawn (Admin. Code 51) _____<br>+ # Ineligible, not AI/AN (Admin. Code 53) _____<br>+ # Ineligible, NAEP/other (Admin. Code 55) _____<br>+ # Excluded (Admin. Codes 60, 62, 64) _____ = TO BE SURVEYED _____ |  | # Absent (Admin Codes 40-45, 48 & 49) _____<br>+ # Refused (Admin Codes 46 & 47) _____ = _____ |  | # Surveyed (Original Session) _____<br>+ # Surveyed (Makeup Session) _____ = TOTAL _____ |   |
| "A"<br>Atten.<br>(✓ / A)  | "B"<br>Student Name | "C"<br>NAEP<br>Session<br>A/S Line<br>#  | "D"<br>NAEP Booklet ID<br>(from column N of the Admin. Schedule)                     | "E"<br>L.A.<br>NAEP<br>Teacher #*  | "F"<br>Math<br>NAEP<br>Teacher #*  | "G"<br>NIES<br>Admin.<br>Code  | "H"<br>NIES Admin Codes   |
| 01  | Coleman, April      | 0801<br>6  | 223 000841 2   |  |  |  | SURVEYED IN ORIGINAL<br>10 = In session full time<br>11 = No responses in booklet<br>12 = In session part time<br>13 = Session incomplete<br>14 = Other, specify on cover<br>SURVEYED IN MAKEUP<br>20 = In session full time<br>21 = No responses in booklet<br>22 = In session part time<br>23 = Session incomplete<br>24 = Other, specify on cover<br>ABSENT<br>40 = Temporary<br>41 = Long-Term<br>42 = Chronic truant<br>43 = Suspended or expelled<br>44 = In school, did not attend<br>45 = Disruptive behavior<br>46 = Parent refusal<br>47 = Student refusal<br>48 = Other, specify on cover<br>49 = Session Refused<br>OTHER<br>51 = Withdrawn/Graduated<br>52 = Unassigned booklet (unused)<br>53 = Ineligible, not AI/AN<br>55 = Ineligible, NAEP/other<br>56 = Not in sample<br>REASONS FOR EXCLUSION<br>60 = SD - Cannot be surveyed<br>62 = ELL - Cannot be surveyed<br>64 = SD and ELL. Cannot be surveyed |
| 02  | Masters, Tina       | 0801<br>15   | 226 076206 5   |  |  |  |   |
| 03  | Ojomo, Edwin        | 0801<br>18   | 227 000234 5   |  |  |  |   |
| 04  | Qualls, Chris       | 0801<br>22   | 031 025007 7   |  |  |  |   |
| 05  | Thomas, Jan         | 0801<br>28   | 033 340215 2   |  |  |  |   |
| 06  |                     |  |  |  |  |  |   |
| 07  |                     |  |  |  |  |  |   |
| 08  |                     |  |  |  |  |  |   |
| 09  |                     |  |  |  |  |  |   |
| 10  |                     |  |  |  |  |  |   |
| 11  |                     |  |  |  |  |  |   |
| 12  |                     |  |  |  |  |  |   |
| 13  |                     |  |  |  |  |  |   |
| 14  |                     |  |  |  |  |  |   |
| 15  |                     |  |  |  |  |  |   |
| "A"   | "B"                 | "C"  | "D"  | "E"  | "F"  | "G"  | "H"   |
| ↑   | ↑                   | ↑  | ↑  | *As recorded on the NAEP Roster of Questionnaires*   |  | ↑  | ↑   |
| Student Attendance  | Student Name        | NAEP session # and line # from Administration Schedule   | NAEP booklet ID #  | Teacher numbers  | NIES Admin Codes   | List of NIES Admin Codes   |   |

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You will use the NIES Linking Form at a number of points during the field period.

- First, you will use it during the preassessment visit to verify with the school coordinator that all students on the NIES Linking Form are eligible to participate in the NIES survey. At the visit you will also use the form to obtain the names of the teacher(s) who teach language arts and mathematics to each student listed on the form and to prepare the schedule and Teacher Questionnaires for distribution.
- After the visit, you will use it to prepare the Student Questionnaires and to help you organize for the NIES student survey session.
- Then, the day of the survey, you will use it as you conduct the survey session.
- Last, you will use the NIES Linking Form after the NIES student survey session to finalize the information on the questionnaire covers and to organize them for shipping to Pearson.

Details for using the NIES Linking Form at each stage of the survey process are provided throughout this manual.

## 16. NIES Student Questionnaires



If the school is participating in the NIES, selected students will complete a short survey in a booklet separate from their NAEP assessment booklet. These booklets are referred to as the NIES Student Questionnaires. You will administer these questionnaires in a separate NIES student survey session following the NAEP assessment session, usually on assessment day. Details on scheduling the survey session are located in chapter 4.

There are two NIES Student Questionnaires:

- Grade 4, and
- Grade 8.

The cover of the questionnaire for each grade is printed in a different color ink for easy distinction. The covers look similar to the covers of the NAEP assessment booklets, but can easily be identified by the NIES logo in the upper-right corner.

The NIES Student Questionnaires each contain approximately 20 questions about the student, his/her family, and his/her school experiences. All questionnaires at each grade contain the same questions in the same order.

The NIES Student Questionnaires will be shipped to you in the Session Box(es) for schools that require them. You will receive a set of white barcode labels in the session box that you will affix to the questionnaire covers to create the link to each student's assigned assessment booklet.

You will have the responsibility of preparing the NIES Student Questionnaires before the scheduled survey date. Detailed instructions for preparing the questionnaires are found in chapter 6. For administering the NIES student survey session, instructions are provided in chapter 9.

# National Indian Education Study



## Grade 4 Student Questionnaire



PLACE SALMON LABEL HERE

PLACE WHITE LABEL IN BOX

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0750. The time required to complete this information collection is 9 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments regarding the accuracy of the time estimate or suggestions for improving this form, please write to the Office of Management and Budget, Paperwork Reduction Project (1850-0750), Washington, D.C. 20503-4951. If you have comments or concerns regarding your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, Washington, D.C. 20006-9651.

# National Indian Education Study



## Grade 8 Student Questionnaire



Q-993

PLACE SALMON LABEL HERE

PLACE WHITE LABEL IN BOX

|                      |                      |                      |                      |                      |                         |
|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| School #             |                      |                      |                      |                      |                         |
| <input type="text"/>    |
| Teacher(s) #         |                      |                      | NIES Admin Code      |                      | Date                    |
| LA                   | <input type="text"/> | M                    | <input type="text"/> | <input type="text"/> | <input type="radio"/> A |
|                      |                      |                      |                      |                      | <input type="radio"/> B |

DO NOT USE

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 0                    | 0                    | 0                    |
| 1                    | 1                    | 1                    |
| 2                    | 2                    | 2                    |
| 3                    | 3                    | 3                    |
| 4                    | 4                    | 4                    |
| 5                    | 5                    | 5                    |
| 6                    | 6                    | 6                    |
| 7                    | 7                    | 7                    |
| 8                    | 8                    | 8                    |
| 9                    | 9                    | 9                    |

ADMIN USE ONLY

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 0                    | 0                    | 0                    |
| 1                    | 1                    | 1                    |
| 2                    | 2                    | 2                    |
| 3                    | 3                    | 3                    |
| 4                    | 4                    | 4                    |
| 5                    | 5                    | 5                    |
| 6                    | 6                    | 6                    |
| 7                    | 7                    | 7                    |
| 8                    | 8                    | 8                    |
| 9                    | 9                    | 9                    |

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0750. The time required to complete this information collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4951. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1990 K Street, N.W., Washington, D.C. 20006-9651.

A project of the National Center for Education Statistics, Institute of Education Sciences sponsored by the Office of Indian Education, Office of Elementary and Secondary Education, U.S. Department of Education.  
 This report is authorized by law (P.L. 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.  
 OMB No. 1850-0750 Approval Expires 04/30/2007  
 Mark I. Reifel-Miller by Pearson NCS EM-17007-001-16542P Printed in U.S.A.

## 17. Parent/Guardian Notification Letter

The No Child Left Behind Act requires that parents of students sampled for NAEP assessments be notified that their child has been selected and that participation is voluntary. NAEP has developed a sample Parent/Guardian Notification Letter (shown on the following page) for schools to use or modify as necessary. Schools are encouraged to print the letter on their school letterhead before sending to parents. While signed consent is not a NAEP requirement (although some schools, districts, or states may require it), NAEP does require a dated copy of the parent/guardian letter that each school sends.

States, districts, or schools determine how parents are notified. In the fall, public schools received either a state-specific letter or the NAEP Parent/Guardian Notification Letter from the NAEP State Coordinator, and nonpublic schools received the NAEP Parent/Guardian Notification Letter from their gaining cooperation supervisor. Your supervisor will also send a copy of the appropriate Parent/Guardian Notification Letter to schools in the Preassessment Packet.

You are required to collect a dated copy of the parent/guardian notification letter before assessments can be conducted in the school.

More information on your responsibilities regarding the Parent/Guardian Notification Letter are provided in chapter 4.

**WINTER 2007 PARENT/GUARDIAN NOTIFICATION LETTER**

NOTE: Please circle the appropriate words: “your child may be/has been randomly selected to take the assessment.”

(School Letterhead)

Dear Parent or Guardian:

We are pleased to tell you that our school has been selected to represent schools across our state by participating in the National Assessment of Educational Progress (NAEP). NAEP is given by the U.S. Department of Education and tells us what American students know and can do in key subject areas. It is the only ongoing nationally representative assessment that provides this valuable information.

NAEP has been given in schools nationwide for more than 35 years. You may have taken the test yourself when you were in school. The results are published in a report called *The Nation's Report Card* which provides reliable student achievement information to educators, parents, and other citizens.

In our school, the NAEP assessment will be given on \_\_\_\_\_ in (reading, mathematics, and writing—*select appropriate subject(s)*). Your child (may be/has been) selected to take the assessment. In addition to subject area questions, students will be asked some background questions such as how often they use computers and what types of classes they take.

It will take approximately 90 minutes for students to complete NAEP. The results are completely confidential, and your child's grades will not be affected. Your child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer any test question. While NAEP is voluntary, without student participation we can not collect information on student achievement to make improvements in education. **Your child will represent many other students, so participation is very important.** However, if you do not want your child to participate, please notify me in writing by (insert date).

There is no need to study in preparation for NAEP. We do ask parents to encourage their children's best efforts and to have them get plenty of rest the night before the assessment.

If you would like to have additional information about NAEP, please visit the web site at: <http://nationsreportcard.gov>. You may also contact me at (insert telephone number) or via email at (insert email address).

We are excited that our school will be participating in NAEP, and we are pleased that your child (may be/has been) selected. **We know that (school name)'s students will help us to show the achievement of American students!**

Sincerely,

School Principal

07-G-G-0-110

## 18. Quality Control Booklet (QCB)

The Quality Control Booklet (QCB) is designed to be used as your guide throughout the assessment process at each school. It is the only document that tracks your work with the school throughout the entire process of planning and supervising assessment activities. The QCB has been developed to ensure that accurate and consistent data are collected for each school.

### **The Critical Role of the QCB in the NAEP Process**

You will receive a QCB in the School Folder for each of the schools in your assignment and use it to record all communication with the school coordinator. Each QCB will have a label on the front cover (shown on the following page) unique to the school. It is a requirement of your job as an AC to complete a QCB for each school. Information you record in the QCB will be keyed by a data entry team at the Westat home office and used to provide reports for the NAEP State Coordinators, National Center for Educational Statistics (NCES), Westat statisticians, and other home office staff. It is critical that you complete each QCB accurately and completely.

The QCB is organized into six parts:

- Part 1 contains checklists for all the preassessment activities and scripts for you to follow as you conduct the Preassessment Visit Scheduling and Confirmation telephone calls.
- Part 2 consists of a script for you to follow as you conduct the preassessment visit and instructions for completing your preassessment visit activities.
- Part 3 contains the Assessment Booklet Preparation Record, used to evaluate each AA's preparation of the assessment booklets.
- Part 4 contains the Assessment Quality Control Record, used to evaluate the performance of each AA during assessment activities at the school.
- Part 5 is the Makeup Session Worksheet.
- Part 6 consists of a questionnaire for conducting the School Coordinator Debriefing Interview after the assessment.

Detailed instructions for using each of these parts are provided throughout the manual.



## 19. Roster of Questionnaires and School Staff Questionnaires

### The Critical Role of the Questionnaires in the NAEP Process

The NAEP questionnaires are the only documents used to collect detailed background information from teachers, principals, or other school administrators. The background information is used to produce NAEP subgroup results that help put the selected students' achievement on the NAEP assessment in context. These results address the relationship between student performance on the assessment and various teacher and school factors by providing grade and subject-specific answers to questions of interest to the academic community, including:

- How do students in smaller classrooms perform as compared to students in larger classrooms?
- Do students taught by a certified teacher tend to perform better than students taught by an uncertified teacher?
- Is there a significant difference between the performance of students who have access to computers in their classroom and those who do not?

The results produced with the completed questionnaire data can be grouped into three categories: (1) school factors, (2) instructional content and practice, and (3) teacher factors.

Below are examples of the results produced with the completed questionnaire data.



**Teachers' Training Related to Mathematics Achievement**

Eighth-grade students whose teachers majored in mathematics or mathematics education had higher average math scores than eighth-grade students whose teachers did not.

(NAEP 2000 mathematics assessment)



**Calculator Use and Student Achievement**

Eighth-graders whose teachers reported daily calculator use in class scored higher on the mathematics assessment than their peers whose teachers reported less frequent calculator use.

(NAEP 2000 mathematics assessment)

If the completed questionnaires are not collected and returned, NAEP will not be able to produce these types of comprehensive results.

This year there are four types of NAEP questionnaires for school staff members:

- School Questionnaires,
- Teacher Questionnaires,
- SD Questionnaires, and
- ELL Questionnaires.

These questionnaires will be used to collect additional information for NAEP. School staff may complete the School and Teacher Questionnaires online or by hand. Online questionnaires are located on the MySchool website at [www.mynaep.com](http://www.mynaep.com) or at the website printed on the questionnaire cover. Directions for accessing the websites are printed on the cover of each questionnaire. **SD and ELL Questionnaires are not available online and, therefore, must be completed in the hard-copy version.** The instructions to the school coordinator for distributing and collecting the SD and ELL Questionnaires are printed on the right-hand side of the SD/ELL Rosters of Questionnaires.



There are also two types of National Indian Education Study (NIES) questionnaires for school staff members this year:

- NIES School Questionnaires, and
- NIES Teacher Questionnaires.

These questionnaires will be distributed only in schools participating in the NIES, that is, schools that have one or more AI/AN students selected for NAEP. School staff may complete the NIES questionnaires online or by hand. As with the NAEP questionnaires, online NIES questionnaires are located on the MySchool website at [www.mynaep.com](http://www.mynaep.com) or at the website printed on the questionnaire cover.

The table below shows the questionnaires that will be administered in 2007.

| Questionnaire type         | Grades            | Subjects                        | Available online? |
|----------------------------|-------------------|---------------------------------|-------------------|
| NAEP School Questionnaire  | 4, 8, 12          | N/A                             | Yes               |
| NAEP Teacher Questionnaire | 4                 | Reading/Mathematics             | Yes               |
|                            | 8                 | Language Arts (Reading/Writing) | Yes               |
|                            | 8                 | Mathematics                     | Yes               |
| SD Questionnaire           | 4, 8, 12          | N/A                             | No                |
| ELL Questionnaire          | 4, 8, 12          | N/A                             | No                |
| NIES School Questionnaire  | 4, 8 <sup>1</sup> | N/A                             | Yes               |
| NIES Teacher Questionnaire | 4 <sup>1</sup>    | Reading/Mathematics             | Yes               |
|                            | 8 <sup>1</sup>    | Language Arts/Mathematics       | Yes               |

<sup>1</sup> Only in schools participating in the NIES.

## A. Roster of Questionnaires

The Roster of Questionnaires is the document that links the completed NAEP school staff questionnaires to the principals and teachers of sampled students. Therefore, it is important that the Rosters are completed correctly to ensure that questionnaire data are linked to the correct teachers and schools. If incorrect information is recorded on the Roster, the final NAEP results will not be accurate.

There are four versions of the Rosters:

- Grade 4 Roster of Questionnaires,
- Grade 8 Roster of Questionnaires,
- Grade 12 Roster of Questionnaires, and
- Grade 4 and 8 SD and/or ELL Roster of Questionnaires.

All Rosters are preprinted this year by Pearson with the School Name and ID number. You will receive the appropriate school-specific Roster from your supervisor in the School Folder. You will be responsible for further completing the Roster before the preassessment visit, as described in chapter 3.

You will use the Rosters to keep track of the NAEP School and Teacher Questionnaires distributed at the school.



If the school is participating in the NIES survey, you will also use the Grade 4 and Grade 8 Rosters to keep track of the NIES School and Teacher Questionnaires distributed at the school.

The front of the grade 4 and 8 Rosters contains the tracking information for the NAEP and NIES School Questionnaire and the Teacher Questionnaires. The back of each of these Rosters also contains the tracking information for additional Teacher Questionnaires.

This year the SD and ELL Rosters will be preprinted by Pearson with school and student information. Your supervisor will send a copy of the school's SD and ELL Roster with the required SD and ELL Questionnaires to the school coordinator in the Preassessment Packet.

The front of the Grade 12 Roster contains the tracking information for the NAEP School Questionnaire. Because there are no Teacher Questionnaires at grade 12, the remainder of the Grade 12 Roster contains tracking information for SD or ELL Questionnaires for grade 12 students. As with the SD and ELL Roster, if the school has any SD or ELL students, the student information will be preprinted on the Grade 12 Roster by Pearson.



NAEP 2007  
SD and/or ELL Roster  
Grade 4/8

SCHOOL #: --

Page \_\_\_\_\_ of \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

This form must be completed in No. 2 pencil.

SD or ELL  
Distributed to Student's Name



NAEP 2007  
Grade 12 Roster of Questionnaires  
(School and SD/ELL Questionnaire Tracking Form)

SCHOOL #: --

Page \_\_\_\_\_ of \_\_\_\_\_

This form must be completed in No. 2 pencil.

I. School Questionnaire I. School Questionnaire Returned

SD or ELL  
Distributed to Student's Name



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

SCHOOL #: --

Page \_\_\_\_\_ of \_\_\_\_\_

This form must be completed in No. 2 pencil.

I. NAEP School Questionnaire I. NAEP School Questionnaire ID# Returned

SD or ELL  
Distributed to Student's Name



NAEP 2007  
Grade 4 Roster of Questionnaires  
(School and Teacher Questionnaire Tracking Form)

SCHOOL #: --

Page \_\_\_\_\_ of \_\_\_\_\_

This form must be completed in No. 2 pencil.

I. NAEP School Questionnaire I. NAEP School Questionnaire ID# (Barcode ID # on Cover) Returned

I. NIES School Questionnaire I. NIES School Questionnaire ID# (Barcode ID # on Cover) Returned

SCHOOL NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

| I. Teacher Questionnaire | II. NAEP Teacher Questionnaire | Returned              |                       |                       | If NIES               | II. NIES Teacher Questionnaire | Returned              |                       |                       |
|--------------------------|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|-----------------------|-----------------------|
|                          |                                | Yes                   | No                    | Other                 |                       |                                | Yes                   | No                    | Other                 |
| 01                       | 01 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 01 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 02                       | 02 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 02 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 03                       | 03 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 03 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 04                       | 04 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 04 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 05                       | 05 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 05 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 06                       | 06 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 06 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 07                       | 07 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 07 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 08                       | 08 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 08 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 09                       | 09 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 09 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10                       | 10 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11                       | 11 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12                       | 12 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13                       | 13 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14                       | 14 97                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14 994                         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## B. NAEP School Questionnaire

The NAEP School Questionnaire is designed to collect information about school characteristics, staff, and instructional programs. The principal, or his/her designee, should complete this questionnaire.

You will give this questionnaire to the school coordinator during the preassessment visit to distribute to the principal. Instructions for preparing, distributing, collecting, and shipping the NAEP School Questionnaire are provided throughout this manual.



**NAEP**  
National  
Assessment  
of Educational  
Progress

**2007  
Grade 8**

**School  
Questionnaire**  
(School Characteristics and Policies)

Q-964

Please complete the questionnaire by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
Indicate how you complete this questionnaire.

 Complete the questionnaire online (preferred) at the MySchool website or go to <http://www.naepq.com>. At the login screen, begin by keying in this information:

Your 7-digit School ID Number →

Your 10-digit Booklet ID #

-OR-

 Use a #2 pencil to complete this questionnaire and return it to the school coordinator.



964 — 100032 — 1

DO NOT USE

|   |   |   |
|---|---|---|
|   |   |   |
| 0 | 0 | 0 |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |

ADMIN USE ONLY

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|---|---|---|
|   |   |   |
| 0 | 0 | 0 |
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| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |

According to the Paperwork Reduction Act of 1996, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4621. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-5661.

A project of the Institute of Education Sciences. This report is authorized by law (P.L. 107-110, 20 U.S.C. §3070). While your participation in voluntary your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0790 • Approval Expires 04/30/2007. Mark Refillix forms by Pearson NCB EM-17XXXX-001 864321. Printed in U.S.A.

## C. NAEP Teacher Questionnaire

The Teacher Questionnaire collects information about a teacher's background characteristics, educational training, and instructional practices. There are three distinct Teacher Questionnaires this year:

- Grade 4 Reading/Mathematics (combined),
- Grade 8 Language Arts (Reading/Writing), and
- Grade 8 Mathematics.

All grade 4 and grade 8 teachers who teach the subject(s) being assessed to students in the selected grade will be asked to complete a questionnaire. There are no Teacher Questionnaires at grade 12 this year.

As with the School Questionnaire, you will give the Teacher Questionnaires to the school coordinator during the preassessment visit to distribute to the required teachers. Instructions for preparing, distributing, collecting, and shipping the NAEP Teacher Questionnaires are provided throughout this manual.

The image displays three overlapping NAEP Teacher Questionnaire forms. Each form includes the NAEP logo, the title 'National Assessment of Educational Progress', the year '2007', and the specific questionnaire title. The forms are for Grade 4 Reading/Mathematics, Grade 8 Language Arts, and Grade 8 Mathematics. Each form features a barcode, a 'Please complete the questionnaire by' section with instructions, and a 'DO NOT USE' / 'ADMIN USE ONLY' keypad. The Grade 8 Mathematics form includes fields for 'SCHOOL #', 'TEACHER #', 'Your 7-digit School ID Number', 'Your Teacher ID Number', and 'Your 10-digit Booklet ID #'. The forms are arranged in a way that shows the top of the Grade 4 form, the middle of the Grade 8 Language Arts form, and the bottom of the Grade 8 Mathematics form.

## D. SD and ELL Questionnaires

Your supervisor will prepare the SD and ELL Questionnaires and include them with a photocopy of the preprinted SD/ELL Roster of Questionnaires in the Preassessment Packet that he/she sends to the school.

The SD and ELL Questionnaires have been designed to help school staff make decisions regarding student participation in NAEP. A questionnaire must be completed for each student identified as SD and/or ELL on the Administration Schedule, regardless of whether or not that student will be assessed. The school staff member most knowledgeable about each SD or ELL student should complete this questionnaire.

You will use the completed questionnaires to fill out the Inclusion Worksheet (see page 1.18) during the preassessment visit. During the visit, you will review the Inclusion Worksheet with the school coordinator to determine which students can be assessed in the regular session with or without accommodations, assessed in a separate session, or cannot be assessed at all.

More information on working with the SD and ELL Questionnaires and Inclusion Worksheet during the preassessment visit is provided in chapter 4, and in the QCB.

The image displays two overlapping forms for the 2007 National Assessment of Educational Progress (NAEP). The top form is the '2007 Student with Disabilities (SD) Questionnaire' (Q-991), and the bottom form is the '2007 English Language Learner (ELL) Questionnaire' (Q-990). Both forms include a header with the NAEP logo and title, a 'SCHOOL #' field, and instructions to be completed by the staff member most knowledgeable about the student. They also specify that a #2 pencil should be used. The forms contain sections for 'NAEP Subject to be Assessed' (with radio buttons for Math, Reading, and Writing), 'Student Booklet ID' (with fields for Session Number and Admin Sched), and 'Student Demographic Information' (with fields for Birth Date and Sex). At the bottom of each form are two calculator grids labeled 'DO NOT USE' and 'ADMIN USE ONLY'. A barcode and identification number (991-065582-2 for SD and 990-554807-2 for ELL) are located at the bottom of each form. Small text at the bottom of the forms provides information about the Paperwork Reduction Act of 1995 and the project's funding.

## E. NIES School Questionnaire



The NIES School Questionnaire is distributed only in schools participating in the NIES. This questionnaire collects information about school factors related to the education of American Indian and Alaska Native students in the school.

Like the NAEP School Questionnaire, there is one NIES School Questionnaire per school and it is to be completed by the principal or someone designated by the principal. It is available for completion online or in hard-copy booklet format.

For schools participating in the NIES, you will receive the NIES School Questionnaire in the School Folder from your supervisor.

Instructions for preparing, distributing, collecting, and shipping the NIES School Questionnaire are provided throughout this manual.

### National Indian Education Study

### Grades 4 and 8 School Questionnaire





Q-996

Please complete the questionnaire by: \_\_\_\_ / \_\_\_\_ .  
Indicate how you complete this questionnaire.

Complete the questionnaire online (preferred) at the MySchool website or go to <http://www.naepq.com>. At the login screen, begin by keying in this information:

Your 7-digit School ID Number(s) →

|     |  |  |  |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|--|--|--|
| GR4 |  |  |  |  |  |  |  |  |  |  |  |
| GR8 |  |  |  |  |  |  |  |  |  |  |  |

Your 10-digit Booklet ID #

Use a #2 pencil to complete this questionnaire and return it to the school coordinator.



996 — 025089 — 4

DO NOT USE

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|---|---|---|
|   |   |   |
| 0 | 1 | 2 |
| 3 | 4 | 5 |
| 6 | 7 | 8 |
| 9 | * | # |

ADMIN USE ONLY

|   |   |   |
|---|---|---|
|   |   |   |
| 0 | 1 | 2 |
| 3 | 4 | 5 |
| 6 | 7 | 8 |
| 9 | * | # |

According to the Paperwork Reduction Act of 1996, no person is required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0796. The time required to complete this information collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20302-4951. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20305-5681.

A project of the National Center for Education Statistics, Institute of Education Sciences sponsored by the Office of Indian Education, Office of Elementary and Secondary Education, U.S. Department of Education. This report is authorized by law (P.L. 107-110, 20 U.S.C. §4010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. All responses that relate to or describe identifiable characteristics of teachers or schools may be used only for statistical purposes and may not be disclosed or used in identifiable form for any other purpose, unless otherwise compelled by law. OMB No. 1850-0796 - Approval Expires 04/30/2017. Mark Perlevitz forms by Pearson NCS EM-171087-001-1-864321 Printed in U.S.A.

## F. NIES Teacher Questionnaires



The NIES Teacher Questionnaires collect information about the teacher’s background and instructional practices as they relate to the education of American Indian and Alaska Native students who the teachers serve.

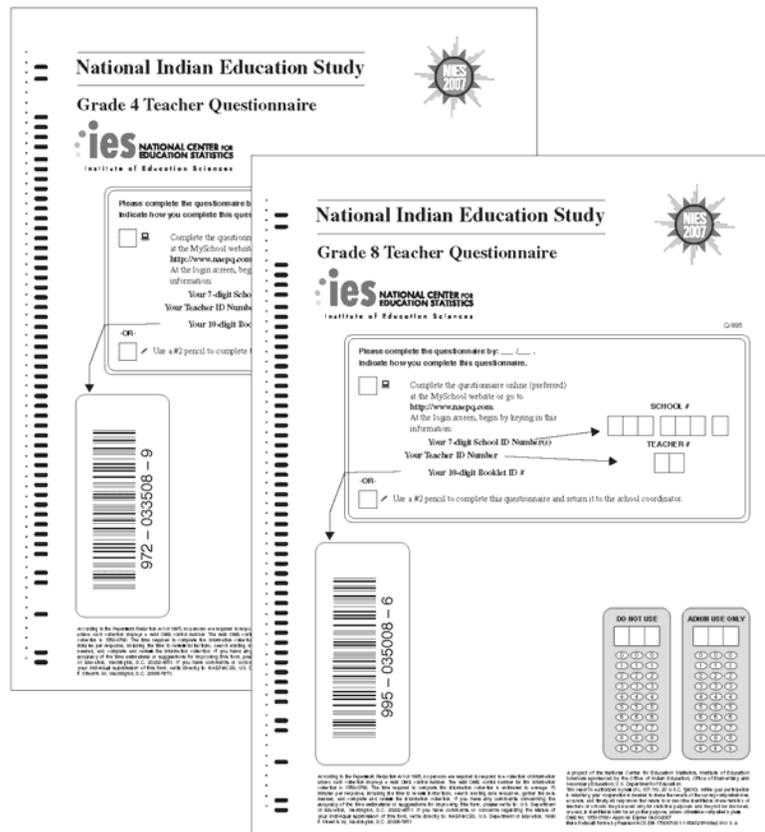
There are two NIES Teacher Questionnaires:

- Grade 4, and
- Grade 8.

Only teachers who teach language arts or mathematics to students selected for the NIES will complete a Teacher Questionnaire. NIES Teacher Questionnaires are available for teachers to complete online or in hard-copy booklet format.

In the School Folder, your supervisor will include two NIES Teacher Questionnaires for each student on the NIES Linking Form, for up to five students. For schools with five or more students on the NIES Linking Form, you will receive a total of 10 NIES Teacher Questionnaires.

Instructions for preparing, distributing, collecting, and shipping the NIES Teacher Questionnaires are provided throughout this manual.



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## 20. School Folder (and School Folder Transmittal Form)

The School Folder, shown on the following page, contains the most critical set of documents in the assessment process. Your supervisor will send you a folder for each school in your assignment, with a set of contents tailored for that school. Each folder will have a unique label on the tab that identifies the school. It contains the school name, and the school ID number for the warehouse to use to receive the folders upon return at the end of the field period. All of the information on the label can be easily read while the folder is closed.

There are three versions of the School Folder, one for each grade. For easy identification, grade 4 folders are blue, grade 8 folders are green, and grade 12 folders are yellow.

Before sending you the School Folders, your supervisor will have affixed a preprinted label containing the school name, address, region, area, and state, as well as the school coordinator name and contact information, if known.

The front of the School Folder also indicates whether the school will be participating in the NIES and/or ESBQ special studies, contains information about the number of school staff questionnaires your supervisor has included in the folder, and has a space for you to record summary information about the assessment.

Each School Folder will arrive with a School Folder Transmittal Form inside listing the folder's contents (shown on page 1.49). The form is printed on five-part paper. It contains a list of materials that should be in the folder when you receive it from your supervisor at the beginning of your assignment (described in chapter 3), and another list that shows the materials you need to include in the folder when you send it back to your supervisor after all work for the school is complete (described in chapter 11).

The back cover of the School Folder contains space for you to record the shipping and tracking information for each box or other package you return to Pearson with completed NAEP materials.

More details on using the School Folder and its contents are provided in chapters 3 and 9.

### School Folders

**12<sup>th</sup> GRADE NAEP 2007 SCHOOL FOLDER 12<sup>th</sup> GRADE**

PLACE LABEL HERE

TERRITORY: \_\_\_\_\_ REGION: \_\_\_\_\_ AREA: \_\_\_\_\_

ASSESSMENT DATE: \_\_\_\_\_

SCHOOL TYPE (circle one): PUBLIC NONPUBLIC

SCHOOL NAME: \_\_\_\_\_

SCHOOL ID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

SCHOOL COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SESSION NUMBERS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**SUPERVISOR: Please complete the following information before sending to AC:**

ASSESSMENT COORDINATOR: \_\_\_\_\_

SUPERVISOR(S): \_\_\_\_\_

STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC

| Qty   | QUESTIONNAIRES REQUIRED FOR THIS SCHOOL |
|-------|---|
| 1     | SCHOOL Grade 12                         |
| _____ | SD Questionnaire                        |
| _____ | ELL Questionnaire                       |

**8<sup>th</sup> GRADE NAEP 2007 SCHOOL FOLDER 8<sup>th</sup> GRADE**

PLACE LABEL HERE

TERRITORY: \_\_\_\_\_ REGION: \_\_\_\_\_ AREA: \_\_\_\_\_

ASSESSMENT DATE: \_\_\_\_\_

SCHOOL TYPE (circle one): PUBLIC NONPUBLIC

SCHOOL NAME: \_\_\_\_\_

SCHOOL ID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

SCHOOL COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SESSION NUMBERS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**SPECIAL STUDIES (circle one): NIES ESBQ**

**SUPERVISOR: Please complete the following information before sending to AC:**

ASSESSMENT COORDINATOR: \_\_\_\_\_

SUPERVISOR(S): \_\_\_\_\_

STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC

| Qty   | QUESTIONNAIRES REQUIRED FOR THIS SCHOOL          |
|-------|--|
| 1     | SCHOOL Grade 8                                   |
| _____ | SD Questionnaire                                 |
| _____ | ELL Questionnaire                                |
| _____ | LANGUAGE ARTS TEACHER Grade 8                    |
| _____ | MATHEMATICS TEACHER Grade 8                      |
| _____ | NIES SCHOOL Grade 8 (if NIES to be administered) |

**4<sup>th</sup> GRADE NAEP 2007 SCHOOL FOLDER 4<sup>th</sup> GRADE**

PLACE LABEL HERE

TERRITORY: \_\_\_\_\_ REGION: \_\_\_\_\_ AREA: \_\_\_\_\_

ASSESSMENT DATE: \_\_\_\_\_

SCHOOL TYPE (circle one): PUBLIC NONPUBLIC

SCHOOL NAME: \_\_\_\_\_

SCHOOL ID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

SCHOOL COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SESSION NUMBERS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**SPECIAL STUDIES (circle one): NIES ESBQ**

**SUPERVISOR: Please complete the following information before sending to AC:**

ASSESSMENT COORDINATOR: \_\_\_\_\_

SUPERVISOR(S): \_\_\_\_\_

STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC

| Qty   | QUESTIONNAIRES REQUIRED FOR THIS SCHOOL           |
|-------|---|
| 1     | SCHOOL Grade 4                                    |
| _____ | SD Questionnaire                                  |
| _____ | ELL Questionnaire                                 |
| _____ | TEACHER Grade 4                                   |
| _____ | NIES SCHOOL Grade 4 (if NIES to be administered)  |
| _____ | NIES TEACHER Grade 4 (if NIES to be administered) |

**AC: Please complete this information before sending to supervisor:**

PREASSESSMENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MAKEUP REQUIRED (circle one): YES NO REFUSED DATE: \_\_\_\_\_

NUMBER OF REGULAR SESSIONS: \_\_\_\_\_

NUMBER OF SEPARATE ACCOMMODATION SESSIONS: \_\_\_\_\_

NUMBER OF AAs: \_\_\_\_\_

SHIPMENT TRACKING ON BACK OF FOLDER

## School Folder Transmittal Form

School Name: \_\_\_\_\_ ID #: \_\_\_\_\_

| Supervisor: Be sure the following documents are in this School Folder before delivering it to the AC in December                                 | Initial EACH ROW to indicate document is enclosed               | Comments |
|--|---|----------|
| Quality Control Booklet with label attached  |   |          |
| Original Administration Schedule for each session  |   |          |
| Preprinted Inclusion Worksheet, if applicable  |   |          |
| If Grade 4 or 8, SD/ELL Roster of Questionnaires, if applicable  |   |          |
| If Grade 4 or 8, Original School/Teacher Roster of Questionnaires  |   |          |
| If Grade 12, Original School/SD/ELL Roster of Questionnaires   |   |          |
| If NIES, NIES Linking Form   |   |          |
| If NIES, NIES School Questionnaire (Grade 4 or 8)  |   |          |
| If NIES, NIES Teacher Questionnaire(s) (Grade 4 or 8)  |   |          |
| Instructions for Sampling New Enrollees  |   |          |
| New Enrollee Listing Form  |   |          |
| Original List of All Students in the Grade Submitted for Sampling  |   |          |
| Field Sampling Line Numbers, if applicable   |   |          |
| Student Sampling Summary Report, if applicable   |   |          |
| School Certificate of Appreciation and Folder  |   |          |
| If Grade 12, School Visit Report   |   |          |
| Preassessment Packet FedEx Airbill Receipt   |   |          |
| If Grade 8 or 12: White name labels provided by Pearson for use on the Student Certificates  |   |          |
| Student Booklet ID labels (if sampled after 11/26)   |   |          |
| Nonpublic School Recruitment Documents, if applicable  |   |          |
| Assessment Coordinator: Be sure the following documents are in this School Folder before delivering it to the Supervisor after the assessment    | Initial EACH ROW to indicate document is enclosed               | Comments |
| Completed Quality Control Booklet  |   |          |
| Photocopy of each Administration Schedule (without names)  |   |          |
| Grade 4 or 8, Photocopy of the SD/ELL Roster (without names), if applicable  |   |          |
| Grade 4 or 8, Photocopy of the School/Teacher Roster (without names)   |   |          |
| Grade 12, Photocopy of the School/SD/ELL Roster (without names)  |   |          |
| Inclusion Worksheet (without names), if applicable   |   |          |
| Dated Parent Notification Letter sent by school  |   |          |
| Instructions for Sampling New Enrollees  |   |          |
| Student Sampling Summary Report, if applicable   |   |          |
| If Grade 12, School Visit Report   |   |          |
| Signed Teacher Observer Letters, if applicable   |   |          |
| Signed Accommodation Teacher Letter, if applicable   |   |          |
| If NIES, NIES Linking Form (without names)   |   |          |
| Completed Session Debriefing Forms (one per session)   |   |          |
| Field Sampling Line Numbers, if applicable   |   |          |
| Nonpublic School Recruitment Documents, if applicable  |   |          |
| Supervisor: Be sure all documents above are included before final shipment to your Field Manager. Include the following materials if applicable. | Initial to verify School Folder contains all required documents | Comments |
| Telephone Follow up QC Form, if applicable   |   |          |
| In-Person Observation Form, if applicable  |   |          |
| SD/ELL Summary Form  |   |          |
| Field Manager: Be sure all AC and Supervisor documents above are included before final shipment to Westat.                                       | Initial to verify School Folder contains all required documents | Comments |
| I reviewed this School Folder and verify that all the information above is included.   |   |          |

07-M-G-0-400

WHITE: WESTAT      GREEN: FIELD MANAGER      YELLOW: SUPERVISOR      PINK: AC      BLUE: SUPERVISOR

10/20/2006



## 22. Session Scripts and Question-by-Question Specifications

### A. Session Scripts

#### Regular Session Scripts

Session scripts are used to administer the assessment. This year, there are three different scripts for regular assessment sessions as indicated below.

- Grade 4 Session Script
- Grade 8 Session Script
- Grade 12 Session Script

There are differences between scripts in wording, procedures, and required materials. The session scripts are provided in the back of the *AA Manual*.

The image displays three overlapping session script pages for the 2007 National Assessment of Educational Progress (NAEP). Each page is titled with the grade level (4<sup>th</sup>, 8<sup>th</sup>, or 12<sup>th</sup>) and the text "2007 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS" and "SESSION SCRIPT: GRADE [X]".

**Grade 4 Script:** Includes an "Introduction" section, a "Distribute Materials (Choose A or B)" section, and a list of instructions: "Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.", "Record a '✓' or an 'A' in the 'ATTENDANCE' column of the Administration Schedule.", and "Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label."

**Grade 8 Script:** Includes an "Introduction" section, a "Distribute Materials (Choose A or B)" section, and a list of instructions: "Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.", "Record a '✓' or an 'A' in the 'ATTENDANCE' column of the Administration Schedule.", and "Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label."

**Grade 12 Script:** Includes an "Introduction" section, a "Distribute Materials (Choose A or B)" section, and a list of instructions: "Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.", "Record a '✓' or an 'A' in the 'ATTENDANCE' column of the Administration Schedule.", and "Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label."

### Accommodation Session Scripts

Accommodation scripts should be used to administer separate accommodation sessions. These scripts have been developed to meet the specific needs of the students who are being accommodated. Some sections of the scripts have been shortened or simplified, and the timing of the sections is less stringent. Each accommodation script is listed below.

- Grade 4 Accommodation Session Script
- Grade 8 Accommodation Session Script
- Grade 12 Accommodation Session Script

These scripts are also provided in the back of the *AA Manual*.



### NIES Survey Scripts

Because the NIES is being conducted during the same field period as NAEP this year, there are also two NIES survey scripts:

- Grade 4 NIES Survey Script
- Grade 8 NIES Survey Script

As with the NAEP session scripts, there are differences between NIES scripts in wording and procedures.

Because you will be conducting NIES survey sessions and not the AAs, the NIES survey scripts are located in Appendix F of this manual. The procedure for using the NIES session scripts to conduct NIES student survey sessions is presented in chapter 9 of this manual.

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## B. Question-by-Question Specifications

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Question-by-Question Specifications, also referred to as “QxQs” for short, are brief explanations of the intent of each question in the student background questionnaire sections of the assessment booklet, and instructions on how AAs (and any other session administrators) are required to answer certain questions from students about each questionnaire item.

### **General Background QxQs**

QxQs for the general student background sections of the assessment are provided in the back of each session script. AAs must refer to them when helping students understand the intent of a question in the background sections.

### **Subject-Area Background QxQs**

QxQs for the subject-area background sections of the assessment are also provided in the back of each session script. AAs must refer to them when helping students understand the intent of a question in the reading, mathematics, or writing subject-area background sections.

### **Extended Student Background QxQs**

QxQs for the extended student background section of the assessment are provided in the back of each session script. AAs must refer to them when helping students understand the intent of a question in the extended student background sections.



### **NIES Student Survey QxQs**

QxQs for the NIES Student Questionnaire are provided with the NIES survey scripts in Appendix F. You must refer to these when helping students understand the intent of a question in the NIES student survey. Guidelines for using the NIES QxQs are provided in chapter 9 of this manual.