

23. State Information Form

Your field manager has developed a State Information Form for the state in which you work. An example is shown below and on the following page. The purpose of the form is to notify you about specific state issues or requirements that you need to know in order to properly conduct assessments, collect questionnaires, and otherwise deal with schools. It will include agreements or requirements that the states expect NAEP to observe when in schools. It will also include information about whether the state- or NAEP-provided parent/guardian letter is used; the demographic variables used during E-Filing (for example, the “information unavailable at this time” [shown as blanks], which will require you to collect the missing data at the preassessment or assessment visit); or the “formerly ELL” code (only used in specific states); as well as information about specific accommodations that are or are not permitted by the states.

Your supervisor will review this form with you during training and will also keep you up to date on any changes during the assessment period.

NAEP 2007 State Information Form	
Date of Form	
State:	
NAEP State Coordinator (NSC)	
<input type="checkbox"/>	Check if this is a New Coordinator
This form contains state-specific details for NAEP 2007.	
1. What type of parent letter was used to notify parents?	
<input type="checkbox"/>	State version
<input type="checkbox"/>	NAEP version
<input type="checkbox"/>	Other (specify)
2. Does this state use Formerly ELL for Title I AYP Reporting:	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (If no, this code cannot be used on the Administration Schedules)
3. Did this state submit a state-wide e-file for sampling?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (Skip to Q4)
3a. Did the state use the “Information Unavailable at this time” code for any demographic variables? (If Yes, we’ll need to collect this information either from the state or district offices or the individual schools)	
<input type="checkbox"/>	Yes Which variables?
<input type="checkbox"/>	
<input type="checkbox"/>	Where will we collect these variables?
<input type="checkbox"/>	No
4a. Did the state send Sample Questions (formerly Demonstration) booklets to all the schools? (If Yes, do not provide them to schools during the preassessment visit)	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
4b. Did the state send frameworks to all the schools? (If Yes, do not provide them to schools during the preassessment visit)	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

State Information Form (continued)

10. Describe the contact the NAEP State Coordinator had with Grade 12 schools.

--

11. Use the rest of the form to describe any special state-specific requirements that field staff need to know to conduct assessments in schools.

--

4c. Did the state send the *Measure Up* newsletter, the Teacher Poster and the Teacher DVD to the Grade 4 and 8 schools? (If Yes, do not provide them to the **Grade 4 and 8 schools during the preassessment visit**)

	Yes
	No

5. Which of the following accommodations permitted by NAEP does the state not allow on its state tests (check all that apply)?

	Bilingual booklets for subjects other than reading
	Other (specify)

6. Which of the following accommodations not permitted by NAEP does the state allow on its state tests (check all that apply)?

	Reading of passages and/or questions in reading assessment in grade(s):
	Taking the assessment over several days in grade(s):
	Using a calculator for all portions of the mathematics assessment in grade(s):
	Other (specify):
	In grade(s):
	Other (specify):
	In grade(s):
	Other (specify):
	In grade(s):

7. Is this state refusing to participate in any of the following parts of NAEP (check all that apply)?

	National Writing Grade:
	NIES Grade:
	ESBQ Grade:
	Grade 12: Subjects:
	Other (specify):

8. Which of the following will the NSC be attending? Please check all that apply.

	One	Some	All
AA Trainings			
Preassessment Visits			
Assessments			

9. Has the state been approved by NCES to modify the 2007 NAEP testing window (1/23/07-3/2/07).

	Yes What are the revised testing dates?
	If Yes, What grades are affected?
	No

24. Student Information Report

The Student Information Report is a session-level document that is designed to replicate the Administration Schedule. The Student Information Report contains the sampled student names and all of the demographic information that the Administration Schedule contains. An example of the Student Information Report is shown below.

Your supervisor will include a Student Information Report for each session in each school's Preassessment Packet. The Student Information Report will take the place of the School Copy of the Administration Schedule, which has been sent to the schools in past cycles of NAEP. This year, in most cases, Preassessment Packets will be assembled before the Administration Schedules will be available; therefore, we are providing the Student Information Report(s) (one per session) to the schools for review prior to and during the preassessment visit. Instructions for reviewing this document with the school coordinator during the preassessment visit are presented in chapter 4.

NAEP STUDENT INFORMATION REPORT										
Dixon Middle School 122-122-1										September 06, 2006
										Session # RS0801
-D-	-B-	-C-	-E-		-F-	-G-	-H-	-I-	-K-	
LINE #	STUDENT NAME	HOME ROOM	MOB	YOB	SEX	RACE/ ETHNICITY	NSLP	SD	ELL	
1	Abate, Mark	101	4	93	1	1	1	2	2	
2	Alto, Susan	101	2	93	2	3	1	1	2	
3	Bates, Tim	101	6	92	1	1	2	2	2	
4	Bostwick, Carol	101	10	92	2	1	1	2	2	
5	Burns, Kimberly	101	11	92	2	2	1	1	2	
6	Coleman, April	232	9	92	2	5	1	2	2	
7	Cruz, Marisol	232	1	93	2	3	3	2	1	
8	Davis, Tyrone	232	5	92	1	2	1	2	2	
9	Dempsey, Julia	232	7	92	2	2	1	2	2	
10	Fairchild, Michael	110	9	92	1	1	1	1	2	
11	Guzman, Pedro	110	12	92	1	3	2	2	1	
12	Kwon, Sang	110	10	92	1	4	1	2	1	
13	Lipsky, Daniel	110	6	92	1	1	1	2	2	
14	Lundy, Christina	110	2	93	2	1	1	1	2	
15	Masters, Tina	252	10	92	2	5	1	2	2	
16	McCall, Karen	252	9	92	2	1	1	2	2	
17	Mendoza, Roberto	252	5	92	1	3	3	2	2	
18	Ojomo, Edwin	252	2	93	1	5	1	1	2	
19	Owens, Paige	252	11	92	2	1	1	2	2	
20	Penado, Elena	252	10	92	2	3	2	2	2	
21	Peters, Daniel	252	12	92	1	1	3	1	2	
22	Qualls, Chris	178	6	92	1	5	1	2	2	
23	Ratcliff, Tony	178	9	92	1	1	3	2	2	
24	Roades, James	178	11	92	1	1	1	2	2	
25	Ryder, Brian	178	3	93	1	2	1	2	2	
26	Saleem, Aamir	178	7	92	1	1	2	2	2	
27	Scheer, Karol	178	4	93	2	1	1	2	2	
28	Thomas, Jan	220	1	93	2	5	1	2	2	
29										
30										
31										
32										

STUDENT DEMOGRAPHIC CODES		
Sex: 1=Male; 2=Female	SD: 1=Yes; 2=No; 9 Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL 9=Information unavailable
Race/Ethnicity 1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander	5=American Indian/Alaska Native 6=Other 7=School does not collect this information 9=Information unavailable	National School Lunch Program (NSLP) 1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 5=School refused 9=Information unavailable

25. Student Sampling Summary Report

NAEP is committed to providing data of the highest statistical quality. Generally, this begins with the school and student samples that NAEP uses. Westat, as the sampling contractor, draws both the school sample and the student samples using the lists of eligible students submitted by schools, districts, and states. When those student lists are submitted by E-Filing, the lists are run through a series of data checks to verify the quality of the submission. If the checks identify questions or issues, messages are displayed to the E-Filers, giving them an opportunity to correct or verify the submitted data.

For all schools that submitted an E-File, we have developed a Student Sampling Summary Report, shown on the following page, which summarizes the online data checks that each school received. This report should be included in the School Folder, and you should review it with the school coordinator. In some cases, you will not need to address the issues with the school coordinator, while in other cases you should review the issues and attempt to resolve them with the school coordinator. In all cases, review the proper course of action with your supervisor. He or she will tell you which issues you will need to discuss with the school and which you do not. Appendix B contains a summary of the error messages that could be printed on the Student Sampling Summary Report.

**NAEP 2007
Student Sampling Summary Report**

Territory: _____ Region: _____ Area: _____ Sample Type: _____
 School ID#: _____ School Name: _____
 Grade(s) Sampled: _____ # of Sessions: _____
 # of Students in Grade _____ # of Students Sampled: _____

Summary of List Submission

Date List Submitted: _____ Submitter's Name: _____

Date: _____ Error Text	Corrected on Admin Schedule <input type="checkbox"/>	Verified as Correct <input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Error Text	<input type="checkbox"/>	<input type="checkbox"/>

26. Teacher Notification Letter

The Teacher Notification Letter is provided for the school coordinator to use to inform the teachers of students selected for the assessment. You will provide the school coordinator with a copy of this letter during the preassessment visit. School officials can copy or modify this letter as they wish in order to distribute it to all teachers of students who will be participating in the assessment.

NAEP 2007 TEACHER NOTIFICATION LETTER

Date: _____

TO: Grade _____ Teachers

FROM: _____, NAEP Representative

SUBJECT: National Assessment of Educational Progress (NAEP)

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent hundreds of thousands of students across our country by participating in the 2007 administration of the National Assessment of Educational Progress (NAEP).

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

Each NAEP assessment session will take about 90 minutes. The assessments are scheduled for:

SESSION #	DATE	TIME	LOCATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

An important component of NAEP is the National Indian Education Study (NIES), which is administered to all American Indian and Alaskan Native (AI/AN) students who are sampled for NAEP. The AI/AN students sampled for NAEP in your school will:

complete the NIES Questionnaire (20-30 minutes) on the following day and time:

DATE	TIME	LOCATION
_____	_____	_____

There are no AI/AN students sampled for NAEP in your school

It is very important to the results of the study that all students selected for NAEP attend the correct session. The attached list of students indicates the session each student must attend. Please assist us by seeing that students attend the sessions on time.

Please contact your school's NAEP school coordinator for additional information about the assessment. For background information, sample questions, and NAEP publications, please visit the NAEP website at <http://nationsreportcard.gov>.

We look forward to working with you, and we thank you for helping us to show the world the achievement of American students.

07-G-G-0-207

27. Teacher Observer Letter

NAEP encourages the teacher and/or the school coordinator to remain in the classroom during the assessment to observe and assist in classroom control. NAEP has developed a Teacher Observer Letter that is printed on two-part paper that provides instructions to school staff observers on their role during the assessment.

Since the staff members observing the assessment sessions have access to the assessment booklets and data, there is a nondisclosure statement located at the bottom of the letter for school staff to sign. You will provide this letter to school staff observers and collect the signed letter just prior to the assessment.

NAEP 2007 TEACHER OBSERVER LETTER

We welcome you to the NAEP assessment!

The National Assessment of Educational Progress (NAEP) is often referred to as the "Nation's Report Card." NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

We appreciate your assistance in NAEP!

By being present during the assessment, you will help emphasize to the students the importance of their taking their tests seriously. You have the advantage of knowing some or all of the students and the protocols of the school. The NAEP staff person may ask for your assistance in these areas.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

1. Please do not answer any questions that any of the students may ask you about his/her test.

The NAEP staff is thoroughly trained to administer the tests to students to ensure the highest level of validity of the test results. They have a script they must read to the students verbatim to maintain the consistency of the instructions to students across the nation. The NAEP staff has been directed not to answer any questions the students may ask about their test questions but to encourage the students to do the best they can. In talking to a student about his/her test, you may be inadvertently compromising the results.

2. Please do not talk to anyone during the assessment, even the NAEP staff member.

Any conversation could be disruptive to a student and may affect his/her ability to concentrate on the test.

3. Please do not look at the students' test booklets.

The security of the test items is a very important part of NAEP. No one other than the student who is assigned a particular booklet is to read the questions. You are welcome to look over the Sample Questions Booklet which provides the background questions and examples of test questions asked in previous years. Our staff has signed a security affidavit and, since you have access to the test booklets, we ask the same of you.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

(i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;

(ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or

(iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) _____
 (Job Title) _____
 (Date) _____

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

07-G-G-0-233

28. U.S. Department of Agriculture Letter and Confidentiality Agreement

The National School Lunch Program (NSLP) is a federal meal program that provides low-cost or free lunches to eligible students. A letter from the U.S. Department of Agriculture authorizing the release of the NSLP data as part of the NAEP data collection process is sent to the school coordinator in the Preassessment Packet.

For most schools, the NSLP data was already released during the student list submission process by the school, district, or state in the fall of 2006. However, if some or all of the NSLP data is missing on the Administration Schedule, you must attempt to collect it during the preassessment visit. In this case, refer the school to the U.S. Department of Agriculture letter. If a school requests a confidentiality agreement in writing to release the NSLP data on their students, a confidentiality form, shown on the following page, is available for you to sign and use for this purpose.

More information on using these two documents is provided in chapter 4.

<p>Page 2</p> <p>In accordance with the statute, school food authorities are <i>not required</i> to disclose eligibility information. This is a State and local decision.</p> <p>Sincerely,</p>  <p>FOR STANLEY C. GARNETT Director Child Nutrition Division</p>	 <p>United States Department of Agriculture</p> <p>Food and Nutrition Service</p> <p>3101 Park Center Drive Alexandria, VA 22302-1500</p> <p>DATE: September 15, 2006</p> <p>MEMO CODE: SP-33-2006</p> <p>SUBJECT: Affirmation of Policy on Limited Disclosure of Children's Eligibility information to the National Assessment of Educational Progress (NAEP)</p> <p>TO: Regional Directors Special Nutrition Programs All Regions</p> <p>State Agencies Child Nutrition Programs All States</p> <p>The administrators of the NAEP have asked that we remind school food authorities that they may disclose, without parent/guardian consent, children's names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons <i>directly</i> connected with the administration or enforcement of a Federal or State education program, as permitted by section 9(b)(2)(C)(iii) of the Richard B. Russell National School Lunch Act. Persons directly connected to the administration or enforcement of NAEP are authorized recipients of children's free and reduced price meal eligibility status because NAEP is a Federal education program. Additionally, school food authorities may disclose children's names and eligibility status to persons directly connected with the administration or enforcement of State educational assessment programs to the extent that the State assessment is part of the NAEP or the assessment program is established at the State, not local level. Other State education programs also are eligible to have access to participants' names and eligibility status, without parent/guardian consent, but the program must be established at the State, not local level.</p> <p>The term "persons directly connected" for the purpose of disclosure to NAEP includes Federal, State and local program operators responsible for NAEP program administration or program compliance and their contractors. This does not imply that these persons have routine access to participants' eligibility status. There must be a "need to know" for legitimate NAEP purposes.</p> <p>We recommend that school food authorities inform households if they plan to disclose or use eligibility information outside the originating program. We also recommend that the school food authority enter into a written agreement with NAEP officials. We suggest that the agreement be signed by both the school food authority and NAEP officials, as appropriate, that the agreement identify the entity receiving the information, describe the information to be disclosed and how it will be used, describe how the information will be protected from unauthorized uses and disclosures, and describe the penalties for unauthorized disclosure.</p> <p>AN EQUAL OPPORTUNITY EMPLOYER</p>
---	--

NSLP Confidentiality Agreement



UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Agreement Between NAEP Officials and School Food Authority Regarding Collection of Free and Reduced Price Meals Data

Under this agreement, a NAEP Official, as an agent of the National Center for Education Statistics (NCES), U.S. Department of Education, shall collect the eligibility status for free or reduced price meals for the children sampled for the National Assessment of Educational Progress (NAEP). An agent of the School Food Authority shall provide the eligibility information to the NAEP Official.

Both parties understand that:

- The School Food Authority shall provide the eligibility status to the NAEP Official for those children selected to participate in NAEP.
- The NAEP Official shall adhere to Section 303 of the National Assessment of Educational Progress Authorization Act, Title III of the Education Sciences Reform Act of 2002, 20 U.S.C. 9621, which states that:
 - NCES shall use the eligibility information as part of the federal administration of NAEP under the requirement to “include information on special groups, including, whenever feasible, information collected, cross tabulated, compared, and reported by... socioeconomic status.” NCES uses eligibility for free and reduced price meals as a proxy for socioeconomic status.
 - NCES may “only collect information that is directly related to the appraisal of academic achievement, and to the fair and accurate presentation of such information.”
 - “The Commissioner for Education Statistics shall ensure that all personally identifiable information about students, their academic achievement, and their families, and that information with respect to individual schools, remains confidential, in accordance with section 552a of title 5, United States Code.”
- Under the Privacy Act of 1974 (section 552a of title 5, United States Code), should there be a case of unauthorized disclosure, civil action may be brought against the U.S. Department of Education.

U.S. Department of Education:

Peggy Carr
(Signature)

Peggy Carr
(Name)

Associate Commissioner
(Title)

National Center for Education Statistics
(Organization)

1990 K Street NW, 8th Floor
(Address)

Washington, DC 20006
(City, State, Zip)

NAEP Official:

(Signature)

(Name)

(Title)

(Organization)

(Address)

(City, State, Zip)

School Food Authority:

(Signature)

(Name)

(Title)

(School)

(Address)

(City, State, Zip)

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

29. Guidelines for Completing Scannable Documents

The data you enter on many of the forms discussed in this chapter are machine scannable. Below are the guidelines for completing scannable documents.

When entering pertinent information onto the Administration Schedule, Roster of Questionnaires, questionnaire covers, and assessment booklet covers, you must adhere to the following guidelines:

- Use only No. 2 pencils.
- Print all information neatly within the boxes. Numbers should be written clearly in the center and should not touch the sides of the boxes. Avoid extraneous loops.
- Right justify all numerals entered in multiblock columns.
- Erase completely and clearly to correct handwritten entries.
- To correct computer-printed entries, strike through the error and write the correction in the white space.

Shown below are examples of acceptable and unacceptable writing styles for completing scannable documents.

The following are **acceptable** writing styles:

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

The following examples are **unacceptable** due to edges touching the sides of the box and extraneous loops on characters:

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



Impacts Statistical Validity

Care must always be taken when entering information on scannable documents. Remember to enter information carefully and check your entries to verify you have entered the correct information.

30. NAEP Guidelines for Viewing Assessment Materials

You may receive requests to view NAEP materials at any time during the assessment process, from your initial telephone calls to the schools before the preassessment visit through assessment day. To help you respond appropriately to such requests, below are guidelines set forth by NAEP.

A. Requests From School Staff, Parents, and the General Public

Since its inception, NAEP has administered both cognitive test questions and background questionnaires. The test questions assess student knowledge and skills in academic subject areas. The background questionnaires provide information for reporting categories and collect noncognitive data related to achievement on students, teachers, and schools.

By statute (P.L. 107–110), “The public shall have access to all assessment data, questions, and complete and current assessment instruments” of NAEP with two important exceptions:

1. “Personally identifiable” information about individual students, their families, and schools must remain confidential in accordance with the Federal Privacy Act (Sec. 552a of Title 5, U.S. Code); and
2. Access to cognitive questions may be restricted to maintain security if such questions are to be reused. Breaches of security are punishable as a felony.

To fulfill the first requirement, NAEP has made sure since its inception that no information on individual students or schools is included in its data releases or reports. No completed assessment materials with either student or school staff names will leave the school building in which the assessment is administered. All information collected by NAEP about individual students and schools will remain strictly confidential.

To fulfill the second requirement, the National Assessment Governing Board (NAGB) adopted a strict policy on how to handle requests to see NAEP assessment booklets. All requests to view NAEP assessment booklets must be handled in the following ways:

If a request is made to view the background questions asked in the student’s assessment booklets, you must provide copies of the NAEP Sample Questions Booklet.

The Sample Questions Booklet contains the NAEP 2007 background questionnaires and information about why these questions are being asked. You will receive a supply of Sample Questions Booklets from Westat, and the booklets will also be posted on the MySchool and NAEP websites.

If a request is made to view the actual test questions by school staff members, parents, or anyone else, that person or persons must submit a written request to NCES.

Under the statute, all secure cognitive questions must be made available within 45 days after a written request, provided test security is maintained. All written requests to view test

questions should be sent to the NAEP State Coordinator, or the field manager, who in turn will contact the NAEP State Service Center.

In addition, never, under any circumstance, allow anyone to examine materials completed by students or school staff.

Copying or duplicating actual assessment booklets is never permitted. Following each assessment, NAEP releases approximately 25 percent or more of the test questions. The questions appear in the NAEP reports and on the NAEP website. Encourage any interested party to view the previously released NAEP test questions on the NAEP website at <http://nces.ed.gov/nationsreportcard>.

B. Requests From the News Media

A press release (shown on the following page) is available to superintendents or school principals who wish to publicize participation in NAEP, either in the local press or in a school newsletter. There is one version for public schools and another for non-public schools. You can request copies of the press release from your supervisor. There is also the possibility that representatives of local news media will ask you for information about the national assessment and the local school's involvement. **All such inquiries should be referred to school officials who are responsible for handing out any press releases.** If a reporter wants more information than is provided in the release, refer them to the name and telephone number on the press release.

UNDER NO CIRCUMSTANCES ARE WESTAT STAFF TO MAKE COMMENTS REGARDING THE NATIONAL ASSESSMENT FOR PUBLICATION OR BROADCAST.

This is to ensure that a uniform statement on the national assessment is being presented in all parts of the country.

NO ASSESSMENT SESSION MAY BE HELD IF MEMBERS OF THE MEDIA ARE PRESENT AT THE SESSION. Occasionally, school personnel or the media have requested to photograph or videotape NAEP sessions. Under no circumstances will NAEP permit videotaping or photographs to be taken of any part of an actual assessment. Newspaper or broadcast reporters and photographers are not permitted to observe a NAEP session. To accommodate the needs of the media without disrupting the assessment, a videotape and photographs simulating the assessment are available upon request. Media coverage of NAEP after the assessment is completed is the prerogative of local school officials. You should leave all arrangements and/or interviews to the school officials who grant the media permission to enter the school. Reporters requesting more information should be referred to the NAEP State Coordinator, for public schools, or Kathy Rosenberger at Westat (240-314-2470), for nonpublic schools.

PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact: *(Kathy Rosenberger, Private School Coordinator 410-721-2157)*

LOCAL PRIVATE SCHOOL CHOSEN TO PARTICIPATE IN STATE AND NATIONAL READING, MATHEMATICS, AND WRITING TEST

Enter City and State (Date) – *(Insert name of school)* today announced that it will participate in the 2007 National Assessment of Educational Progress (NAEP). NAEP, also known as the Nation’s Report Card, is the only nationally representative assessment that measures what American students know and can do in a variety of school subjects. In 2007, nearly one million students will take NAEP in 16,000 schools nationwide. *(Insert name of school)* is one of only 1,200 private schools nationwide asked to participate in NAEP.

Feel free to insert a quote from the school headmaster/headmistress here.

“NAEP is important in that it provides a snapshot of student achievement in ways that inform policymakers and educators helping our country to know where we stand,” said Joe P. Private, (insert title), School Name. “I know that our students will do their best and show what they can do.”

The 2007 NAEP assessments will test students on their knowledge of reading and mathematics in grades 4 and 8 and writing at grades 8 and 12. Students will participate in one of the three subjects, and participation will be asked to respond to multiple-choice, short answer, and extended response types of questions.

Students will be asked to participate to one of the three subjects: reading, mathematics, and writing. The reading assessment will read and respond to passages from short stories or novels, magazines or newspapers, and maps or schedules to allow them to draw information about the real world, or apply information that they learn. On the mathematics assessment, students will answer questions related to number properties and operations, measurement, geometry, data analysis and probability, and algebra. Students taking the writing assessment will be asked to write creative stories or essays; communicate information, instructions, and ideas; or persuade the reader to take action.

For more than 40 years, NAEP has been measuring student achievement in core subject areas. It is considered to be the gold-standard of assessments because it represents the best thinking of assessment specialists, education experts, teachers, and content specialists from around the nation. The results from the assessment inform the President, the Congress, and state leaders in their crafting of education policy.

NAEP is part of the U.S. Department of Education’s National Center for Education Statistics and is mandated by Congress. For more information, please visit <http://nces.ed.gov/nationsreportcard/>.

##

PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact: *(Insert name and contact information for NAEP State Coordinator.)*

(NAME OF SCHOOL) CHOSEN TO PARTICIPATE IN STATE AND NATIONAL READING, MATHEMATICS, AND WRITING TEST

Enter City and State (Date) – *(Insert name of school)* today announced that it will participate in the 2007 National Assessment of Educational Progress (NAEP). NAEP, also known as the Nation’s Report Card, is the only nationally representative assessment that measures what American students know and can do in a variety of school subjects. In 2007, nearly one million students will take NAEP in 16,000 schools nationwide. In our state, NAEP will be administered in *(insert number)* schools to *(insert number)* students.

Feel free to insert a quote from the school principal here. Sample:

“NAEP is important in that it provides a snapshot of student performance and describes student achievement in ways that inform policymakers and educators. We are happy to play our part in helping our country to know where we stand,” said Joe P. Private, (insert title), School Name. “I know that our students will do their best and show what they can do.”

The 2007 NAEP assessments will test students on their knowledge of reading and mathematics in grades 4 and 8 and writing at grades 8 and 12. The results of the assessment will be reported at the state level in grades 4 and 8 and at the national level in grade 12. The schools and students randomly selected to take NAEP represent the geographic, racial/ethnic, and socio-economic diversity of America’s student population.

Students will be asked to participate in one of the three subjects and to respond to multiple-choice, short answer, and extended response types of questions. Students taking the reading assessment will read and respond to passages from short stories or novels, magazines or newspapers, and maps or schedules to allow them to draw connections about plots, gain information about the real world, or apply information that they learn. On the mathematics assessment, students will answer questions related to number properties and operations, measurement, geometry, data analysis and probability, and algebra. Students taking the writing assessment will be asked to write creative stories or essays; communicate information, instructions, and ideas; or persuade the reader to take action.

For more than 40 years, NAEP has been measuring student achievement in core subject areas. It is considered to be the gold-standard of assessments because it represents the best thinking of assessment specialists, education experts, teachers, and content specialists from around the nation. The results from the assessment inform the President, the Congress, and state leaders in their crafting of education policy.

NAEP is part of the U.S. Department of Education’s National Center for Education Statistics and is mandated by Congress. For more information, please visit <http://nces.ed.gov/nationsreportcard/>.

###

07-M-G-0-197



Test Your Knowledge

Instructions: Match the description of the document with the document title.

- | | |
|--|---|
| 1. This form is used to keep track of accommodations decisions for students classified as SD and/or ELL. | a. Administration Schedule |
| 2. This form is used to manage NIES activities in the schools. | b. Inclusion Worksheet |
| 3. This booklet is your guide to procedures throughout the assessment process at each school. | c. NAEP Storage Envelope |
| 4. This is a short booklet of additional background questionnaire items separate from the NAEP assessment booklets. | d. Roster of Questionnaires |
| 5. This is the only document that links students selected for the NAEP sample to their demographic data and their performance on the assessment. | e. Extended Student Background Questionnaire (ESBQ) |
| 6. This is used to store all NAEP documents at the school. | f. NIES Linking Form |
| 7. This document links the completed NAEP school staff questionnaires to the principals and teachers of sampled students. | g. Quality Control Booklet |

Answers: 1-b, 2-f, 3-g, 4-e, 5-a, 6-c, 7-d