

3.6 Special Studies Tab

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

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

Schools selected for the National Indian Education Study (NIES) will have the following information and data entry fields:

School Edit <input type="button" value="Save"/> <input type="button" value="Reset"/>		District: Grand Valley Local SD Region: PR 1 Area: 1	
General		Sampling	
Dixon Middle School		NAEP ID: 9921230	
This school also sampled for National Indian Study (NIES)			
National Indian Education Study (NIES)			
NAEP GRADE:	8		
NIES Survey Status:	Pending		
NAEP Status:	Cooperating		
AI/AN Grade Enrollment:			
Expected:			
Actual:	<input type="text"/>		
Administration mode:	No Mode		
Survey:			
Scheduled Survey Date:	2/19/2007		
Scheduled Survey Time:	8:35		
Original Sample:	<input type="text"/>		
Added Students:	<input type="text"/>		
Total in Sample:	<input type="text"/>		
Withdrawn:	<input type="text"/>		
Ineligible Not AI/AN::	<input type="text"/>		
Ineligible NAEP/Other:	<input type="text"/>		
To Be surveyed: :	<input type="text"/>		
Excluded:	<input type="text"/>		
Total Refused NAEP:	<input type="text"/>		
Total Refused NIES:	<input type="text"/>		
Absent: :	<input type="text"/>		
Total Original Survey:	<input type="text"/>		
Makeup Survey Date:	No Date		
Surveyed Makeup:	<input type="text"/>		
Total Surveyed:	<input type="text"/>		
If you have any questions or comments please contact the Hel			

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

3.7 Post Assessment Activities Tab

After the assessments are complete in a school, the ACs will record summary data from the Administration Schedule(s) on this tab. Supervisors will enter the SD/ELL summary information.

School Edit District: Philadelphia City SD Region: PA 1 Area: 1 Search for School ID

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

Session Data for Baldi C C A Ms (4220050)
(Column headers for calculated data are in red text.)

Original session information

Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/ Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
RM0801		02/01		25								
RM0802		02/01		25								
RM0803		02/01		25								

Make-up sessions (When needed)

Session ID	Assessed In Makeup	Makeup Date	Makeup Code	Total Assessed
RM0801		No Date	No Makeup Code	
RM0802		No Date	No Makeup Code	
RM0803		No Date	No Makeup Code	

SD/ELL Summary Form

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

Assessment Complete?:

If you have any questions or comments please contact the [Help Desk](#).

Post Assessment Tab

3.7.1 Session Information

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

Each line in the matrix represents one “session” and its corresponding Administration Schedule. Even if all of the students listed on 2 or more Administration Schedules are assessed in the same room, each Administration Schedule should reflect only the information for the students listed on it.

Normally in the SCS a “session” equals an Administration Schedule. However, occasionally, there are more students added to the sample through the New Enrollee Procedure than there are blank lines on the Administration Schedule. When a blank Administration Schedule is used to record the additional students, a new “session” is not created. The number of new enrollees from this new Administration Schedule should be combined with the number from the original Administration Schedule when recording the data in the SCS.

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

If there are blank cells, the system will alert the AC. The data entered are saved, but calculations are not performed. Every cell must have at least a zero recorded before the calculations are performed. In the past, the problem has been in not recording data in the “Assessed in make-up” cell.

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

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

3.7.2 Assessment Complete Indicator

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

If the AC attempts to change the answer to the Assessment Complete question, and the school is not cooperating and/or the summary data have not been entered, the following error message will be displayed:

You cannot indicate that the assessment is complete in a school unless:
School Status = Cooperating AND the school has been sampled AND
“Original sample” for all sessions in the school is greater than zero.

After updating this information, the AC should click on the **Save** button before doing anything else.

3.7.3 SD/ELL Summary Form

After the sessions in a school have been completed and the School Folder has been sent by the AC, you will record the final information concerning the numbers of SD and/or ELL students on the hard-copy “SD/ELL Summary Form.”

When the hard-copy form has been completed, you should transfer the information from that form into the form in the SCS. The link to the SD/ELL Summary Form is on the Post Assessment tab. ACs will not see this link since supervisors are responsible for updating this form.

SD/ELL Data for Alberton 7 8 , grade id 3021320				
Assessment Codes	SD Only	ELL Only	SD and ELL	Total SD/ELL
Total #	1	2	0	3
# Assessed Codes 10-14, 20-24	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1
# Assessed with Accommodations Codes 70-82	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
# Absent Codes 40-49	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	2
# Other Codes 51-56	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
# Excluded Codes 60-66	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Exclusion Rate	0	0	0	0
Assessed Rate	100	0	0	33

SD ELL Summary Form

After entering the number in the first cell – “SD Only / # Assessed” – tab across to or click in the next field and enter the number there. It is not necessary to enter zeros in blank cells.

These data will greatly facilitate the production of reports on the assessments of the SD and ELL students selected for NAEP.

After entering the information, click on the **Save** button and the row and column totals will be calculated and displayed.

3.8 Quality Control Tab

During the assessment field period, in-person quality control visits will be made to ensure that staff training was successful and to observe ACs whose performance in training was of concern. Also, the NAEP contract requires that quality control telephone calls be conducted with 20 percent of the sampled schools.

The data-entry fields for the in-person and telephone quality control reports are located on the Quality Control tab.

After updating the data on this tab, click Save before going to other parts of the system.

3.8.1 Telephone Quality Control Results

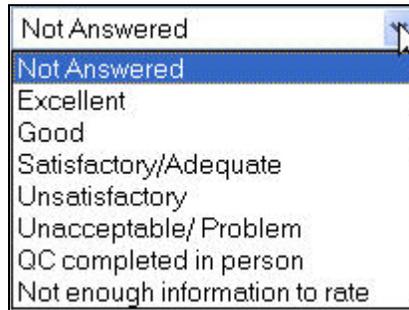
At the top of the Telephone QC section, it notes if the school was selected for the telephone QC call.

ALBERTON 7 8 NAEP ID: 3021320
Telephone Quality Control Results
Note: To enable Telephone QC click on the No after the question.
School selected for Telephone QC?: No
Date QC Completed: <input type="text"/>
Overall Team Rating: <input type="text" value="Not Answered"/>

Schools not selected may still be called at the supervisors' discretion. Click on the "No" link. The screen will refresh and the results of the telephone QC will be included with those from the schools selected as part of the original 20 percent sample.

ALBERTON 7 8 NAEP ID: 3021320
Telephone Quality Control Results
School selected for Telephone QC?: Yes
Date QC Completed: <input type="text" value="None"/>
Overall Team Rating: <input type="text" value="Not Answered"/>
Completed By: <input checked="" type="radio"/> Supervisor <input type="radio"/> Other Staff
Name of Staff Who Completed QC: <input type="text"/>
QC Comments: <input type="text"/>
Delete Telephone QC Rating: <input type="button" value="Delete"/>

Record the date of the call and the Overall Team Rating (from the Telephone QCF) from the drop down list of ratings (Not Answered is the default).



If the school was selected for the Telephone QC, but you visited the school in person, it is not necessary to conduct the Telephone QC. Select “QC completed in person” from the pick list of ratings and record the in-person visit results in the In-Person QC section.

Since supervisors will be conducting most of the telephone QC calls, “supervisor” is indicated as having completed the call by default. If someone assisting you made the call, such as a troubleshooter supervisor, click in the radio button next to “Other staff.” Record the name of the person who made the call in the space provided.

3.8.2 In-Person Quality Control Results

In this section of the QC tab you will record the date the QC visit was made and the results of the observations recorded in the In-Person QCF.

In-Person Quality Control Results

Date QC Completed:

Overall Team Rating:

Select Region(*) for all staff within the state.

Region:

Observer Information: [Add](#)

AC Rating:

Session # NONE: **No Session Record Available.**

Accommodation Session: [Add](#)

Added Session: [Add](#)

Completed By: Supervisor Other Staff

Name of Staff Who Completed QC:

QC Comments:

Delete In-Person QC Rating:

3.8.2.1 Overall Team Rating

Select the Overall Team Rating (from the In-Person QCF) from the drop down list of ratings (“Not Answered” is the default)

Date QC Completed:

Overall Team Rating:

Region:

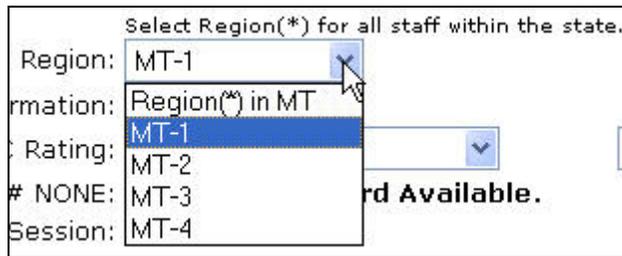
Observer Information:

AC Rating:

Session # NONE:

3.8.2.2 Changing Region to Access Additional AC and AA Names

The AC and AA names that are available to be matched to the sessions in the school will be in the region shown, the school’s region. However, if you observed ACs and/or AAs who were loaned from another region, select from the dropdown list. Selecting “Region(*) in XX” will result in having access to all ACs and AAs in the state (Montana in this example).



3.8.2.3 Observer Information

The In-Person QC section includes the capability of recording information on observers to the session(s). Click on the Add link to open the window to record information on observers.

Observer Information - Microsoft Internet Explorer

Observer Information

Select or Add Observer: 1

Observer First Name:

Observer Last Name:

Observer Organization:

Session Numbers:

Save Close

QC Observer Information

If there is more than one observer, enter information on the first observer and click **Save**. Then, click on the button beside the “1” and click on “2” to open another window.

3.8.2.4 AC and AA Ratings

For the AC Rating, select the name of the AC observed in this school and the rating recorded in the In-Person QCF.

In-Person Quality Control Results

Date QC Completed:

Overall Team Rating:

Select Region(*) for all staff within the state.
 Region:

Observer Information: [Add](#)

AC Rating:

Session # HI0801:
 BETTY HAGBERG

Session # OP0801: CAROLYNE JOHNSON

Session # OP0802: EMMA HARDNETT-BUSH
 RICHARD SANDERSON

Accommodation Session: THERESE PROKOPIUS

Added Session: THOMAS KEARNEY

Completed By: Supervisor Other Staff

Name of Staff Who Completed QC:

QC Comments:

Delete In-Person QC Rating:

[View/Add AA:](#)
 [View/Add AA:](#)
 [View/Add AA:](#)
 [View/Add AA:](#)

Selecting AC Name

Next to each session ID is a drop down box of names of the AAs who are assigned to this area. For each session, select the name of the person who conducted the session from the drop down box.

Next to the staff name drop down list is the rating field. Click on the button to reveal the ratings (they are the same as those listed on the QC Form) and select the appropriate rating from the drop down list.

In-Person Quality Control Results

Date QC Completed:

Overall Team Rating:

Select Region(*) for all staff within the state.
 Region:

Observer Information: [Add](#)

AC Rating: **HAGBERG, BETTY** **Excellent**

Session # HI0401: **ROBINSON, ROBERT** **Excellent** [View/Add AA:](#)

Session # OP0401: **HARMON, SANDRA** **Excellent** [View/Add AA:](#)

Session # OP0402: **JOHNSON, NETTIE** **Excellent** [View/Add AA:](#)

Accommodation Session: [Add](#)

Added Session: [Add](#)

Completed By: Supervisor Other Staff

Name of Staff Who Completed QC:

QC Comments:

Delete In-Person QC Rating:

AC and AAs Evaluated

Repeat the procedure for all sessions, identifying the individual who conducted the session and selecting the appropriate rating for him or her.

3.8.2.5 Adding Accommodation and Other Sessions

If accommodation sessions were conducted and observed, you can add information for up to 10 such sessions.

Accommodation Session	
Select or Add Accommodation Session:	1 ▾
Administered By:	<input type="text"/>
QC Rating:	Not Answered ▾
Date QC Completed:	<input type="text"/> MM/DD/YYYY
Completed By:	<input type="radio"/> Supervisor <input type="radio"/> Other Staff
Name of Staff Who Completed QC:	<input type="text"/>
Students' Original Session ID Numbers:	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Close"/>

Record the information and click on the Save button. If there is more than one such session, click on the down arrow button beside the number 1 and select number 2.

If other sessions were conducted that are not indicated here, up to 5 such sessions can be added to the In-Person QC section for recording your observations. Click on the Add link next to Added Session” to access the pop-up window.

3.8.2.6 Indicating Who Conducted In-Person QC Visit

If the QC visit was completed by someone other than the Supervisor click the radio button next to “other staff” and record that person’s name.

3.8.2.7 Changing an AC or AA Name

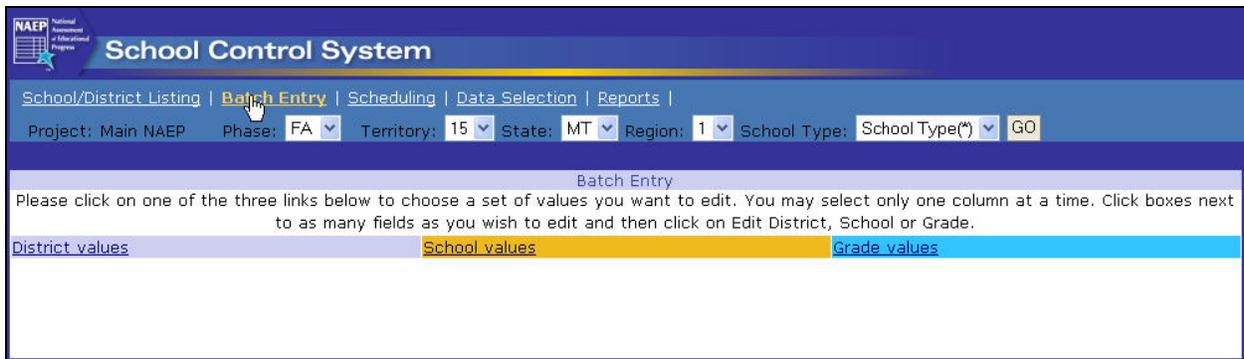
After selecting an AC's or AA's name, if you have saved the data, you will see that these fields are read only. If you need to change any of these names, clicking on the "Delete" button will reset the entire In-Person QC section to its default settings.

4. MAKING BATCH ENTRIES

4.1 Overview

This option allows you to make a “batch” of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up individual school screens.

Batch entries can be made to update district information, school information, or schools’ grade information.



Batch Entry

To use this option, first determine which of the three sets of data you will be updating – district, school, or grade – and click on the appropriate link to see the list of available fields. Then within that column, select which field or fields you need to update. To select multiple fields to update, click in the boxes for the two or more field labels. Don’t select District Name or School Name unless you need to make changes to these fields. The district and school names always will be displayed by default (depending on the list that you are working with.).

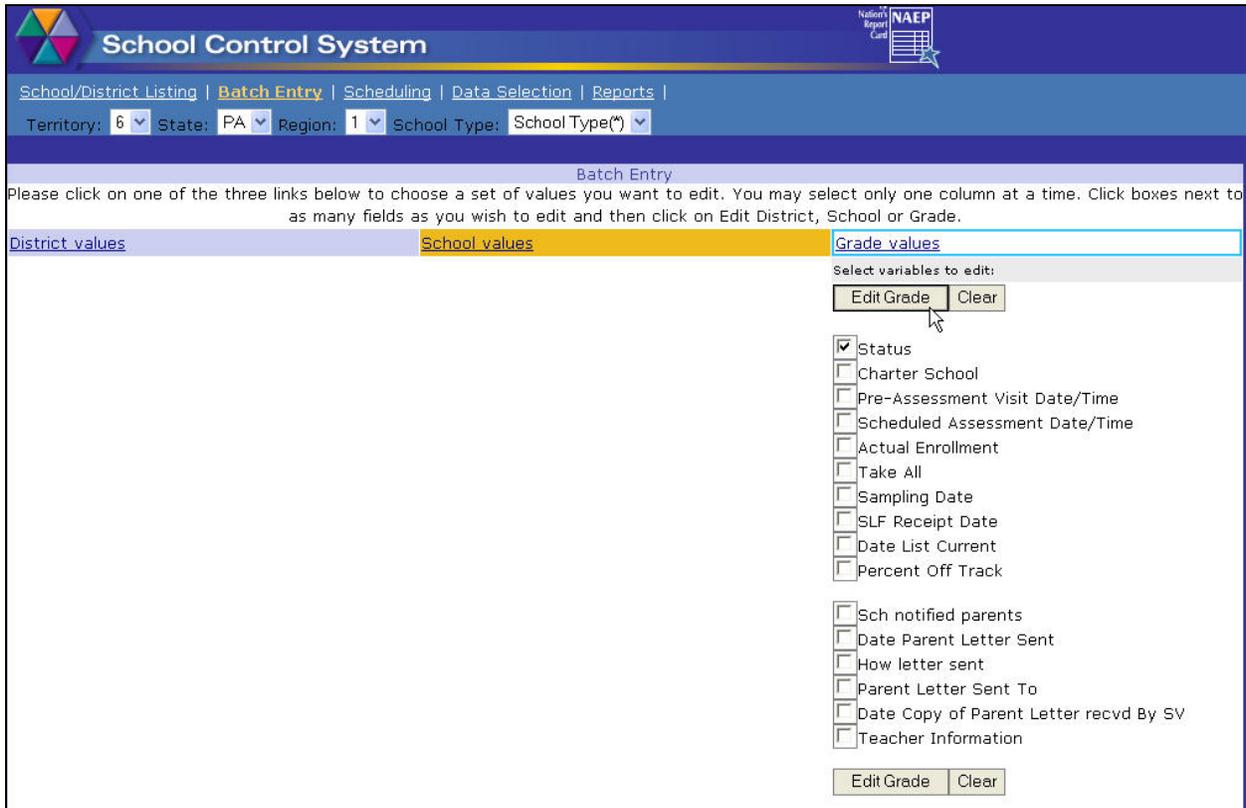
To explain how to use this option, we will walk through the steps updating status codes (section 4.2), multiple fields (section 4.3), and multiple schools (section 4.4).

4.2 Using Batch Entry to Update Status Codes

We will walk through the steps you will follow to update status codes for several schools.

Step 1. Select the set of data and the value or field to be changed or updated.

In this example, we clicked on Grade Values to reveal the values and selected the Status value by clicking in the box. Then, click on the **Edit Grade** button.



Selecting Status Code to Update

Step 2. Locate the school(s) to be updated.

A sample of the sort by district (the default) is shown below.

Step 3. Change or Update the value.

Click on the **Down Arrow** button next to the “Status Code” field for the school, and select the correct status code. As an alternative, with the status field highlighted, if you type the first letter of the status you want entered, the system will display the entire code. Press the **Tab** key to move to the next school.

NOTE: After you have updated information on one screen or page, you must click on the Save Page button before going to the next page of listings or returning to the main Batch Entry screen. If you do not, your changes will NOT be saved.

4.3 Using Batch Entry to Update Multiple Fields

If you want to select more than one field to update, you can do so, but only within one of the lists – district, school, or grade. You cannot select one value from the school list and one from the grade list.

All of the data entry fields for each of the district and school contact persons are available for updating through the Batch Entry process. If you want to have access to all of the fields for one of these positions – superintendent, for example – the first entry should be selected. For the superintendent this would be “Superintendent Information (All)” in which case all of the fields listed under this entry would be displayed for each of the districts.

To manually select more than one field, click in the boxes for each value to be selected. In the example below, we have selected two values in the school files to update – status code and actual grade enrollment.

istrict, School or Grade.

Grade values

Select variables to edit:

Status

Charter School

Pre-Assessment Visit Date/Time

Scheduled Assessment Date/Time

Actual Enrollment

Take All

Sampling Date

SLF Receipt Date

Date List Current

Percent Off Track

Batch Entry Multiple Selection

After double checking your selections, click on the **Edit Grade** button.

School Control System

School/District Listing | **Batch Entry** | Scheduling | Data Selection | Reports

School Name: [Dropdown] * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

To enter the same data for ALL schools on this page, select a field from the first box, enter the data in the second box, and then click on the "Apply All" button. Please select a field [Dropdown]

Sort By: District/School [Dropdown]

You are editing Grade: Any [Dropdown] Status: Any [Dropdown]

Number of Records: 41 Page: 1 of 3 Page Size: 20 [Dropdown] Save Page [Button]

School Name:	School ID:	Status Code:	Enrollment:
Archdiocese Of Boston (250100C)			
1. Arlington Catholic High School	2530053	Pending [Dropdown]	0 [Text]
2. Central Catholic High School	2530083	Pending [Dropdown]	0 [Text]
Archdiocese Philadelphia Schs (420100C)			
3. All Saints Elementary School	4210053	Pending [Dropdown]	0 [Text]
4. Archbishop John Carroll High S	4230082	School Refusal	0 [Text]
5. Coatesville Area Cath Elem Sch	4210103	Pending [Dropdown]	0 [Text]
6. Country Day School Of The Sacr	4220043	Pending [Dropdown]	0 [Text]
7. Northeast Catholic High School	4230052	School Refusal	0 [Text]
8. Our Mother Of Sorrows School	4210052	School Refusal	0 [Text]
9. St Catherine Of Siena School	4210092	School Refusal	0 [Text]
10. St Cyril Of Alexandria School	4210082	District Refusal	0 [Text]
11. St Francis Of Assisi School	4210092	School Refusal [Dropdown]	0 [Text]

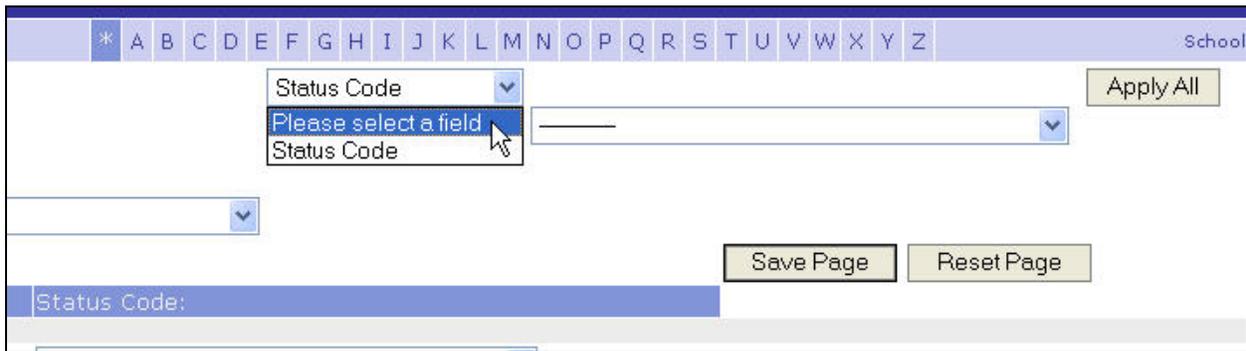
Batch Entry Updating School Status and Enrollment

Both fields will be listed. If the fields are too wide to be displayed on the screen, you will need to scroll to the right.

Don't forget to click on the **Save Page** button before leaving any screen in the Batch Entry option of the SCS. After making your updates, you can return to the main Batch Entry selection screen by selecting Batch Entry from the menu choices at the top of the screen.

4.4 Updating Data for Multiple Schools

In the upper right of the screen is a data entry box that will allow you to update the same data for all schools listed on the current page.



Batch Entry, Apply All

Click on the button beside “Please select a field” to see the drop-down list of fields. Click on the one to be updated and the list of values will be available as a drop down list in the next small window. Click on the button to see the list and click on the value to be entered for all of the schools on the current page. After selecting the choice, click the “Apply all’ button.

After updating the data on one page, click the **Save Page** button, go to the next page of schools/districts and update the values on that page.