

I. Session Debriefing Form

The Session Debriefing Form has been developed to gather information about the assessments in your assignment. By accurately completing this two-page form, you will provide NAEP with documentation that the session was completed and a record of any problems you may have encountered regarding the session. If problems arise during the session, you must use this form to document exactly what happened, how it affected the performance of students in the session, and how and by whom the situation was resolved.

This form must be completed for each original session, each separate accommodation session, and each makeup session held in the school. Instructions for completing the form are provided in chapter 7.

Overall, how well did this session go?

Very well
 Satisfactory
 Unsatisfactory

If "Unsatisfactory," record comment:

Record any UNUSUAL circumstances in this session not previously mentioned

Record any questions that students asked during the session. Be sure to include number for questions about items.

Subject	Booklet ID #	Student Question

RETURN THIS COMPLETED FORM TO YOUR FIELD MAN

SV initials _____

SESSION DEBRIEFING FORM—Arts Assessment

COMPLETE THIS FORM FOR EACH SESSION - REGULAR, ACCOMMODATION, AND MAKEUP.

Session Date: _____ Region #: _____
 School Name: _____ School ID #: _____
 Person Completing Form: _____ SV: _____
 Other NAEP Staff Assisting with Session: _____
 Other Observers Present: _____
 Session Number: _____ (e.g. M10801m V10801)
 This session was: Regular Session Accommodation Session
 Makeup Regular Session Makeup Accommodation Session

SESSION SUMMARY (Be sure to provide as much detail as possible.)

ITEM	YES	NO	N/A	DETAILS
Were there any problems setting up for this session?				
Were there any problems getting students to this session?				
Were there any problems with the session timing?				
Were there any problems with the session materials (including the distribution and use of ancillary items)?				
Were there any student refusals?				
Were there any students who left the session?				
Were students cooperative and orderly during the session?				
Were there any problems with accommodations given in this session?				
Were there any students still working when the timer rang?				
Were there any problems with the location?				
Were there any interruptions?				
Other, specify				

REACTION TO SESSION

AUDIENCE	ATTITUDE	COMMENTS/COMPLAINTS
Students	<input type="checkbox"/> Positive <input type="checkbox"/> Mixed/indifferent <input type="checkbox"/> Negative <input type="checkbox"/> Can't say	
School Staff	<input type="checkbox"/> Positive <input type="checkbox"/> Mixed/indifferent <input type="checkbox"/> Negative <input type="checkbox"/> Can't say	
Other Observers	<input type="checkbox"/> Positive <input type="checkbox"/> Mixed/indifferent <input type="checkbox"/> Negative <input type="checkbox"/> Can't say	

J. Booklet Preparation and Assessment QC Records

As part of the overall quality control procedures for NAEP, your supervisor will use the Booklet Preparation and Assessment QC Records to document student booklet preparation and assessment day procedures completed by each AA for each school. This includes documenting whether AAs administering and monitoring the session did so according to the standards described in chapter 5.

This checklist serves as documentation that assessments are administered in a standardized manner and according to NAEP procedure. The results are reported to the National Center for Education Statistics (NCES) and the other NAEP contractors.

The rating categories for each task are defined as follows:

1. **AA Met:** The AA conducted all tasks associated with the procedure according to NAEP standards, in a professional manner, with no or only very minor deviations.
2. **AA Partially Met:** The AA conducted some, but not all, of the tasks associated with the procedure according to NAEP standards. Performance of tasks, while adequate, had rough spots that need improvement.
3. **AA Did Not Meet:** The AA conducted few or no tasks associated with the procedure according to NAEP standards. Whenever it is necessary for the supervisor to intervene, a “3” rating should be assigned. Ratings of “3” must be explained in the adjacent “Comments” column. The supervisor will describe the problem and the action taken to correct it.
4. **Did Not Observe:** The supervisor will use this code when he/she was not able to observe the AA conducting the procedure.
5. **Not Conducted:** The supervisor will use this code when the procedure was not applicable or did not have to be completed for the given session.

If your supervisor has any concerns about your performance while completing any of your responsibilities, he/she will discuss it with you one on one.

Directions:

Record the names of each AA who is preparing the booklets and ancillary materials under the “AA Name” column.

Record your evaluation of the AA by circling a rating of 1 through 3. The ratings are defined as follows:

1. **AA Met:** The AA conducted **all** tasks associated with preparing the booklets and ancillaries according to NAEP standards.
2. **AA Partially Met:** The AA conducted **some**, but not all of the tasks associated with preparing the booklets and ancillaries according to NAEP standards.
3. **AA Did Not Meet:** The AA conducted **few or no** tasks associated with preparing the booklets and ancillaries according to NAEP standards. Whenever it is necessary for you to intervene, a “3” rating should be assigned. Ratings of “3” must be explained in the adjacent “Comments” column. Describe the problem and the action you took to correct it.

BOOKLET AND MATERIALS PREPARATION QC RECORD

AA Name	AA Task	Rating	Comments
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	
	Prepared Assessment Booklets and Materials According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet →	

ASSESSMENT DAY QC RECORD		
AA Name:		<input type="checkbox"/> Regular Session <input type="checkbox"/> Accommodation Session
After the Session: Completing the Administration Schedule ✓ Every booklet has correct Accom. Code in column P. ✓ Every student has correct Admin. Code in column Q. ✓ Top of Administration Schedule is accurate. ✓ Admin. Code 52 has been entered for all unused booklets.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
After the Session: Coding the Assessment Booklet Covers ✓ Admin. and Accom. Codes were transferred to the booklets covers accurately. ✓ Accommodation ovals/extended time boxes were coded accurately. ✓ Student ID labels were removed.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
After the Session: Preparing Student Artwork ✓ Student ID labels were removed. ✓ Booklet ID labels correctly affixed to artworks/portfolios/envelopes. ✓ Artworks placed in correct portfolios/envelopes. ✓ Portfolios/envelopes in Administration Schedule order	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
After the Session: Perform Final Check of Session Box ✓ Verified session box has original Administration Schedule, School Questionnaire, and Roster of ✓ All materials/artworks were in to procedure.	1. AA Met 2. AA Partially Met	

ASSESSMENT DAY QC RECORD		
AA Name:		<input type="checkbox"/> Regular Session <input type="checkbox"/> Accommodation Session
Prepared Assessment Room According to Procedure ✓ Materials were ready. ✓ Materials that would assist students are concealed ✓ "Testing in Progress" sign posted outside room ✓ School ID number visual to students. ✓ Session-specific materials (posters/CD player) were ready.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Introduction ✓ Ensured each student is at correct location. ✓ Began the session on time. ✓ Selected the correct script ✓ Played the correct CD, if necessary.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Materials Distribution and Collection ✓ Distributed booklets/ancillary materials according to Session Script instructions. ✓ Collected/distributed between cognitive blocks, if necessary according to Session Script instructions. ✓ Collected booklets/ancillary materials after the session according to Session Script instructions.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Additional Materials & Cover Coding ✓ Instructed students to remove ID labels and additional material. ✓ Instructed students to remove ID labels from ancillary materials, if necessary. ✓ Checked students recorded correct school ID number on the cover.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Reading the Script ✓ Read script verbatim with fluency and expression. ✓ Provided booklet directions appropriately.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Timed Sections Appropriately ✓ Used timer according to Session Script instructions. ✓ Stopped and started CD player according to Session Script instructions.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Ending the Session ✓ Collected student ID labels and threw in trash. ✓ Accounted for all NAEP materials before dismissing. ✓ Dismissed according to protocol on Assessment Information Form.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Assessment Administration: Restoring Classroom ✓ Removed posters/signs. ✓ Packed CD player and removed tape from floor, if necessary. ✓ Moved furniture back to original positions, if necessary ✓ Uncover any visual materials that would help students.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Monitoring the Session: Answering Questions in Cognitive Sections ✓ Answered where and how to record answers. ✓ Did not help students respond to any item.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Monitoring the Session: Answering Questions in Background Sections ✓ Used guidelines in QxQs when answering questions.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	
Monitoring the Session: Classroom Management ✓ Verified students are working in the correct sections. ✓ Appropriately handled difficult situations. ✓ Moved around the room to monitor session.	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted	

K. Questionnaires and the Roster of Questionnaires

Questionnaires

There are three types of questionnaires used for the Arts assessment: School Questionnaire, Student with Disabilities (SD) Questionnaire, and an English Language Learner (ELL) Questionnaire. These questionnaires are used to gather information about the school and on the students who are classified as SD and/or ELL and help determine whether they will be assessed and if they will need an accommodation. Your supervisor will handle all activities involving the questionnaires.



