

7

PREASSESSMENT ACTIVITIES

This chapter reviews all the preassessment activities for the Arts assessment and introduces the Quality Control Booklet (QCB).

1. Preliminary Activities to Complete

Preliminary activities occur before the preassessment visit to the school.

Conducting the preliminary activities gives you an opportunity to become familiar with the documentation used throughout the assessment process and enhances your familiarity with the schools in your assignment.

Overview of the QCB

As mentioned in chapter 3, the QCB is divided into three parts. Part 1 contains all the procedures (1-10) that you will conduct to complete preassessment activities:

- Procedure 1: Prepare the School Folders
- Procedure 2: Prepare the Preassessment Packets for Schools
- Procedure 3: Prepare for the Preassessment Visit Scheduling Telephone Call
- Procedure 4: Conduct the Preassessment Visit Scheduling Telephone Call
- Procedure 5: Prepare for the Preassessment Visit Confirmation Telephone Call
- Procedure 6: Conduct the Preassessment Visit Confirmation Telephone Call
- Procedure 7: Prepare for the Preassessment Visit
- Procedure 8: Conduct the Preassessment Visit
- Procedure 9: Complete Activities After the Preassessment Visit
- Procedure 10: Complete Activities Prior to Assessment Day

The QCB is a data collection instrument, which means that you, as the data collector, must complete the required sections in order to convey important information about each school to your field manager as well as the Westat home office. After the field period, when field staff are no longer working on the project, the QCBs are the primary source of information about what happened in each school. This information is used to clarify many data-related issues that may arise while Westat is preparing the data to deliver to NCES. If the QCBs are not filled out properly and have a lot of missing information, it impedes our ability to adequately answer those post-assessment questions and, therefore, impacts the quality of the data we are providing under our NAEP contract with NCES.

Each procedure presents the items you need to complete either in checklist or questionnaire format. Procedures presented in the checklist format are for you to use as you deem necessary; **Procedures 1 and 2** are examples of this format. Procedures presented in the questionnaire format require you to record responses for each question, whether the questions are directed to you or to another respondent; **Procedures 8, 9, and 10** are examples of this format.

Failure to complete the required sections of the QCB will adversely affect your project evaluation.

Procedure 1. Prepare the School Folders

Prior to conducting the preassessment visits, you will prepare the School Folders (Exhibit 7-1) for each cooperating and pending public and private school in your region. The School Folders for the Arts assessment are green. In each folder, you will place all of the forms and materials required for completing all aspects of the assessment, from making the initial contact with the school coordinator to documenting the preassessment and assessment visits. The contents for the folders will come from both Westat and Pearson. Some materials will be generic and others will be school-specific.

Below is the schedule for preparing and mailing the School Folders.

Preparation Time Period	Mailing Date	For Receipt On	Preassessment Visits Begin
12/3 – 12/21/07	12/31/2007	1/01/08	1/03/08

If the school is not scheduled to be in session on January 2, 2008, send the Preassessment Packet to arrive on the school’s first day back in session after the winter holiday.

The documents for the School Folders that you will receive from Westat or Pearson are listed below along with the source, estimated arrival date to you, and whether the item is generic or school-specific. Other School Folder items that you will be printing yourself are listed on page 7.6.

Item	Source	Estimated Arrival Date	Generic or School Specific
School Folder	Westat	December 3	Generic
School Folder Labels	Westat	December 3	School-specific
School Folder Transmittal Form	Westat	December 3	Generic
QCB	Westat	December 3	Generic
QCB Label	Westat	December 3	School-specific
New Enrollee Listing Form	Westat	December 3	Generic
School Appreciation Certificate	Westat	December 3	School-specific
School Appreciation Certificate Folder	Westat	December 3	Generic
School ID Labels (for labeling School Folder documents)	Westat	December 3	School-specific
Administration Schedule for each session	Pearson	December 14	School-specific
Roster of Questionnaires (original)	Pearson	December 14	School-specific
Preprinted white labels for preparing the Student Appreciation Certificates	Pearson	December 14	School-specific

Procedures 1A through **1E** describe the steps for preparing the School Folders.

1A. Affix the Appropriate Labels to the School Folder.

You will be sent two labels from Westat for the School Folder. One label is for the tab of the School Folder and displays the school name and the school ID number that the NAEP warehouse will use to receive the folders at the end of the field period. Place this label on the front of the folder tab so all of the information can be easily read while the folder is closed.

The second label is for the front of the School Folder and displays the:

- region and area,
- assessment date,
- school type (public or private),
- school name,
- school ID number,
- school address,
- principal name (if recorded in the School Control System [SCS]),
- school coordinator name (if recorded in the SCS),

- telephone number,
- fax number (if recorded in the SCS),
- e-mail address (if recorded in the SCS), and
- Session Numbers.

Place this label on the left side of the School Folder's front cover in the boxed area containing the instruction "Place label here."

In addition to these School Folder labels, you will be sent 10 school-specific labels printed with the school name and ID number to affix to the various documents included in the School Folder.

1B. Record Information on the Front of the School Folder.

Record as much school information as possible on the upper-right side of the front of the School Folder, including:

- your name;
- your field manager's name;
- the student list type (E-File, fax/mail, NAEP State Coordinator); and
- the number of SD and/or ELL Questionnaires required for this school.

1C. Affix the Appropriate Label to the QCB.

Prepare the QCB by affixing the QCB school information label to the front cover. This label displays the following information:

- school ID number,
- region and area,
- assessment date,
- school name and address,
- school telephone number,
- principal name (if recorded in the SCS),
- school coordinator name (if recorded in the SCS),
- school coordinator telephone number (if recorded in the SCS),
- Session Number(s), and
- if there is a Student Sampling Summary Report for the school.

Exhibit 7-1. Arts School Folder

NAEP 2008 SCHOOL FOLDER - ARTS		GRADE 8							
<p>PLACE LABEL HERE</p> <p>TERRITORY: _____ REGION: _____ AREA: _____</p> <p>ASSESSMENT DATE: _____</p> <p>SCHOOL TYPE (circle one): PUBLIC NONPUBLIC</p> <p>SCHOOL ID#: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>PRINCIPAL: _____</p> <p>E-MAIL: _____</p> <p>SESSION NUMBERS: _____</p> <p>COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>SUPERVISOR: Please complete the following information:</p> <p>SUPERVISOR: _____</p> <p>FIELD MANAGER: _____</p> <p>STUDENT LIST TYPE (circle one): E-FILE FAX/MAIL COLLECTED BY NSC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Qty.</th> <th>QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>SCHOOL</td> </tr> <tr> <td style="text-align: center;">_____</td> <td>SD Questionnaire</td> </tr> <tr> <td style="text-align: center;">_____</td> <td>ELL Questionnaire</td> </tr> </tbody> </table> <p>SV: Please complete this information before sending to your FM:</p> <p>PREASSESSMENT DATE: _____ TIME: _____</p> <p>MAKEUP REQUIRED (circle one): YES NO REFUSED DATE: _____</p> <p>NUMBER OF REGULAR SESSIONS: _____</p> <p>NUMBER OF SEPARATE ACCOMMODATION SESSIONS: _____</p> <p>NUMBER OF AAs: _____</p>	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	1	SCHOOL	_____	SD Questionnaire	_____	ELL Questionnaire
Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL								
1	SCHOOL								
_____	SD Questionnaire								
_____	ELL Questionnaire								
SHIPMENT TRACKING ON BACK OF FOLDER									

RETURN SHIPMENT TO PEARSON TRACKING		
DATE:	TRACKING NUMBER LABEL:	NOTES:
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

1D. Print the Necessary Forms to be Placed in the School Folder.

Some of the materials to be placed in the School Folder will not be sent to you from Westat or Pearson and will need to be printed from the School Data System (SDS) or SCS. Print each of the following materials for each school before assembling the School Folders.

Item	Printed From	Estimated Availability Date
Student Sampling Summary Report*	SCS	12-10-07
E-File Roster (E-Filed schools only)	SDS	12-10-07
Inclusion Worksheet* <ul style="list-style-type: none"> ● E-sampled schools ● SDS-sampled schools 	SDS	<ul style="list-style-type: none"> ● 12-10-07 ● After data entry
Instructions for Sampling New Enrollees/ New Enrollee Line Numbers <ul style="list-style-type: none"> ● E-sampled schools ● SDS-sampled schools 	SDS	<ul style="list-style-type: none"> ● 12-10-07 ● After data entry
Field Sampling Line Numbers <ul style="list-style-type: none"> ● E-sampled schools ● SDS-sampled schools 	SDS	<ul style="list-style-type: none"> ● 12-10-07 ● Before sampling
Student Booklet Labels (for schools sampled after 11/25/07)	SDS	12-10-07

* If applicable



Some supervisors include a list of sampled students printed by session in the School Folder to give to schools with the Teacher Notification Letter. If you want to provide such a list, be sure it includes only the student names with no demographic information. This type of list is available from the SDS. See Appendix E (*SDS User's Guide*) for more information about printing student lists from the SDS.

1E. Place Forms and Materials in the School Folder and Prepare the School Folder Transmittal Form.

- School Folder Transmittal Form;
- QCB (with label attached);
- Original Administration Schedule for each session;
- Original Roster of Questionnaires;
- Instructions for Sampling New Enrollees/New Enrollee Line Numbers;
- New Enrollee Listing Form;
- Student Sampling Summary Report (if applicable);

-
- Original List of All Students in the Grade (E-File Roster);
 - Field Sampling Line Numbers;
 - Inclusion Worksheet;
 - School Certificate of Appreciation (in the certificate folder);
 - Preprinted white labels for preparing the Student Appreciation Certificates;
 - Student booklet labels (for schools sampled after 11/25/07);
 - Private School Recruitment Documents, if applicable; and
 - Preassessment Packet FedEx Airbill Receipt (to track Preassessment Packet).

As you insert each item into the School Folder, you should initial the appropriate column on the School Folder Transmittal Form (see Exhibit 7-2) indicating that the item is in the folder. Record the school name and the school ID number on the top of the transmittal form, and then tear off the yellow copy to keep for your records. Place the remaining copies of the transmittal form on top of the materials in the School Folder.

School Folder Materials for Private Schools

You will receive from the gaining cooperation supervisor (GCSV) a School Folder for each cooperating private school in your region. These folders will already have the labels affixed to the tabs and some information recorded on the front cover. You will be responsible for affixing the school information label and adding each of the documents listed above. Inside the folder you should also find the following forms:

- Record of Contact(s) (ROC) – Diocese/School,
- Private School Data Collection Form,
- Private School Log,
- Gaining Cooperation Tracking Form,
- Materials Checklist,
- Internet Search Form, and
- Special Situation Form (if applicable).

These forms are described in chapter 3.

Exhibit 7-2. School Folder Transmittal Form

School Folder Transmittal Form – Arts Assessment

School Name: _____ ID #: _____

Supervisor: Be sure the following documents are in this School Folder before visiting the school for the preassessment visit	Initial EACH ROW to indicate document is enclosed	Comments
Quality Control Booklet with label attached		
Original Administration Schedule for each session		
Preprinted Inclusion Worksheet		
Roster of Questionnaires		
Instructions for Sampling New Enrollees		
New Enrollee Listing Form		
Original List of All Students in Grade 6 Submitted for Sampling (E-File Roster)		
Field Sampling Line Numbers		
Student Sampling Summary Report, if applicable		
School Certificate of Appreciation and Folder		
Preassessment Packet FedEx Airbill Receipt		
Student Booklet ID labels (if sampled after 11/25/07)		
Nonpublic School Recruitment Documents, if applicable		
Supervisor: Be sure the following documents are in this School Folder before delivering it to the Field Manager after the assessment	Initial EACH ROW to indicate document is enclosed	Comments
Completed Quality Control Booklet		
Photocopy of each Administration Schedule (without names) with complete demographic data		
Photocopy of the Roster of Questionnaires (without names)		
Inclusion Worksheet (without names), if applicable		
Dated Parent Notification Letter sent by school		
Instructions for Sampling New Enrollees		
Completed Student Sampling Summary Report, if applicable		
Signed Teacher Observer Letter(s), if applicable		
Signed Accommodation Teacher Letter(s), if applicable		
Completed Session Debriefing Forms (one per regular, accommodation and makeup session)		
Field Sampling Line Numbers		
Nonpublic School Recruitment Documents, if applicable		
Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse. 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		
Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse.	Initial to verify School Folder contains all required documents	Comments
I reviewed this School Folder and verify that all the information above is included.		

WHITE: School Folder GREEN: FIELD MANAGER YELLOW: SUPERVISOR

9/12/2007

Procedure 2. Prepare the Preassessment Packets for Schools

In addition to a School Folder, you will also be responsible for preparing a Preassessment Packet for each pending and cooperating school in your assignment. It will contain the materials the school coordinator will use to prepare for the preassessment visit.

The contents of the Preassessment Packets are listed below and on page 7.10 along with the source, estimated arrival date, and whether the item is generic or school-specific. Please note that two of the items are to be printed by you from the SDS (the SD/ELL Questionnaire Labels and the Student Information Report). You will also need to make a copy of the Roster of Questionnaires to be placed in the Preassessment Packet before putting the originals in the School Folder.

Item	Purpose	Quantity	Source	Estimated Arrival Date	Type
<i>Instructions for the School Coordinator Brochure</i>	Instructions to school coordinator for preparing NAEP materials and coordinating assessments.	One per school	Westat	12-03-07	Generic
Student Information Report	Master list of students selected for the assessment. Given to schools in place of the Administration Schedule.	One per session	Print from the SDS	12-10-07	School-specific
School Questionnaire	Collects information about the school's characteristics.	One per school	Pearson	12-14-07	Generic
SD/ELL Questionnaire Labels	To label the SD and/or ELL Questionnaires.	One per SD or ELL Questionnaire	Print from the SDS	12-10-07	School-specific
SD Questionnaire	Collects information about a student's disabilities.	One per student on the Administration Schedule identified as having a disability	Pearson	12-14-07	Generic
ELL Questionnaire	Collects information about a student's English language proficiency.	One per student on the Administration Schedule classified as an English language learner	Pearson	12-14-07	Generic
Roster of Questionnaires (copy and keep original in School Folder) ¹	Used to assign and track the School Questionnaire and each of the SD and/or ELL Questionnaires.	One per school	Pearson	12-14-07	School-specific

Item	Purpose	Quantity	Source	Estimated Arrival Date	Type
U.S. Department of Agriculture Letter	Authorizes the disclosure of the National School Lunch Program information for the selected students.	One per school	Westat	12-03-07	Generic
Parent/Guardian Notification Letter (public schools) ²	Explains the assessment and its importance to parents/guardians of students selected for the assessment. Can be modified to satisfy district/school notification requirements.	One per school	MySchool website Step 2	12-03-07	State-specific
Parent/Guardian Notification Letter (private schools) ³	Explains the assessment and its importance to parents/guardians of students selected for the assessment. Can be modified to satisfy diocese/school notification requirements.	One per school	Westat	12-03-07	Generic
Logistics Questionnaire	List of questions about school policies and procedures that the school coordinator can complete before the preassessment visit.	One per school	Westat	12-03-07	Generic
NAEP Storage Envelope	Used by the school to hold the NAEP materials needed by the NAEP team on assessment day and for storage of the materials at the school following the assessment.	One per school	Westat	12-03-07	Generic

¹ The original Roster of Questionnaires will arrive from Pearson by the dates listed above. Once you prepare the Roster, you will need to make a copy to include in the Preassessment Packet. The original prepared Roster of Questionnaires should be kept in the School Folder.

² You will download and print the correct Parent/Guardian Notification Letter for public schools from the MySchool website, Step 2.

³ You will provide a sample version of the Parent/Guardian Notification Letter from your bulk supplies.

Procedures 2A through 2G describe the process for preparing the Preassessment Packet.

2A. Prepare the *Instructions for the School Coordinator Brochure*.

This is the brochure that goes on top of the Preassessment Packet and explains what the school coordinator should do with the contents of the packet. On the front cover of the brochure, write in the date and time of the preassessment visit as entered in the SCS. This should be the time that you will actually be meeting with the school coordinator, not the time you will be arriving at the school to gather necessary materials. Next, you will check off the appropriate boxes indicating which materials the school coordinator will need to have ready for the preassessment visit. Then, enter the date the assessment is scheduled to be conducted in that school. Finally, you will need to legibly print your name on the “NAEP Representative” line (do not sign your name) and fill in your e-mail address and telephone number. On the inside of the brochure is a list of the contents in the Preassessment Packet. You will check off each document as you add it to the packet.

ACTIVITIES TO COMPLETE BEFORE THE PREASSESSMENT VISIT

ACTIVITIES TO COMPLETE

PREASSESSMENT PACKET CONTENTS

- Student Information Report**
List all students selected for NAEP as well as their demographic information.
- SD Questionnaire(s)**
SD Questionnaires have been included for the preassessment. Identify all state-level students identified as SD on the Student Information Report as well as the classroom. A questionnaire must be completed for each student regardless of whether or not the student will be assessed.
- ELL Questionnaire(s)**
ELL Questionnaires have been included for the preassessment. Identify all state-level students identified as ELL on the Student Information Report as well as the classroom. A questionnaire must be completed for each student regardless of whether or not the student will be assessed.
- School Questionnaire**
One school questionnaire has been included for the principal to complete. The questionnaire collects information about the school characteristics, staff, and instructional programs.
- Reader of Questionnaires**
Recruit the SD and ELL Questionnaire respondent for the school.
- U.S. Department of Agriculture Letter**
The letter, which authorizes the collection of the National School Lunch Program (NSLP) information, is included to help you collect and submit NSLP information on the Student Information Report.
- Parent/Guardian Notification Letter**
We know NAEP requires all parents of selected students be notified about the assessment.
- Logistics Questionnaire**
This questionnaire will be used to plan assessment day.
- NAEP Storage Envelope**
Have your NAEP materials inside this envelope.

WHAT IS NAEP?

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

INSTRUCTIONS for the School Coordinator

COMPLETING PREASSESSMENT ACTIVITIES FOR NAEP 2008

We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2008 assessment program. We are pleased that you are willing to contribute to NAEP activities at your school. In order for the visit to take the best assessment of your state, we ask that you do these activities carefully.

Event dates are already listed on this Preassessment Packet. If you have any questions before then, it can be contacted through the Helpdesk website at www.naep.gov or the information below. If you need more than assistance, please call the NAEP Help Desk at 800-888-NAEP (6273).

The preassessment visit is scheduled for
January 16 at **9:00** AM

I will write on your school sign-in sheet before our preassessment visit to gather the materials below and work in a designated space until our scheduled appointment.

Please have these materials ready for us upon my arrival:

- Completed Reader with Disabilities (RD) and English Language Learners (ELL) Questionnaire
- Completed Student Information Report
- Printed list of grade 9 students
- Completed Logistics Questionnaire (Optional)

NAEP is scheduled to take place in your school on **2/11/08**

We look forward to a successful assessment!

By: **Sally Jones**

sallyjones@naepmail.woestat.com

555-555-1234

ARTS

2B. Prepare the School Questionnaire.

You will prepare the Arts School Questionnaire to send to the school in the Preassessment Packet.

To prepare each School Questionnaire cover, you will:

- Write the school ID number in the box labeled **School #**.
- Fill out the information for completing the questionnaire online and the date the questionnaire needs to be returned to the School Coordinator (day before the preassessment visit).
- Place a blank removable label in the upper-left corner of the cover.
- Write the principal's name on the label.

2C. Prepare the SD and/or ELL Questionnaires.

For each student identified as SD and/or ELL on the Inclusion Worksheet, you will prepare an SD and/or an ELL Questionnaire. To prepare each questionnaire, you will print a set of SD/ELL Questionnaire Labels for each school from the SDS using the removable labels (Avery 5160) found in your Westat bulk supplies. Do not print these labels until the student data has been downloaded to your SDS (around December 10, 2007). The labels display the following information:

- the student's name,
- the school ID number,
- the student's session ID,
- the student's Administration Schedule line number,
- the student's month and year of birth,
- the student's sex,
- the student's assigned NAEP subject,
- the student's NAEP booklet ID number, and
- the student's classification as SD and/or ELL.

You will place the label on the cover of the SD and/or ELL Questionnaire (two copies of the label will print if the student is both SD and ELL) and then enter the following information on each questionnaire cover:

- the school ID number,
- the NAEP subject to be assessed,

-
- the student booklet number,
 - the student's session number,
 - the student's Administration Schedule line number,
 - the student's month and year of birth, and
 - the student's sex.

2D. Prepare the Roster of Questionnaires.

The Roster of Questionnaires for each school will be preprinted with the following information:

- school ID number, and
- school name and city/state.

If the school was sampled before November 26, 2007, the Roster of Questionnaires will also have the following information preprinted for each SD and/or ELL student:

- student name,
- Session Number/line number (right of the perforation), and
- original booklet ID number (from column **N** on the Administration Schedule).

Prepare the top of the Roster of Questionnaires by recording the following:

- School Questionnaire ID number, and
- the name of the principal to whom the School Questionnaire will be distributed.

Continue to prepare the Roster by recording the corresponding SD and/or ELL Questionnaire ID number for each prepared questionnaire in the spaces provided. If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.

Also, complete the "Page ____ of ____" section in the upper-right corner of each Roster of the Questionnaires for the school.

See Exhibit 7-3 and Exhibit 7-4 for example of how to prepare the School and SD and/or ELL Questionnaires and Roster of Questionnaires.

Finally, make a copy of both sides of each Roster; insert the original Roster(s) in the School Folder and the copies in the Preassessment Packet for the school.

Exhibit 7-3. Preparing School Questionnaires and Roster of Questionnaires



2008 School Questionnaire – Arts

(School Characteristics and Policies)

Mrs. Bernard

OF EDUCATIONAL PROGRESS Q-995

SCHOOL #

1	2	2	1	2	2	2
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Directions For School Staff

Complete the questionnaire online* by going to <http://www.naepq.com>
 Please complete the questionnaire by: 2 / 11.

* If preferred, use a #2 pencil to complete this hardcopy version and return it to the school coordinator.



965 - 100258 - 7

DO NOT USE



Admin Use On ly



According to the Paperwork Reduction Act of 1995, no person may be 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 1820-0078. The time required to complete this information collection is estimated to average 100 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 this time estimate or suggestions for improving this form, please write the U.S. Department of Education, Washington, D.C. 20002-0001. If you have comments or suggestions regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1800 E Street NE, Washington, D.C. 20002-0001.

A project of the Institute of Education Sciences. This report is authorized by law (PL 107-118, 20 U.S.C. §9910). While your participation in voluntary, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be held strictly confidential. OMB No. 1820-0078 - Approved Expires 06/30/2010 Mark Required Form for Paperwork Reduction Act (06-08-0000) Printed in U.S.A.

This form must be completed in No. 2 pencil.



2008 Roster of Questionnaires

(School and SD/ELL Questionnaire Tracking Form)

SCHOOL #:

1	2	2
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1	2	2
---	---	---

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1

Page _____ of _____

I. School Questionnaire Distributed to: <u>Mrs. Bernard</u>	I. School Questionnaire Questionnaire ID # <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">9</td><td style="width: 20px; text-align: center;">6</td><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">-</td><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">5</td><td style="width: 20px; text-align: center;">8</td><td style="width: 20px; text-align: center;">-</td><td style="width: 20px; text-align: center;">7</td></tr></table>	9	6	5	-	1	0	0	2	5	8	-	7	Returned Yes <input type="radio"/> No <input type="radio"/> Online <input type="radio"/>	SCHOOL NAME: <u>Apex Middle School</u> CITY/STATE: <u>Miami, FL</u>
9	6	5	-	1	0	0	2	5	8	-	7				
II. SD or ELL Questionnaire Distributed To (Staff Name) _____ Student's Name _____	II. SD or ELL Questionnaire Original Student Roster ID # _____ (School ID # on Admin Schedule)	SD or ELL Questionnaire ID # _____ (Append ID # on SD or ELL Cover)	Returned Yes <input type="radio"/> No <input type="radio"/> Not Needed <input type="radio"/>	School Coordinator Instructions for Distributing and Collecting Questionnaires											

2E. Obtain the Appropriate Parent/Guardian Notification Letter for Public Schools From the MySchool Website.

NAEP State Coordinators have posted the appropriate Parent/Guardian Notification Letter to be used by each of their sampled schools in Step 2 of the MySchool website. In some states, the schools can modify the Sample Parent/Guardian Notification Letter provided by the NAEP State Service Center. In other states, the state has prepared a state-specific letter that the schools must use without modification. It's important that you include the correct letter in each school's Preassessment Packet.

The appropriate letters are posted in Step 2 of MySchool. Go to MySchool and access one of the sampled schools in your assignment from a particular state. From Step 2, download the letter posted for that school. You can make a copy of that letter to include in the Preassessment Packets for each school in that state.

2F. Prepare the Preassessment Packet.

As you put together each Preassessment Packet, use the list inside the school coordinator brochure as a reference. As you place an item in the Preassessment Packet, put a check mark next to that item on the list in the brochure. Not all schools will receive each of the documents listed, and this will help school coordinators know which documents they should have received in the packet. Below is a list of the Preassessment Packet documents in the order in which they should be placed in the FedEx box.

1. *Instructions for the School Coordinator* Brochure;
2. Student Information Report(s) (one per session);
3. School Questionnaire;
4. SD Questionnaires, if applicable;
5. ELL Questionnaires, if applicable;
6. Copy of Roster of Questionnaires;
7. U.S. Department of Agriculture Letter;
8. Parent/Guardian Notification Letter;
9. Logistics Questionnaire; and
10. NAEP Storage Envelope.

2G. Organize the Assembly Task.

When you have decided how best to schedule the assembly session in your region, you will need to devise a plan that makes the best use of your time and minimizes the possibility of errors in the assembly process. There are many ways the assembly process can be successfully organized. Below is one method experienced supervisors have found successful.



Begin by printing a report using the Data Selection feature of the SCS. Select school name, NAEP ID, status, and scheduled assessment date. Sort by assessment date. Subset status to “cooperating” and “pending.” Make several copies of the report to use to check the completion and quality control of each step.

2H. Provide Preassessment Packets to Schools.

You will ship the Preassessment Packets to the schools on December 31, 2007 for receipt on January 2, 2008. If you know that the school will not be in session on January 2, 2008, you should ship the Preassessment Packet so that it arrives on the first day the school is in session after the winter holiday.

You will ship the Preassessment Packets to the schools via FedEx. Each packet should fit in a small FedEx box. These boxes can be ordered directly from FedEx (1-800-GO-FEDEX or FedEx.com). The Preassessment Packets should be sent using “FedEx Priority Overnight.” The packaging should be “FedEx Box.” The payment should be “Third Party.” Westat’s FedEx code, 1290-1574-8, will be preprinted on the labels. Enter the project number 7707.08.54.02 in Section 2 for the Internal Billing Reference number. The Preassessment Packet must be signed for by someone at the school. Check off the “Direct Signature” box.

For the materials that are sent to the schools, you will receive bright neon labels that read “Important NAEP Materials,” which can be affixed to the outside of the FedEx box. Be sure to save the sender’s copy of the FedEx label with the FedEx tracking numbers and put it in the School Folder.

If you have information that any schools in your assignment will not be in session when the packet is scheduled to be received, you should hold the Preassessment Packet and ship it for receipt on the first day the school is in session.

FedEx US Airbill
Express Tracking Number: 8566 1493 9583

1 From Please print and press hard.
Date: 12/31/07 Sender's FedEx Account Number:
Sender's Name: Supervisor Phone: (555) 212-0101
Company:
Address: 1234 Elm St. Dup./Floor/Suite/Rm:
City: Anytown State: KY ZIP: 01010

2 Your Internal Billing Reference Project Charge Code
FedEx checkers will appear on invoice.

3 To
Recipient's Name: School Coordinator Phone: (555) 201-3232
Company: Anytown Elementary School
Recipient's Address: 296 Park Ave.
We cannot deliver to P.O. boxes or P.O. ZIP codes. Dup./Floor/Suite/Rm:
Address:
City: Anytown State: KY ZIP: 01010

4a Express Package Service
 FedEx Priority Overnight Next business morning. FedEx Express will be delivered on Monday unless SATURDAY Delivery is selected. FedEx Standard Overnight Next business afternoon. Saturday Delivery NOT available. Packages up to 150 lbs.
 FedEx 2Day Second business day. Thursday deliveries will be delivered on Monday unless SATURDAY Delivery is selected. FedEx Express Saver Third business day. Saturday Delivery NOT available. * To meet deadline, please change the pound rate.

4b Express Freight Service
 FedEx 1Day Freight Next business day. Thursday deliveries will be delivered on Monday unless SATURDAY Delivery is selected. FedEx 2Day Freight Second business day. Thursday deliveries will be delivered on Monday unless SATURDAY Delivery is selected. Packages over 150 lbs.
 FedEx 3Day Freight Third business day. Saturday Delivery NOT available. ** To meet deadline.

5 Packaging
 FedEx Envelope* FedEx Pak* Includes FedEx Clear Pak, FedEx Large Pak, and FedEx Sturdy Pak. FedEx Box FedEx Tube Other Tubes. *Declared value limit \$500.

6 Special Handling Include FedEx address in Section 3.
 SATURDAY Delivery NOT Available for FedEx Standard Overnight, FedEx Priority Overnight, FedEx Express Saver, or FedEx 2Day Freight. HOLD Weekday at FedEx Location NOT Available for FedEx Standard Overnight, FedEx Priority Overnight, FedEx Express Saver, or FedEx 2Day Freight. HOLD Saturday at FedEx Location Available ONLY for FedEx Priority, Overnight, and FedEx 2Day to select locations.
Does this shipment contain dangerous goods?
 No Yes. Dry Ice must be checked. Yes. Shipper's Declaration not required. Dry Ice. Dry Ice, UN 1845. Cargo Aircraft Only.
Dangerous goods including dry ice cannot be shipped in FedEx packaging.

7 Payment Bill to: Enter FedEx Acct. No. or Credit Card No. below.
 Sender Recipient Third Party Credit Card Cash/Check
FedEx Acct. No. / Credit Card No.: 1290-1574-8 Exp. Date:

Total Packages	Total Weight	Total Declared Value*
1		\$.00

*Your liability is limited to \$100 unless you declare a higher value. See back for details. By using the Airbill you agree to the service conditions on the back of the label and the current FedEx Service Guide, including the time that label was made. FedEx Logo Only.

8 NEW Residential Delivery Signature Options You require a signature. Check Direct or indirect.
 No Signature Required. No label may be left with recipient unless a signature has been obtained.
 Direct Signature. Recipient or addressee's address may sign for delivery. For approval.
 Indirect Signature. If a label is addressed to recipient's address, someone at recipient's address may sign for delivery. For approval.

Rev. Date: 8/09 Part # 128260-01 09-2009 FedEx-PRINTED IN U.S.A. 899



Once you have shipped the Preassessment Packets, you will need to enter the date each package was shipped or delivered in the SCS (Preassm't tab in the School Packet Sent field; see Appendix F, the SCS User's Guide).

You will complete other preliminary activities, including

- developing a tentative schedule for AAs with your field manager,
- receiving and securing assessment materials from Pearson, and
- communicating weekly with your field manager.

Develop a Tentative Schedule for AAs With Your Field Manager

You are responsible for scheduling the AAs on your team. The number of AAs on your team depends on the

- geographic size of your area,
- anticipated number and size of the sessions, and
- schedule of the assessments.

You will work with your field manager to develop a tentative schedule for your AAs for each assessment period. Be prepared to give each AA his/her schedule at the AA In-Person Training. After each preassessment visit, once you know if accommodation sessions will be necessary and the time and location of each session, you will review and revise this schedule as necessary.

Instructions for scheduling AAs using standard NAEP procedures are included in **Procedure 9, Complete Activities After the Preassessment Visit** (page 7.61). Please read this section carefully before developing your tentative schedule and again as you revise your schedule after the preassessment visits.

Receive and Secure Assessment Materials From Pearson

Proper handling and storage of all assessment materials and supplies are very important parts of your job.

Your role in these tasks is to determine that you have

- received all of the boxes of assessment materials in your assignment and organized the boxes by school to prepare the inventory of their contents, and
- received the bulk supply boxes and inventoried their contents.

Before each assessment period, Pearson will mail to you via FedEx the materials needed to conduct all the assessments in your area. The boxes will be sent to your home address unless your field manager has informed NAEP that a different name or address should be used.

You are required to sign for each box of assessment materials delivered to you.

Pearson is scheduled to ship the Arts Session Boxes and bulk supply boxes on January 7-9, 2008.

In order to plan effectively, you should calculate the maximum number of boxes that you will receive using this equation:

$$[(\# \text{ of schools}) \times (3 \text{ Session Boxes})] + (6 \text{ bulk supply boxes}) = \text{TOTAL \# of BOXES}$$

You will most likely have many boxes to organize and store. Therefore, you will need to separate the boxes by school to inventory their contents.

As soon as you receive all of the boxes:

- verify you have received the correct number of Session Boxes for each school (a master packing list in box 1 lists all schools and sessions);
- verify you have received the bulk supply shipment; and
- inventory the contents of the bulk supply boxes at the time they arrive because some of the materials may be needed during the preassessment visit.

The packing slips indicate the number of boxes in each shipment. If you do not receive all of the boxes in a shipment, or if you don't receive an expected shipment, contact your field manager immediately.



Next, in the Pearson Materials Tracking System (MTS) note

- when you have received all materials shipped to you, and
- each time you receive an additional shipment.

Details on using the Pearson MTS to inventory your assessment materials will be provided at the Supervisor In-Person Training and in the *Pearson MOS and MTS User's Guide* (Appendix G).

Communicate Weekly With Your Field Manager

It is critical that you and your field manager stay in close contact during the preassessment period.

Your role in this task is to prepare your questions and materials to ensure a productive weekly report call with your field manager. Your field manager will plan this activity with you during the Supervisor Training. The first call will be scheduled for the week after training.

During the weeks where you are conducting preassessment visits and before the assessment field period begins, the weekly telephone call with your field manager will include reporting about:

- the status of your preassessment visits and calls,
- the schedule of AAs assigned to upcoming assessments,
- the performance of the AA who is assisting you with preassessment visits,
- the status of SCS entries, and
- staffing or other problems you have or may encounter.

Since you and your field manager will be very busy, it is important to plan for this weekly reporting call. Gather the following materials in preparation for the call:

- the status of activities for each school,
- School Folders containing the QCBs for the schools you are currently working on,
- assessment and staff assignment calendar, and
- notes or questions pertaining to your assignment.

If you have questions or problems that require immediate attention, do not wait for your scheduled call to address them. Call your field manager immediately. If your field manager is not available, contact your field director or the NAEP Staff Help Desk at 1-888-499-NAEP (6237).

Once the assessment period begins, you will discuss a somewhat different list of issues with your field manager during this weekly call. Details for report calls during the assessment period are provided in chapter 11.

2. Overview of Activities to Complete Before the Preassessment Visit

You will use **Procedures 3–6** in Part 1 of the QCB to document your preassessment scheduling activities with each school.

If the number of students being assessed at a school is small and you do not have many SD/ELL students you need to sample, you should be able to conduct the visit by yourself. For all other schools, plan to bring an AA with you.

Before you begin making preassessment visits, choose the AA from your team in each work area who you think will be best at working with you on this task. You will need to decide what you want the AA to do and train the AA on each procedure involved.

Before making the preassessment visit, you will conduct two telephone calls with the school coordinator. First is the Preassessment Visit Scheduling Telephone Call. The purpose of this call is to confirm the assessment date and schedule a date and time for your preassessment visit. The second call is the Preassessment Visit Confirmation Telephone Call. The purpose of this call is to review what needs to be ready when you arrive at the school. You will follow the instructions in **Procedures 3–6** in Part 1 of the QCB as you conduct and document the two preassessment telephone calls with each school.

Procedure 3:	Prepare for the Preassessment Visit Scheduling Telephone Call
Procedure 4:	Conduct the Preassessment Visit Scheduling Telephone Call
Procedure 5:	Prepare for the Preassessment Visit Confirmation Telephone Call
Procedure 6:	Conduct the Preassessment Visit Confirmation Telephone Call

Contacting Private Schools

There needs to be a seamless transition from the private school GCSV to the assessment supervisor. In 2007, previously cooperating schools' decisionmakers changed their minds about participating due to bumpy transitions. Many decisionmakers complained that they became confused because they had too many communications by different people. In 2008, only two people will be in touch with the private schools—the GCSV and the assessment supervisor. It is imperative that the GCSV keep in contact with and be accessible to the school coordinator until the School Folder is handed to the assessment supervisor.

As described in chapter 3, the School Folders for private schools contain multiple forms and information about the private schools you will be assessing. The GCSV is responsible for reviewing any special instructions related to each private school you will be assessing. In the meantime, you should review the Private School Log for special instructions and special information. School recruiters have carefully documented all dealings with the school. You should be able to determine if there are issues that need to be handled delicately or promises made that must be kept. If you have any questions or concerns, don't hesitate to contact the original recruiter before you make contact with the school.

Listed below are a few tips to remember during preassessment activities with private schools:

- Reference the name of the GCSV when you call. Tell the school coordinator that you are the local person who will lead the assessment team for the assessment.
- When using e-mail correspondence, send the e-mail to only one school at a time. Do not send out blanket messages that allow recipients to see the names and school identities of other participants.
- Remind the school coordinator that assessors have submitted fingerprints for an FBI clearance and have signed an affidavit of confidentiality.
- Ask if there are any special measures of dress or conduct that the team is expected to adhere to in the school. And make sure they know that it is a pleasure for the team to do!

Procedure 3. Prepare for the Preassessment Visit Scheduling Telephone Call

Procedure 3 of the QCB provides you with a list of tasks to complete prior to the telephone call to schedule the preassessment visit.

You will conduct the preassessment visit scheduling calls December 3-21, 2007.

Before contacting each school to schedule the preassessment visit, you should:

- review the QCB label and the SCS to determine the number of sessions to be conducted, the school coordinator's name and contact information, and the assessment date;
- determine the approximate length of the preassessment visit using the guidelines listed in **Procedure 3**;
- identify several dates and times that you will be available to conduct the visit;
- fill in the blanks and circle or highlight the appropriate text in **Procedure 4**; and
- have your calendar, the School Folder, and other reference materials ready for the call.

You will need the information on the label on the front cover of the QCB to conduct these five procedures.

The label contains:

- the school ID number,
- the assessment date, and
- the Session Number(s).

The label indicates whether the school has a Student Sampling Summary Report.

It also includes information necessary for contacting the school, including:

- the school name,
- address,
- telephone number, and
- the names of the principal and the school coordinator (if available).

School ID #: 122-122-1 Region: FL Area: 1
Assessment Date: 2/11
School Name: APEX MIDDLE SCHOOL
School Address: 12399 EASTERN AVENUE
MIAMI, FL 33157
Telephone # (305) 755-5234
Principal: MARILYN BERNARD
School Coordinator: SAM STEWART
Telephone # (305) 755-2348
Sessions: M10801
V10801
Student Sampling Summary Report? No

Procedure 4. Conduct the Preassessment Visit Scheduling Telephone Call

Beginning immediately after Supervisor Training, you must contact each school in your assignment to confirm the assessment date and schedule the preassessment visit. When calling the school, use the script in **Procedure 4** in Part 1 of the QCB.

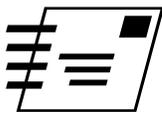
Contact the schools in your area with the earliest assessment dates first. This telephone call should take no longer than 10 minutes per school, so all of your telephone calls should be completed within a few days. Scheduling telephone calls for all of the schools in your assignment must be completed by December 21, 2007. If you are unable to reach the school coordinator by the completion date, report this to your field manager immediately.

You will begin the scheduling call by introducing yourself and reminding the school coordinator of the assessment date.

Beginning with **item 4-1**, you will schedule the preassessment visit date and time, which is the time you will actually meet with the school coordinator after you complete your independent work. Suggest a date and time for the preassessment visit (continue suggesting dates/times until a mutually convenient schedule is established). Record the date and the arrival and visit times in the spaces provided in the QCB.

In **item 4-2**, you will ask the school coordinator to designate a place at the school where you can complete your independent work before the meeting. Finally, in **item 4-3** you will record the school coordinator's direct telephone number and e-mail address and make sure the school coordinator has your contact information.

At this stage, it is unlikely that the school will want to change an assessment date. If the school coordinator wants to change the date, your response will depend on your schedule. If you cannot agree on a date when you can cover the assessment with your staff, tell the school coordinator you will need to check with your field manager. This will give you time to review your schedule with your field manager and determine what other options are available.



It is a good idea to send an e-mail to the school coordinator after your call to confirm the details discussed in the call. Below is an example e-mail that you can send to a school.

Dear (school coordinator),

This is to confirm our meeting on (date) at (time) to finalize plans for the NAEP assessment in your school. You will be receiving a Preassessment Packet from NAEP on or around [date]. Be sure to open it immediately and complete the tasks listed on the instructions brochure. As a reminder, I will be arriving at the school at (time) to work in the (room) until our scheduled appointment.

Please call or e-mail me if you have questions.

Thank you,

(Your name)
NAEP Supervisor
(Telephone number)

Maintaining Rapport Is Important to NAEP!

The NAEP State Coordinators and the GCSVs have gained the cooperation of the schools to participate in NAEP. They have worked to build a good rapport with the schools throughout the gaining cooperation phase. When you assume your role as the assessment supervisor, you must maintain that good rapport as you coordinate the assessment activities.



After the call is over, be sure to enter the following information into the SCS:

- the preassessment visit date and time, and
- the school coordinator's direct telephone number and e-mail address, if available.

Procedure 5. Prepare for the Preassessment Visit Confirmation Telephone Call

When possible, you must conduct a confirmation call with each school at least a week before the visit. **Procedure 5** in Part 1 of the QCB lists the tasks to complete prior to conducting the confirmation telephone call.

You should track the Preassessment Packet and confirm that it has been delivered and have the *Instructions for the School Coordinator* brochure ready.

In addition, you should:

- fill in the blanks and circle or highlight appropriate text in **Procedure 6**,
- review a map or directions from the Internet to determine if you need to ask the school coordinator for more detailed directions, and
- have your calendar open and ready for the call.

Procedure 6. Conduct the Preassessment Visit Confirmation Telephone Call

The purpose of the confirmation telephone call is to confirm the preassessment visit date and time; briefly review the activities that will take place during the visit; and verify that the Preassessment Packet has been received.

You will introduce yourself and remind the school coordinator of your last call and the date and time for the preassessment visit.

In **item 6-1**, verify that the school coordinator has received the Preassessment Packet. If the school coordinator has not received it, describe what it looks like. If the packet still cannot be located, retrieve the tracking information from the School Folder and let the school coordinator know the date and time of delivery and the name of the person who signed for it. If the packet still cannot be located, verify the school coordinator's shipping address and immediately arrange to send another Preassessment Packet. You will need to reschedule the preassessment visit if there is not enough time for the school coordinator to receive the packet prior to the visit.

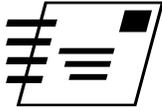
Once the school coordinator has located the packet, **item 6-2** asks him/her to locate the *Instructions for the School Coordinator* brochure.

Then, review the steps the school coordinator needs to accomplish before the preassessment visit and the materials he/she needs to have ready to give you when you arrive at the school. You, and an AA in most cases, will work with these materials for about 1 hour prior to meeting with the school coordinator.

Finally, in **items 6-3** and **6-4** you should answer any questions that the school coordinator has and determine where the materials you need will be located.



After the call is over, be sure to enter the updated preassessment visit date and time, if necessary, into the SCS.



It is a good idea to send an e-mail to the school coordinator a couple of days before the scheduled preassessment visit to remind him/her that you will be at the school for the preassessment visit, as scheduled. If the school coordinator does not have e-mail, and you think it is necessary, you may call again to remind him/her of the visit. You can either speak directly to the school coordinator or leave a message. Below is an example e-mail that you can send.

Dear (school coordinator),

This is to confirm our meeting on (date) at (time) to finalize plans for the NAEP assessment in your school. Per our conversation, please have the following items available for me when I arrive [LIST ITEMS]. I will be arriving at the school at (time) to gather the materials we discussed during our last phone call and working in the (room) until our scheduled appointment.

Please call or e-mail me if you have questions.

Thank you,

(Your name)
NAEP Supervisor
(Telephone number)

Procedure 7. Prepare for the Preassessment Visit

Procedure 7 in Part 1 of the QCB lists a checklist of the tasks to complete after the confirmation call and before the preassessment visit.

7A. Prepare the Teacher Notification Letter.

The purpose of the Teacher Notification Letter (Exhibit 7-5) is to inform the teachers of students selected for the assessment about NAEP and when it is taking place in their school. Prepare one copy of the teacher letter for each school. You will provide it to the school coordinator during the preassessment visit with instructions that copies should be made and distributed to each of the teachers who have students selected for NAEP in their class(es), if the school wishes to do so.

Prepare the letter by filling in:

- the date,
- the grade in the "TO:" line,
- your name in the "FROM:" line, and
- the Session Numbers for each session scheduled at the school. (You will fill in the time and location for regular and accommodation sessions during the preassessment visit.)

Exhibit 7-5. Teacher Notification Letter

NAEP 2008 ARTS ASSESSMENT—TEACHER NOTIFICATION LETTER

Date: February 1, 2008

TO: Grade 8 Teachers
 FROM: Sally Richardson, NAEP Representative
 SUBJECT: National Assessment of Educational Progress (NAEP) Arts Assessment

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 2008 administration of the National Assessment of Educational Progress (NAEP) Arts assessment.

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 90-120 minutes. The assessments are scheduled for:

SESSION #	DATE	TIME	LOCATION
<u>M10801</u>	<u>2/11/08</u>	_____	_____
<u>V10801</u>	<u>2/11/08</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

7B. Review the QCB Label to Determine If There Is a Student Sampling Summary Report.

Determine if there is a Student Sampling Summary Report that must be reviewed with the school coordinator. If the school has this report, it will be indicated on the QCB label, and the report should be in the School Folder. If this is the case, verify the report is in the School Folder.

7C. Verify the Instructions for Sampling New Enrollees and the New Enrollee Listing Form Are in the School Folder.

You will use the Instructions for Sampling New Enrollees and the New Enrollee Listing Form for **Procedure 8-2A** during the preassessment visit, so make sure both items are in the School Folder.

7D. Review Procedure 8 in Part 1 of the QCB.

To help prepare you for the preassessment visit, fill in the blanks and circle or highlight the appropriate text in **Procedure 8 in Part 1** of the QCB where options are listed in parentheses.

7E. Review the State Information Form to Determine If You Will Need to Bring NAEP Publications to the School.

If the State Information Report indicates you will need to bring the *Arts Sample Questions Booklet*, the *Arts Framework*, and/or the middle school *Measure Up* flyer to the school, record the information in **items 8-3G-5, 8-3G-6, and 8-3G-7** on page 1.35 in Part 1 of the QCB.

7F. Gather and Organize Materials for the Visit.

Next, gather the materials you will need to bring with you to the visit. These are listed in the QCB.

The School Folder containing all the materials listed on the School Folder Transmittal Form, particularly the following materials that you will be using during the visit;

- Original Administration Schedule for each session;
- Inclusion Worksheet;
- Instructions for Sampling New Enrollees/New Enrollee Line Numbers;
- New Enrollee Listing Form;
- E-File Roster;
- Student Sampling Summary Report, if applicable;