
4. Activities to Complete After the Preassessment Visit

Procedure 9. Complete Activities After the Preassessment Visit

9A. Record That the Preassessment Visit Is Complete.

The Record of Preassessment Contacts, located on the inside front cover of the QCB, is for you to record each contact or attempted contact with the school during your preassessment activities. These include telephone calls, voice-mail messages, e-mails, and in-person visits.

The preassessment visit is one of your most important contacts, but many supervisors forget to record it here. Record the date and time of the preassessment visit, and record that you have completed it in the “Result” column of this table.

Record of Preassessment Contacts			
Date	Time	Spoke With	Result

You should also record your name as the person who completed the preassessment visit and the date the visit was completed on the final cover of the QCB and the front of the School Folder.

9B. Record the Callback Date(s) and Time(s) in Your Calendar.

Check **item 8-31-1** of the QCB. If you have scheduled any callbacks to the school coordinator, you should have recorded them here. Copy the date(s) and time(s) for the callback(s) from this page into your appointment calendar so you remember to make the callbacks at the agreed upon time.

9C. Place the Dated Copy of the Parent/Guardian Notification Letter in the School Folder.

If you did not do so during the preassessment visit, place the dated copy of the Parent/Guardian Notification Letter from the school in the School Folder. If you did not

receive a dated copy of the letter, remember to place it in the School Folder when you do acquire it from the school coordinator.

9D. Complete Part 1 of the Summary Box at the Top of the Administration Schedule.

Across the top of the Administration Schedule is a long box with spaces to record numbers, referred to as the “summary box.” This box contains summary information about the students listed on the Administration Schedule.

At this point, you can complete the first part of the summary box, as shown in the example below:

- The number of students in the original sample should have been preprinted by Pearson or already entered by you on the line labeled **# Original Sample**. If not, enter the total number of students originally listed on the Administration Schedule.
- On the line labeled **# Selected New Enrollees**, enter the number of students you added to the Administration Schedule coded as a **1** in column **M**.
- Add the **# Selected New Enrollees** to the **# Original Sample**. Enter the sum on the line labeled **Total in Sample**.
- On the line labeled **# Withdrawn & Ineligible**, enter the total number of selected students who have withdrawn from the school (Administration Code = **51**), and any students who are ineligible (Administration Codes = **54** and **55**).
- On the line labeled **# Excluded**, enter the total number of selected students who were excluded from the assessment by the school (Administration Codes = **60-69**).
- Subtract the **# Withdrawn and Ineligible** and the **# Excluded** from the **Total in Sample**, and enter the difference on the line labeled **TO BE ASSESSED**.

If there is missing student information that you will collect on the assessment day that may affect these summary totals, you may wait to complete this procedure until you have obtained the missing information from the school coordinator.

9E. Enter Pertinent Information Into the SCS.



Go back through **Procedure 8** of the QCB and identify the information you are required to enter into the SCS. Look for the SCS icons to help you find the items that require SCS entry. This information is summarized at the end of **Procedure 8** and in **Procedure 9** in the QCB. Refer to the *SCS User's Guide* for details on entering this information.

9F. Review and Revise the Assessment Schedule.

As discussed in chapter 2, you are responsible for scheduling the AAs on your team. Earlier, you developed a tentative AA schedule, which you delivered to your team at the AA In-Person Training. After each preassessment visit, you should review and revise this schedule as necessary.

To determine the number of AAs required for a school:

- First, review the number of regular and separate accommodation sessions listed on the cover of the QCB.
- Additional accommodation sessions should be scheduled after the regular sessions are completed. See **Procedure 9F-B** for more information on staffing accommodation sessions.
- If a school has only one separate accommodation session and two regular sessions, you may schedule them simultaneously as long as you have an AA on your team available.
- Generally, assign one AA per regular or separate accommodation session.
- If accommodation sessions are to be held, make sure you assign an adequate number of AAs to conduct those sessions.

9F-A. Enter Names of AAs on the Front Cover of the QCB.

You will enter the AA assignments in the **Contact Summary, Schedule for Regular Assessment Sessions**, and **Schedule for Accommodation Sessions** boxes on the front cover of the QCB as shown in Exhibit 7-13.

9F-B. Consider Situations That May Affect the Assessment Schedule.

Previous NAEP assessments have taught us that assessments generally run smoothly and according to procedure. On occasion, however, you may encounter a situation that requires special attention, such as those described below. Even though these situations occur infrequently, you must know how to handle them. Remember to document and discuss any unusual situations with your supervisor.

- Accommodation Sessions

Separate accommodation sessions may be conducted for SD and/or ELL students. You will need to be familiar with the differences in the administrative process of these sessions (chapter 5 of the *AA Manual*), as well as with the allowable accommodations for these students. In schools with one or two regular sessions, schedule as many separate accommodation and regular sessions concurrently as the number of AAs you have on your team. In staffing sessions where students will be accommodated, it is important that the AA assigned to the session be comfortable working with special needs children. For example, an AA with a special education background would be ideal.

If students are being accommodated as part of the regular session, the AA administering the session may need additional help. Depending on the nature of the accommodations, an additional AA for every three to five accommodated students might be necessary. Each AA should know in advance the student(s) with whom they will be working and the nature of the accommodation. Communicate this to your AAs on the Assessment Information Form (see **Procedure 9G** on page 7.66).

- When the AA Cannot Conduct the Session

The assessment rules specify that only an individual who attended the AA Training can administer the assessment. The exception to this is when a school staff member administers an accommodation session. This may happen when a school wants accommodation sessions conducted at the same time as the regular sessions or when a student's accommodation requires a familiar person to administer the assessment. In this case, ask the school coordinator to assign one or more school staff members to administer the accommodation sessions. These school staff members must sign the Accommodation Teacher Letter, described in chapter 3.

- Rescheduling Sessions Due to Bad Weather

In some areas of the country, bad weather could prevent the school from holding a scheduled assessment or prevent you from reaching the school. If a school is closed due to inclement weather, contact the school coordinator the following morning to reschedule. The school's decision to open or delay opening will depend largely on whether the buses can run. If the school opens the following day, you should be able to make it to the session, unless you already have sessions at another school scheduled that day. Be alert for changes in the school's schedule.

- **The School Postpones the Assessment**

If the school coordinator calls to inform you that the school will need to postpone the assessment, attempt to reschedule it immediately. Be sure to notify your field manager of any schedule changes. The changes could have an effect on the schedule in other areas or require the use of a Troubleshooter AA. Troubleshooter AAs are assigned to each region to assist where needed.

- **Makeup Sessions**

A makeup session is a small session that must be held at a given school on a later date if the student attendance at the original session(s) is below 90 percent. Chapter 8 of this manual describes the procedures associated with scheduling and arranging for makeup sessions. It is best to complete the makeup as soon after the original session as possible. Be sure to examine your calendar to be certain that your schedule will accommodate the date suggested by the school. You may schedule an AA to return to the school to conduct the makeup session without you. If the school is eager to get the makeup out of the way but the dates it offers conflict with your team's schedule, talk to your field manager about the possibility of someone else covering the session.

9G. Complete the Assessment Information Form.

The Assessment Information Form allows you to communicate specific information to your AAs about their assignment and about the accommodation sessions being held at the school.

On the front of the form, you will record the following:

- the assessment date;
- the time the AAs should arrive at the school;
- the school name and NAEP school ID number;
- the school address;
- the school coordinator's name and telephone number;
- the principal's name;
- the NAEP session number(s) and accommodation group numbers assigned to each AA;
- whether or not the session is a regular or an accommodation session;
- the room(s) where the session(s) will be held;
- the time each session will be held;
- information about accommodations, such as the number and types in the session;
- directions to the school and where to park once the AAs arrive at the school;

-
- instructions for meeting the assessment team; and
 - any other pertinent information, such as the policy for dismissing students, how to handle persistently disruptive students, and students who arrive after the session has begun.

Also record information about any traumatic events that have affected the school, students, or community from the Logistics Questionnaire of the QCB.

On the back of the form, there is space for you to record information about the separate accommodation sessions (if any) that will be held at the school.

For each accommodation session:

- record the group number for the session from the Inclusion Worksheet;
- circle the code that describes the “session characteristics” or type of session;
- for each student in the session, record the student’s:
 - original session number,
 - Administration Schedule line number,
 - NAEP subject, and
 - other accommodations required.

Fill out one Assessment Information Form for each school (see Exhibit 7-14). Distribute a copy to each AA assigned to the school 1 to 2 weeks before each assessment. Either mail AAs their Assessment Information Forms or give the forms to them in person. The method you choose may depend on your geographic proximity to the members of your team.

Exhibit 7-14. Completed Assessment Information Form

SV: Sally Richardson PHONE #: 309-555-0123 REGION/AREA: FL1

**NAEP 2008 ARTS ASSESSMENT
ASSESSMENT INFORMATION FORM**

ASSESSMENT DATE: February 11, 2008 ARRIVAL TIME: 7:35 am
 SCHOOL: Apex Middle School SCHOOL ID #: 122-122-1
 ADDRESS: 12399 Eastern Ave., Miami, FL
 SCHOOL COORD: Sam Stewart PHONE #: 309-755-5234
 PRINCIPAL: Marilyn Bernard

SESSION # -OR- ACCOMM. GROUP #	REGULAR/ ACCOMMODATIONS	ROOM	TIME	AA	ACCOMMODATIONS IN REGULAR SESSION (ADMIN SCHED LINE #: ACCOMMODATIONS)
M10801	R / A	Cafeteria	8:35 am	Amy	None
V10801	R / A	Library	8:35 am	Rebecca	None
1	R / A	105	12:30 pm	Rebecca	
2	R / A	11B	12:30 pm	Amy	
	R / A				
	R / A				
	R / A				
	R / A				
	R / A				

DIRECTIONS TO THE SCHOOL: See attached MapQuest map

PARKING: Use visitor parking lot to the right of the main entrance.

INSTRUCTIONS FOR MEETING THE ASSESSMENT TEAM: Sign in at the main office, then meet the team in the library.

OTHER INFORMATION (POLICY FOR DISMISSING STUDENTS, HOW TO HANDLE LATECOMERS, ETC.):
Send students back to class after the assessment. Send latecomers and students who become ill
or disruptive to the main office. Dial 403 on the classroom phone if immediate assistance is needed.

Exhibit 7-14. Completed Assessment Information Form (continued)

ACCOMMODATION SESSION INFORMATION			
G UP #: 1	H (circle all that apply): REA / SMG / ONE / SCR / SSA		
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
M10801	2	M	Extended time (EXT)
M10801	11	M	Bilingual Dictionary, Extended time (EXT), Breaks during test (BRK)
M10801	21	M	Study Carrel, Extended time (EXT)
G UP #: 2	H (circle all that apply): REA / SMG / ONE / SCR / SSA		
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
M10801	5	M	Extended time (EXT), Braille
M10801	14	M	Braille, Extended time (EXT)
G UP #:	H (circle all that apply): REA / SMG / ONE / SCR / SSA		
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
G UP #:	H (circle all that apply): REA / SMG / ONE / SCR / SSA		
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
G UP #:	H (circle all that apply): REA / SMG / ONE / SCR / SSA		
STUDENT INFORMATION			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED

9H. Verify Assessment Materials and Order Any Additional Materials From Pearson or Westat.

After each preassessment visit, check the Session Boxes you received for that school again, gather other materials needed from the bulk supplies, and order additional materials, if necessary. It is important to verify school materials immediately after each preassessment visit so you will have adequate time to order and receive additional supplies from Pearson and/or Westat.

You are also responsible for making sure all materials and supplies used during the assessment remain in good condition. If you receive any damaged or misprinted materials or supplies that cannot be used, do not dispose of them. Contact Pearson for replacements. All damaged or misprinted booklets must be accounted for and returned to Pearson.



Security and Confidentiality Alert

Remember that you must account for all used and unused assessment booklets throughout the assessment process.

The following tables identify the materials that will be packed in each Music Session Box.

Grade 8	Music Session Box
Quantity	Item
1–3 bundles	Music booklets (11 per bundle) (See block descriptions below)
TBA	Music session ancillary items
1	Sign “Testing in Progress–Do Not Disturb”
2	Rubber bands
36	NAEP pencils
11–33	Preprinted student ID labels
1	Return shipment label

Music Session Blocks		
Book/CD #	1st Block	2nd Block
MU741 – CD 1	T2MU3 – Shalom	T2MU4 – Texture
MU742 – CD 2	T2MU4 – Texture	T2MU5a – Michael Row
MU743 – CD 3	T2MU5a – Michael Row	T2MU6a – Minuet in G
MU744 – CD 4	T2MU6a – Minuet in G	T2MU3 – Shalom
MU745 – CD 5	T2MU3 – Shalom	T2MU5a – Michael Row
MU746 – CD 6	T2MU4 – Texture	T2MU6a – Minuet in G
MU747 – CD 7	T2MU5a – Michael Row	T2MU3 – Shalom
MU748 – CD 8	T2MU6a – Minuet in G	T2MU4 – Texture

All music sessions need: portable CD player, two small speakers with connecting wires, extension cords, and the CD that corresponds to the booklet number on the chart.

Those sessions with “Shalom” need “Shalom” sheet music, otherwise all of the music is printed in the booklets and only the CDs are required.

The following tables identify the materials that will be packed in each Visual Arts Session Box.

Grade 8		Visual Arts Session Box	
Quantity		Item	
1–3 bundles		Visual Arts booklets (11 per bundle) (See block descriptions below)	
11–33 sets		Visual Arts session ancillary items	
1		Sign “ Testing in Progress–Do Not Disturb ”	
2		Rubber bands	
36		NAEP pencils	
44–132		Preprinted student ID labels (4 per student)	
44–132		Preprinted booklet ID labels (4 per student)	
1		Return shipment label	

Visual Arts Session Blocks		
Book #	1st Block and Timing	2nd Block and Timing
VA761	T2VA3 – Self-Portrait	T2VA4 – Mother and Child
VA762	T2VA4 – Mother and Child	T2VA5 – Collage
VA763/CD 1	T2VA5 – Collage	T2VA6 – Whisper Box
VA764/CD 1	T2VA6 – Whisper Box	T2VA3 – Self-Portrait
VA765	T2VA3 – Self-Portrait	T2VA5 – Collage
VA766/CD 1	T2VA4 – Mother and Child	T2VA6 – Whisper Box
VA767	T2VA5 – Collage	T2VA3 – Self-Portrait
VA768/CD 1	T2VA6 – Whisper Box	T2VA4 – Mother and Child

All visual arts sessions contain: pencil kits, one 2B pencil, one pink pearl eraser, and one hand-held pencil sharpener

Visual Arts Ancillary Items		
Block #	Bulk Items	Session Box
T2VA3 Self-Portrait	8½" x 11" safety mirrors Freezer paper	Portfolio #5 , 14"x20" portfolio containing: <ul style="list-style-type: none"> ● Print Set # 6, Self-Portrait, a 9" x 12" envelope containing: <ol style="list-style-type: none"> 1. Print A – Self-Portrait with a Pencil, K. Kollwitz 2. Print B – <i>Self-Portrait</i>, E. Schiele 3. Credit Page – Visual Art ● Set of 12 Cray-Pas™ (1) ● Charcoal pencil (1) ● 12" x 18" 60 lb. drawing paper (1) ● Wash-n-Dries™ (2)
T2VA4 Mother and Child		Print Set #3 , a 9" x 12" envelope containing: <ol style="list-style-type: none"> 1. Joan Miró. <i>Series I. The Family</i> 2. Nigerian. <i>Figure of Woman and Child</i> 3. Raphael. <i>The Small Cowper Madonna</i> 4. Byzantine. <i>Madonna and Child on a Curved Throne</i> 5. William Sergeant Kendall. <i>Beatrice</i> 6. A. (Detail of Miró and Raphael hands) <ul style="list-style-type: none"> ● Credit Page – Visual Art
T2VA5 Collage	Poster (28 ⁵ / ₈ " x 23 ¹ / ₂ ") by Roman Bearden, <i>Pittsburgh Memories</i> 7" safety scissors Freezer paper	14"x20" Portfolio containing: <ul style="list-style-type: none"> ● Glue stick (1) ● Black ballpoint pen (1) ● 12" x 18" 80 lb. white drawing paper (1) ● 4" x 5" postcard – <i>Pittsburgh Memories</i> ● Set of 12 Cray-Pas™ (1) ● Set of 8 fine-tip watercolor markers (1) ● Paper Set #1 <ol style="list-style-type: none"> 1. 2 sheets 6"x 6" French marble 2. 1 sheet 6"x 6" okawara 3. 1 sheet 6"x 6" dark green paper-backed foil 4. 1 sheet 6"x 6" black unryu paper 5. 2 sheets 6"x 6" corrugated cardboard 6. 3 sheets 12"x 15" tissue paper 7. 2 sheets 12"x 18" construction paper ● Print Set #5, Collage, a 9" x 12" envelope containing: <ul style="list-style-type: none"> ● One 8½" x 11" print of <i>Pittsburgh Memories</i> ● Credit Page – Visual Art
T2VA6 Whisper Box	CD player CD VA # 1 Freezer paper	<ul style="list-style-type: none"> ● 6" x 6" x 6" Smooth White Box ● 12 Broad-tip markers

Bulk Supplies

The remaining assessment materials are what NAEP calls “bulk supplies.” Bulk supplies refer to materials that you may or may not need at each session. Most of these materials will come from Pearson, but a few will come from Westat.

Pearson Bulk Supplies

You will use the timers from your Pearson bulk supplies for every assessment. The remaining bulk materials are for you to use if you need extra materials for your sessions. A complete list of Pearson bulk supplies is provided on page 7.77.

Student Booklets

As shown on the Pearson packing list, your Pearson bulk supplies will include the following unassigned booklets:

- music booklets for regular sessions, and
- visual arts booklets for regular sessions.

If you discover during the preassessment visit that you will need additional assessment booklets, you must order them from Pearson.



Security and Confidentiality Alert

Always use the Bulk Security Checklist (shown in Exhibit 7-16) to keep track of the booklets included in your bulk supplies. You will give the completed Bulk Security Checklist to your field manager at the end of each assessment period.

Requesting Additional Student Booklets

You must also request the following accommodation booklets not included in your bulk supplies from Pearson, as needed:

- Braille music booklets; and
- Large-print music booklets.

It is your responsibility to ensure that you have a sufficient number of the appropriate assessment materials needed for each school and that you can account for all of these materials (used and unused) when your assignment is complete. You may not, under any circumstances, borrow or lend booklets from another Session Box or another supervisor.



You must account for all of the regular and accommodation booklets that you receive in your bulk supplies or via special order from Pearson. Using the Pearson MTS, you will indicate that you received all of the booklets shipped to you. Refer to the *Pearson MTS User's Guide* in Appendix G for detailed instructions on using the Pearson MTS.

Exhibit 7-16. Bulk Security Checklist

NAEP 2008
Bulk Security Checklist

Supervisor: Mr. Smith Seq. # 001

Region #: IA01

<u>Bundle #</u> <u>Book ID's</u>	<u>Received</u>	<u>Date Issued</u>	<u>School/Session</u>	<u>Date/Time Returned</u>	<u>Tracking Number</u>
<u>201</u>					
7610000091	_____	_____	_____	_____	_____
7610400002	_____	_____	_____	_____	_____
7610000001	_____	_____	_____	_____	_____
7610000060	_____	_____	_____	_____	_____
7610450680	_____	_____	_____	_____	_____
7617534689	_____	_____	_____	_____	_____
7611123794	_____	_____	_____	_____	_____
7611234567	_____	_____	_____	_____	_____
7610005594	_____	_____	_____	_____	_____
7610023364	_____	_____	_____	_____	_____
7610078532	_____	_____	_____	_____	_____
<u>202</u>					
7620000091	_____	_____	_____	_____	_____
7620042000	_____	_____	_____	_____	_____
7620000001	_____	_____	_____	_____	_____
7620000060	_____	_____	_____	_____	_____
7620450680	_____	_____	_____	_____	_____
7627534689	_____	_____	_____	_____	_____
7621123794	_____	_____	_____	_____	_____
7621234567	_____	_____	_____	_____	_____
7620005594	_____	_____	_____	_____	_____
7620023364	_____	_____	_____	_____	_____
7620078532	_____	_____	_____	_____	_____

Instructions: This form is for your use only. Do not return to Pearson.
Each time you use a booklet from a bundle, you must record the date used, the name and ID of the school, the session and line number it was assigned to and the tracking number of the package in which it was returned to Pearson. All unused booklets from these bundle(s) must have the tracking number of the package in which it was returned to Pearson.

This completed form must be returned to your field manager at the end of the assessment period.

The bulk supplies you will receive from Pearson are shown below.

Pearson Bulk Supplies (sent in early January)	
General Bulk Supplies from Pearson	
Quantity	Item
1	Tape dispenser
5	Digital timers
3 rolls	Sealing tape
2 sets	NAEP pencils (36 per set)
2 packages	AA batteries (4 per package)
5	Sign “Testing in Progress–Do Not Disturb”
25	Rubber bands
1	Bulk Security Checklist
5	Ziplock™ bags (10"x13")
5	Return mailing labels (for bulk materials only)
5	Supplemental shipping envelopes
10	Materials Request Forms
3	CD players
3	Extension cords (25 feet)
2	Adapter plugs
3 rolls	Freezer paper
5 kits	Pencils
30	Safety mirrors (9" x 12")
5	Portfolios (14" x 20")
25	Wash-n-Dries™
30	Safety scissors
5 sets	Watercolor fine-tip markers (set of 8)
5 sets	Broad-tip markers (set of 12)
2	Poster of collage – <i>Pittsburgh Memories</i>
8 bundles	Music Booklets (11 per bundle) (1 bundle per session type)
8 bundles	Visual Arts Booklets (11 per bundle) (1 bundle per session type)

Other Bulk Supplies (sent with pre-printed Administration Schedules and Rosters of Questionnaires in early December)	
Quantity	Item
5	Administration Schedules (blank)
5	Roster of Questionnaires
3 bundles	SD Questionnaires (25 per bundle)
3 bundles	ELL Questionnaires (25 per bundle)

The bulk supplies you will receive from Westat are listed below.

Westat Bulk Supplies	
Publications	Quantity
<i>Teacher's Guide to NAEP</i>	60
<i>Sample Questions Booklet</i>	20
<i>Measure Up</i> flyer – public middle schools	20
<i>Measure Up</i> flyer – private schools	5
Forms and Materials	Quantity
Instructions for Preparing the List of Students	5
<i>Instructions for the School Coordinator</i> Brochure	20
U.S. Department of Agriculture Letter	20
NSLP/USDA Confidentiality Agreement	5
Parent/Guardian Notification Letter	5
Logistics Questionnaire	20
NAEP Storage Envelope	20
"Important NAEP Materials" label	20
"Destroy by" postcard	20
Special Situation Form	5
School Folder	20
School Folder Transmittal Form (3-ply)	20
Quality Control Booklet	20
Inclusion Worksheets (blank)	5
Student Appreciation Certificate	25 pads of 30 (750)
Teacher Notification Letter	20
AA Assessment Information Form	60
Teacher Observer Letter (2-ply)	40
Accommodations Teacher Letter (2-ply)	20
Session Debriefing Form	80
Removable label-small (Avery 6467)	1 box of 1000
Removable label-large (Avery 6460)	1 box of 750
Alphabetical table tent	1 set
Administrative Material	Quantity
Non-Exempt Fieldworker I T&E (for distribution to AAs)	50
Exempt Fieldworker II T&E	15
Trip and Expense Reports	10
FedEx Airbills	40
FedEx Envelopes	40

You will also be sent an initial set of office supplies. Refer to the *Reporting* magazine for a description of the office supply policy.

Order Additional Materials, If Necessary

If you discover that you need additional materials, first use the extra materials sent in your bulk supplies. If you deplete your bulk supplies, contact either Pearson or Westat, depending on the material you need.

Each company maintains a Materials Ordering Site (MOS) that can be accessed from the MyNAEP website and will enable you to order materials by completing an electronic order form. You may place orders on both the Westat and Pearson websites 24 hours a day, 7 days a week. However, note that overnight orders from Pearson must be placed by 3 p.m. Central time. Detailed instructions for using the MOS for both Pearson and Westat are provided in Appendix G, *Other Systems User's Guide*.

You may also order materials from Pearson via telephone or e-mail. Before you call or e-mail Pearson, complete the Materials Request Form included in your bulk supplies from Pearson.

To place your order or to speak with someone about an order you placed on the MOS, contact Westat or Pearson at the telephone numbers or e-mail addresses shown below.

Contact method	Westat	Pearson
Telephone	1-301-330-7079 (Warehouse) 1-888-499-6237 (Staff Help Desk)	1-888-627-6237 (Help Desk)
E-mail	NAEPWarehouse@Westat.com NAEPStaff@Westat.com	NAEPmaterials@prod.pearson.com

The Pearson NAEP Help Desk is available between 7 a.m. and 4:30 p.m. Central time. The Westat Warehouse is available between 9 a.m. and 5:30 p.m. Eastern time. The Westat Help Desk is available between 8 a.m. and 8 p.m. Eastern time.

Procedure 10. Complete Activities Prior to Assessment Day

10A. Assign Accommodation Booklets.

First, you will assign an accommodation booklet to each student requiring one.

The following accommodations require separate accommodation booklets:

Accommodation	Subjects Allowed	Available
Large-print booklet	Music only	NAEP provides
Braille booklet	Music only	NAEP provides

