
Procedure 27. Complete Questionnaire Activities

To complete questionnaire activities, do the following:

27A. Gather All Outstanding SD and/or ELL Questionnaires From the School Coordinator, If Necessary.

SD and/or ELL Questionnaires must be completed in hard copy form. You should have collected them at the preassessment visit. If you did not collect all of them prior to the assessment, collect them now.

27B. Collect the School Questionnaire From the School Coordinator, If Necessary.

The School Questionnaire can be completed online or in hard copy form. If you did not collect the School Questionnaire at the preassessment visit, arrange to collect the completed questionnaires from the school coordinator before you leave the school. If this is not possible, you must leave a postage-paid Supplemental Shipping Envelope (included in your bulk supplies) with the school coordinator so that the school can return the completed questionnaires directly to Pearson.

27C. Update the Status of Questionnaires on the Roster of Questionnaires.

As completed questionnaires are returned to you, in the **Returned** column on the original Roster:

- shade the **Yes** oval for all questionnaires returned;
- shade the **No** oval for any questionnaires not returned;
- shade the **Not Needed** oval for any SD and/or ELL Questionnaires that are no longer needed; and
- shade the **Online** oval if the school coordinator says the School Questionnaire was completed online.

See Exhibit 8-3 for an example of how to complete the Roster of Questionnaires.

Exhibit 8-3. Complete the Roster of Questionnaires

This form must be completed in No. 2 pencil.


2008 Arts Roster of Questionnaires
 (School and SD/ELL Questionnaire Tracking Form)

SCHOOL #: 1 2 2 - 1 2 2 - 1
Page 1 of 1

I. School Questionnaire
 Distributed to: Mrs. Bernard

I. School Questionnaire
 Questionnaire ID # (Barcode ID # on Cover) 9 6 4 - 3 2 8 9 7 6 - 0

Returned: Yes No Online
 SCHOOL NAME: Apex Middle School
 CITY/STATE: Miami, FL

II. SD or ELL Questionnaire		II. SD or ELL Questionnaire										Returned			School Coordinator Instructions for Distributing and Collecting Questionnaires	
Distributed To (Staff Name)	System #/Line #	Original Student Booklet ID # (Column "N" on Admin Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Cover)										Yes	No		Not Needed
Susan Alto	01 02	741 054006 9	99	1	0	0	2	5	8	7	7	7	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Give the School Questionnaire to the principal and point out the date that it is to be returned to you. 2. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in the "Student's Name" column to the left. 3. Record the name of the person at your school most knowledgeable about how each student is tested in the state assessment in the "Distributed To" column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.) 4. On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on this Roster. 5. Distribute the questionnaires to the appropriate teachers. Be sure to point out the date the questionnaires are to be returned to you. 6. As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on this Roster. If the student is not classified as SD and/or ELL, fill in the "Not Needed" oval and discard the questionnaire. 7. Keep this Roster and all completed SD and/or ELL questionnaires together and return them to the NAEP representative during the pre-assessment visit. The School Questionnaire should be returned the day of the assessment.
Kimberly Burns	01 05	741 006922 1	99	1	0	1	3	8	9	6	5	5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
April Coleman	01 06	741 000841 2	99	1	1	9	5	8	7	4	0	0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Christina Lundy	01 14	741 076206 5	99	1	0	3	5	9	8	2	3	3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			99										<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

27D. Verify That the Questionnaire Covers Have Been Filled Out Accurately and Completely.



For completed questionnaires, you will need to

- enter any missing information on the cover, and
- review all information entered on the cover to make sure that it is accurate.

In addition, for each returned SD and/or ELL Questionnaire, verify that the student's SD and/or ELL classification is correct by shading one of the two ovals:

- This student confirmed SD/ELL, or
- This student confirmed no longer SD/ELL.

For information on how to complete the front covers of the School, SD, and/or ELL Questionnaires, refer to chapter 7.



Impacts Statistical Validity

It is absolutely critical that you perform a QC check at this point. If the covers of the School, SD, and/or ELL Questionnaires have not been completed accurately, it will seriously affect the quality of data collected for the school.

27E. Remove the Label on the Front Cover of Each Questionnaire.

Before giving the questionnaires to the school coordinator, you affixed a removable label to the front cover of each School, SD, and/or ELL Questionnaire. Remove this label from each questionnaire before packing the questionnaires in the Session Box to send to Pearson. Destroy the labels.

Remember: No names may leave the school on completed assessment materials.

27F. Verify the Roster of Questionnaires Has Been Filled Out Accurately and Completely.

Verify that each Roster has been completed accurately and fully by



- entering any missing information on the Roster, and
- reviewing all information that is entered to make sure it is correct.

For information on how to complete the Roster of Questionnaires, refer to chapter 7.

Procedure 28. Determine Whether or Not a Makeup Session Must Be Held

When assessment attendance at a school is below 90 percent, a makeup session will need to be scheduled. The AAs are responsible for recording on the Administration Schedule the **# Assessed (Original Session)**, **# Refused**, and **# Absent**. It is your responsibility to compute the response rate for the school and determine if a makeup is necessary.

- To calculate the assessment attendance, use the Makeup Session Worksheet located in Part 2 of the QCB (see Exhibit 8-4). Round percentages to the nearest whole percent.
- If a makeup session is not required, complete the **# Assessed (Makeup Session)** and **TOTAL ASSESSED** blanks on the top of the Administration Schedules. Enter “0” for **# Assessed (Makeup Session)** and enter the same number as **# Assessed (Original Session)** on the **TOTAL ASSESSED** blank.
- If a makeup session is required, these blanks will be filled in after the makeup session has been completed.

Exhibit 8-4. Makeup Session Worksheet

Part 2

Makeup Session Worksheet

If the assessment attendance at a school is less than 90 percent, a makeup session must be held.

Use the steps listed below to calculate the assessment attendance percentage and determine if a makeup session needs to be scheduled.

<p>1. Calculate the total of the “TO BE ASSESSED” values of all sessions.</p>	<p>TO BE ASSESSED</p> <p>Session #1 _____</p> <p>Session #2 _____</p> <p>Session #3 _____</p> <p>Session #4 _____</p> <p>Session #5 _____</p> <p>Session #6 _____</p> <p>Total _____ 1. __</p>
<p>2. Calculate the total of the # Refused values of all sessions PLUS any students coded as “49 – session/subject refused by school.”</p>	<p># Refused</p> <p>Session #1 _____</p> <p>Session #2 _____</p> <p>Session #3 _____</p> <p>Session #4 _____</p> <p>Session #5 _____</p> <p>Session #6 _____</p> <p>Total _____ 2. __</p>
<p>3. Subtract the total of the # Refused from the total of the TO BE ASSESSED. Subtract line 2 from line 1.</p>	<p>3. __</p>
<p>4. Calculate the total of the # Assessed (Original Session) values for all sessions.</p>	<p># Assessed (Original Session)</p> <p>Session #1 _____</p> <p>Session #2 _____</p> <p>Session #3 _____</p> <p>Session #4 _____</p> <p>Session #5 _____</p> <p>Session #6 _____</p> <p>Total _____ 4. __</p>
<p>5. Calculate the assessment attendance percentage. Divide line 4 by line 3 and then multiply by 100.</p>	<p>5. __</p>
<p>6. Does a makeup session need to be scheduled? Does line 5 equal 89 percent or less? (Rounded to the nearest whole percent.)</p>	<p>6. Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p style="text-align: right;"><i>Check One</i></p>

Procedure 29. Organize the NAEP Storage Envelope

In order to properly organize the NAEP Storage Envelope, perform the following steps:

29A. Prepare Materials for the NAEP Storage Envelope.

After verifying that information entered on all the forms is complete and accurate:

- **Make a set of copies of the Roster of Questionnaires and all completed original Administration Schedules and the Inclusion Worksheet with student names:**
 - make one copy of each of the original Administration Schedules,
 - make one copy of the Roster of Questionnaires, and
 - make one copy of each page of the Inclusion Worksheet.
- **Remove names from Administration Schedules, Roster of Questionnaires, and the Inclusion Worksheet:**
 - tear off the list of student names (columns **A**, **B**, and **C**) at the perforated edge of each Administration Schedule;
 - remove the list of names from each Roster by tearing at the perforated edge; and
 - remove the list of student names from the Inclusion Worksheet (scissors are best used for this task, as the paper is not perforated).
- **For the School Folder make one more set of copies of**
 - each of the Administration Schedules without the student names, and
 - each Roster of Questionnaires without the names.

Place these copies in the School Folder. Keep the originals of the Inclusion Worksheet without student names in the School Folder.

29B. Place Materials in the NAEP Storage Envelope.

Place the following documents into the NAEP Storage Envelope to be left at the school:

- the name list(s) from each Roster of Questionnaires;
- the student name list(s) from the Administration Schedule(s);
- the student name list(s) from the Inclusion Worksheet(s);
- a copy of each Roster of Questionnaires (with names);
- a copy of all original Administration Schedules (with names);
- a copy of the Inclusion Worksheet(s) (with names); and
- all other lists of students, including those used by the NAEP team for the assessment, lists of students used for sampling, and the E-File Roster (if available).

Note for Steps 29A and 29B:

If a makeup session will be held at the school:

- Leave the names attached to the Administration Schedule and Roster of Questionnaires.
- Fold back the names and make one copy of the Administration Schedule and Roster of Questionnaires for your School Folder.
- Leave the Administration Schedules and Roster of Questionnaires with the names attached in the NAEP Storage Envelope at the school to be accessed on the day of the makeup session(s).
- After the makeup session(s), the AA will finalize the NAEP Storage Envelope and provide you with final copies of the Administration Schedule and Roster of Questionnaires for the School Folder.

29C. Record the NAEP School Information on the “Destroy By” Postcard.

Record the school ID number (from the Administration Schedule), the school’s name, city, and state in the spaces provided on the “Destroy by” postcard.

A business reply card template with the following elements:

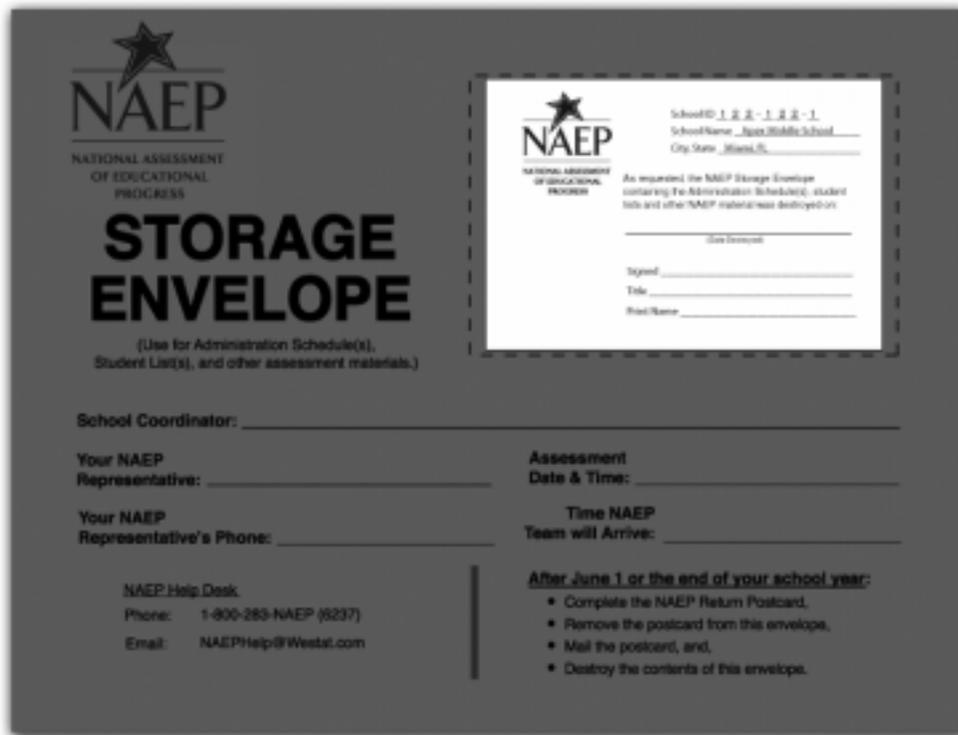
- Barcode at the top left.
- Vertical postal barcode at the top center.
- Text box: **BUSINESS REPLY CARD**, FIRST CLASS PERMIT NO. 433 ROCKVILLE, MD
- Text: POSTAGE WILL BE PAID BY ADDRESSEE
- Address: **NAEP**, **C/O WESTAT**, 1650 Research Boulevard, Rockville, MD 20850-9973
- Text: NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
- Horizontal postal barcode on the right side.
- Postal barcode at the bottom.

A form for recording school information and destruction details:

- NAEP logo: NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
- School ID 1 2 2 - 1 2 2 - 1
- School Name Apex Middle School
- City, State Miami, FL
- Text: As requested, the NAEP Storage Envelope containing the Administration Schedule(s), student lists and other NAEP material was destroyed on:
- Line: _____ (Date Destroyed)
- Signed _____
- Title _____
- Print Name _____

29D. Staple the “Destroy By” Postcard to the Front of the NAEP Storage Envelope.

Staple the “Destroy by” postcard to the front of the NAEP Storage Envelope in the upper-right corner.



The image shows a NAEP Storage Envelope and a "Destroy By" postcard. The envelope is dark grey with the NAEP logo and the text "STORAGE ENVELOPE" in large, bold letters. Below this, it says "(Use for Administration Schedule(s), Student List(s), and other assessment materials.)". There are several fields for information: School Coordinator, Your NAEP Representative, Your NAEP Representative's Phone, Assessment Date & Time, and Time NAEP Team will Arrive. At the bottom left, there is contact information for the NAEP Help Desk: Phone: 1-800-283-NAEP (6237) and Email: NAEPHelp@Westat.com. At the bottom right, there is a section titled "After June 1 or the end of your school year:" with a list of instructions: Complete the NAEP Return Postcard, Remove the postcard from this envelope, Mail the postcard, and, Destroy the contents of this envelope. The "Destroy By" postcard is white with a dashed border and contains the NAEP logo, a school ID number (1 2 3 4 - 1 2 3 4 - 1), school name, city/state, a signature line, and a date line.

Procedure 30. Perform Final Check of Session Box Materials

To conduct a final check of the Session Box materials, perform the following:

30A. Receive Session Box From AA.

When the AA has completed his/her tasks immediately following the session and you have completed your QC checks, the AA will pack the session materials in the Session Box and give the box to you.

It is your job to make sure that the AA packs the Session Box properly and returns it to you.

30B. Place Completed Questionnaires in Session Box.

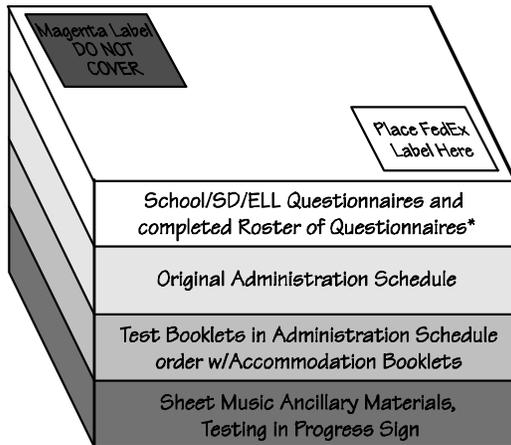
Once you have received the Session Boxes from the AAs, place the School, SD and/or ELL Questionnaires you have collected from the school coordinator in the correct Session Box as shown in **Procedure 30C**, along with the completed original Roster of Questionnaires. Place the questionnaires underneath the packing lists and bundle slips as shown in the diagram on the next page.

30C. Verify the Boxes Are Packed According to Pearson Procedure.

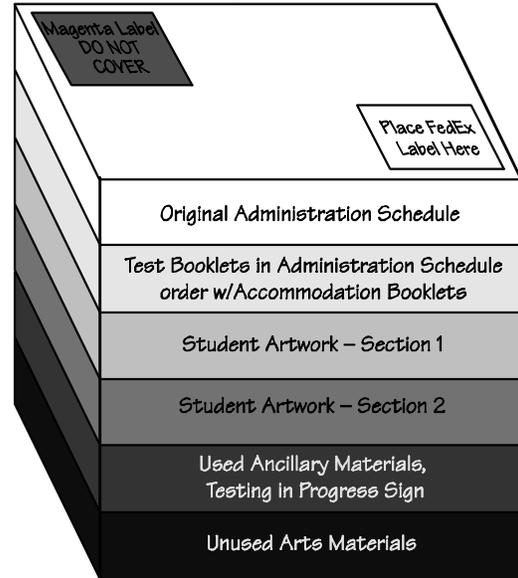
Next, check to make sure the materials are packed according to the examples shown in Exhibit 8-5.

Exhibit 8-5. Session Boxes Packing Diagram

Music Sessions



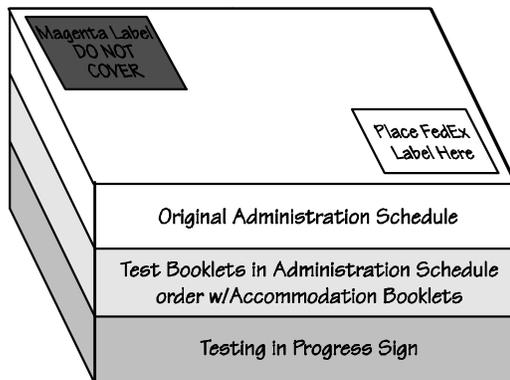
1-Box Visual Arts Sessions



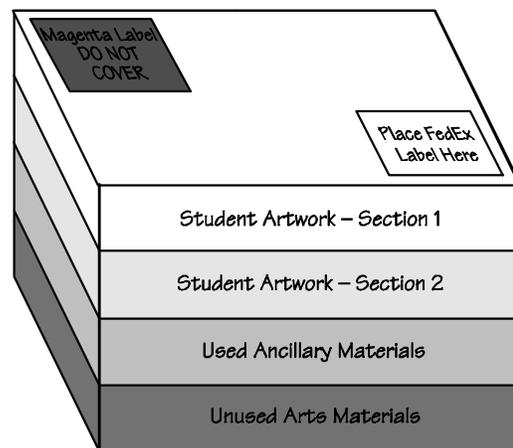
*In schools that have both a music and a visual arts session, the School/SD/ELL Questionnaires and completed Roster of Questionnaires from both sessions should go on top of the music session box. If a school only has a visual arts session, these materials will go on the top of visual arts box 1.

2-Box Visual Arts Sessions

Box 1



Box 2



Here, you are conducting a final comprehensive check of the Session Box(es) that will be sent to Pearson to verify that the AA has properly completed all his/her responsibilities following the assessment, and that you have included all other required materials.

Double-check the following:

- There is an original Administration Schedule without names in each Session Box. **Verify that the AA has included the original (maroon) Administration Schedule and NOT a photocopy.** You will need to place any copies of the Administration Schedule(s) in the NAEP Storage Envelope.

NOTE: If a school refuses to allow a session to be conducted, code all assigned booklets **49–Session Refused** on the Administration Schedule. After completing the top of the Administration Schedule and making photocopies, open the refused Session Box and place the Administration Schedule for that session inside the box on top of the materials. The bundles of booklets should remain sealed. Return the refused Session Box of materials to Pearson with the other Session Boxes.

30D. Receive Bulk Supply Session Materials From AA.

Following the assessment, the AA will have a number of materials that should be returned to you. These include:

- extra NAEP pencils;
- session timer;
- CD player, extension cord, and adapter plug;
- used and unused ancillary materials including:
 - freezer paper,
 - Bearden Poster,
 - pencil kits,
 - safety mirrors,
 - Wash-n-Dries™,
 - safety scissors,
 - pens,
 - glue sticks,
 - Cray-Pas™,
 - charcoal pencils,
 - markers – fine tip,
 - markers – broad tip, and
 - session CDs.
- any extra “Testing in Progress” signs that you may have provided from your bulk supplies (the signs that were shipped in the Session Boxes should be returned in the Session Boxes).

During this final QC check, ask for these materials if you have not received them from the AA.

Procedure 31. Complete School Debriefing Activities

31A. Review Session Debriefing Forms.

The Session Debriefing Form, shown and described in chapter 3, is the written record of the conduct of each session. It also serves as a resource for answering any questions raised after the assessment.

The AA is responsible for completing the Session Debriefing Form. A Session Debriefing Form must be completed for each assessment session, including makeup, and accommodation sessions. Instructions for completing this form are provided in chapter 7 of the *AA Manual*.

After the AA completes the form, you will need to review it. If any problems or unusual situations arose during the administration of the assessment, speak with the AA about them. It is important to document exactly what happened, how it affected the students, and how and by whom the situation was resolved. If no unusual situations or problems occurred, it is not necessary to speak with your AA about the information he/she wrote on the form.

After you have reviewed the form, initial it in the space provided in the top-right corner.

31B. Debrief School Coordinator.

What you need to know:

- You arranged this interview during the preassessment visit.
- The interview should take no more than 5-10 minutes.
- The Rule: the interview should be conducted only on the day of the original assessment.
- The Exception to the Rule: if you are unable to meet with the school coordinator before leaving the school, leave the NAEP Storage Envelope, and the School Certificate of Appreciation with the school secretary. Call the school coordinator as soon as possible to conduct the interview over the telephone and confirm he/she has received the NAEP Storage Envelope.
- For makeup session(s), contact the school coordinator following the makeup session(s) only if something unusual happened during the session.

What you need to do:

- Use the scripted debriefing questionnaire in Part 2 of the QCB (see Exhibit 8-6) to conduct the interview and record the school coordinator's answers to the questions.
- Obtain the school coordinator's reaction to assessment activities, ask about any special preparations undertaken before the assessment, and obtain feedback about how NAEP can improve participation.
- Thank the school coordinator, leave the NAEP Storage Envelope, present the School Certificate of Appreciation, and, if applicable give him/her the leftover used visual arts materials.

31C. Schedule a Makeup Session With School Coordinator, If Necessary.

At the end of the debriefing interview, if necessary, schedule a makeup session with the school coordinator.

Use the following standard NAEP guidelines for scheduling makeup sessions:

- hold one makeup per session type at a school;
- invite all students who were absent (not refused); and
- makeup sessions for music and visual arts must be held in separate locations.

If the school is reluctant to schedule a makeup session, stress the importance of a high participation rate for the accuracy of the assessment results. If the school is still reluctant, be sure to record the situation and discuss the matter with your field manager immediately. In some situations, a makeup may be difficult (e.g., in the case of chronically absent students).

If a makeup session is needed but refused by the school, shade in the **Makeup Not Held** oval at the top of the Administration Schedule.

Once the makeup session is scheduled, record the date, time, and location of the session in the box provided at the top of the Administration Schedule.

Grade: <u>8</u>	Original session scheduled for: Day/Date: <u>Monday, Feb. 11</u> Time: <u>8:35</u> Location: <u>Cafeteria</u>	Makeup session scheduled for: Day/Date: _____ Time: _____ Location: _____	If Makeup Needed Makeup Held <input type="radio"/> Makeup Not Held <input type="radio"/>	
# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55) <u>2</u> + _____ = <u>20</u> - _____ # Excluded (Admin. Codes 60-66) <u>1</u> TO BE ASSESSED		# Absent (Admin. Codes 40-45, & 48) <u>1</u> + _____ = _____ + _____ = _____ # Refused (Admin. Codes 46, 47 & 49) <u>0</u> # Assessed (Original Session) <u>19</u> # Assessed (Makeup Session) _____ TOTAL ASSESSED		
"N"	"O"	"P"	"Q"	"R"
New Session 1 = Yes 2 = No	Original Booklet ID #	Accom. Code	Admin. Code	Administr
2	741 000293 4	01 1	1 0	ASSESS/ 10 = In session full 11 = No response 12 = In session part 13 = Session incom 14 = Other, specify ASSESSED 20 = In session full tim 21 = No response in 22 = In session part 23 = Session incom 24 = Other, specify
2	741 054006 9	02 1	1 0	
2	741 005241 1	03 1	1 0	
2	741 000043 8	04 1	1 0	



Record the date of the makeup session in the SCS so that Pearson knows when to expect the Session Boxes for the school. See the SCS *User's Guide* for more information.

Procedure 32. Arrange With Staff to Conduct Makeup Session, If Necessary

If a makeup session is required, complete the following:

32A. Assign AA to Conduct Session.

Because the AAs conducting the makeup sessions will be returning to the school without you and the other team members, when possible, choose one or two of your most competent AAs to conduct all makeup sessions.

32B. Notify AA About Conducting Makeup Session.

Before your assessment team leaves the school on assessment day, notify the AA(s) you have scheduled to conduct the makeup session. Be sure to give an Assessment Information Form to the AA(s) that provides the time, date, and location where the makeup will take place and other pertinent information. If the AA is not present at the school on the original assessment day, e-mail and call the AA with his/her new assignment.

Detailed instructions for conducting the makeup session, coding the booklet covers, and packing the Session Box are included in chapter 8 of the *AA Manual*.

32C. Give the AA the Session Materials to Conduct the Makeup Session.

The AA(s) assigned to conduct the makeup session should keep the materials in his/her possession until returning to the school to conduct the makeup. Be sure to give the AA(s) assigned to conduct the session the materials he or she needs before leaving the school on assessment day and remind the AA(s) about security and confidentiality procedures. If the AA(s) assigned to conduct the makeup session is not with you that day, make a note to give the materials to him/her as soon as possible.

Guidelines for conducting makeup session are included in the *AA Manual*.



Security and Confidentiality

Be sure the AAs know how to protect the security of these materials in the interim by following the NAEP security and confidentiality guidelines. Review these procedures with the AA(s) before handing the materials to him/her.

After conducting the makeup session, the AA(s) will return the assessment materials to you. You will be responsible for shipping the Session Box(es) to Pearson as soon as possible after the makeup session.

Chapter 8 Summary

Upon completing this chapter, you should be able to:

- describe the activities to complete before, during, and after assessments on assessment day,
- use the Assessment QC Record to record your observation of your AAs,
- understand how to QC check your AAs' post-assessment task, and
- complete the debriefing activities with the school coordinator.

9

COMPLETING ACTIVITIES AFTER LEAVING THE SCHOOL

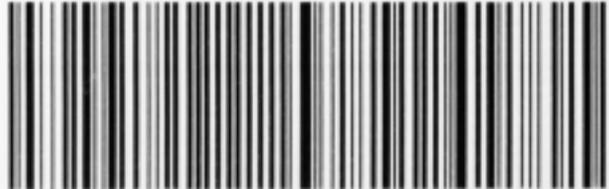
This chapter describes the activities you are required to complete after leaving the school.

Procedure 33. Conduct a Quality Control Check of Makeup Session Materials, If Necessary

If a makeup session was conducted, it is your responsibility to conduct a quality control check of the AA's work with the makeup session materials before you prepare the session materials for shipping.

The AA will enter results from the makeup session on the Administration Schedules as shown in Exhibit 9-1. On each Administration Schedule:

1. Make sure the "Makeup Held" oval is shaded.
2. Verify the AA changed the Administration Code for each student who participated in the makeup session. For students taking the regular assessment, the AA should have erased the initial absent code and entered one of the "Assessed in Makeup Session" codes (**20–24**). For students who required an accommodation, the AA should have recorded the original accommodation code you gave to the student.
3. Check that the AA completed the remaining entries in the summary box. The number of students who participated in the makeup session should be written on the line labeled "# Assessed (Makeup Session)." This number should be added to the "# Assessed (Original Session)" and the sum written on the line labeled "TOTAL ASSESSED."
4. After you've finished checking the Administration Schedules, check the booklet covers. Using the information from the Administration Schedules, review the booklet covers for all students invited to attend the makeup session. Ensure that the covers are coded correctly, according to the same procedures for coding booklet covers in a regular session (as described in the *AA Manual*).
5. Review the ancillary sets and confirm that each item has the correct student ID label attached.

Form # 154250-504 Rev 02/05	ORIGIN ID: LITA (5011982-1494) Linda Rinker 0520069 AL0001 1216 Overview Drive Jacksonville, AR 72076 UNITED STATES US	EstWgt: 1 LB System#: 9784022/E6050400 Account: S *****
	(319)841-4712	
Pearson Educational Measurement 2510 North Dodge St Iowa City, IA 52245		FedEx Express 
PGSSN: B15666 NAEP SESSION 2007		SEQ: 01062
		
		Delivery Address Barcode
** 2DAY **		FedEx Returns
TRACK 7905 0454 0092	Form 0221	CID A2
52245 -IA-US SG IOWA		
		
TRACK: 7905 0454 0092 Please call 1-800-GOFEDEX (1-800-463-3339) for pickup of boxes. See return shipment instructions for more details.		

34C. Arrange for FedEx to Pick Up the Boxes.

You may drop off the boxes at any FedEx location or call 1-800-GOFEDEX (1-800-463-3339) to schedule a pickup. Do not leave the boxes unattended for pickup. Do not leave the boxes at the school or other FedEx pickup location unattended. You may give the sealed boxes to an AA to drop off at a FedEx location, if necessary.

If you call FedEx for a scheduled pickup, have the following information available when you call:

- **Shipping type: Express or Ground** (This is critical, as FedEx has different business units for ground and air, which do not overlap. Express will be used for session shipments. Ground will be used for returning bulk materials at the end of your assessment period);
- contact name;
- contact telephone number;
- pickup address;
- Zip Code (the representative will then verify the city by the Zip Code provided);
- the number of boxes you are returning; and
- the average package weight (use 8 pounds per Session Box, 15 pounds per bulk box).

FedEx will give you a confirmation number and the date of the pickup. In most cases, your pickup will be scheduled for the following business day or the date you requested. In some large metropolitan areas, if you call FedEx early in the day, your pickup may be scheduled for the same day as your call.

34D. Destroy the Remaining Labels.

After returning your materials for this project, any remaining FedEx labels must be destroyed. These are project-specific labels and cannot be reused.

Procedure 35. Record Shipping Information on the School Folder and QCB

At the bottom of the FedEx return shipping label, there is a small peel-off label preprinted with the tracking number.

Peel off the label with the tracking number and affix it to the back cover of the School Folder. Then, in the space provided next to the tracking number, record the date you shipped the box.

RETURN SHIPMENT TO PEARSON TRACKING			
	DATE:	TRACKING NUMBER LABEL:	NOTES:
1	2/12/08	1Z65901W3810046753	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Enter the Makeup Session Status and the Session Box Shipping Information on the back cover of the QCB.

Makeup Session Status	Session Box Shipping Information
Record <u>one</u> makeup session status below.	Have <u>all</u> Session Boxes been shipped to Pearson?
1 <input checked="" type="checkbox"/> Not Required	1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> Required and Completed	Shipping Dates Entered into the MTS:
Date(s) _____	2/12/08
3 <input type="checkbox"/> Required and Not Completed	2 <input type="checkbox"/> No
Explain: _____	Explain: _____
_____	_____
_____	_____


When all scheduled and makeup sessions are complete, enter the session results in the SCS and the session shipping information in the Pearson Materials Tracking System (MTS).
Put the completed Quality Control Booklet in the School Folder and return to your field manager.

Procedure 36. Enter Assessment Information Into the School Control System (SCS) and the Pearson Materials Tracking System (MTS)



The following table outlines the information you need to enter into the SCS and Pearson MTS. The *SCS User's Guide* has details on how to enter this information.



Session Disposition/Type	SCS Entry	MTS Entry
Makeup session is scheduled	The scheduled makeup date.	N/A
Completed session	From the summary boxes of the Administration Schedules in the School Folder, enter the: <ul style="list-style-type: none"> • number of students in the new enrollee sample; • number of withdrawn, ineligible, excluded, and absent students; • number of refusals (parent and student); and • number of students assessed in the regular and makeup sessions. 	From the School Folder, enter: <ul style="list-style-type: none"> • the ship date for each Session Box; and • the tracking number for each Session Box.
<u>All</u> sessions for the school are complete	Update the "Assessment Complete?" field from N/A to Yes.	N/A

Procedure 37. Report Assessment Progress to Your Field Manager

Once the assessments start, the weekly telephone calls you conduct with your field manager will change from reporting the status of your preassessment calls and visits to reporting your assessment progress.

Have ready the School Folders and all other materials you will need for the call.

At this stage of the assessment process, your call with your field manager will include reporting:

- status of collecting missing student demographic data,
- AA hours,
- the schedule of AAs assigned to upcoming assessments,
- travel plans,
- the performance of AAs (see next page),
- the shipment of assessment materials,

- the status of SCS entries,
- observations conducted by NAEP staff, and
- staffing or other problems you have or may encounter.



Voice of Experience: Addressing Important Questions or Issues

If you have a question or issue that requires immediate attention, do not wait for your scheduled call to contact your field manager. If he/she is unavailable, contact your field director or the NAEP Help Desk at 1-888-283-NAEP (6237).

Discussing AA Performance With Your Field Manager

If you are experiencing performance problems with an AA, as discussed in the *Leadership* magazine, you will first want to discuss the problem directly with the AA, documenting the problem, any discussion you had with him/her, and the situation's resolution or outcome. It is a good idea to put this documentation in the form of an e-mail to your field manager.

Your weekly report call is the time to inform or update your field manager about the problem and discuss the actions you have taken so far. Your field manager is required by a new Westat corporate policy to complete a Documentation Log for any performance problems with a field staff member. Your field manager will use the information you provide to complete this form.

If you are unsure how to proceed with an AA with whom you are experiencing difficulties, discuss the situation with your field manager as soon as possible. Your field manager can offer valuable suggestions for working with your team of AAs, especially in problematic situations. Do not delay in discussing AA problems with your field manager, the NAEP field period is very short, and most problems can be corrected quickly, providing you with a quality, effective team member for the remainder of the assessment period.

At the conclusion of the assessment period, you and your field manager will complete an evaluation form for each AA (see chapter 10 for a complete discussion of the Westat Field Staff Evaluation Form). If you report problems with an AA's performance on this form, you and your field manager are required to have written documentation to back up the ratings you give the AA. Therefore, you must document in writing all performance problems with an AA and discuss them with your field manager at the time the problem arises, not at the end of the assessment period.

Procedure 38. Finalize School Folders

When directed, you will need to ship to your field manager the School Folders for assessments conducted during the previous week.

Finalize each School Folder by verifying the following items are included:

- completed Quality Control Booklet (QCB);
- a copy of both sides of the final Administration Schedule(s) for each session (without names);
- a copy of both sides of the final Roster of Questionnaires (without names);
- the original Inclusion Worksheet(s) (without names);
- dated copy of Parent/Guardian Notification Letter;
- signed Teacher Observer Letters, if applicable;
- signed Accommodation Teacher Letters, if applicable;
- signed National Student Lunch Program Confidentiality Agreement, if applicable;
- completed Session Debriefing Form for each session;
- Student Sampling Summary Report, if one came in the School Folder;
- Special Situation Form, if one came in the School Folder;
- if a private school, all recruitment documents that came in the School Folder; and
- the tracking number from the shipping label for each Session Box sent to Pearson (on the back of the folder in the space provided).

A list of these materials is printed on the School Folder Transmittal Form (shown in chapter 3). Put your initials next to each item in the School Folder on the School Folder Transmittal Form and then keep a copy for your files.

Procedure 39. Ship School Folders to Your Field Manager

Once the School Folders are complete, ship them to your field manager via FedEx.

Note: Use the blank FedEx labels to send the folders to your field manager, not the preprinted FedEx labels that you use to return the Session Boxes to Pearson.

There are two options for getting your package to FedEx:

- The courier will come to your house or other designated location and pick up the package. To request a pickup time or to get a list of FedEx locations, call 1-800-GO-FEDEX or go to their website at: <http://www.fedex.com/us>.
- Drop off your package at any FedEx location.



Impacts Statistical Validity

It is crucial that the School Folder contains all required information because Westat staff will frequently refer to its contents during booklet processing and statistical checks. If the photocopy of the final Administration Schedule for each session or the Roster of Questionnaires is not included in the School Folder and all data recorded, your field manager may ask you to return to the school to obtain anything that is missing.

Below is an example of how the FedEx label to your field manager needs to be completed:

The image shows a FedEx USA Airbill form with the following handwritten details:

- Sender Information:**
 - From: Date (Sender's FedEx Account No. 1290-1514-8)
 - Sender's Name: Supervisor Name, Phone
 - Company: _____
 - Address: _____
 - City: _____ State: _____ Zip: _____
- Recipient Information:**
 - Your Internal Billing Reference: Project Charge Code
 - To: Recipient's Name: Field Manager, Phone
 - Recipient's Address: _____
 - City: _____ State: _____ Zip: _____
- Shipping Services:**
 - 4 Express Package Service: Priority Overnight, Priority Overnight, Priority Overnight
 - 4 Express Freight Service: FedEx 2 Day Freight, FedEx 2 Day Freight
- Special Handling:**
 - 6 Special Handling: Signature Required, Signature Required
- Payment:**
 - 7 Payment: FedEx, Net30, Third Party, Credit Card, Cash/Check

Chapter 9 Summary

Upon completing this chapter, you should be able to:

- understand all activities after leaving the school, including:
 - QC check on makeup materials,
 - shipping Session Boxes to Pearson,
 - recording shipping information in the School Folder and QCB,
 - entering assessment information in the SCS and Pearson MTS,
 - reporting to your field manager,
 - finalizing School Folders, and
 - shipping School Folders to your field manager.