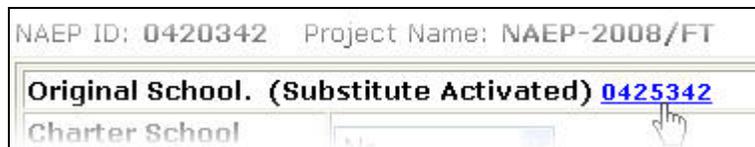


3.3.11 Substitute Schools

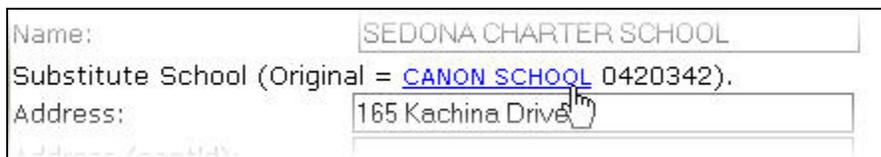
In some rounds of NAEP and in some substudies, substitute schools are selected in case a school refuses to participate. In NAEP 2008, substitutes will be selected for public and nonpublic refusing schools, if available.

When you change a school's status to a final refusal (District Refusal, School Refusal, or District Refusal for This School Only), the substitute will be activated. The text on the screen will change from "Substitute available" to "Substitute activated" and the ID (which is also a link to the substitute) of the substitute school will be displayed.



Substitute Availability Noted

The name of the original school will be displayed on the substitute's General tab with a link back to its School Edit page to facilitate movement back and forth as necessary.



Name of Original Refusing School

When a substitute is activated, a notice will be sent to the supervisor, field manager, and, when appropriate (for public schools) to the state coordinator to alert you and them.

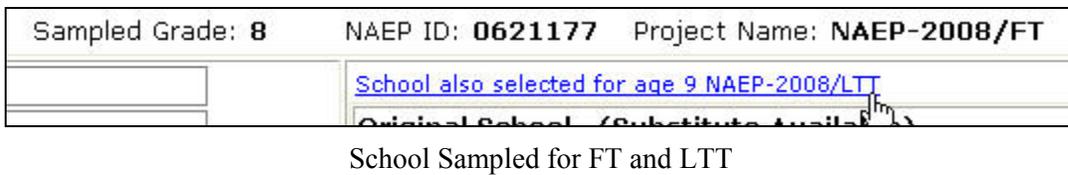
To help identify the substitute schools, the fourth through sixth digits in their NAEP IDs will be numbered 501-999, while the originally sampled schools are numbered 001-499.

A school or district that has been assigned a status code of refusal can be changed back to Pending and to Cooperating, if they are converted. If and when this happens, you will be given a notice that the active substitute will be "deactivated" and any changes you might have made to that school's information will be lost. (For example, if you corrected the school's telephone number and updated the file with the new principal's name, all of this would be lost.) This will be of importance only in the

unlikely event that the original school refuses a second time which would activate the substitute for a second time. If this should happen, you would need to start all over again updating the substitute's information in the SCS.

3.3.12 School Selected for Multiple Projects

A few schools have been sampled for more than one project. If you have one of these schools, it will be clearly identified on the General tab at the top of the frame on the right as shown below.



The above example shows a school sampled for the Field Test for grade 8 and for the Long Term Trend at age 9. Any school that was sampled for the same age/grade for two projects has been coded as “ineligible” for one of the projects. Thus, no schools will be requested to assess the same students for two projects.

3.4 Sampling Tab

Click on the Sampling tab to view and update the information relating to student sampling.

NAEP National Assessment of Educational Progress

School Control System

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

School Edit District: **San Diego Unified** Region: **CA 1** Area: **1** Search for NAEP ID

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

School Name: **Adams Elementary** Sampled Grade: **4** NAEP ID: **0610242** Project Name: **NAEP-2008/FT**

Estimated Student Sample: 62

Sampling Method: SDS in Home/Hotel

In-Field sampling date: 10/16/2007

Student Sampling Result Preview: Actual Enrollment = 125 [Sample projector](#)

Student Listing Information
(For in-field sampling, this section will be filled in by the supervisor.)

List or file received by: State Coord Supervisor Westat

Date received: 10/16/2007

List or file created by: Sam SAm

Creator's phone: 555-222-3333 (XXX) XXX-XXXX

Creator's e-mail: email@school.edu

Number on list or file: 0

Number sampled: 0

Year-Round Schools

What type of Calendar does your school use?: Traditional Non-Year-Round

For year-round schools only:

Number of Tracks: N/A

What percentage of students will be on break (not in attendance due to a scheduled vacation period) on the assessment date?: N/A

How are student assigned to tracks in this school?

Based on ability

Based on another criteria(specify)

Special Situation Form
(The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)

School wanted to assess all grade-eligible students: Take All Up to 120

School requests to do fewer sessions than the number assigned: No

Other situation, describe:

Resolution: Describe the outcome of the situation checked above. Indicate what sessions were dropped/added and the number of students actually assessed. Be sure to include as much relevant information as possible

School Edit

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

Sampling Tab of School Edit Screen

The sections of this page are discussed in the sections below.

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

3.4.1 Target Student Sample

The number of students displayed as the Target Sample Size is the number to be sampled when the enrollment is larger than the take-all maximum.

The sample sizes and special take-all option for grade 4 are shown below.

Study & grade/age	Invite all students up to & including	If more than...	...sample will be	Special note
LTT 9, 13, &17			62	No take all option
FT 4	120	90	90	Public & nonpublic schools, if there are up to 120 (inclusive) students, take all is allowed.
FT 8	102	102	90	
FT 12	155	155	140	
Arts 8	40	40	35	
SICT 4, 8, 12 (fall)				20-30 students in two classrooms.

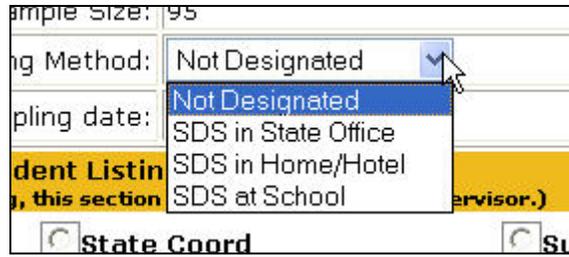
In some schools in small states, the school may be assigned a student sample size 2 or 3 times the size shown above. Field managers will tell their supervisors if this has occurred in any of their schools and help plan the schedule accordingly.

The deadline for schools to E-File their student information is November 16. The last date samples from the SDS can be transmitted so that data can be sent to Pearson is November 25.

Remember: The actual sample size in a school will not be known until the sample is selected. Thus, the number displayed as the “Target sample size” will always be the number for that grade indicated in the column headed “...sample will be” above.

3.4.2 Sampling Method

The default display for this field is “Not Designated. If the school is designated by the state to E-File, this will be updated by the home office. If you will be sampling the school in the field, you will select from among the options to be displayed on the drop down list:



In-Field Sampling Options

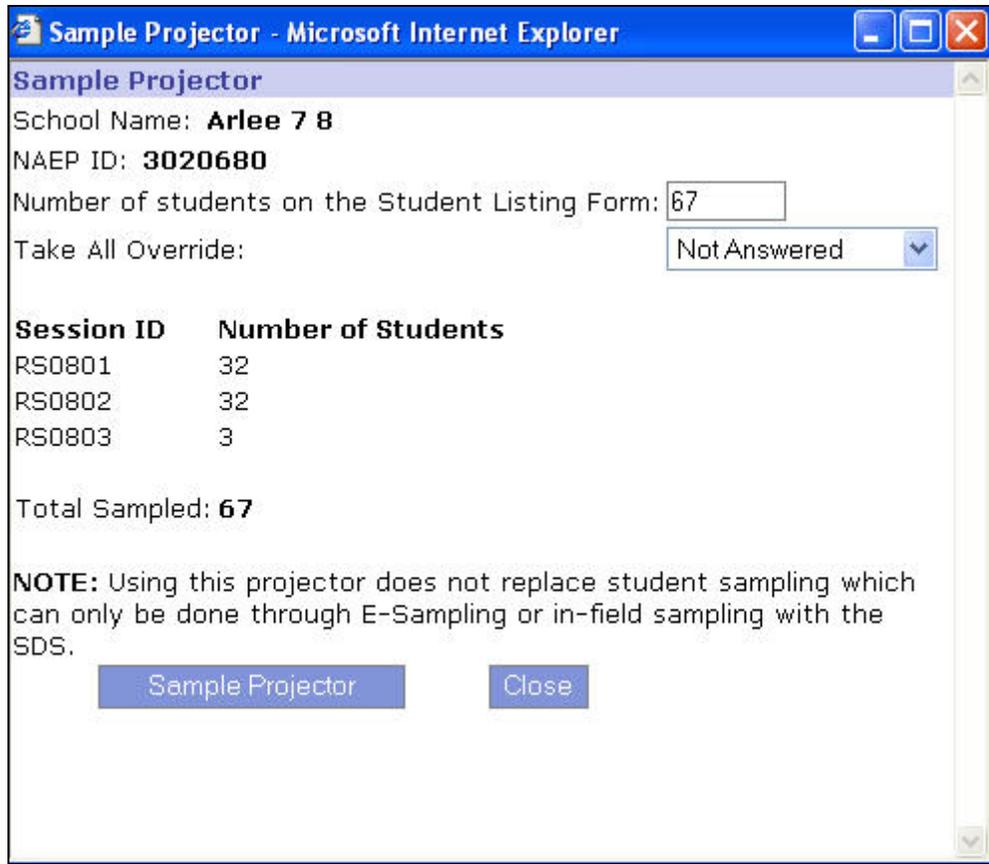
3.4.3 In-Field Sampling Date

If an in-person visit will be made to a school to draw the student sample, you will record the date this visit is scheduled when it is known.

3.4.4 Student Sampling Result Preview

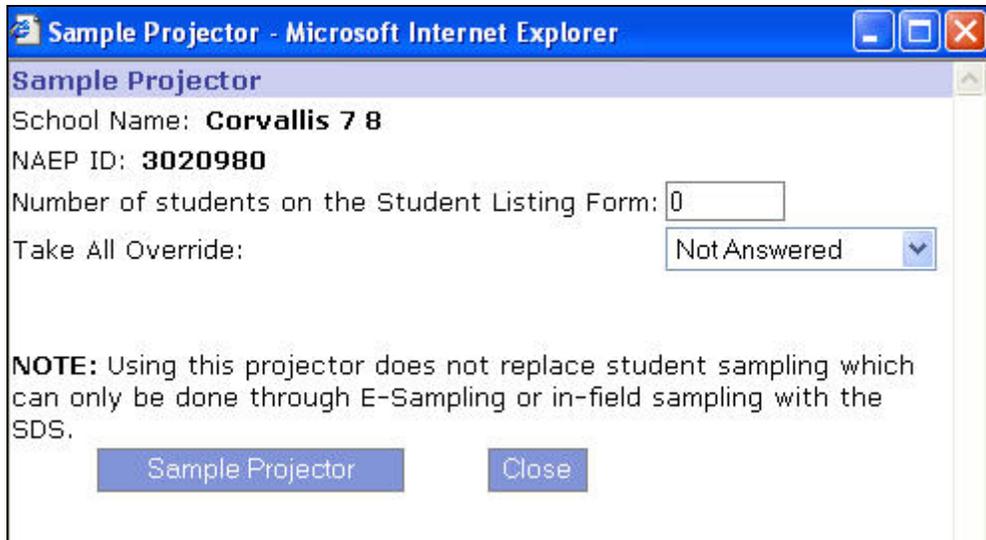
The actual enrollment for the sampled grade entered in the SCS (General tab) will be displayed in this part of the Sampling tab.

Clicking on the “Sample projector” link will open a window allowing you to see how the sample may be distributed in the sessions. **For example, if a grade 8 school has 67 students in the sampled grade, the sample projector would show the following:**



Sample Projector

The Sample Projector can also be used if the actual enrollment has not been entered. When the Sample Projector is opened, the sessions won't be displayed until a number is entered in the box .



Sample Projector When Actual Enrollment has not Been Entered

This will allow you to project how many Administration Schedules would be produced given the anticipated number of eligible students and the estimated sample size.

At grades 8 and 12, the “Take All Override” can not be used until special permission is obtained as discussed in section 3.4.7 – “Special Situation Form.”

As a reminder, the pop-window notes that using the Sample Projector does not replace student sampling which can only be done through E-Sampling or in-field sampling with the SDS.

3.4.5 Student Listing Information

In the early years of NAEP, all schools were provided with copies of a form called the Student Listing Form (SLF) on which they were expected to record information about all of the students in the selected grade. Today, references to the SLF are generally to a hard-copy list or Excel file of all eligible students in a school, which is most often produced by their computer system. If you have received such a list from which you will sample (using the Student Data System), you should record receipt information in the SCS.

Likewise, state coordinators have been requested to provide this information if student lists are sent to them for you to sample using the Student Data System.

Sampling Method:	SDS in Home/Hotel		
In-Field sampling date:	11/12/2006		
Student Sampling Result Preview:	Actual Enrollment = 15	Sample projector	
Student Listing Information (For in-field sampling, this section will be filled in by the supervisor.)			
List or file received by:	<input type="checkbox"/> State Coord	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Westat
Date received:	11/12/2006		
List or file created by:	S Miner		
Creator's phone:	555-234-8762	(XXX) XXX-XXXX	
Creator's e-mail:	SMiner@school.edu		
Number on list or file:	0		
Number sampled:	0		
Year-Round Schools			

Student Listing Information on Sampling Tab

The “Number on list or file” and “Number sampled” will always be filled in by the home office after the sample is selected – either the E-Sample or after the supervisor has sampled using the SDS and transmitted the data.

3.4.6 Year-Round School Information

It is necessary to determine if a school is a year-round school so that the statisticians know what percentage of the eligible students will be on break and not available for inclusion in the assessment.

Year-Round Schools	
What type of Calendar does your school use?:	Traditional Non-Year-Round
For year-round schools only:	
Number of Tracks:	N/A
What percentage of students will be on break (not in attendance due to a scheduled vacation period) on the assessment date?:	N/A
How are student assigned to tracks in this school?	<input type="checkbox"/> Based on ability <input type="checkbox"/> Based on another criteria(specify)

When you click on the “year-round school” link, the following explanation will be displayed:

“In year-round schools, students attend classes spread throughout the twelve calendar months unlike traditional schools that follow the nine month calendar.”

Since year-round schools are more likely to be public schools, you may not have any non-public schools for which the percent information needs to be recorded.

The number of tracks and the percent of students who will be on break will be recorded for multi-track, year-round schools. In addition, how the students in these schools were assigned to the tracks will be recorded.

If a school operates on a year-round schedule, but all students take vacations at the same time and no students would be on break on the assessment date, there is no need to record any information about the school being a “year-round school.”

If it is determined that students who are on break have been sampled, see the *Supervisor Manual* chapter 3, section 4C for instructions on how to proceed regarding these students.

3.4.7 Special Situation Form

Special Situation Form (The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)	
School wanted to assess all grade-eligible students:	Not Answered <input type="button" value="v"/>
School requests to do fewer sessions than the number assigned:	Not Answered <input type="button" value="v"/>
Other situation, describe:	<input type="text"/>
Resolution: Describe the outcome of the situation checked above. Indicate what sessions were dropped/added and the number of students actually assessed. Be sure to include as much relevant information as possible	<input type="text"/>

When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number. There are strict limits as to what exceptions are allowed, however. These are explained below.

Before recruiting supervisors can offer or agree to these special situations, they must check with their field managers since some options require NCES approval. A Special Situation Form should be completed for any of the following exceptions that have been allowed.

3.4.7.1 Assess All Students

In grade 4 schools, it is anticipated that the preference will be for NAEP to take all of their students when they have 120 or fewer. Thus, the default for all grade 4 schools is to “Take all up to 120.” “Assess all” students refers to the following:

- Grade 4 school has more than 120 grade 4 students and wants all to be assessed.
- Grade 8 or 12 schools in which there are more in the sampled grade than the expected sample size and they want NAEP to assess all of their grade-eligible students.

If a grade 8 or 12 school or grade 4 with more than 120 grade 4 students wishes to assess all students in the sampled grade instead of only the number we expected to sample, the recruiting supervisor must obtain permission from his/her field manager before agreeing to this. Field managers will need to gain clearance from NCES before they can give permission to assess all grade-eligible students. (If this option is allowed, which is rare, the SDS will permit a sample override and will add the students to all sessions assigned to the school, proportionately. See the *SDS User Guide* for more information.)

As always, if a school wants to add unsampled students to a session after the student sample is selected, then those students can be assessed and will be given the administration code of 56 – Not In Sample. However, this not-in-sample option will require more materials and possibly additional assessment staff. This option must be discussed with your field manager before you can agree to it, especially if it involves large numbers of additional students.

In Long Term Trend schools, the option to assess all age eligible students will not be offered. It offers no advantage to the school since eligible students will be in different grades and will always need to be removed from several classrooms to participate.

3.4.7.2 Assess Fewer Students

If a school objects to the number of students that we wish to assess, it may be possible to assess fewer students if that is necessary for the school to participate. This option must be discussed with your field manager before agreeing to do this.

If this option is allowed, the sample will be drawn as usual and all student demographic data will be entered in the SDS. Student names will not be entered in the SDS.

If an entire session is refused, all students in that session should be coded with Administration Code 49 – Session/subject refused by school. If a subject is refused, all students sampled to be assessed in that subject should be coded with Administration Code 49, Session/subject refused by school.

3.4.7.3 No Other Options

The two options above are the only special options that might be allowed. It is not possible to sample whole classrooms (except for special studies), or to select the sample from a list of students in only some classes.

3.5 Preassessment Tab

School Control System

[School/District Listing](#) | [Batch Entry](#) | [Scheduling](#) | [Data Selection](#) | [Reports](#) | [Student List Management](#)

School Edit District: San Diego Unified Search for NAEP ID
 Region: CA 1 Area: 1

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

School Name: **Bell Junior High** Sampled Grade: **8** NAEP ID: **0620372** Project Name: **NAEP-2008/FT**

School Packet

School Packet Sent Date: 12/28/2007

Preassessment Visit

Preassessment Visit Date: 1/25/2008
 Preassessment Visit Time: HH:MM AM/PM 9:00

Teacher Information:

Subject Taught	Number of Teachers
Mathematics	10 <input type="text"/> Enter a response of zero or greater
Science	2 <input type="text"/> Enter a response of zero or greater
Language Arts	4 <input type="text"/> Enter a response of zero or greater

Student Sampling Summary Report:
 Verify student data against any statements below.

SSSR has not been run.

New Enrollees Procedure:
 (To be completed after the Preassessment visit/call.)

Did you obtain list of currently enrolled grade eligible students? Yes

If "No", call back date None

Number of students you identified as new enrollees 90 Enter a response of zero or greater

Did you sample from the list of new enrollees? Yes, sampled

of new enrollees sampled and added to assessment 9 Enter a response of zero or greater

Number Excluded Students
Enter a response of zero or greater for each cell

	Reading	Math	Science
SD	1 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
ELL	0 <input type="text"/>	2 <input type="text"/>	0 <input type="text"/>
SD AND ELL	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>

Parent Letter Information

PL Contact Information Prefix: First Name: Jen
 Last Name: Smith Suffix:

Has school notified parents? Y/N: Yes

Date parent notice sent: 1/14/2008

How Sent: Letter Mailed Home

Other (How Sent):

Letters Sent To: All Eligible Students

Date parent notice received by NAEP Rep.: 1/25/2008

Have any parents/students refused? No

REMINDER:
Parents of sampled new enrollees must be notified of the assessment

Were sampled new enrollee parents notified? Yes

School Edit

If you have any questions or comments please contact the Help Desk .

School Edit, Preassessment tab

Each of the several sections on this tab will be discussed below. The goal is to coordinate the sections in this tab with the order that the activities appear in the Quality Control Booklet, though given the development schedules of these two, that is not always possible. Several reminders have been added to ensure that all fields have been updated.

3.5.1 Preassessment Packet and Visit

Select from the pick list the date that you have sent the packet to the school. While dates are provided that go into the assessment field period, it is expected that all but a few of these packets will be sent out just before the beginning of January. LTT schools being assessed in the fall (age 13) will, of course be sent out much earlier.

Recording the date here will permit you to refer to this date when contacting the school coordinator to ensure the packet was received as well as permit your field manager to monitor this activity.

The next section, Preassessment Visit, allows you to record the date of the preassessment visit when this has been determined. A field for entering the time for this visit is also available.

3.5.2 Teacher Information

In most NAEP assessments, teacher questionnaires will be prepared and distributed to schools prior to the assessment so that they can be collected on assessment day.

In this section of the Preassessment tab, the number of teachers is displayed so that the appropriate number of teacher questionnaires can be prepared. State coordinators have been asked to update this information for the public schools, recruiting supervisors will enter it for nonpublic schools.