

The information requested will depend on the grade sampled in the school as shown below:

Grade	Information needed on number of teachers of:
4	Grade 4 students
8	Mathematics Reading/Language Arts Science

There are no teacher questionnaires for LTT, ARTS, SICT, or grade 12 schools.

### 3.5.3 Student Sampling Summary Report

During the E-Filing procedure and in-field sampling using the SDS, student data are often noted as needing to be verified. If, for example, the number of students identified as SD is significantly different from other information available, the system will question whether this is accurate.

In this part of the Preassessment tab, messages will be displayed which should be checked with the school coordinator during the preassessment visit.

You are not expected to look at every school to know if the SSSRs have been posted. You will receive an email notifying you that an SSSR has been posted to the SCS. Additionally, during the in-field sampling period and prior to the data being sent to Pearson, messages will be sent out if there are issues concerning the data.

Student Sampling Summary Report: SSSR Run Date: 01DEC2006 Verify student data against any statements below.		
Data to be verified: <a href="#">Print SSSR Results</a>	Corrected on Admin Schedule	Verified with Sch. Coord. as correct
11.5% of the students are shown as Students with Disabilities. -Data for this school filed in a previous year shows 0.0% Students with Disabilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

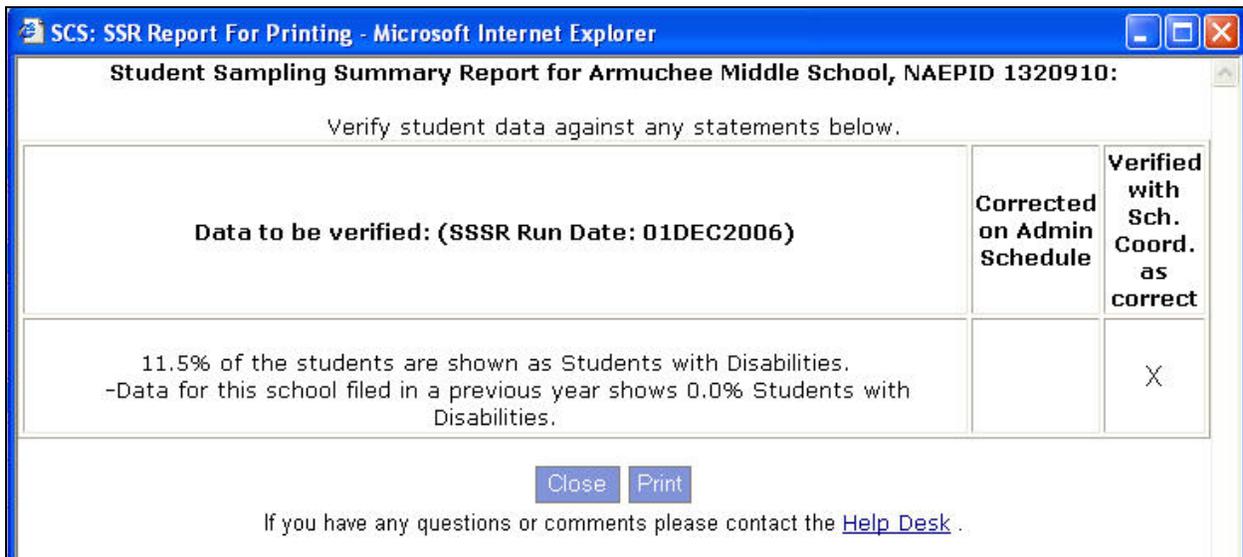
SSSR Example from NAEP 2007

After these issues in the SSSR have been discussed with the coordinator, record here whether corrections were made on the Administration Schedule or whether the information is verified as being correct as recorded on the Administration Schedule.

The system will not let both check boxes to be used under both “Corrected on the Administration Schedule” and “Verified as correct.” The following error message will appear if this is attempted:

Check only one:  
 That you have corrected the data on the Admin. Schedule  
 OR  
 You have verified with the school coordinator that the data are correct as recorded on the Administration Schedule

Print out the SSSR and put a copy in the School Folder so you will have a copy of this for the preassessment visit. Click on the Print SSSR Results link to obtain the printable version of the SSSR as illustrated below.



Printing the SSSR

Click on the Print button to get a copy of this report for the school folder.

The SSSR field in Data Selection will help you determine if you are keeping the SSSR updated. When the SSSR is selected in Data Selection, the resulting report will yield one of the following:

"Yes"                      If is there is an issue(s) and a box is checked for each issue.

- "Not Answered" If there is an issue(s) and no boxes are checked. This will also be displayed if there are 2 or more issues, but one (or more) has not been checked.
- "N/A" If there are no SSSR issues for the school.

### 3.5.4 New Enrollee Procedure

New Enrollees Procedure: (To be completed after the Preassessment visit/call.)	
Did you obtain list of currently enrolled grade eligible students?	Not Answered ▾
If "No", call back date	None ▾
Number of students you identified as new enrollees	<input type="text"/>
Did you sample from the list of new enrollees?	Not Answered ▾
# of new enrollees sampled and added to assessment	<input type="text"/>

New Enrollee Procedure section of Preassessment Tab

When you are at the school for the preassessment visit and the student sample was selected in the fall, you will ask the school coordinator for a list of students who are currently enrolled in the sampled grade.

Using the list of currently enrolled students, follow the Instructions for Sampling New Enrollees which is located in the School Folder. These include:

- compare the list of currently enrolled students to the original list submitted for sampling (in the School Folder);
- highlight the names of currently enrolled students who are not on the list from which the sample was selected;
- copy the highlighted names and demographic data to the New Enrollee Listing Form and
- select the sample from the New Enrollee Listing Form.

Students who are sampled during this process are added to the end of the appropriate Administration Schedule.

After the preassessment visit, update the results of the new enrollee procedure in the SCS.

The question about whether you sampled from the list of new enrollees will be answered according to the situation in the school. If there were no new enrollees, indicate this by selecting "No

new enrollees.” If, for some reason, the sample was not selected from the list of new enrollees, select the response “No, did not sample.”

If the original student sample results in more than 34 students being assigned to a session type, a second session is created and 2 Administration Schedules will be generated for this school. However, if sampling new enrollees results in enough students added to a session that there are now more than 34, a new "session" is NOT created. While it is true that a blank Administration Schedule will be used for the student demographic data of the extra students, they are still considered part of the original session.

You should enter the number of sampled new enrollee students to the session information in the SCS for the original session. If the total number of students assessed in this session is greater than the original sample that will not cause a problem for the SCS.

### 3.5.5 Number Excluded Students

During the preassessment visit to a school, you will update the SD and ELL codes on the Administration Schedules as necessary. Using the Administration Codes in the 60s and 70s, indicate which students will be included with and without accommodations and which will be excluded.

In the QCB, record by subject (i.e., for FT - reading, math, or science; for Arts – visual arts or music) and by SD, ELL, and SD/ELL the total numbers of students who will be excluded from the assessment (students whose Administration Codes are in the 60s).

Then, record these numbers in the new matrix in the Preassessment tab in the SCS.

Number Excluded Students			
	Reading	Math	Science
SD	1	0	0
ELL	0	2	0
SD AND ELL	0	0	0

This information will allow reports to be produced in the home office on the number of students by subject and by SD and/or ELL who are expected to be excluded from the assessments. These

reports are of great interest to the NAEP state coordinators as they monitor the exclusion rates within their states.

### 3.5.6 Parent Letter Information

The Federal “No Child Left Behind” legislation, requires that parents of all selected students be notified that their child has been selected. Thus, it is important that this section of the SCS is completed for every participating school.

Parent Letter Information	
PL Contact Information	Prefix: <input type="text"/> First Name: <input type="text" value="Jen"/> Last Name: <input type="text" value="Smith"/> Suffix: <input type="text"/>
Has school notified parents? Y/N:	<input type="text" value="Y"/>
Date parent notice sent:	<input type="text" value="1/14/2008"/> ▼
How Sent:	<input type="text" value="Letter Mailed Home"/> ▼
Other (How Sent):	<input type="text"/>
Letters Sent To:	<input type="text" value="All Eligible Students"/> ▼
Date parent notice received by NAEP Rep.:	<input type="text" value="1/25/2008"/> ▼
Have any parents/students refused?	<input type="text" value="No"/> ▼
<b>REMINDER:</b> <b>Parents of sampled new enrollees must be notified of the assessment</b>	
Were sampled new enrollee parents notified?	<input type="text" value="Yes"/> ▼

Parent Letter Information section of Preassessment Tab

Westat field staff and NAEP state coordinators both have responsibilities regarding these notices. The fields that you see are for you to complete as the information becomes available.

Westat field staff are responsible for sending the parent notification letters to nonpublic schools and discussing the importance of parent notification with them. They will also obtain dated copies of the parent notification from all participating schools – public and nonpublic.

The Parent Letter Information to be completed is as follows.

<b>FIELD</b>	<b>EXPLANATION</b>
Has school notified parents?	It is required that the school notify parents before the assessment can be held.
Date parent notice sent:	The date that the school coordinator sent the letter or newsletter with the parent notification.
How Sent	Select from the drop down list: Letter mailed home. Letter sent home with student. Notice posted in newsletter. Other.
Other (How sent)	If some other means of notifying parents was used, record here, such as by facsimile, which is allowed.
Letters sent to	Select from the drop-down list: Sampled students only. All eligible students.
Date parent notice received by NAEP rep:	When you have received a dated copy of the parent notice, the date received should be entered.

At the bottom of this section is a reminder that if there are any sampled new enrollees, their parents must also be notified before they can be assessed. As you will note, a field has been added which needs to be completed. Here you will record whether the parents of sampled new enrollees were notified, as required. The options in the pick list are: “Not answered” (the default), “No new enrollees sampled,” “Yes,” and “No.”

### 3.6 Special Studies Tab

Schools selected for special studies will be identified in this tab by the name of the study. If data entry is required for the special study, the fields will be located on this tab or links to them will be included. Currently, there are no plans for any special studies in NAEP 2008 that would need to be identified on this tab.

### 3.7 Post Assessment Activities Tab

After the assessments are complete in a school, you will record summary data from the Administration Schedule(s) on this tab.

**School Control System**

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

School Edit Save Reset District: Pinellas County School District Region: FL 1 Area: 1 Search for NAEP ID Find

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

School Name: Bardmoor Elementary School Sampled Age: 9 NAEP ID: 1210050 Project Name: NAEP-2008/LTT  
(Column headers for calculated data are in red text.)

**Original Session Information**

Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
LT0901		2/13/2008	9:00	32	0	32	1	0	31	1	0	30
LT0902		2/13/2008	9:00	30	0	30	0	0	30	0	0	30

No makeup session is needed

**Notice:**  
Changes made to session dates on this page will not be reflected on the General tab page.

Assessment Complete?: Not Answered

**NaepQC Section:**  
No Issue Found

Post Assessment Tab – No Makeup Needed

The fields displayed in the session matrix on this tab are in the same order as the session summary fields at the top of the Administration Schedules.

Each line in the matrix represents one “session” identified by its session ID. Even if all of the students listed on 2 or more Administration Schedules are assessed in the same room, each Administration Schedule should reflect only the information for the students listed on it.

Normally in the SCS a “session” equals an Administration Schedule. However, occasionally, there are more students added to the sample through the New Enrollee Procedure than there are blank lines on the Administration Schedule. When a blank Administration Schedule is used to record the additional students, a new “session” is not created. The number of new enrollees from this new Administration Schedule should be combined with the number from the original Administration Schedule when recording the data in the SCS.

Double-check the session ID on the Administration Schedule with the SCS before entering any data. You will enter information reading across the summary box of the Administration Schedule.

As you record information on this page, press the **Tab** key to easily move from one field to the next.

Double-check all of your numbers, then go to the next session's Administration Schedule (if there were two or more in the school) and enter the information for that session.

If a makeup session was not required, there will be no makeup fields to complete. As shown above, the system will notify you that the makeup was not needed after you have entered all session data and clicked the Save button so that it can calculate the percentage.

If a makeup session was required, the system will display one line of fields for each session type.

Original Session Information												
Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
LT0901		2/13/2008	9:00	32	0	32	1	0	31	5	0	26
LT0902		2/13/2008	9:00	30	0	30	0	0	30	5	0	25

Make-up Sessions					Notice:	
Session Subject	Percent Assessed In Original	Assessed In Makeup	Makeup Date	Makeup Code	Total Assessed	
LT09	84%		None	No Makeup Code	51	Changes made to session dates on this page will not be reflected on the General tab page.  Assessment Complete?: Not Answered

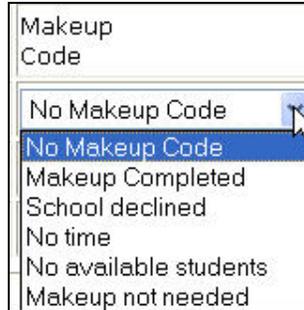
Post Assessment tab – Makeup Needed

Enter the date of the makeup session, the appropriate make up code (see below), and the number of students who were assessed in the makeup session.

Makeup sessions should be held when necessary, but occasionally they cannot be held. If a makeup was required in a school based on the attendance in the original sessions, select from among the codes in the drop-down list to explain the status of the makeup session.

### 3.7.1 Makeup Codes

Click on the down-arrow button to reveal the makeup codes.



<b>MAKEUP CODE</b>	<b>EXPLANATION</b>
Makeup Completed	Makeup session was conducted
School Declined	The school refused to allow you to conduct the makeup session.
No Time	There was no time left in the field period to conduct the makeup session. (You should only apply this code after discussion the situation with your supervisor.
No available students	No students were available for the makeup session since all absent students were refusals or otherwise unavailable to attend a makeup session.
Makeup not needed	A make up session was not needed in this school.

After recording information in the session screen, double-check your entries.

If there are blank cells, the data entered will be saved, but no calculations will be performed. Every cell must have at least a zero recorded before the calculations are preformed.

You should record session information within 24 hours of completing the assessments in a school.

NOTE: Changes made to the session assessment date(s) on the tab will not be reflected on the General tab since the dates are specific to each session on this page.

### 3.7.2 Assessment Complete Indicator

After all of the sessions in a school are complete (including all make-up sessions, if required) and all summary data have been entered in the SCS, you should click on the **Assessment Complete** button and change the answer from “Not Answered” to “Yes.”

If you attempt to change the answer to the Assessment Complete question, and the school is not cooperating and/or the summary data have not been entered, the following error message will be displayed:

Note: You cannot indicate that the assessment is complete in a school unless:  
School Status = Cooperating AND the school has been sampled AND  
“Original sample” for all sessions in the school is greater than zero.

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

### 3.7.3 NAEPQC Procedures

As noted in your supervisor manual, it is our goal that all student demographic data on the Administration Schedules be as complete and accurate as possible. Throughout the field period, Westat will send e-mail messages to supervisors with copies to their field managers identifying schools in which there are missing demographic data or questions about the student demographic data. This section discusses the procedures supervisors will follow for assuring complete and accurate student demographic data and responding to these e-mail messages.

As assessment materials are received at Pearson, the Administration Schedules are scanned and files containing the data from the Administration Schedules are sent to Westat twice a week. Westat will check the student demographic data in these files. If there are any issues with the data, the procedures that will be followed are outlined below. These have changed somewhat from NAEP 2007.

- An email message is sent from NAEPQC mailbox to supervisor (cc to FM)
- Supervisor
  - prints out the message which contains specific information about the issue
  - locates missing information or obtains correct data, if necessary

- records information on the printed out email message or locates Administration Schedule(s) with the needed information
- goes to the Post Assessment tab for the school in the SCS and clicks on the link for the issue in the new NAEPQC section of this tab
- updates the information to resolve the issue
- verifies the data against data from Pearson

Details for these procedures are explained in detail throughout this section.

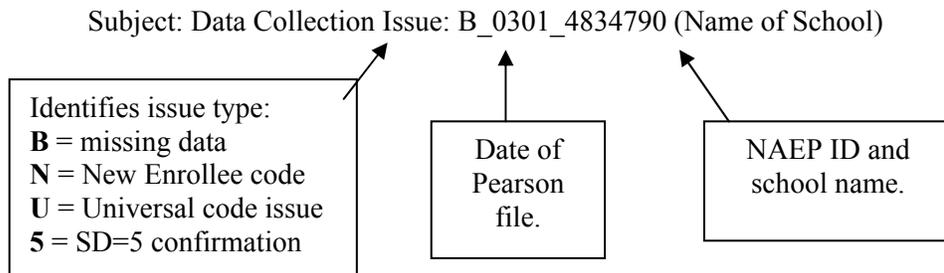
As in the past, if any of the following issues are noted, the data cannot be processed until they are resolved.

- Missing student demographic data,
- No students coded “2” (“No”) for new enrollee status, and
- Some, but not all students coded (“universal” codes):
  - “4” for school lunch (“School does not participate in NSLP”)
  - “5” for school lunch (“School refused”)
  - “7” for race/ethnicity (“School does not collect this information”).
- Confirmation that field manager approval was obtained to use the code SD = 5

A brief word about the “Universal” codes is in order. Most of the demographic codes used in NAEP can vary from student to student. For example, there are 6 codes (numbered from 1 to 6) available for identifying a student’s race/ethnicity. Generally, every student is coded with one of these codes, but if a student’s race/ethnicity is not available for some reason, it is permissible to use code 9-“Information unavailable.”

However, there are situations in which the same code should be used for every student. For example, if a school does not participate in the National School Lunch Program, every selected student will be coded 4-“School does not participate.” Likewise, if a school refuses to provide school lunch information, every student will be coded 5-“School refused.” If, on the other hand, the school can provide the information for all but one student, that student should be coded 9-“Information unavailable” and not “school refused.” If only one student is coded 5 for NSLP, an issue will be sent to the supervisor so that the code can be corrected.

Issues regarding the student demographic data will generate e-mail messages that will be sent to the appropriate supervisors. Copies will be sent to field managers. The e-mail messages will specify what the data issue is (see next page). The subject of the e-mail will be in the following format:



One message will be sent for each school and for each issue with the data. The message will identify the type of issue and display the data in question in the email message rather than in an attached file.

Since the NAEP field period is very short, it is important that any issues regarding missing or questionable data are resolved as quickly as possible. The e-mail message will remind you that a reply is expected within 48 hours (hopefully with the issue resolved).

You should not send any School Folders to your field manager until he/she says to send the completed folders. You may need to consult with the information in the School Folder regarding the demographic data.

Print out the email message. Obtain whatever information is necessary to resolve the issue and either record it in the matrix on the message or have the have the information from the appropriate Administration Schedule(s) available.

## Sample NAEPQC E-Mail Message

From: NAEPQC  
 Sent: November 22, 2007 9:16 AM  
 To: [SUPERVISOR NAME]  
 Cc: [FIELD MANAGER]  
 Subject: FT Data Collection Issue: B\_702\_9920035 (Charles E Smith Sc)

Dear [SUPERVISOR NAME]:

This is a computer-generated email resulting from data quality checks that have been conducted on Administration Schedule data received at Pearson. The table below shows the issue with this school's student demographic data.

The data are received from Pearson twice a week. Individual email messages are sent regarding each school for which there is an issue with the student demographic data. You may receive more than one issue per school. Be sure to respond to each issue in the SCS.

There are four types of NAEPQC issues that may be generated. The issue ID, found in the subject of the email message, begins with a letter or number. The letter/number stands for the type of issue:

- B = missing student demographic data.
- N = incorrectly used New Enrollee code(s).
- U = incorrectly used Universal codes(s) for School Lunch or Race/Ethnicity.
- 5 = request for confirmation of field manager approval of SD code 5

To respond to the issue in this message:

STEP 1. Print out this email message since it contains specific information about the issue.

STEP 2. Record the information on the print out of this message, or have the information from the appropriate Administration Schedule(s) available to complete step 3.

STEP 3. Within 48 hours, go to the Post Assessment tab in the SCS for this school, click on the Edit button for this issue, and update the data to resolve the issue. If you cannot resolve the issue right away, note this in the Comments area and return when you can resolve the issue and continue. If it is not possible to obtain the necessary information, this should be noted in the Comments area.

STEP 4. To complete the procedure, verify the student demographic data you have updated.

For further information on the procedures for the NAEPQC section of the SCS, see Chapter 3 of your SCS User Guide.

If you have any questions, contact your field manager.

Thank you for your diligence.

NAEPQC.

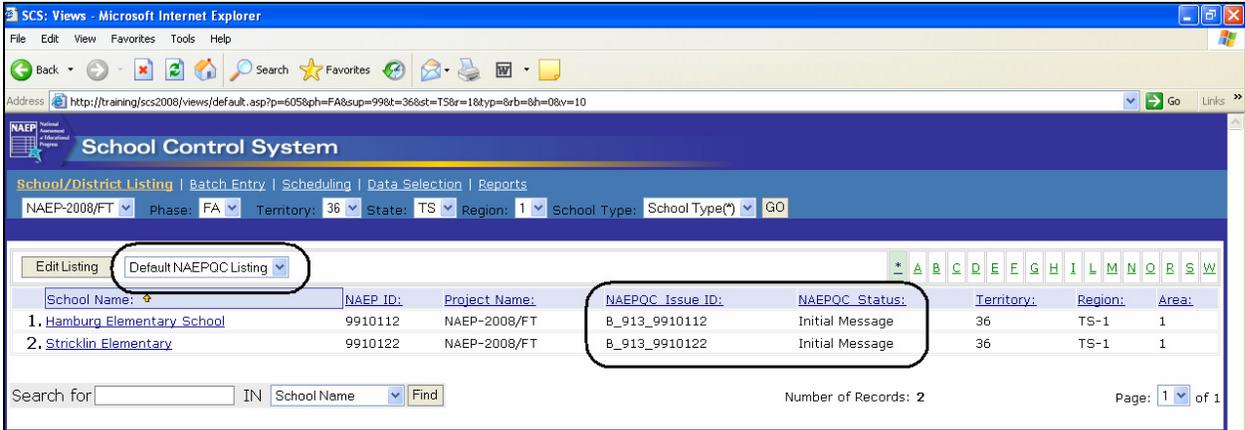
---

Project: FT School: (Charles E Smith Sc); ID: 9920035; Territory: 10; Region: TS-1; Area: 1

Session ID: FT0801

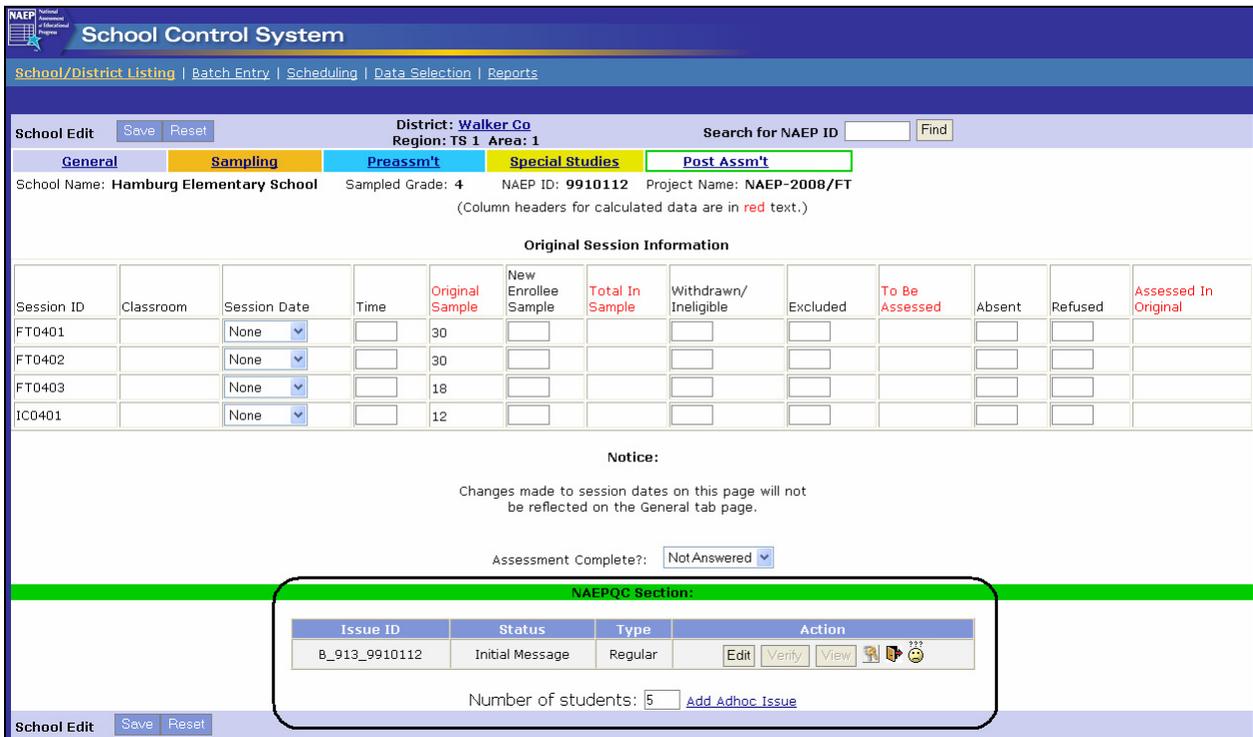
"D"	"N"	"E"	"E"	"F"	"G"	"H"	"I/J"	"K/L"	"M"	"P"	"Q"
Line#	Booklet ID#	Month	Year	Sex	Race /Eth	School Lunch	SD	ELL	New Enrollee	Accom. Code	Admin.Code
1	0000031986	2	1994	1	3		4	2	2	4	10
2	0000031987	3	1994	2	2		4	2	2	4	10
3	0000031988	4	1994	1	1		4	2	2	4	10

A new default listing has been created for the SCS, School/District Listing page as shown below. By selecting Default NAEPQC Listing, you will see the list of your schools with issues and the current status of each issue that has been sent to you.



SCS School/District Listing of Default NAEPQC Issues

Go to the school's Post Assessment tab in the SCS and scroll down to the new section as shown in the "screen shot" on the next page.



SCS Post Assessment tab, NAEPQC Section

Each issue will be identified with its ID, Status, and Type. The status codes show you, and other users, the current status of that issue. The codes are:

<b>Status Codes</b>	<b>Explanation</b>
Initial message	New issue for this school has been created and an email message sent to the supervisor. The supervisor has not looked at the issue in the SCS.
In progress	The data have been changed (at least some missing data filled in; or some incorrectly used universal code has been changed) or a comment has been entered, but the data have not been verified as correct by the supervisor.
Data Entry Completed	All missing or incorrectly used data have been changed, but data have not been verified as correct by the supervisor.
Data Entry Verified	The supervisor has verified that the data are correct.

“Type” refers to whether the issue is an issue sent out to you from NAEPQC (a “Regular” issue), or one that you have submitted (an “Ad hoc” issue).

The “Action” column contains 3 buttons and 3 icons. Only one of the buttons will be active at a time. The active button indicates the option available for that issue.

**Edit** – takes you to the “Edit” page for viewing and correcting the data as necessary.

**Verify** – takes you to the “Verification” page so you can compare your corrections to the Pearson data scanned from the Administration Schedule.

**View** – allows you to look at the data again after you have verified the issue.

Clicking the Edit button in the “Action” column takes you to the Edit page shown below for a “B” issue. To display the Directions, we have clicked on the plus sign which you will see at the left of the first line of text.