

NAEP QC (Regular) - Microsoft Internet Explorer

### DIRECTIONS FOR PROVIDING MISSING DATA

[-] - Click the minus to hide these directions. Click the plus to see the directions.  
 For the school and Session ID below, student demographic data are missing from that school's Administration Schedule(s). Missing data are in blank cells. Do not attempt to change any other data.

Identify as much of the missing data as possible. Enter the data in the blank cells by clicking in them with your mouse and typing the data. Tab across the line from cell to cell as necessary.

If you are unable to locate all of the missing information, please tell us why in the comments area at the bottom of this form. Click the 'Add' button above the Comments field to add a new comment.

School: Hamburg Elementary School; ID: 9910112; Territory: 36; Region: 1; Area: 1  
 Session ID: FT0401

"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	1000026991	05	2000	2	1	<input type="checkbox"/>	2	2	2		10
2	1000026992	01	2000	2	2	<input type="checkbox"/>	2	2	2		10
3	1000026993	11	2000	1	3	<input type="checkbox"/>	2	1	2		10
4	1000026994	10	2000	1	2	<input type="checkbox"/>	2	2	2		10
5	1000026995	07	2000	2	1	<input type="checkbox"/>	2	2	2		10
6	1000026996	08	2000	2	3	<input type="checkbox"/>	2	1	2		10
7	1000026997	01	2000	1	1	<input type="checkbox"/>	1	2	2		10

Comments: (No more than 4000 Characters.) Add

Local intranet

### NAEPQC Regular Issue Edit Page

On the Edit page, a matrix similar to the Administration Schedule (and the matrix in the email message) displays the cell(s) at issue. For “B” issues, the blank cells are the only ones you will have access to. Click in the first cell and update the data. If there is more than one cell in question, pressing the Tab key will take you to the next blank cell. In some situations, it will be necessary for you to scroll down to see more sessions in which there are data issues in the school. Continue until you have updated each cell in the issue.

After you have entered and double checked the data, choose the appropriate button at the bottom of the screen:

- “Save, not complete” Use this button if you have only some of the data or you need to leave the system before completing your data entry/corrections. You may return to this page later. This option will save the changes you have made and take you back to the school’s Post Assessment tab.

”Save, completed”	Use this button if you have resolved the issue and double checked your work and want to move to the Verify page so you can verify that the data are correct. This option will save the changes you have made and take you back to the school’s Post Assessment tab.
“Cancel”	Use this button before clicking on either Save button if you discover that you have chosen the wrong school, have the wrong data, or for some other reason need to cancel all data entry you have made for this school. This option will cancel all of your changes and take you back to the school’s Post Assessment tab.

After selecting the “Save, completed” button, click on the “Verify” button on the Post Assessment tab to see the “Verification” page shown on the next page.

If the school coordinator cannot give you the information right away or if you cannot get in touch with the school coordinator immediately, click on the “Add” comments button and explain when you expect to resolve the issue. This will notify NAEPQC and your field manager that you have seen the issue and are working on it.

Your information will be shown on this page compared to the data received from Pearson. This will allow you to make one more check of your data.

NAEP QC - Microsoft Internet Explorer

### DATA VERIFICATION

School: Hamburg Elementary School; ID: 9910112; Territory: 36; Region: 1; Area: 1

Session ID: LT1301

"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	1000026991	05	2000	2	1	1	2	2	2		10
		05	2000	2	1		2	2	2		10
2	1000026992	01	2000	2	2	1	2	2	2		10
		01	2000	2	2		2	2	2		10
3	1000026993	11	2000	1	3	1	2	1	2		10
		11	2000	1	3		2	1	2		10
4	1000026994	10	2000	1	2	1	2	2	2		10
		10	2000	1	2		2	2	2		10
5	1000026995	07	2000	2	1	1	2	2	2		10
		07	2000	2	1		2	2	2		10
6	1000026996	08	2000	2	3	1	2	1	2		10
		08	2000	2	3		2	1	2		10
7	1000026997	01	2000	1	1	1	1	2	2		10
		01	2000	1	1		1	2	2		10
8	1000026998	09	2000	2	2	1	2	2	2		10
		09	2000	2	2		2	2	2		10
9	1000026999	09	2000	1	2	1	2	2	2		10
		09	2000	1	2		2	2	2		10
10	1000027000	10	2000	1	1	1	2	2	2		10
		10	2000	1	1		2	2	2		10

White Line(Top) = Updated Data.  
Yellow Line(Bottom) = Original Data.

**Thank You. NAEP QC**

Done Local intranet

#### Data Verification Page

Your corrected data are shown in the row with the Administration Schedule line number and booklet ID. Immediately under that row of data, you will see the Pearson data (“original data”) highlighted in yellow (though it is not a strong yellow).

There are three buttons available on the Verify page.

- “Verify”      Selecting this button certifies that you have verified the corrections to the data in question. When the page closes, you are taken back to the school’s Post Assessment tab.
- “Edit”        If you use this button, you will be taken back to the Edit page to correct any mistakes you may have made.

“Cancel” Use this button if you need to leave the issue and return later to complete your verification. This will take you to the school’s Post Assessment tab. When you return, select the “Verify” button in the “Action” column on the Post Assessment tab.

The 3 Action icons allow users to change the status of issues as necessary. The icons are shown in the table below.

Icon	Available for issue type	Conditions necessary for this icon to be active	Users who have access to icon
 “In Progress”	Regular	Current status = “Initial Message”	All user types
 “No Action Necessary”	Ad hoc	Current status = “Initial Message” or “In progress”	All user types
 “Final Closed Unresolved”	Regular	Any status except “Data Entry Verified”	Home office, only

### Ad Hoc Issues

Ad hoc issues are initiated by supervisors. They are notices of changes to data sent to Pearson on Administration Schedules including:

- student demographic data, and
- Administration Codes.

Ad hoc issues are submitted through the new NAEPQC section of the SCS. **Do not contact Pearson** about any issues regarding data on Administration Schedules, including changes to the summary box at the top of the Administration Schedules.

The Post Assessment tab has a link available in the NAEPQC Section for Ad hoc issues. The default is to provide 5 rows in which you can enter student information that needs to be changed. If only one line is needed for one student, you can change the “Number of Students” to a “1.”

**School Control System**

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

School Edit Save Reset District: **Harmony Grove School District** Search for NAEP ID  Find  
 Region: TS 1 Area: 1

General Sampling Preassm't Special Studies Post Assm't

School Name: **Dr Carl E Troutt School** Sampled Grade: 4 NAEP ID: 9910152 Project Name: NAEP-2008/FT  
 (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
FT0401		None		30								
FT0402		None		30								
FT0403		None		12								

**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

Number of students: 5 [Add Adhoc Issue](#)

School Edit Save Reset

NAEPQC Section Link to Creating Ad hoc Issue

“No Issue Found” indicates that no issue has been created by NAEPQC.

The Ad hoc data entry page will look similar to the other data entry pages. Session ID, Administration Schedule line number, and student assessment booklet number are required for each student record that needs to be changed.

**Other than session ID, line number, and booklet ID, the only data you should enter are the data that need to be changed.**

NAEP QC - Microsoft Internet Explorer

### DIRECTIONS FOR PROVIDING CORRECTIONS TO DATA ALREADY SUBMITTED

If more lines are needed for this school, enter the number of additional lines in the box and click 'Add Additional Lines.'

In the lines below, record the session ID, line number, and booklet ID for the data to be updated. These are required for each line of student data to be updated. Enter only corrected data in the remaining columns (F - P).

Click the Save button when you have entered and double checked the data to be changed.

NAEP-2008/FT School: Dr Carl E Troutt School; ID: 9910152; Territory: 36; Region: 1; Area: 1

Add Additional Lines Record Edited

	"D"	"N"	"E"	"E"	"F"	"G"	"H"	"I/J"	"K/L"	"M"	"P"	"Q"
SESS ID	Line #	Booklet ID	Month	Year	Sex	Race/ Eth	School Lunch	SD	ELL	New Enrollee	Accom Code	Admin Code
FT0803	3	9230987654					1					

Comments: (No more than 4000 Characters.) Add

Thank You. NAEP QC

Done Local Intranet

#### Ad hoc Data Entry Page

After entering the data that need to be changed, you will be able to compare the information for that student if Westat has received the scanned Administration Schedule data from Pearson for that school. If the data have not been received, the Verify button will not be active.

When the Administration Schedule data have been received for this school from Pearson, you can proceed with verifying the data in the same way as the regular NAEPQC issues. In the example below, one student's school lunch data needed to be changed from a 3 to a 1.

NAEP QC - Microsoft Internet Explorer

### DATA VERIFICATION

School: Atlantic High School; ID: 1230630; Territory: 10; Region: 1; Area: 1  
 Session ID: LT1211

"D"	"O"	"F"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"Q"	"R"
Line #	Booklet ID	Month	Year	Sex	Race/Eth	School Lunch	SD	Final SD	ELL	Final ELL	New Enrollee	Accom Code	Admin Code
12	1231231456						1						
		01	1990	1	1	3	1		1		2		11

White Line(Top) = Updated Data.  
 Yellow Line(Bottom) = Original Data.

**Thank You. NAEP QC**

#### Ad hoc Data Verification Page

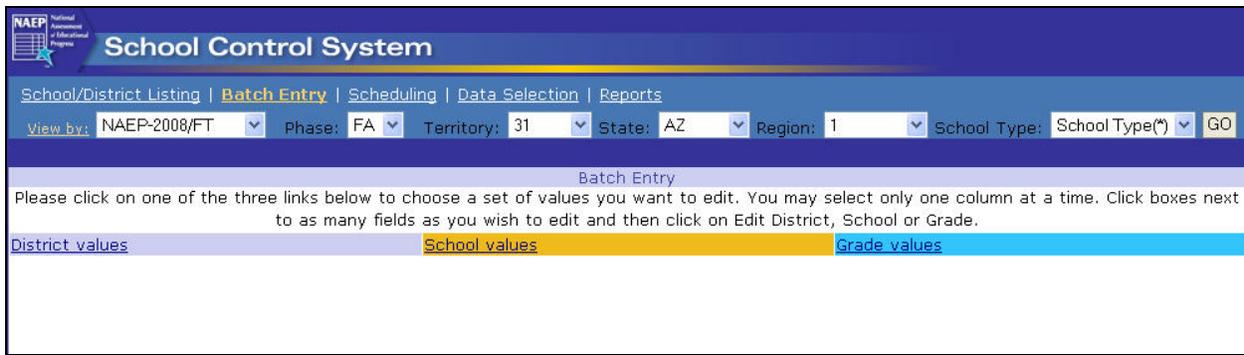
After you have checked your Ad hoc issue data against the Pearson data it may be necessary for you to withdraw your issue. Occasionally, the data change will already have been made. In that case, use the “No Action Necessary” icon on the NAEPQC Section of the Post Assessment tab to change the status of your Ad hoc issue.

## 4. MAKING BATCH ENTRIES

### 4.1 Overview

This option allows you to make a “batch” of similar entries by working down a list of schools. This can be a time-saver, because it eliminates the need for calling up individual school screens.

Batch entries can be made to update district information, school information, or schools’ grade information.



The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with the following links: 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below the navigation bar, there are several dropdown menus for filtering: 'View by:' (set to 'NAEP-2008/FT'), 'Phase:' (set to 'FA'), 'Territory:' (set to '31'), 'State:' (set to 'AZ'), 'Region:' (set to '1'), and 'School Type:' (set to 'School Type(\*)'). A 'GO' button is located to the right of these filters. Below the filters, there is a section titled 'Batch Entry' with the following text: 'Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.' Below this text, there are three links: 'District values' (highlighted in blue), 'School values' (highlighted in yellow), and 'Grade values' (highlighted in light blue).

### Batch Entry

To use this option, first determine which of the three sets of data you will be updating – district, school, or grade – and click on the appropriate link to see the list of available fields. Then, within that column, select which field or fields you need to update. To select multiple fields to update, click in the boxes for the two or more field labels. Don’t select District Name or School Name unless you need to make changes to these fields. The district and school names always will be displayed by default (depending on the list that you are working with).

To explain how to use this option, we will walk through the steps updating status codes (section 4.2), multiple fields (section 4.3), and multiple schools (section 4.4).

### 4.2 Using Batch Entry to Update Status Codes

We will walk through the steps you will follow to update status codes for several schools.

**Step 1.** Select the set of data and the value or field to be changed or updated.

In this example, we clicked on Grade Values to reveal the values and selected the Status value by clicking in the box. Then, click on the **Edit Grade** button.

The screenshot shows the 'School Control System' interface. At the top, there is a navigation bar with links for 'School/District Listing', 'Batch Entry', 'Scheduling', 'Data Selection', and 'Reports'. Below this is a search and filter section with dropdown menus for 'View by:' (set to NAEP-2008/FT), 'Phase:' (FA), 'Territory:' (31), 'State:' (AZ), 'Region:' (1), and 'School Type:' (School Type(\*)). A 'GO' button is also present. The main content area is titled 'Batch Entry' and contains instructions: 'Please click on one of the three links below to choose a set of values you want to edit. You may select only one column at a time. Click boxes next to as many fields as you wish to edit and then click on Edit District, School or Grade.' There are three tabs: 'District values', 'School values', and 'Grade values'. The 'Grade values' tab is active. Below the tabs, there is a section titled 'Select variables to edit:' with two 'Edit Grade' and 'Clear' buttons. A list of variables follows, each with a checkbox. The 'Status' checkbox is checked. Other variables include 'Charter School', 'Preassessment Visit Date/Time', 'Scheduled Assessment Date/Time', 'Actual Enrollment', 'Sampling Date', 'Completed New School Check', 'SLF Receipt Date', 'Calendar', 'Sch Notified Parents', 'Date Parent Letter Sent', 'How Letter Sent', 'Parent Letter Sent to', 'Date NAEP Rep Recvd Prnt Ltr.', 'School Using NCES Parent Letter', 'State Provided Its Version Of Parent Letter to Schools', 'Date State Sent Parent Letter to School', 'Date State Coordinator Discussed Parent Notification w/ School', 'NSC Confirms that School Has Sent Letter', 'School Packet Sent Date', and 'Teacher Information'. At the bottom of the form, there is a footer: 'If you have any questions or comments please contact the [Help Desk](#).'

### Selecting Status Code to Update

**Step 2.** Locate the school(s) to be updated.

A sample of the sort by district (the default) is shown below.

**NAEP National Assessment of Educational Progress**

**School Control System**

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

School Name: \* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z School

Sort By: District/School [Next Page >>](#)

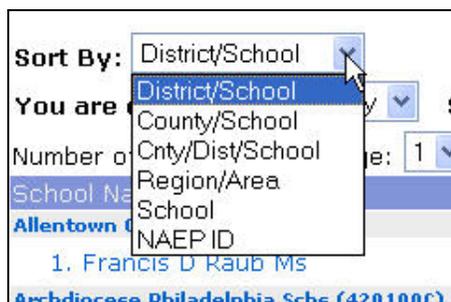
You are editing Grade: Any Status: Any

Number of Records: 25 Page: 1 of 2 Page Size: 20 [Save Page](#) [Reset Page](#)

School Name:	School ID:	Status Code:
<b>Az Non-Public Non-Catholic Schools (04PPPPP)</b>		
1. Berean Christian Academy	0430157	Pending
2. Blue Hills Academy	0420297	Other ineligible
3. Blue Hills Academy	0430167	Pending
4. Cornerstone Christian Academy	0420287	Pending
5. Montezuma School	0430147	Cooperating
6. Verde Valley Christian School	0410147	Pending
<b>Bagdad Unified District (0401000)</b>		
7. Bagdad High School	0420332	Cooperating
8. David C Lincoln School	0410172	Pending
<b>Camp Verde Unified District (0401600)</b>		
9. Camp Verde High School	0430202	Pending
<b>Canon Elementary District (0401650)</b>		
10. Canon School	0420342	Pending
<b>Center For Creative Education, Inc (0400328)</b>		

### Batch Entry Updating Status Codes

All schools within the region will be displayed sorted by district/diocese. However, you can change the way the list is sorted by picking on of the Sort By options.



The sort order can be changed to:

- Schools by county and school,
- Schools by their county and district/diocese,
- Schools by their geographical NAEP region and area,
- Alpha sort by school name, or
- Schools by their NAEP ID.

The list also can be subset to only one grade level and also subset to one of the status codes.

If you want to search for schools beginning with the same letter, use the alpha tabs at the top of the screen.

**Step 3.** Change or Update the value.

Click on the **Down Arrow** button next to the “Status Code” field for the school, and select the correct status code. As an alternative, with the status field highlighted, if you type the first letter of the status you want entered, the system will display the entire code. Press the **Tab** key to move to the next school.

**NOTE:** After you have updated information on one screen or page, you must click on the Save Page button before going to the next page of listings or returning to the main Batch Entry screen. If you do not, your changes will NOT be saved.

#### **4.3 Using Batch Entry to Update Multiple Fields**

If you want to select more than one field to update, you can do so, but only within one of the lists – district, school, or grade. You cannot select one value from the school list and one from the grade list.

All of the data entry fields for each of the district and school contact persons are available for updating through the Batch Entry process. If you want to have access to all of the fields for one of these positions – superintendent, for example – the first entry should be selected. For the superintendent this would be “Superintendent Information (All)” in which case all of the fields listed under this entry would be displayed for each of the districts.

To manually select more than one field, click in the box for each value to be selected. In the example below, we have selected two values in the school files to update – status code and actual grade enrollment.