

C. The Session Scripts

Session scripts are used to administer each assessment in a standardized manner.

Regular Scripts

This year, there are 12 different scripts for regular assessment sessions as indicated below.

- Grade 4 Session Script
- Grade 8 Session Script
- Grade 12 Session Script
- Grade 4 Science HOTS Session Script
- Grade 8 Science HOTS Session Script
- Grade 12 Science HOTS Session Script
- Grade 4 Science HOTS/SICT Session Script
- Grade 8 Science HOTS/SICT Session Script
- Grade 12 Science HOTS/SICT Session Script
- Grade 4 SICT/Science HOTS Session Script
- Grade 8 SICT/Science HOTS Session Script
- Grade 12 SICT/Science HOTS Session Script

NOTE: The SICT scripts will be built into the student's computer program.

There are differences from script to script in wording, procedures, and the materials required. The procedure for using the session script to conduct regular sessions is presented in chapter 5.

12th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FT12 SESSION SCRIPT: GRADE 12

8th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FT08 SESSION SCRIPT: GRADE 8

4th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FT04 SESSION SCRIPT: GRADE 4

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a test called NAEP, also known as The Nation's Report Card. NAEP is a way to show what students like you—from all around the country—know and can do in different subjects. You and your school were especially chosen to represent other fourth-graders and schools across the United States.

Here are some things to remember when you take NAEP: the test takes about 90 minutes and not everyone takes the same test; some of you will be answering questions in reading, math, or science. You will also see some questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other students across the United States. Because your responses help our country's leaders and teachers find out what students your age are learning, it is very important that you try your very best.

Distribute Materials (Choose A or B)

A: Booklets and Materials Not Previously Distributed
(30 students or less)

Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.

- Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.
- Record a "V" or an "A" in the "ATTENDANCE" column of the Administration Schedule.
- Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label.

SESSION SCRIPTS — FT 1.1

12th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST HOTs/HOTs SH12 SESSION SCRIPT: GRADE 12

8th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST HOTs/HOTs SH08 SESSION SCRIPT: GRADE 8

4th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST HOTs/HOTs SH04 SESSION SCRIPT: GRADE 4

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a test called NAEP, also known as The Nation's Report Card. NAEP is a way to show what students like you—from all around the country—know and can do in different subjects. You and your school were especially chosen to represent other fourth-graders and schools across the United States.

Here are some things to remember when you take NAEP: the test takes about 90 minutes in which you will complete two science experiments. Not everyone will complete the same experiment. You will also see some questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other students across the United States. Because your responses help our country's leaders and teachers find out what students your age are learning, it is very important that you try your very best.

Distribute Materials

Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.

- Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.
- Record a "V" or an "A" in the "ATTENDANCE" column of the Administration Schedule.
- Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label.

SESSION SCRIPTS — FT 1.1

12th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST HOTs/SICT C112 SESSION SCRIPT: GRADE 12

8th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST HOTs/SICT C108 SESSION SCRIPT: GRADE 8

4th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST HOTs/SICT C104 SESSION SCRIPT: GRADE 4

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a test called NAEP, also known as The Nation's Report Card. NAEP is a way to show what students like you—from all around the country—know and can do in different subjects. You and your school were especially chosen to represent other fourth-graders and schools across the United States.

Here are some things to remember when you take NAEP: the test takes about 90 minutes and not everyone takes the same test. The test consists of four sections. In the first section, you will be completing a science experiment in this room. In the second section, you will be completing a science task in the computer lab. In the third and fourth sections, you will be answering some questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other students across the United States. Because your responses help our country's leaders and teachers find out what students your age are learning, it is very important that you try your very best.

Distribute Materials

Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.

- Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.
- Record a "V" or an "A" in the "ATTENDANCE" column of the Administration Schedule.
- Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label.

SESSION SCRIPTS — FT 1.1

12th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST SICT/HOTs C212 SESSION SCRIPT: GRADE 12

8th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST SICT/HOTs C208 SESSION SCRIPT: GRADE 8

4th 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
FIELD TEST SICT/HOTs C204 SESSION SCRIPT: GRADE 4

Introduction

We are now ready to continue with the test. In this section you will complete a science experiment. Not everyone will complete the same experiment. You will also see some questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other students across the United States. Because your responses help our country's leaders and teachers find out what students your age are learning, it is very important that you try your very best.

Distribute Materials

Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.

- Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.
- Record a "V" or an "A" in the "ATTENDANCE" column of the Administration Schedule.
- Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label.

SESSION SCRIPTS — FT 1.1

Accommodation Scripts

Accommodation scripts must be used to administer separate accommodation sessions. These scripts have been developed to meet the specific needs of the students who are being accommodated. Some sections of the scripts have been shortened or simplified, and the timing of the sections is less stringent. Each accommodation script is listed below.

- Grade 4 Accommodation Session Script
- Grade 8 Accommodation Session Script
- Grade 12 Accommodation Session Script

The procedure for conducting separate accommodation sessions is provided in chapter 6.

The image displays three overlapping copies of NAEP Field Test Session Scripts for different grade levels. Each script includes an introduction, instructions for small sessions, and additional materials. The scripts are for Grade 12, Grade 8, and Grade 4 accommodations.

Grade 12 Script: 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS. FIELD TEST SESSION SCRIPT: GRADE 12 ACCOMMODATION. Introduction: For small sessions, place the booklet and NAEP pencils on the desks prior to the session. Remove ancillaries from the booklet and place them on an upper corner of the desk. When all students have arrived, collect all unused booklets and materials. Remove student labels from the booklets of the students in attendance and place them on the desks above the booklets.

Grade 8 Script: 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS. FIELD TEST SESSION SCRIPT: GRADE 8 ACCOMMODATION. Introduction: For small sessions, place the booklets and NAEP pencils on the desks prior to the session. Remove ancillaries from the booklets and place them on an upper corner of the desk. When all students have arrived, collect all unused booklets and materials. Remove student labels from the booklets of the students in attendance and place them on the desks above the booklets.

Grade 4 Script: 2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS. FIELD TEST SESSION SCRIPT: GRADE 4 ACCOMMODATION. Introduction: For small sessions, place the booklets and NAEP pencils on the desks prior to the session. Remove ancillaries from the booklets and place them on an upper corner of the desk. When all students have arrived, collect all unused booklets and materials. Remove student labels from the booklets of the students in attendance and place them on the desks above the booklets.

Question-by-Question (QxQs) Specifications

Question-by-Question Specifications, also referred to as “QxQs” for short, are brief explanations of the intent of each question in the student background questionnaire sections of the assessment booklet, and instructions on how AAs (and any other session administrators) are required to answer certain questions from students about each questionnaire item.

General Background QxQs

QxQs for the general student background sections of the assessment are provided in the back of each session script. AAs must refer to them when helping students understand the intent of a question in the background sections.

Subject-Area Background QxQs

QxQs for the subject-area background sections of the assessment are also provided in the back of each session script. AAs must refer to them when helping students understand the intent of a question in the reading, mathematics, or science subject-area background sections.

D. Teacher Observer Letter

NAEP encourages the teacher and/or the school coordinator to remain in the classroom during the assessment to observe and assist in classroom control. In schools selected for SICT, the school computer administrator may remain in the room during the assessment to assist with the computers. NAEP has developed a Teacher Observer Letter that provides instructions to school staff observers on their role during the assessment.

Since the staff members observing the assessment sessions have access to the assessment booklets and data, there is a nondisclosure statement located at the bottom of the letter for school staff to sign. Your supervisor will provide these letters to school staff observers and collect the signed letters just prior to the assessment.

**NAEP 2008 Field Test
TEACHER OBSERVER LETTER**

We welcome you to the NAEP assessment!

The National Assessment of Educational Progress (NAEP) is often referred to as the “Nation’s Report Card.” NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students’ achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

We appreciate your assistance in NAEP!

By being present during the assessment, you will help emphasize to the students the importance of their taking their tests seriously. You have the advantage of knowing some or all of the students and the protocols of the school. The NAEP staff person may ask for your assistance in these areas.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

1. Please do not answer any questions that any of the students may ask you about his/her test.

The NAEP staff is thoroughly trained to administer the tests to students to ensure the highest level of validity of the test results. They have a script they must read to the students verbatim to maintain the consistency of the instructions to students across the nation. The NAEP staff has been directed not to answer any questions the students may ask about their test questions but to encourage the students to do the best they can. In talking to a student about his/her test, you may be inadvertently compromising the results.

2. Please do not talk to anyone during the assessment, even the NAEP staff member.

Any conversation could be disruptive to a student and may affect his/her ability to concentrate on the test.

3. Please do not look at the students’ test booklets.

The security of the test items is a very important part of NAEP. No one other than the student who is assigned a particular booklet is to read the questions. You are welcome to look over the Sample Questions Booklet which provides the background questions and examples of test questions asked in previous years. Our staff has signed a security affidavit and, since you have access to the test booklets, we ask the same of you.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

- (i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;
- (ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or
- (iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) _____
(Job Title) _____
(Date) _____

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word “swear” should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

E. Accommodation Teacher Letter

NAEP has developed an Accommodation Teacher Letter that school staff who assist or administer an accommodation session must sign. This letter provides instructions to school staff on their role during the assessment.

Since the staff members assisting or administering the assessment sessions have access to the assessment booklets and data, the Accommodation Teacher Letter also contains a nondisclosure statement. Your supervisor will provide these letters to school staff and collect the signed letters just prior to the assessment.

**NAEP 2008 FIELD TEST
ACCOMMODATION TEACHER LETTER**

We welcome you to the NAEP assessment!

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

We appreciate your assistance in NAEP!

By conducting or assisting with the assessment, you will help emphasize to the students the importance of their taking their test seriously. You have the advantage of knowing some or all of the students and the protocols of the school.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

If conducting an accommodation session, you may:

- make minor modifications to the script to shorten or simplify the introductory statements;
- encourage the student to review his/her answers upon completion of a section;
- allow students to take a break between sections when the NAEP representative indicates they can; or
- answer student questions regarding the general background section of the booklet, the booklet directions, and the recording of answers.

You may not:

- provide assistance on assessment items. (Students may seek validation on certain items; you may not indicate verbally or nonverbally your recommendations. Instead you are encouraged to remind them to answer the questions to the best of their ability.) Or,
- allow any student to use accommodations/adaptations on the assessment that are not indicated in his/her IEP or that are not normally used by the student during testing.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

- (i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others including secure assessment booklets or items, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;
- (ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or
- (iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) _____
 (Job Title) _____
 (Date) _____

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word “swear” should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

F. The Session Materials

On assessment day, your supervisor will give you the materials for each session you are assigned to conduct in the school. The session materials you receive will depend on the grade being tested and whether the session is regular or an accommodation session. A complete list of session materials for each grade 4, 8, and 12 is also provided in chapter 5.

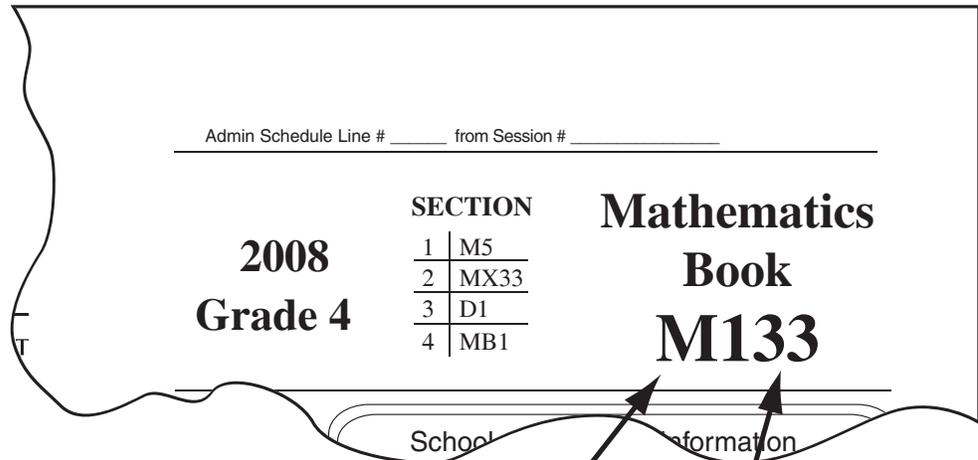
G. Assessment Booklets

The assessment booklets are used to assess the selected students. There are many different versions of assessment booklets. The cover of each booklet contains space to record the school ID number. Some booklets will also have space to write a teacher number. Each booklet cover also has a code in the upper-right corner as shown below. This code is made up of the following three components:

- a letter identifying the subject;
- a three-digit booklet version number; and
- a letter or letters identifying any additional materials, often called “ancillary materials,” the booklet requires. Only certain assessment booklets require the use of ancillary materials. The materials will vary depending on the subject and the grade being assessed. Some of these materials will be individually prepackaged in clear plastic bags. A label on the bag will tell you the name of the material inside and the code letter. Charts showing these letters and corresponding additional materials appear on the following pages.
- For Science HOTS assessments, the booklet will include the name of the task the student will work on (i.e., “Pendulum”).

You should be able to recognize the booklet codes to ensure you are distributing the correct booklets and materials for each session.

To help further distinguish the correct booklets for a session, the booklet covers are printed in different colors: grade 4 in blue ink, grade 8 in brown ink, and grade 12 in charcoal ink. SICT and Science HOTS will follow the same color scheme.



Letter Identifying Subject

Three-digit Booklet Version

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

Admin Schedule Line # _____ from Session # _____

SECTION
1 | M5
2 | MX33
3 | D1
4 | MB1

2008
Grade 4

Mathematics
Book
M133

School and Teacher Information
SCHOOL # _____ TEACHER # _____

Accom. Code (Col. P) _____ Admin. Code (Col. Q) _____

If Code 2 or 3, complete the box below.

Accommodations Offered in Regular or Separate Session (Code All That Apply)

NIA BID
 LRG EXT
 REA SMG
 ONE SCR
 OTH BRK
 MAG SSA

If Extended Time (EXT) is coded above, enter the total time used below

DO NOT USE

PLACE LABEL HERE

133 - 253661 - 9

According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0060. The time required to complete this information collection is estimated to average 100 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Government Printing Office, Washington, D.C. 20540-0001. You will receive comments or questions regarding the results of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20540-0001.

A project of the Institute of Education Sciences.
This report is submitted to the IPEDS IES, 20 U.S.C. §3010. While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will not be shared with the public.

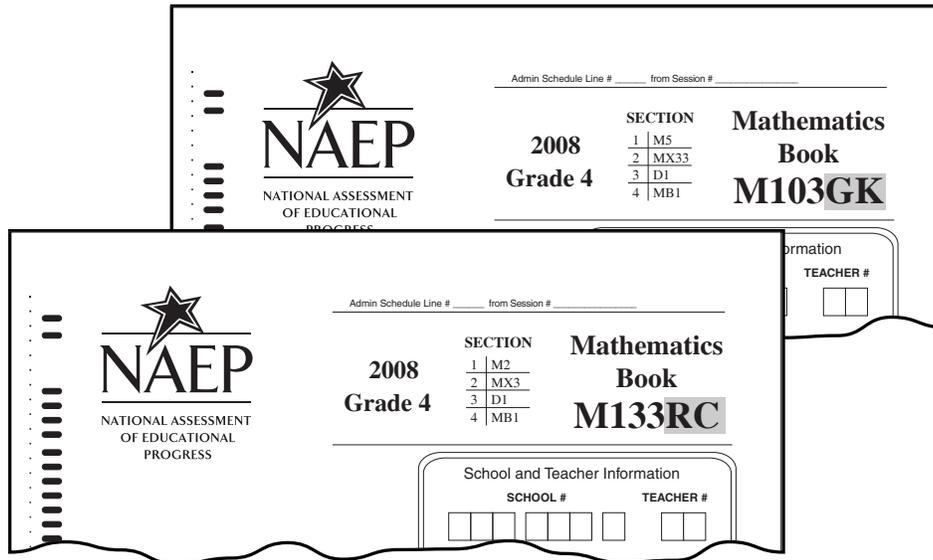
Form No. 1850-0060-Approved Edition 05/10/2010
Mark Release Form by Power NCES 05-11333X-001-00001
Printed in U.S.A.

H. The Ancillary Materials

Certain assessment booklets require the use of additional ancillary materials. The materials will vary depending on the grade to be assessed. Some of these materials will be individually prepackaged in a clear plastic bag. The charts on pages 2.19–2.21 show the ancillary materials and corresponding letter that appears on the student’s booklet cover by grade.

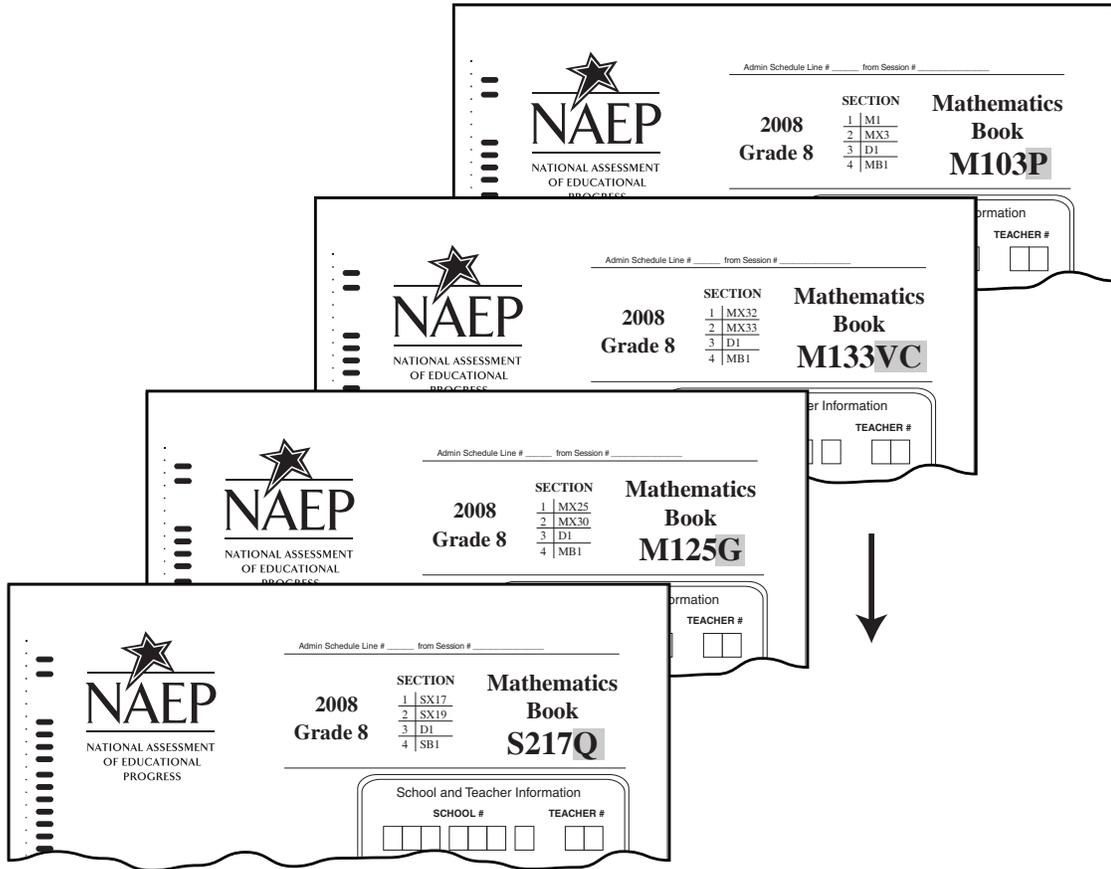
NOTE: Math ancillary “U” Reference sheet is to be inserted into all grade 12 math pilot booklets. Science ancillary “Q” periodic table is to be inserted into all grade 12 science pilot booklets.

Grade 4 Booklet Cover and Ancillary Materials



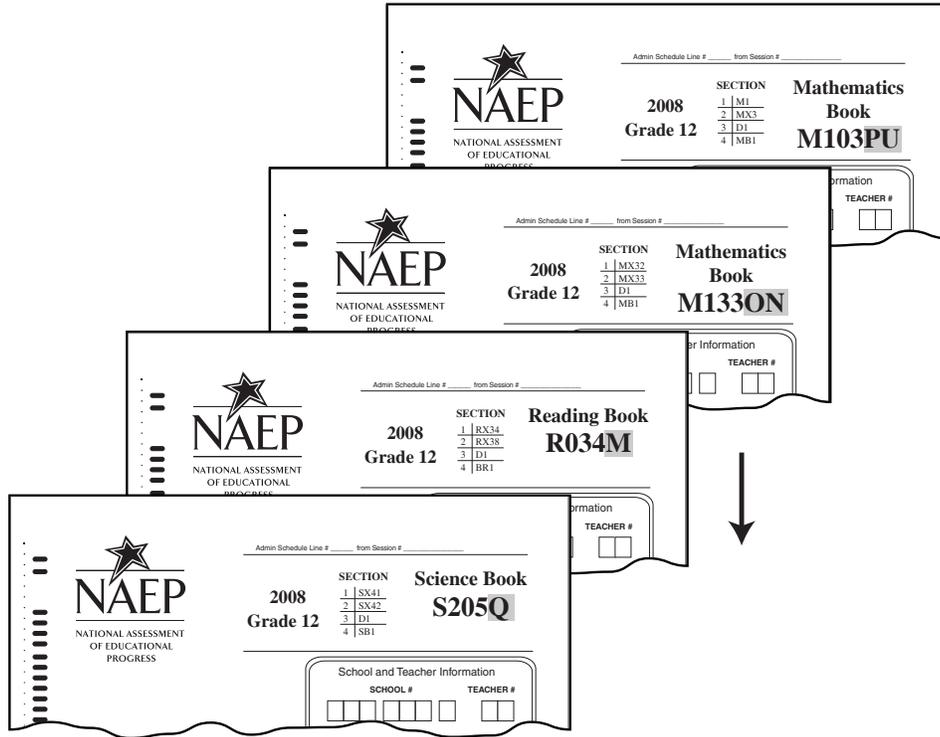
Grade 4	
Subject	Ancillary Materials
Mathematics	C = Calculator (TI-108) R = Ruler G = Manipulative Set “G” prepunched K = Manipulative Set “K” – Foam Shapes

Grade 8 Booklet Cover and Ancillary Materials



Grade 8	
Subject	Ancillary Materials
Mathematics	C = Calculator (TI-30) P = Protractor/Ruler V = Manipulative Set "V" – Box with Protractor G = Manipulative Set "G"

Grade 12 Booklet Cover and Ancillary Materials



Grade 12	
Subject	Ancillary Materials
Mathematics	C = Calculator (TI-30) N = Spinner on cardstock O = Folding card U = Reference sheet of math formulas
Reading	M = Pamphlet, "Applying for a Federal Job"
Science	Q = Periodic table of elements

I. The Science Kits

This year a subset of students selected to take the science assessment will also be asked to complete a hands-on science task using a science kit. The science kits vary by grade as shown in the table below.

Grade	Science Kit
4	Kit A – How Seeds Travel
4	Kit B – Electric Circuits
4	Kit C – Mystery Metal Bars
8	Kit D – Magnetic Fields
8	Kit E – What’s Cooking?
8	Kit F – Clues From Bones
12	Kit G – Pendulum Clock
12	Kit H – Maintaining Water Systems
12	Kit I – Plant Pigments

J. Student Appreciation Certificates

NAEP has created Student Appreciation Certificates as a way to thank each student for his/her participation. In grade 4 schools, you will hand out these certificates to the students at the conclusion of the assessment session. In most grade 8 and 12 schools, the supervisor will prepare these certificates for the school coordinator to use as appointment cards. In grade 8 and 12 schools that elect not to hand out these certificates in advance, your supervisor will give you the certificates to be distributed at the end of the session.



Students in grades 8 and 12 are encouraged to bring their own calculators for use during the assessment. There will be a preprinted message on the back of the certificate of appreciation for students selected for the mathematics assessment. Students are not permitted to use a laptop or other portable computer, cell phone, pocket organizer, device with a typewriter-style keyboard, electronic writing pad, or pen-input device.

 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS	CERTIFICATE OF APPRECIATION
	Thank you for participating in the National Assessment of Educational Progress  Peggy G. Carr, Associate Commissioner National Center for Education Statistics U.S. Department of Education http://nces.ed.gov/nationsreportcard
NAME: _____	
DATE: _____	
TIME: _____	
LOCATION: _____	
Please bring your own calculator to the NAEP assessment. You are not permitted to use a laptop or other portable computer, cell phone, pocket organizer, device with a typewriter-style keyboard, electronic writing pad, or pen-input device. If you do not have a calculator, NAEP will provide you with a calculator to use during the assessment.	

K. Session Debriefing Form

The Session Debriefing Form has been developed to gather information about the assessments in your assignment. By accurately completing this form, you will provide NAEP with documentation that the session was completed and a record of any problems you may have encountered regarding the session. Particularly with the SICT, we want to get detailed feedback about the session. If problems arise during the session, you must use this form to document exactly what happened, how it affected the performance of students in the session, and how and by whom the situation was resolved.

A Session Debriefing Form has been created for each type of session: FT, SICT, and Science HOTs. For FT accommodation and make-up sessions complete the FT form. For combination C1 and C2 sessions you will complete a SICT and Science HOTs forms. When completing the form make sure you have the correct version for the type of session you administered. Instructions for completing the forms are provided in chapter 7.

L. School Staff Questionnaires and Roster of Questionnaires

1. School Staff Questionnaires

The NAEP questionnaires are the only documents used to collect detailed background information from teachers, principals, or other school administrators. The background information is used to produce NAEP subgroup results that help put the selected students' achievement on the NAEP assessment in context. These results address the relationship between student performance on the assessment and various teacher and school factors by providing grade and subject-specific answers to questions of interest to the academic community, including:

- How do students in smaller classrooms perform as compared to students in larger classrooms?
- Do students taught by a certified teacher tend to perform better than students taught by an uncertified teacher?
- Is there a significant difference between the performance of students who have access to computers in their classroom and those who do not?

The results produced with the completed questionnaire data can be grouped into three categories: (1) school factors, (2) instructional content and practice, and (3) teacher factors.

Below are examples of the results produced with the completed questionnaire data.



Teachers' Training Related to Mathematics Achievement

Eighth-grade students whose teachers majored in mathematics or mathematics education had higher average math scores than eighth-grade students whose teachers did not.

(NAEP 2000 mathematics assessment)



Calculator Use and Student Achievement

Eighth-graders whose teachers reported daily calculator use in class scored higher on the mathematics assessment than their peers whose teachers reported less frequent calculator use.

(NAEP 2000 mathematics assessment)

If the completed questionnaires are not collected and returned, NAEP will not be able to produce these types of comprehensive results.

This year there are four types of NAEP questionnaires for school staff members:

- School Questionnaire,
- Teacher Questionnaire,
- SD Questionnaire, and
- ELL Questionnaires.

These questionnaires will be used to collect additional information for NAEP. School staff may complete the School and Teacher Questionnaires online or by hand. Online questionnaires are located on the MySchool website at www.mynaep.com or at the website printed on the questionnaire cover. When possible, remind school coordinators to encourage teachers to complete Teacher Questionnaires online. Directions for accessing the websites are printed on the cover of each questionnaire. The instructions to the school coordinator for distributing and collecting the SD and/or ELL Questionnaires are printed on the right side of the SD/ELL Rosters of Questionnaires.

The table below shows the questionnaires that will be administered in 2008.

Questionnaire Type	Grades	Subjects	Available online?
NAEP School Questionnaire	4, 8, 12	Reading, Mathematics, and Science	Yes
NAEP Teacher Questionnaire	4	Reading, Mathematics, and Science	Yes
NAEP Teacher Questionnaire	8	Reading	Yes
NAEP Teacher Questionnaire	8	Mathematics	Yes
NAEP Teacher Questionnaire	8	Science	Yes
SD Questionnaire	4, 8, 12	N/A	Yes
ELL Questionnaire	4, 8, 12	N/A	Yes

2. Roster of Questionnaires

The Roster of Questionnaires is the document that links the completed NAEP school staff questionnaires to the principals and teachers of sampled students. Therefore, it is important that the Rosters are completed correctly to ensure that questionnaire data are linked to the correct teachers and schools. If incorrect information is recorded on the Roster, the final NAEP results will not be accurate.

There are four versions of the Rosters:

- Grade 4 Roster of Questionnaires,
- Grade 8 Roster of Questionnaires,
- Grade 12 Roster of Questionnaires, and
- Grade 4 and 8 SD and/or ELL Roster of Questionnaires.

All Rosters are preprinted this year by Pearson with School Name and ID number. The front of the grade 4 and 8 Rosters contains the tracking information for the School and Teacher Questionnaires. The back of each of these Rosters also contains the tracking information for additional Teacher Questionnaires.

The front of the Grade 12 Roster contains the tracking information for the NAEP School Questionnaire. Because there are no Teacher Questionnaires at grade 12, the remainder of the Grade 12 Roster contains tracking information for SD and/or ELL Questionnaires for grade 12 students. As with the SD and ELL Roster, if the school has any SD or ELL students, the student information will be preprinted on the Grade 12 Roster by Pearson.



**2008
Field Test
SD and/or ELL Roster**

SCHOOL #: --

Page _____ of _____

SCHOOL NAME: _____

CITY/STATE: _____

This form must be completed in No. 2 pencil.

SD or ELL Questionnaire		SD or ELL Questionnaire		Returned			School Coordinator Instructions for Distributing and Collecting Questionnaires		
Distributed To (Staff Name) Student's Name	Session # / Line #	Original Student Booklet ID # (Column ID# on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Cover)			Yes		No	Not Needed
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							
		99-							

1. 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.

2. Record the name of the person at your school most knowledgeable about how each student in is tested on 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.)

3. 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.

4. Distribute the questionnaires to the appropriate teachers. Be sure to point out the date the questionnaires are to be returned to you.

5. 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.

6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the preassessment visit.