7 COMPLETING ACTIVITIES AFTER THE ASSESSMENT

Procedure 1. Account for All Materials Used

You are responsible for returning all NAEP materials to your supervisor immediately following the assessment(s) in a school. Each and every assessment booklet must be accounted for and returned to Pearson; none should be left in the school or thrown away for any reason. You are expected to use all materials properly and return them in good condition. Only by maintaining rigid control over all booklets and other materials will you protect your accountability.

Procedure 2. Complete the Administration Schedule

Your role in completing the Administration Schedule involves the following:

2A. Enter an Administration Code in Column Q.

Your first responsibility after students have been dismissed is to record an Administration Code for every student listed on the Administration Schedule who does not already have one recorded. These include assessed students (Administration Codes **10-14**) and absent students (Administration Codes **40-49**).

All Administration Codes are listed on the right side of the Administration Schedule in column **R** and are grouped according to participation status. Although you will primarily use the assessed and absent codes, all Administration Codes and the guidelines for using them are printed on the following pages for reference.

Note that this year the same Administration Codes are applied for both non-accommodated and accommodated students. Specific accommodations are recorded only on the booklet cover.

Definitions of Administration Codes Used in Column R	
Assessed Students–Original Session	
10	**In session full time.** Assessed in original session.
11	**No responses in booklet.** Student was in original session full time, but there were no responses in the booklet.
12	**In session part time.** Student left the original session and did or did not return. Specify the reason on the booklet cover.
13	**Session incomplete.** Specify the reason. Original session was interrupted and no student was able to complete the booklet (e.g., fire drill).
14	**Other, specify on cover.** Use this code for any situation that is not covered by the other Assessed in Original Session codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.
Assessed Students–Makeup Session	
20	**In session full time.** Assessed in makeup session.
21	**No responses in booklet.** Student was in makeup session full time, but there were no responses in the booklet.
22	**In session part time.** Student left the makeup session and did or did not return. Specify the reason on the booklet cover.
23	**Session incomplete.** Specify the reason. Makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).
24	**Other, specify on cover.** Use this code for any situation that is not covered by the other Assessed in Makeup Session codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.
Absent Student Codes	
40	**Temporary.** Student is temporarily not in school (less than 2 weeks) due to illness, disability, or excused absence.
41	**Long-term.** Student has been absent from school 2 weeks or more because of an illness or disability.
42	**Chronic truant.** Student attends school occasionally, if ever.
43	**Suspended.** Includes in-school suspension.
44	**In school, did not attend session.** Student was known to be in school on the day of assessment but, for example, was not released by teacher because of disruptive behavior.
45	**Accommodation scheduling problem.** School refused accommodation session due to staffing and/or scheduling issues.
46	**Parent refusal.** Parent officially notified school that he/she refused to allow student to participate in the assessment.
47	**Student refusal.** Student officially notified school or NAEP staff that he/she refused to participate in the assessment before being given an assessment booklet.
48	**Other, specify on cover.** Use this code for any absence not covered by codes **40-47**. Specify reason on booklet cover (e.g., student came to room too late after session started).
49	**Session/subject refused by school.** Entire session or certain subjects within a cooperating session were not conducted due to the refusal by the state or school.

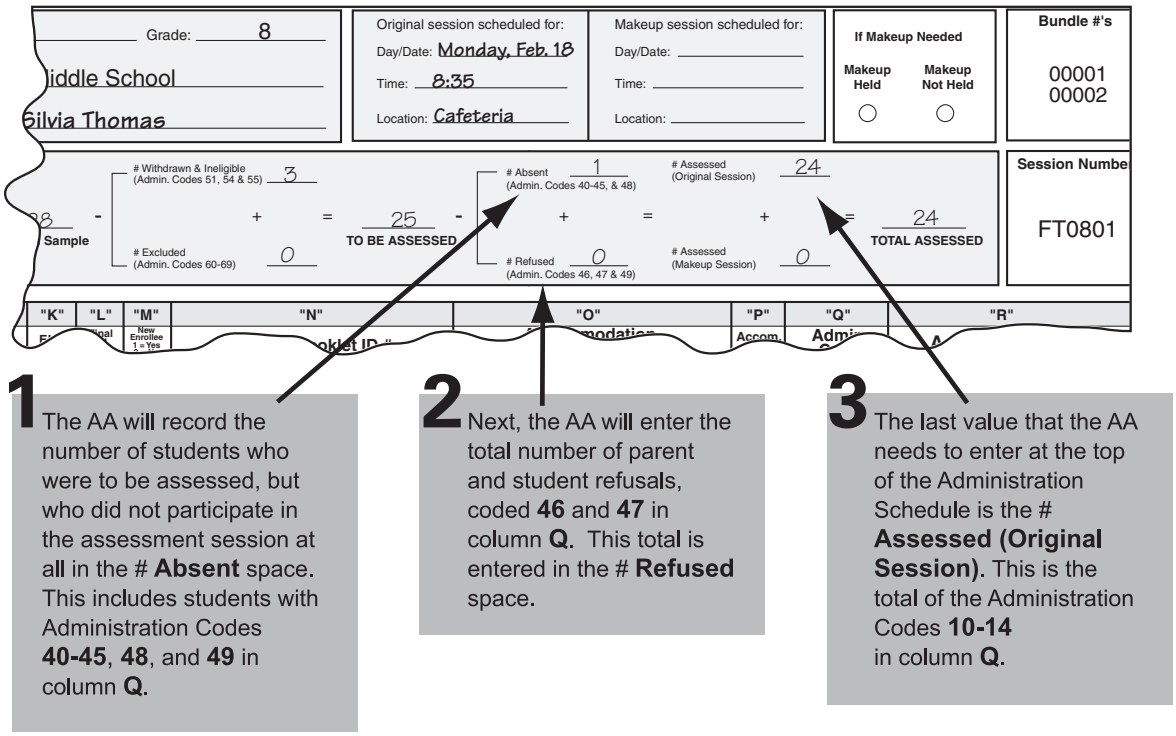
Definitions of Administration Codes Used in Column R	
Other Student Codes	
51	**Withdrawn/Graduated.** Student is no longer enrolled in the school or is expelled.
52	**Unassigned book (unused).** Use this code for any booklet not used because the booklet was not assigned to a student. If the student is assigned an accommodation booklet, the original preassigned booklet should receive this code.
54	**Ineligible, never attends campus.** Student is listed as enrolled but is not physically attending the school (e.g., home schooled or attending all classes off campus).
55	**Ineligible, other.** Student was not eligible for the assessment for any other reason (e.g., not in the grade being assessed or foreign exchange student). Explain fully on the booklet cover how you determined the student was ineligible.
56	**Not In Sample (NIS).** Use this code for any student not sampled but assessed at the convenience of the school.
Reasons for Exclusion	
60	**SD – Cannot be assessed.** Student whose IEP states he/she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.
61	**SD – Required accommodation not permitted.** Student cannot be included in the session due to a disability for which a required accommodation was not permitted (e.g., reading the assessment items to a student selected for a reading assessment).
62	**ELL – Cannot be assessed.** Student whose English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
63	**ELL – Required accommodation not permitted.** Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not permitted (e.g., bilingual booklet for a student selected for the reading assessment).
64	**SD & ELL – Cannot be assessed.** Student whose cognitive functioning and/or English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
65	**SD & ELL – Required accommodation not permitted.** Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which required accommodation was not permitted.
66	**Excluded, but assessed.** Students who the school deemed should be excluded from the assessment but the school requested that they participate anyway.
67	**SD – Required accommodation not available.** Student cannot be included in the session due to a disability for which a required accommodation was not available (e.g., scribe or other accommodation supplied by the school).
68	**ELL – Required accommodation not available.** Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not available (e.g., bilingual dictionary or other accommodation supplied by the school).
69	**SD & ELL – Required accommodation not available.** Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which a required accommodation was not available.

2B. Enter an Administration Code of 52 for All Unassigned Booklets.

Enter Administration Code **52** in column **Q** of the Administration Schedule for all unassigned booklets.

2C. Complete the Summary Box.

It is very important that the summary information at the top of the Administration Schedule is accurately recorded. To do so, follow the steps below.



1 The AA will record the number of students who were to be assessed, but who did not participate in the assessment session at all in the # **Absent** space. This includes students with Administration Codes **40-45**, **48**, and **49** in column **Q**.

2 Next, the AA will enter the total number of parent and student refusals, coded **46** and **47** in column **Q**. This total is entered in the # **Refused** space.

3 The last value that the AA needs to enter at the top of the Administration Schedule is the # **Assessed (Original Session)**. This is the total of the Administration Codes **10-14** in column **Q**.

After you have checked that all the necessary items on the Administration Schedule have been correctly filled in, give the Administration Schedule to your supervisor. He/she will calculate and determine whether a makeup session is needed at the school.

"Not In Sample" Students, Administration Code 56

Sometimes, for convenience purposes, a school will require some students to be included in the assessment even though they were not sampled. In this case, the supervisor will have added the students' names to the bottom of the Administration Schedule prior to the assessment. Because no information on these students is required, their birth date, gender, race/ethnicity, etc., may not have been recorded on the Administration Schedule. It is acceptable for this information to be missing for these nonsampled students. In column **Q** on the Administration Schedule, your supervisor will enter Administration Code **56 = Not In Sample** for these students.

Not In Sample students should not be counted in the **# Assessed (Original Session)** at the top of the Administration Schedule.

You will also need to record Administration Code **56** on the booklet covers of Not In Sample students.

Procedure 3. Code the Booklet Covers

To code the booklet covers, complete the following steps. A checklist of these tasks is also provided in the Quick Checks section of this manual.

3A. Organize All Booklets Back Into Administration Schedule Order.

Ensure that all booklets, including those separated before the assessment, are back in Administration Schedule order. If an accommodation booklet was assigned, the original booklet should be placed above the accommodation booklet in the stack of booklets.

3B. Ensure That Each Booklet Has the Correct School ID Number.

On each grade 4 booklet cover enter the seven-digit school ID number from the Administration Schedule in the boxes labeled **School #**. Grade 8 and grade 12 students should have entered the school ID number; if not, enter it now.

3C. Transfer the Administration Codes and the Accommodation Codes to the Student Booklet Covers.

You will have recorded an Administration Code for each student listed and any unassigned booklets on the Administration Schedule. You must transfer each code from the Administration Schedule (column **Q**) to the **Admin. Code** boxes located on the front cover of the corresponding booklet.

You will also need to transfer the accommodation code that your supervisor recorded on the Administration Schedule (column **P**) to the **Accomm. Code** box on the booklet cover.

3D. Write an Explanation on the Booklet Cover.

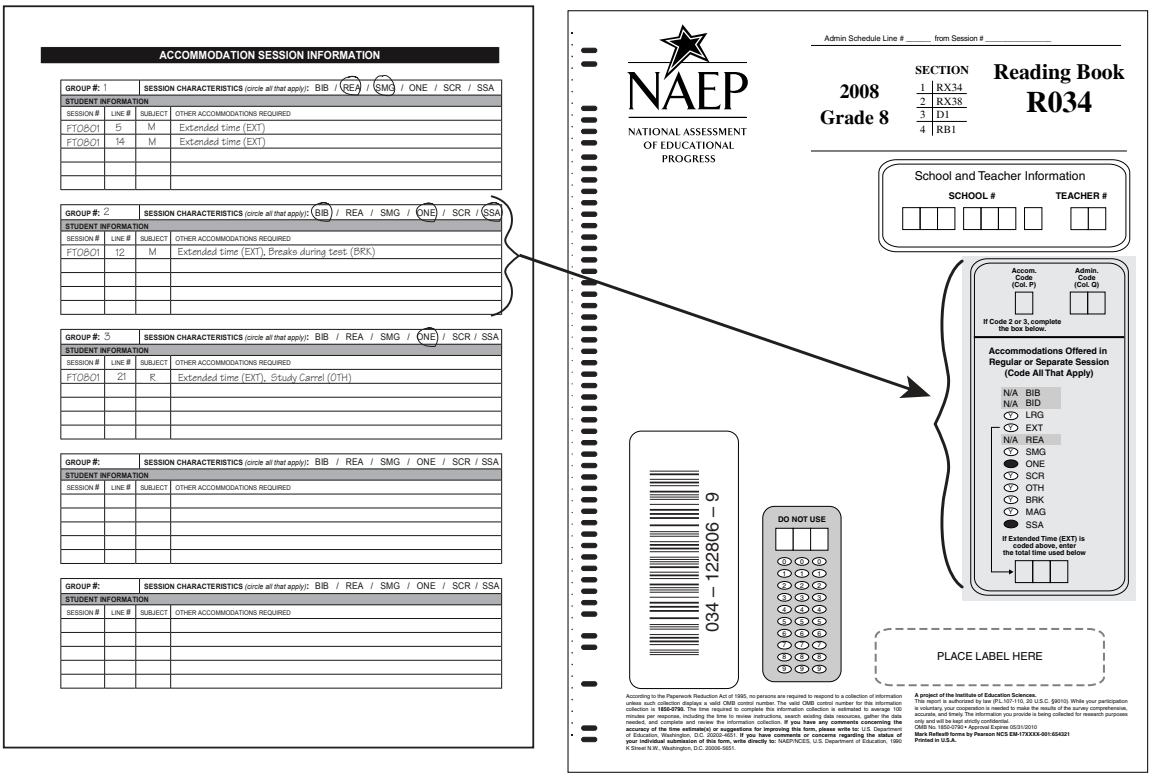
The Administration Codes **12-14, 22-24,** and **48,** all require, by definition, an explanation of the individual situation. If this has not already been done, write a clear explanation on their booklet cover for each student given one of these codes.

3E. Code the Accommodations on the Booklet Cover.

To collect all of the information about the students assessed with accommodations, a place to record all **Accommodations Offered** has been added to the student booklet cover.

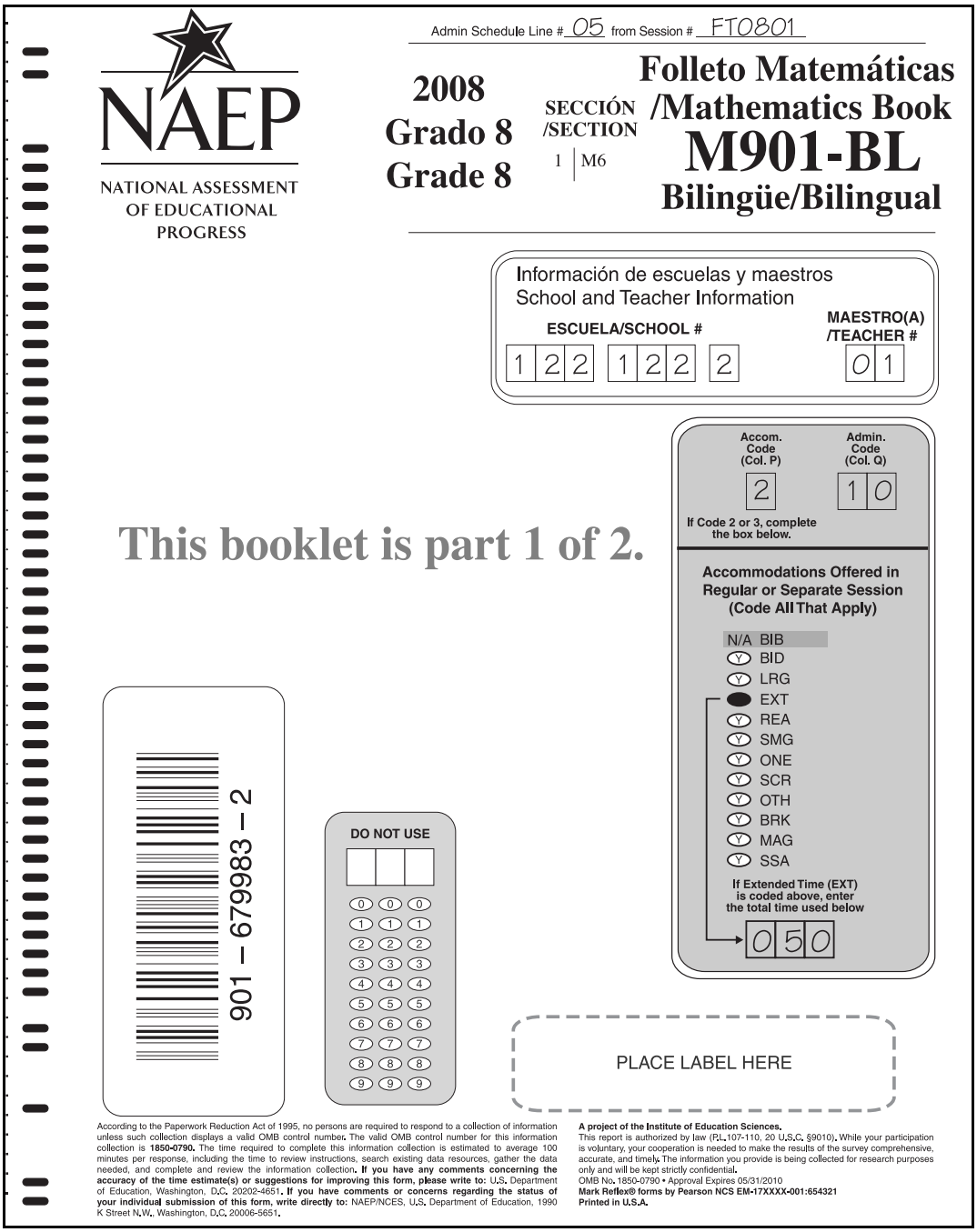
For all students requiring accommodations, you will have recorded an accommodation code of 2 or 3 in the **Accomm. Code** (column **P**) box. For students requiring one or more accommodations, you must shade the “Y” oval meaning “yes” next to each accommodation the student was offered. You will find accommodations information for students on your Assessment Information Form for each school. Because accommodation information is only being captured on the student booklet cover, it is <u>important</u> you code this information accurately.

Assessed With Accommodations Students assessed with accommodations should have all of the accommodations that they were offered filled in on their booklet cover.	
BIB	**Bilingual booklet (mathematics only).** Extended time and small group or one-on-one is assumed for bilingual booklet. **Note:** The bilingual booklet bubble will be prefilled on the cover of bilingual booklets.
BID	**Bilingual dictionary.** (Word-to-word without definitions.) Assign if a student uses for all or part of the assessment. Extended time is assumed. (Do not use with reading booklet.)
LRG	**Large-print booklet.** Usually administered in the regular session.
LXT	**Extended time.** Assessed with additional time to complete the assessment.
REA	**Read aloud.** Assessed in regular session if only an occasional word or phrase is to be read aloud. Assessed in separate accommodation session if most or all of the assessment is to be read aloud. (Do not use with reading booklet.)
SMG	**Small group.** Assessed in separate accommodation session. Extended time is assumed. Read aloud is acceptable (except with reading booklet).
ONE	**One-on-one.** Assessed in separate accommodation session. Extended time is assumed. Read aloud is acceptable (except with reading booklet).
SCR	**Scribe or use of computer to record student answers.** Assessed in separate accommodation session. Extended time is assumed. Used to record student answers.
OTH	**Other, specify on cover.** Assess with some other accommodation. Specify the accommodation on booklet cover.
BRK	**Breaks during test.** Assign if breaks were taken by the student between sections.
MAG	**Magnification device.** Assign if student used such special equipment for all or part of the assessment.
SSA	**School staff administers.** Assign if a school staff member needs to read the script and administer the session.



3F. Code the "Total Time for Accommodation (EXT)" Boxes for Extended Time Accommodations.

If a student was offered the extended time accommodation, you must enter the total number of minutes the student actually took to complete the cognitive sections in the **Total Time for Accommodation (EXT)** boxes on his/her booklet cover. This information must be recorded, whether or not the extended time was used. The standard timing of the cognitive sections is 25 minutes per section or 50 minutes total. The minimum time you should enter if the student took no additional time is 050.



3G. Verify That Student ID Labels Are Removed From Booklets.

All salmon-colored student ID labels must be removed from the booklets. You must verify that this was completed by the students. If any were left on the booklet covers (including those booklets assigned to students who did not attend the assessment) remove them now, unless these students will be invited to participate in a makeup session.

It is important to make sure that all student ID labels are removed from the booklet covers and disposed of at the school. Failing to do so compromises the confidentiality of NAEP. Labels left on the books are also problematic for Pearson when the booklets are received. Student ID labels harm the scanners used to scan every booklet page in preparation for scoring the assessment. Labels that are taken out of the school even as trash violates our pledge that no student names are taken out of the school.

3H. Band the Booklets Together and Place the Administration Schedule on Top of the Stack.

Using a rubber band, band the booklets together and place the correct Administration Schedule on top. Do not band the Administration Schedule with the booklets. This will tear the edges.

3I. Provide Materials to Your Supervisor for Quality Control Check.

After you prepare your stack of booklets and the Administration Schedule, your supervisor will conduct a “spot” check to ensure they are prepared according to NAEP standards. To conduct this quality control (QC) check, your supervisor will run every third or fourth booklet in the stack through a comprehensive series of checks. If errors are found, you and your supervisor will check each booklet to make sure the same error has not been repeated.

After the QC check is completed, your supervisor will report the QC status on the Assessment QC Record.

If time allows prior to your supervisor’s check of your booklets, conduct an initial QC check by switching your stack of booklets with another AA’s.

Procedure 4. Pack Session Box and Return Additional Materials to Your Supervisor

Next, you will pack the Session Box and return the additional materials to the supervisor according to the following procedures.

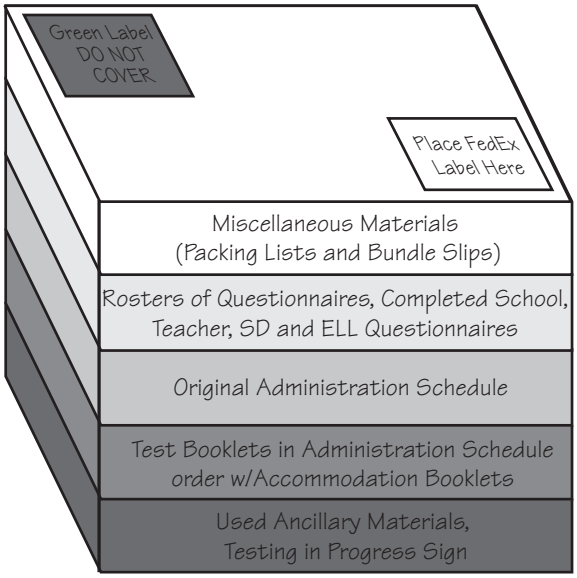
4A. Pack the Session Boxes According to Pearson Procedure.

All remaining assessment materials must be repacked in their original boxes and returned to Pearson. Prepare the boxes according to the following instructions and illustrations.

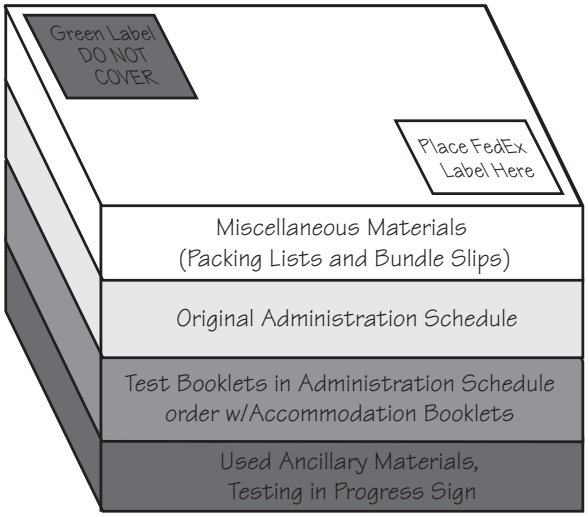
1. Place all used and unused booklets in Administration Schedule order. Used accommodation booklets should be placed with the original assessment booklets in the order in which they appear on the Administration Schedule. If a large-print accommodation booklet was used in the session, it can be folded and placed on top of the stack of booklets. All booklets should be banded together.
2. Next, place the original (blue) Administration Schedule(s) with student names removed in the box.
3. Next, place all remaining ancillary materials that are not to be given to the supervisor.
4. Next, place all science kits back in the box in which they were sent to you. The kits must be returned separately from all other materials.
5. Next, if you have the box with the materials from the first session (i.e., the session number ending in 01), obtain from the supervisor the Roster of Questionnaires (without names) and the completed School, Teacher, SD, and/or ELL Questionnaires and place them in the box.
6. At the top of the materials you have packed, place the miscellaneous materials such as packing lists and Bundle Slips. Use the pillow pack that came in the box as filler if necessary.

Your supervisor will ship the completed assessment materials. On occasion, however, you may be asked to assist with this task. If so, your supervisor will provide you with complete instructions for doing so.

Session 01 Box



Remaining Session Box(es)



4B. Provide Leftover Session Materials to Your Supervisor.

Following the assessment, you should return any leftover materials to your supervisor. These materials include:

- extra pencils;
- all calculators;
- unused science kits;
- unused mathematics ancillaries; and
- session timer.

4C. Provide Session Box to Your Supervisor for Final QC Check of Session Materials.

Return the Session Box to your supervisor who will then verify that all materials are in the Session Box and that the box was packed according to Pearson's procedures.

Procedure 5. Complete the Session Debriefing Form

It is important for Westat to demonstrate that all data are collected under standard conditions and that any anomalies are carefully documented. The Session Debriefing Form was created for this purpose. Follow the steps on the next two pages for completing this form.

Record the session information in the box at the top of the form. Most of these items can be transferred from the top of the Administration Schedule.

Place a check mark in the Yes or No column for each of the 12 items. Record any comments or explanations about the item in the column labeled "Details."

In this section, we are interested in your opinion of the attitude of the students, the school staff, and any other observers who attended the session.

SV initials SR

SESSION DEBRIEFING FORM – Field Test

COMPLETE THIS FORM FOR EACH SESSION - REGULAR, ACCOMMODATION, SICT, AND MAKEUP.

Session Date: February 18, 2008 Region #: FL1
School Name: Dixon Middle School School ID #: 122-122-2
Person Completing Form: Silvia Thomas SV: Sally Richardson
Other NAEP Staff Assisting with Session:
Other Observers Present: Sam Stewart (School Coordinator)
Session Number: FT0801 (e.g. FT0401, FT0801, FT1201)
This session was: ☒ Regular Session ☐ Accommodation Session ☐ Makeup Regular Session ☐ Makeup Accommodation Session

SESSION SUMMARY (Be sure to provide as much detail as possible.)

ITEM	YES	NO	N/A	DETAILS
Were there any problems setting up for this session?		X		
Were there any problems getting students to this session?		X		
Were there any problems with the session timing?		X		
Were there any problems with the session materials (including the distribution and use of ancillary items)?		X		
Were there any student refusals?		X		
Were there any students who left the session?		X		
Were students cooperative and orderly during the session?	X			
Were there any problems with accommodations given in this session?		X		
Were there any students still working when the timer rang?		X		
Were there any problems with the location?	X			the testing location was very cold
Were there any interruptions?		X		
Other, specify		X		

REACTION TO SESSION

AUDIENCE	ATTITUDE	COMMENTS/COMPLAINTS
Students	☒ Positive ☐ Mixed/Indifferent ☐ Negative ☐ Can't say	
School Staff	☒ Positive ☐ Mixed/Indifferent ☐ Negative ☐ Can't say	
Other Observers	☒ Positive ☐ Mixed/Indifferent ☐ Negative ☐ Can't say	

Here, record your view of how well the session went, and document any pertinent details about the session not mentioned on the previous page.

Record any unusual circumstances you encountered while administering the session, and that were not noted previously on the form, in this section.

Record any questions that students asked during the session. Include general questions about the assessment and specific questions about particular assessment items or background questionnaire items.

Overall, how well did this session go?

- ☒ Very well
- ☐ Satisfactory
- ☐ Unsatisfactory

If "Unsatisfactory," record comment:

Record any UNUSUAL circumstances in this session not previously mentioned:

none

Record any questions that students asked during the session. Be sure to include the subject and booklet number for questions about items.

Subject	Booklet ID #	Student Question
R	019 002 4077	Student asked the meaning of the word "fancy"

RETURN THIS COMPLETED FORM TO YOUR FIELD MANAGER.

Give the completed Session Debriefing Forms to your supervisor. He/she will review each form and discuss with you any problems or unusual situations that arose during the session.