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CONDUCTING THE PREASSESSMENT VISIT

The preassessment visit is an in-person visit conducted at each school in your assignment. This visit provides an opportunity for you to establish a positive rapport with the school coordinator while planning for the assessment. To conduct the visit, you will follow the script provided in **Part 2** of the Quality Control Booklet (QCB).

Preassessment visits can be scheduled from January 7 - 25, 2008. Most of these visits should be complete before the assessment period begins on January 28, 2008. In most cases, you will take one AA along to help you during your preassessment visits. If the number of students being assessed at a school is very small, you should be able to conduct the visit by yourself. But for all other schools, plan to bring an AA with you.

Before you begin making preassessment visits, choose the AA from your team who you think will be best at working with you on this task. You will need to decide what you want the AA to do and train the AA on each procedure involved.

On the day of the scheduled preassessment visit, you and the assisting AA will arrive an hour before the appointment with the school coordinator in order to collect materials and conduct independent work as described in **Part 2** of the QCB. For schools selected for the Science Interactive Computer Tasks (SICT), you will spend additional time meeting with the school's computer administrator during your preassessment visit. You will then use the information gathered during your independent work to conduct the visit with the school coordinator following a script printed in **Part 2** of the QCB.

The preassessment visit is divided into five parts, which correspond with the five procedures listed in **Part 2** of the QCB.

Part 2: Conduct the Preassessment Visit

This section of the QCB provides you with step-by-step instructions for completing the preassessment visit. Arrive at the school as long as an hour before your appointment with the school coordinator to gather the completed information and work independently as instructed in Procedure 2. During the visit, you'll review Procedure 4 with the school coordinator.

Procedure 1: Gather Materials From School Coordinator to Complete Work Independently

Procedure 2: Work Independently

- 2A:** Select the Sample of Newly Enrolled Students
- 2B:** Identify Withdrawn, Ineligible, and Students Not Enrolled
- 2C:** Update Missing or Incorrect Student Demographic Data
- 2D:** Update SD and ELL Classifications
- 2E:** Transcribe SD and/or ELL Questionnaire Data Onto Inclusion Worksheet
- 2F:** Review Logistics Questionnaire
- 2G:** Prepare to Conduct Visit

Procedure 3: **If SICT:** Certify School Computers

Procedure 4: Conduct Visit With School Coordinator

- 4A:** **If SICT:** Confirm Results of Computer Certification
- 4B:** Confirm Results of the New Enrollee Selection
- 4C:** Confirm Withdrawn, Ineligible, and Students Not Enrolled
- 4D:** Confirm Missing or Incorrect Student Demographic Data and Review Student Sampling Summary Report, If Applicable
- 4E:** Confirm SD and ELL Classifications
- 4F:** Review the Inclusion Worksheet and Discuss Accommodations
- 4G:** Grades 4 and 8: Distribute and Discuss School and Teacher Questionnaires
- 4H:** Verify Parent/Guardian Notification
- 4I:** Make Assessment Arrangements
- 4J:** Discuss Logistics Questionnaire

Procedure 5: Complete Additional Tasks Before Leaving the School

Procedure 1. Gather Materials From School Coordinator to Complete Work Independently

The preassessment visit begins with a brief meeting with the school coordinator. **Procedure 1** in the QCB will walk you through the process of gathering materials from the school coordinator that you will need to complete.

Procedure 1-1, introduce yourself and your AA to the school coordinator.

1-1.	<ul style="list-style-type: none"> ▪ Introduce yourself (and AA) to the school coordinator. 	
1-2.	Do you have the following materials?	
	YES	NO
Updated Student Information Report	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <input type="checkbox"/> Entered missing demographic information. <input type="checkbox"/> Reviewed student demographic data for accuracy. <input type="checkbox"/> Determined if there have been changes in students identified as SD and/or ELL. <input type="checkbox"/> Identify which students, if any, have withdrawn or graduated, are ineligible because they do not attend classes on site, and who are neither enrolled nor attend the school in the grade to be assessed. 		
Completed SD/ELL Questionnaires	<input type="checkbox"/>	<input type="checkbox"/>
Current list of students in the selected grade		
<ul style="list-style-type: none"> <input type="checkbox"/> List contains birth dates (and any other demographic information, if available). 	<input type="checkbox"/>	<input type="checkbox"/>
Logistics Questionnaire (optional)	<input type="checkbox"/>	<input type="checkbox"/>

You will meet briefly with the school coordinator to pick up the materials needed to complete your independent work, including the updated Student Information Report(s), the completed SD and/or ELL Questionnaires, a current list of students, and the Logistics Questionnaire. In some instances, you may pick up the materials from the school secretary instead of the school coordinator. In either case, introduce yourself and the AA assisting you. Then, go to the room where you will be working to begin your independent tasks.

If your school is selected for SICT, you should meet with the school coordinator and the school computer administrator before beginning your independent work.

1-3. IF ONE OR MORE ITEMS IS NOT COMPLETE: Could you please complete ____ (*insert item*) and bring it to the room where I'll be working? Anything you can complete before our scheduled appointment will make the visit much faster.

- If items cannot be completed before visit, check the missing items in Procedure 4 on page 2.15. You will request these missing items at the start of your scheduled appointment.

If all materials are not ready when you arrive, proceed with **Procedure 4-2**. Ask the school coordinator if he/she could collect the materials and bring them to you during your independent work. If this is not possible, ask for them in **Procedure 4A** when you meet with the school coordinator.

Procedure 2. Work Independently

Procedure 2 involves the work you will be completing independent of the school coordinator. You will complete this work at the school in a designated workspace on the day of the preassessment visit about an hour prior to your scheduled appointment.

Procedure 2 is divided into eight subprocedures.

An AA will help you complete some of these subprocedures. **Part 2** of the QCB includes footnotes for tasks the AA can or should complete. Generally, these tasks are associated with the transfer of information from one NAEP document to another. You will check the AA's work for accuracy.

At the beginning of each subprocedure is a list of materials required for its completion. Place all other materials aside. Keeping only the necessary materials in front of you during your work will alleviate confusion and promote organization.

2A. Select the Sample of Newly Enrolled Students.

In **Procedure 2A**, you will be selecting the sample of newly enrolled students. The procedure begins with a list of the materials you will need to complete the task:

In order to complete this task, you'll need:

- ✓ Current list of students in the selected grade
- ✓ Original list of students submitted to NAEP in the fall for sampling (in School Folder)
- ✓ Instructions for Sampling New Enrollees (in School Folder)
- ✓ New Enrollee Listing Form (in School Folder)
- ✓ SD and ELL Questionnaires, Inclusion Worksheet, and Roster (if necessary)

The *Instructions for the School Coordinator* brochure requested the school coordinator print out a current list of students in the selected grade. The list was to include birth date information; however, no further demographic information was required to be on the list. Any missing demographic information for new enrollees added to the sample will be obtained during your visit with the school coordinator.

2A-1.

- Compare the current list of students to the original list of students submitted for sampling. Highlight the names of students on the current list that are **not** on the original list submitted for sampling.¹
- On the New Enrollee Listing Form, record the highlighted names and demographic information, if available.

To complete **item 2A-1**, compare the current list of students with the original student list submitted for sampling. (The original student list will be in the School Folder.) When comparing the two lists, it may be helpful to have your assisting AA read the names from the current list of students to you. Designate a “new enrollee” highlighter color and have the AA highlight the names of students that appear on the current list of enrolled students but **do not** appear on the list submitted for sampling. Then, record the highlighted names and demographic information, if available, on the New Enrollee Listing Form.

2A-2. How many grade [4/8/12] students are recorded on the New Enrollee Listing Form?

<input type="checkbox"/>	No students.		▪ Go to 2B-1 .
<input type="checkbox"/>	There are students listed on the New Enrollee Listing Form.	▪ Record number of students identified as new enrollees	 _____ (must be greater than 0)

▪ Continue with **2A-3**

Count the number of newly enrolled students listed on the New Enrollee Listing Form. If there are no new enrollees, check the first box in **item 2A-2** and go to **Procedure 2B**. If there are new enrollees, check the second box and record how many students are on the New Enrollee Listing Form in the space provided. You will need to enter this number into the School Control System (SCS) after the preassessment visit. Continue to **item 2A-3**, in which you will select the sample of newly enrolled students.

2A-3. Conduct sampling of new enrollees by doing the following:

- Select the sample of students from the New Enrollee Listing Form by following the directions on the Instructions for Sampling New Enrollees.
- Record each new student's name and birth date on the Administration Schedule with the fewest students, or if the school is a take-all, add them to the Administration Schedule for their homeroom. If demographic data was included, record that information into columns **C** and **E** through **L** on the Administration Schedule. Otherwise, you will collect it during the visit.
- Record a **1** in column **M**, indicating the student is a new enrollee.
- Record the total number of newly sampled students added to the Administration Schedule(s). 

To select the sample of newly enrolled students, use the prepared New Enrollee Listing Form and follow the steps for sampling that are detailed on the Instructions for Sampling New Enrollees.

The New Enrollee Listing Form has consecutive numbers in the column titled “Line #.” Refer to the Instructions for Sampling New Enrollees for the set of line numbers used to select the sample. Then, place an “X” in the column titled “Sampled” for the students on the New Enrollee Listing Form whose line numbers correspond to those found on the Instructions for Sampling New Enrollees. The students with an “X” are the sample of new enrollees.

Once the sample has been drawn, record the number of newly sampled students in the space provided in **2A-3**. This number will be entered into the SCS after the preassessment visit.

Add the sampled students to the Administration Schedule with the fewest students. Record any demographic information that you have for the student. You will collect any missing demographic information during the visit. Also be sure to record a “1” in column **M** on the Administration Schedule(s) designating this student as a new enrollee as shown in the following exhibit.

**NAEP 2008 Field Test
NEW ENROLLEE LISTING FORM**

Directions: Obtain a list of the currently enrolled students from the school coordinator and compare it to the list that was submitted for sampling. Below, record the names and demographic information of those students whose names are on the list of currently enrolled students, but are NOT on the list from which the sample was selected.

Using the *Instructions for Sampling New Enrollees*, select the sample of these students. Record the appropriate session type abbreviation (FT, SH, IC, C1, C2) in the "Sampled" column for those students who have been sampled. Write their names and demographic data on the appropriate Administration Schedules remembering to enter a "1" in column M since these are considered new enrollees.

(NAEP codes for student background variables are listed on the reverse side).

-B- Student Name	-C- Home- room	-E- Birth Date (MM/YYYY)	-F- Sex	-G- Race/ Eth.	-H- NSLP status	-I- SD	-K- ELL	-M- New En.	For Sampling Use Only	
									Line No.*	Sampled
Anderson, Jody	17B	03/94	2	2	1	2	2	1	1	FT
Cohen, Sole	252	05/94	1	1	2	2	2	1	2	
Foster, Rick	252	04/94	1	3	2	2	2	1	3	FT
Silva, Adriana	17B	04/94	2	3	2	2	2	1	4	FT
Williams, Amy	17B	10/94	2	1	1	2	2	1	5	FT
Yow, Hu	17B	12/94	2	4	1	2	2	1	6	
									7	
									8	

14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	64*	65*	66*	67*	68*	69*	70*	71*	72*	73*	74*	75*	76*	77*	78*	79*	80*	81*	82*	83*	84*	85*	86*	87*	88*	89*	90*	91*	92*	93*	94*	95*	96*	97*	98*	99*	00*	01*	02*	03*	04*	05*	06*	07*	08*	09*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*	20*	21*	22*	23*	24*	25*	26*	27*	28*	29*	30*	31*	32*	33*	34*	35*	36*	37*	38*	39*	40*	41*	42*	43*	44*	45*	46*	47*	48*	49*	50*	51*	52*	53*	54*	55*	56*	57*	58*	59*	60*	61*	62*	63*	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2B. Identify Withdrawn, Ineligible, and Students Not Enrolled.

In **Procedure 2B**, you will identify the withdrawn and ineligible students and code the Administration Schedule(s) accordingly. The procedure begins with a list of materials you will need to complete the task:

- In order to complete this task, you'll need:
- ✓ Student Information Report(s) with students identified as withdrawn or graduated, ineligible because they do not attend campus, and are neither enrolled nor attend the school in the grade to be assessed
 - ✓ Administration Schedule(s)
 - ✓ SD/ELL Roster of Questionnaires
 - ✓ Inclusion Worksheet

The *Instructions for the School Coordinator* brochure requested the school coordinator indicate directly on the Student Information Report(s) which students are withdrawn, graduated, or ineligible. You will review these designations with the school coordinator during your scheduled visit.

2B-1. Using the designations assigned by the school coordinator on the Student Information Report(s), complete the following:

<input type="checkbox"/>	<p>_____ (number)</p> <p>Students are designated as "Withdrawn / Graduated" on the Student Information Report.</p>	<ul style="list-style-type: none"> ▪ Enter Code 51 for withdrawn or graduated students in column Q on Administration Schedule(s). ▪ Draw a line through each withdrawn student's name up to the perforation on Administration Schedule(s). ▪ If any of these students were classified as SD and/or ELL, cross out the student's name on the SD/ELL Roster and fill in the "not needed" bubble in the Returned column. Line through their information on the Inclusion Worksheet.
<input type="checkbox"/>	<p>_____ (number)</p> <p>Students are designated as "Ineligible, Never Attends Campus" on the Student Information Report.</p>	<ul style="list-style-type: none"> ▪ Enter Code 54 for ineligible students who never attend campus in column Q on Administration Schedule(s). ▪ Draw a line through each ineligible student's name up to the perforation on Administration Schedule(s). ▪ If any of these students were classified as SD and/or ELL, cross out the student's name on the SD/ELL Roster and fill in the "not needed" bubble in the Returned column. Line through their information on the Inclusion Worksheet.
<input type="checkbox"/>	<p>_____ (number)</p> <p>Students are designated as "Ineligible, Other" on the Student Information Report.</p>	<ul style="list-style-type: none"> ▪ Enter Code 55 for "ineligible, other" students in column Q on Administration Schedule(s). ▪ Draw a line through each "ineligible, other" student's name up to the perforation on Administration Schedule(s). ▪ If any of these students were classified as SD and/or ELL, cross out the student's name on the SD/ELL Roster and fill in the "not needed" bubble in the Returned column. Line through their information on the Inclusion Worksheet.

