

2F. Review Logistics Questionnaire.

In **Procedure 2F**, you will review the information provided by the school coordinator on the Logistics Questionnaire. The procedure begins with a list of materials you will need to complete the task:

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

- ✓ The Logistics Questionnaire

The Logistics Questionnaire contains the information you will be transcribing to the Assessment Information Form; however, do not do that now. Simply review the information provided on the Logistics Questionnaire to ensure you understand the information completely.

2F-1.

- Review the Logistics Questionnaire and determine if you need to discuss anything with the school coordinator.
- Answer item 4J-1 if the Logistics Questionnaire was not completed by the school coordinator or completed but needs review.
- Answer item 4J-1 "Logistics Questionnaire completed. No further review necessary." if the Logistics Questionnaire is complete and you do not require any further information or explanation.

If you determine that further clarification of the Logistics Questionnaire is required, or if the school coordinator did not complete this questionnaire, indicate as such in **item 3J-1**. You will clarify information or complete the questionnaire with the school coordinator during the scheduled visit.

2G. Prepare to Conduct Visit.

In **Procedure 2G**, you will prepare to conduct the preassessment visit with the school coordinator. Following this procedure, you will meet with the school coordinator to finish the remaining preassessment tasks in **Procedures 3** and **4**.

In order to make the visit with the school coordinator go smoothly, enter the following data into the blank spaces in Procedure 4.	
<i>Enter this data</i>	<i>In this location</i>
Status of materials (complete or missing) from item 1-2 on page 2.2.	<input type="checkbox"/> Item 4-1 on page 2.15
Check the outstanding materials from item 1-2 on page 2.2.	<input type="checkbox"/> Item 4-2 on page 2.15
Number of missing SD and/or ELL Questionnaires from item 2E-1 on page 2.8.	<input type="checkbox"/> Item 4-2 on page 2.15
Number of New Enrollees added to the sample from item 2A-3 on page 2.4.	<input type="checkbox"/> Item 4B-1 on page 2.17
Number of students who were withdrawn, ineligible, or not enrolled from item 2B-1 on page 2.5.	<input type="checkbox"/> Item 4C-1 on page 2.18
If "Take-All" on QCB Label: Check box.	<input type="checkbox"/> Item 4I-1 on page 2.28
Fill in the blanks and circle or highlight text in parentheses in Procedure 4.	
Cross out sections in Procedure 4 that will not be reviewed.	
Prefill any items in Procedure 4 that you are able to at this time.	
Review completed Inclusion Worksheet and plan for its review with the school coordinator.	

To prepare for your appointment, first complete each of the items listed above. This procedure walks you through transcribing the work you did in **Procedure 1** to **Procedure 2**. This step is important so you will not have to flip back and forth in the QCB while meeting with the school coordinator.

- Have the following materials in the School Folder easily accessible:
 - Administration Schedule(s)
 - Student Sampling Summary Report, if applicable
 - Inclusion Worksheet
 - Copy of Parent/Guardian Notification Letter that was sent in the Preassessment Packet
 - IF GRADE 12:** Grade 12 School Visit Summary Report

- Have the following materials completed by the school coordinator together to reference when needed:
 - Student Information Report(s)
 - Completed SD and ELL Questionnaires
 - Logistics Questionnaire (if applicable)

- Have the NAEP Questionnaires ready to distribute.
 - Prepared NAEP School Questionnaire (Grades 4, 8, and 12)
 - Prepared NAEP Teacher Questionnaires (Grades 4 and 8)
 - Prepared SD/ELL Roster (Grades 4 and 8)
 - Prepared SD and/or ELL Questionnaires for any newly classified or newly enrolled SD or ELL students

- Have the following NAEP information material ready to distribute:
 - Teacher Guides (one per Teacher Questionnaire)
 - Teacher Notification Letter
 - IF GRADE 8 or 12:** Student Appreciation Certificates
 - IF GRADE 12:** Volunteer Certificates and Student Letter (if applicable)
 - IF REQUIRED:** NAEP Sample Questions Booklet, Frameworks

Next, gather the information you will need to refer to during the visit. The list is in chronological order, so organize the materials according to the above list to avoid searching for necessary documents while in front of the school coordinator.

Procedure 3. If SICT, Certify School Computers

If a school is selected to complete the SICT, you will need to complete the following before beginning your independent work:

- Meet with school coordinator and school computer administrator;
- Verify TestNav can be installed on the school computers; and
- Determine the number of computers available on assessment day.

In **item 3-1** you are meeting with the school coordinator and the computer administrator to go over the results of the *Instructions for the School Computer Administrator* brochure. Steps A-E must be completed successfully in order to proceed with the rest of the computer verification.

3-1. MEET WITH THE COMPUTER ADMINISTRATOR.		
Thank you for meeting with me this morning. Before I begin preparing the student machines, have the following items been completed? If the answer to any question is "No," complete the item before proceeding.		
	YES	NO
a. Has access through the firewall/content/proxy server filters been lifted?	<input type="checkbox"/>	<input type="checkbox"/>
b. Has an ADMIN computer been identified?	<input type="checkbox"/>	<input type="checkbox"/>
c. Was Proctor Caching software downloaded and installed on the ADMIN computer?	<input type="checkbox"/>	<input type="checkbox"/>
d. Do student machines have local write access or will administrator-level logins be used?	<input type="checkbox"/>	<input type="checkbox"/>
e. Were there any problems with the setup before you arrived? (IF Yes, SPECIFY BELOW): _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Both the school coordinator and the computer administrator should be present as you review the checklist on page 2.12 of the QCB.

The information you want to capture in **item 3-2** is how many student computers are available. You will load TestNav onto the number of computers you need for the session.

3-2. How many school computers are available for student use?

of Student Computers: _____

Item 3-3 is a critical question. In many schools, the computers are cleared on a nightly basis. If your school answers “yes” to this question, this means that you or the computer administrator will have to repeat **item 3-1**, steps B-D on the morning of the assessment.

3-3. Are computers re-imaged/ghosted/cloned on a set schedule (nightly, weekly, etc.)?

<input type="checkbox"/> Yes	▪ Record details _____
<input type="checkbox"/> No	

Ask the computer administrator for the IP address. A dynamic IP address means the IP address will change and you will need to record the new IP address on the morning of the assessment.

3-4. ON ADMIN COMPUTER: Please tell me the IP address of the designated ADMIN computer.

IP Address: _____

3-5. ON ADMIN COMPUTER: Is the IP Address dynamic?

<input type="checkbox"/> Yes or Unknown	▪ You will need to retrieve the IP Address the morning of the assessment.
<input type="checkbox"/> No	

Proctor Caching is way to reduce your time loading TestNav onto the student computers. The computer administrator identifies one Admin computer and goes through a series of steps. Look at QCB pages 2.14 – 2.15 for the list of steps that will walk you through the process of Proctor Caching. While the computer administrator will be the one completing these steps, you should be familiar with them also in case you ever need to Proctor Cache.

3-6. ON ADMIN COMPUTER: Thank you. Now I will need to start the Proctor Caching software. Record any problems with starting Proctor Caching below:

Start, All Programs, Proctor Caching, Start Proctor Caching



3-7. ON ADMIN COMPUTER: Next, I will cache the test content. Record any problems below:



Installing TestNav. TestNav is the software that has the actual test content. After Proctor Caching is completed, you will need to install TestNav onto every student computer identified for the assessment. Refer to Appendix J.

3-8. ON STUDENT COMPUTERS: Now, I will install TestNAV. Record any problems below:

Because this is a pilot year, we are interested in learning if the TestNAV demos are successful.

3-9. ON STUDENT COMPUTERS: Now, I will run a TestNav demo item on each student computer. Record any problems below.

_____ # of successful demos

_____ # of unsuccessful demos (record reason): _____

3-10. Can you be available the morning of the assessment date?

Yes

No → I will need someone available to help set up computer on the assessment day. Is someone else available? _____

3-11. Before I leave today, can I ask that you complete a debriefing form to find out how we can improve future online assessments?

- If yes, turn to Part 7 of the QCB.
- If no, schedule a time today or after the assessment.