
Procedure 3. Gather Local AAs to Prepare Assessment Booklets for the Upcoming Week

Once a week, during the assessment period, you will assemble local AAs to prepare the booklets for assessments scheduled the following week. Before your AAs arrive:

- Decide which AA will prepare the booklets for each session. It is best for the AA who will conduct a session to prepare the booklets for that session, but this may not always be possible.
- Gather the following materials for each session to give to the AA who will be preparing the materials for the session:
 - Administration Schedule;
 - The Session Box containing:
 - a. student identification labels,
 - b. assessment booklets,
 - c. ancillary materials, and
 - d. Science HOTS kits.
 - Accommodation booklets, if necessary.

NOTE: Pearson packed each Session Box with the average number of ancillary items needed for a session. There will be sessions in your assignment that require more ancillaries than provided in the Session Box. Therefore, it is important you provide the additional materials you received in your bulk supplies for AAs to use when preparing the booklets.

Procedure 4. Perform a Quality Control (QC) Check of the Prepared Booklets and Report Status in the Quality Control Booklet (QCB)

Once AAs have finished preparing the booklets, you are responsible for conducting a QC check of the booklets.

The AA team should also conduct its own QC check to make sure the booklets have been prepared properly, but you are responsible for the final check of the booklets for each session.



To conduct this final QC check, thumb through the booklets and conduct a “spot check” to verify the booklets have been prepared correctly. As a general rule, run every third or fourth booklet in each stack through the comprehensive series of checks provided below.

Steps 4A through 4I (on pages 9.5 – 9.8) will help you to identify any major errors with booklet preparation. If you find any errors, consult the AA immediately and, together with the AA, check each booklet to make sure the same error has not been repeated.

Once you have completed the QC check of the booklets, report the status of the materials in Part 3 of the QCB on the Booklet Preparation QC Record, shown below. There is one Booklet Preparation Record in the QCB. Use one row of the record for each AA.

Evaluate the AA’s preparation of the booklets on a scale of 1 through 3. The answer categories are defined as follows:

1. **AA Met:** The AA conducted **all** tasks associated preparing the booklets according to NAEP standards.
2. **AA Partially Met:** The AA conducted **some** but not all of the tasks associated with preparing the booklets according to NAEP standards.
3. **AA Did Not Meet:** The AA conducted **few or no** tasks associated with preparing the booklets according to NAEP standards. Whenever it is necessary for you to intervene, a “3” rating should be assigned. Ratings of “3” must be explained in the adjacent “Comments” column. Describe the problem and the action you took to correct it.

| AA Name | AA Task | Rating | Comments* |
|---------|-----------------------------------------------------|----------------------------------------------------------|-----------|
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |
| | Prepared Assessment Booklets According to Procedure | 1. AA Met 2. AA Partially Met 3. AA Did Not Meet → | |

To conduct a thorough QC check of booklets, complete the following steps:

4A. Ensure That the AA Has Prepared the Correct Booklets for the Session.

Check that:

- the prefix numbers of the booklet IDs printed on the Bundle Slips match the numbers that are printed in column **N** on the Administration Schedule; and
- the Bundle Slip numbers match those preprinted on the Administration Schedule, as shown in the example.

NAEP 2008 ASSESSMENT – GRADE 8
TYPE: FIELD TEST
BUNDLE #: 00002
INVENTORY #: NA00013586

NAEP 2008 ASSESSMENT – GRADE 8
TYPE: FIELD TEST
BUNDLE #: 00001
INVENTORY #: NA00013586

001
101 CV
201
080
150
206
093
105 GC
206
003
102 Q
201
045
149
212
030

This form must be completed in No. 2 pencil.

1 - English Language Learner (ELL) - Person Use Only

2 - Yes, ELL

3 - No, not ELL

4 - Other (specify in code)

5 - Accommodations offered in separate session

6 - Accommodations offered in regular session

7 - Not applicable

8 - Original Booklet ID #

9 - Accommodated Booklet ID #

10 - Other (specify in code)

NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
2008 Field Test
Administration Schedule

School #: 122-122-2 Grade: 8 Original session scheduled for: Day/Date: Monday, 11/19/08 Time: 8:05 Location: California If Making Revision: None Retake Other

School Name: Dixon Middle School Session Number: FT0801

Admin. Booklet # Total in Sample Total Assessed Total Admin. Booklets Total Assessed

| Student Name | Grade | Month | Year | Original Booklet ID # | Accommodated Booklet ID # | Reason Code | Admin. Code | Administration Code |
|-----------------------|-------|-------|---------|-----------------------|---------------------------|-------------|-------------|---------------------|
| 01 Abata, Mark | 101 | R | 0 4 8 3 | 1 1 1 2 | 2 | 2 | 001 00293 4 | 1 |
| 02 Alto, Susan | 101 | M | 0 2 9 3 | 2 3 1 1 | 2 | 2 | 101 05406 9 | 1 |
| 03 Bates, Tim | 101 | S | 0 6 9 4 | 1 1 2 2 | 2 | 2 | 201 00524 1 | 1 |
| 04 Boetwick, Carol | 101 | R | 1 0 8 4 | 2 1 1 2 | 2 | 2 | 080 00043 8 | 1 |
| 05 Burns, Kimberly | 101 | M | 1 1 8 4 | 2 2 1 1 | 2 | 2 | 150 00692 1 | 2 |
| 06 Coleman, April | 232 | S | 0 9 8 4 | 2 5 1 2 | 2 | 2 | 206 00084 2 | 1 |
| 07 Cruz, Marisol | 232 | R | 0 1 8 3 | 2 3 3 2 | 1 | 2 | 093 04359 2 | 1 |
| 08 Davis, Tyrone | 232 | M | 0 5 9 4 | 1 2 1 2 | 2 | 2 | 105 00530 1 | 1 |
| 09 Dempsey, Julia | 232 | S | 0 7 9 4 | 2 2 1 2 | 2 | 2 | 206 21002 3 | 5 4 |
| 10 Fairchild, Michael | 110 | R | 0 9 9 4 | 1 1 1 1 | 2 | 2 | 003 21000 6 | 1 |
| 11 Guzman, Pedro | 110 | M | 1 2 9 4 | 1 3 2 2 | 1 | 2 | 102 07320 2 | 1 |
| 12 Kwon, Sang | 110 | S | 1 0 8 4 | 1 4 1 2 | 1 | 2 | 201 00240 7 | 1 |
| 13 Lipeky, Daniel | 110 | R | 0 6 8 4 | 1 1 1 2 | 2 | 2 | 045 00031 9 | 1 |
| 14 Lundy, Christina | 110 | M | 0 2 9 3 | 2 1 1 1 | 2 | 2 | 149 07620 0 | 2 |
| 15 Masters, Tina | 252 | S | 1 0 8 4 | 2 5 1 2 | 2 | 2 | 212 07620 5 | 1 |

4B. Verify That the Preprinted Labels Have Been Affixed to the Front Cover of Every Assessment Booklet.

Thumb through the prepared booklets and spot check them to confirm that every assessment booklet has a preprinted label affixed to it.

4C. Verify That the Booklet ID Number on the Preprinted Label Matches the Booklet ID Number on the Administration Schedule and the Booklet Cover.

Check that:

- the booklet ID number matches the Administration Schedule in column **N**, labeled **Original Booklet ID #**, or column **O**, labeled **Accommodation Booklet ID #**;
- the ID number on the affixed label and the ID number printed on the booklet cover match; and
- if the student has been assigned a separate accommodation booklet, the AA has written the accommodation booklet ID number on the affixed label.

4D. Verify That Students Who Require Accommodation Booklets in the Regular Session Have the Accommodation Booklet Substituted for the Original Booklet in the Stack.

Every student who will receive an accommodation booklet will have an accommodation booklet ID number assigned to him/her in column **O** labeled **Accommodation Booklet ID #** on the Administration Schedule.

Verify that:

- for each student to whom you've assigned an accommodation booklet, the AA has removed the original booklet from the pile and replaced it with an accommodation booklet; and
- the original booklet has been coded with a **52** on the cover and set aside.

4E. Verify That the Booklets for Students Who Will Be Assessed in a Separate Accommodation Session Have Been Removed From the Stack and Banded Together for the Accommodation Session.

If a student will be assessed in a separate accommodation session, these booklets will be kept separate for the accommodation session, preferably banded together and stored in the Session Box.

4F. Verify That Any Booklets Assigned to Ineligible, Withdrawn, Parent Refusals, Student Refusals, or Excluded Students Have Been Pulled From the Stack and Banded Together.

Check:

- the booklets corresponding to students with these codes have been removed from the stack and banded together.
- the Administration Code in column **Q** of the Administration Schedule matches the Administration Code on the booklet cover.

4G. Ensure That the Correct Ancillary Materials Have Been Placed Inside the Front Cover of the Assessment Booklets.

Any ancillary materials needed for each booklet are identified by the letter(s) next to the booklet version number in the upper-right corner of the booklet cover. The ancillary materials are identified in chapter 8.

Verify that the booklets that require ancillary materials contain the correct ones placed inside the front cover of the assessment booklet.

NOTE: The calculator is the only ancillary item not placed in the booklet.

4H. Ensure That the Booklets Are in Administration Schedule Order.

Conduct a spot check of the booklets to make sure:

- each student’s line number and Session Number have been recorded in the spaces provided in the upper-right corner of the booklet; and
- all assessment booklets are in the proper Administration Schedule order.

4I. Ensure That the Booklets Have Been Banded Together and the Administration Schedule is on Top of the Stack of Booklets.

This will ensure that the booklets will not get mixed up or separated prior to the final steps of preparation on assessment day.

4J. Science Interactive Computer Task (SICT) Booklets.

The booklets for SICT do not contain background questions or test items. The school ID and teacher information (if grades 4 and 8) will be recorded on the computer. Accommodations will be recorded on the front of the booklet cover. QC the booklet cover as you would the assessment booklet.

Procedure 5. Review the QCB

Review Parts 1-2 of the QCB to ensure that all the preassessment activities have been completed. If you have omitted something, correct it now.

- Note the information you need to collect from the school coordinator when you arrive at the school.
- Review the date, day, and time of the assessment.
- Review directions to the school and parking instructions.
- Review the Assessment Information Form that you prepared for your team to verify that it is complete.
- Verify which AAs will administer each session at the school.

Procedure 6. Review Materials in the School Folder

Review the materials in the School Folder to ensure that you bring the correct materials for the school. Verify that you have the Administration Schedule(s) for the school and all of the other critical documents that should be included. The School Folder contents are described in chapter 2.

Procedure 7. Review Security and Confidentiality Procedures

It is your responsibility to account for all assessment materials you receive. Review the following guidelines before each assessment day:

- Work carefully and keep accurate records of materials used as you work through your assignment.
- Never lend unused booklets to other NAEP staff or school staff.
- Collect all booklets when students switch classes during the C1 and C2 sessions.

- Never leave completed or unused assessment booklets or other NAEP materials at the school overnight. Take everything with you when you leave the school. If you leave the school between sessions, take all of these materials with you and lock them in the trunk of your car. If you leave the preparation room provided by the school, take the materials with you. NAEP materials must never be left unattended, even for a quick trip to the restroom.
- Account for all used and unused materials when the assignment is completed.

At the Supervisor Training, you commit yourself to keeping the used and unused assessment materials secure before, during, and after the assessment. If you signed an Oath of Office and Pledge of Confidentiality during a previous round of NAEP, they are still in effect for NAEP 2008. The violation of the oath or pledge is sufficient grounds for disciplinary action, including dismissal and criminal penalties.

Procedure 8. Gather Materials to Bring to the School on Assessment Day

Before leaving home for the school on assessment day or the night before the assessment, you should gather all of the materials you will need to bring with you. For each assessment, you will need the items listed below:

- School Folder containing the QCB and the Administration Schedules and Roster of Questionnaires you will use for each session,
- *Supervisor and AA Manuals*,
- extra Session Scripts (in case an AA forgets his/hers),
- Teacher Observer Letter(s),
- Accommodation Administrator Letter(s),
- your NAEP ID badge,
- Session Boxes,
- Hands-on science kits (if applicable), and
- bulk supplies.

The table below provides a comprehensive list of what's required from your session and bulk supplies for every assessment conducted at a school.

| Materials for Each Grade 4 Session | Materials for Each Grade 8 Session | Materials for Each Grade 12 Session |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ● Original Administration Schedule ● 1 copy of the Roster of Questionnaires ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● Timer ● Student Appreciation Certificates ● Session Debriefing Form ● 5 blue calculators | <ul style="list-style-type: none"> ● Original Administration Schedule ● 1 copy of the Roster of Questionnaires ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● Timer ● Session Debriefing Form ● 5 gray calculators | <ul style="list-style-type: none"> ● Original Administration Schedule ● 1 copy of the Roster of Questionnaires ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● Timer ● Session Debriefing Form |
| Extra Materials to Have Available for AA's Use | Extra Materials to Have Available for AA's Use | Extra Materials to Have Available for AA's Use |
| <ul style="list-style-type: none"> ● One "Ancillary Materials Gr4, Math" bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> - Ruler (3) - Set G (3) - Set K (3) ● 10 blue calculators ● Goody bags ● One box of pencils | <ul style="list-style-type: none"> ● One "Ancillary Materials Gr8" bag (from bulk supplies) that contains the following: <ul style="list-style-type: none"> - Set P, Protractor/Ruler (3) - Set G (3) - Set V (3) ● 10 gray calculators ● Goody bags ● One box of pencils | <ul style="list-style-type: none"> ● One box of pencils ● Goody bags |

Check your packed assessment materials one more time to verify you have the correct box(es) of materials from Pearson for the school as well as any additional materials you will need for assessment day, including copies of the Administration Schedule(s) and Roster(s) for each AA.



Voice of Experience:

You can't be too careful! It is better to check your materials several times than to arrive at the school with the wrong assessment materials.

Chapter 9 Summary

Upon completing this chapter, you should now be able to:

- describe the process for assigning accommodation booklets;
- describe what you need to do before your AAs can prepare the assessment booklets;
- explain the importance of adequate and careful preparations for assessment day.