

## 7D. Schedule a Makeup Session With School Coordinator, If Necessary.

At the end of the debriefing interview, if necessary, schedule a makeup session with the school coordinator.

Use the following standard NAEP guidelines for scheduling makeup sessions:

- hold one makeup at a school (unless the school had assessments at more than one grade);
- invite all students who were absent (not refused); and
- assess all makeup session students in a single location even if the students are listed on more than one Administration Schedule.

If the school is reluctant to schedule a makeup session, stress the importance of a high participation rate for the accuracy of the assessment results. If the school is still reluctant, be sure to record the situation and discuss the matter with your field manager immediately. In some situations, a makeup may be difficult (e.g., in the case of chronically absent students).

If a makeup session is needed but refused by the school, shade in the **Makeup Not Held** oval at the top of the Administration Schedule.

Once the makeup session is scheduled, record the date, time, and location of the session in the box provided at the top of the Administration Schedule.

Grade: <u>8</u>		Original session scheduled for: Day/Date: <u>Monday, Feb. 18</u> Time: <u>8:35</u> Location: <u>Cafeteria</u>		Makeup session scheduled for: Day/Date: <u>Thurs, Feb. 21</u> Time: <u>9:00</u> Location: <u>Library</u>		If Makeup Needed Makeup Held <input type="radio"/> Makeup Not Held <input type="radio"/>	
# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55) <u>3</u>		# Absent (Admin. Codes 40-45, & 48) <u>1</u>		# Assessed (Original Session) <u>24</u>			
+ # Excluded (Admin. Codes 60-69) <u>0</u>		= <u>25</u> TO BE ASSESSED		+ # Refused (Admin. Codes 46, 47 & 49) <u>0</u>		+ # Assessed (Makeup Session) _____	
						= TOTAL ASSESSED _____	
"L" Final SLL Code	"M" Assessment Type	"N" Original Booklet ID #	"O" Accommodation Booklet ID #	"P" Accom. Code	"Q" Admin. Code		Adm
	2	001 000293 4		01 1	1	0	10 = In 11 = No 12 = In 13 = Se 14 = Oth
	2	101 054006 9		02 1	1	0	
	2	201 005241 1		03 1	1	0	20 = In ses 21 = No res 22 = In ses 23 = Ses 24 = Oth
	2	060 000043 8		04 1	1	0	40 = Tr 41 =



Record the date of the makeup session in the Materials Tracking System so Pearson knows when to expect the Session Boxes for the school. See the *SCS User's Guide* for more information.

## Procedure 8. Arrange With Staff to Conduct Makeup Session, If Necessary

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If a makeup session is required, complete the following:

### 8A. Assign AA to Conduct Session.

Because the AAs conducting the makeup sessions will be returning to the school without you and the other team members, when possible, choose one or two of your most competent AAs to conduct all makeup sessions. Makeup sessions for SICT must be completed by the supervisor.

### 8B. Notify AA About Conducting Makeup Session.

Before your assessment team leaves the school on assessment day, notify the AA you have scheduled to conduct the makeup session. Be sure to give the AA an Assessment Information Form that provides the time, date, and location where the makeup will take place and other pertinent information. If the AA is not present at the school on the original assessment day, e-mail and call the AA with his/her new assignment.

Detailed instructions for conducting the makeup session, coding the booklet covers, and packing the Session Box are included in chapter 7 of the *AA Manual*.

### 8C. Give the AA the Session Materials to Conduct the Makeup Session.

The AA assigned to conduct the makeup session should keep the materials in his/her possession until returning to the school to conduct the makeup. Be sure to give the AA assigned to conduct the session the materials he/she needs before leaving the school on assessment day and remind the AA about security and confidentiality procedures. If the AA assigned to conduct the makeup session is not with you that day, make a note to give the materials to him/her as soon as possible.



#### Security and Confidentiality

Be sure that the AAs know how to protect the security of these materials in the interim by following the security and confidentiality guidelines outlined chapter 1. Review these procedures with the AA before handing the materials to him/her.

After conducting the makeup session, the AA will return the assessment materials to you. You will be responsible for shipping the Session Box(es) to Pearson as soon as possible after the makeup session.

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## Chapter 12 Summary

Upon completing this chapter, you should be able to,

- identify how to conduct a QC check of completed session materials,
- list the steps required to prepare the NAEP Storage Envelope,
- determine if a makeup session is required,
- describe how to conduct a debriefing interview with the school coordinator, and
- describe how to arrange with your team to conduct a makeup session.



## Procedure 2. Ship Session Boxes to Pearson

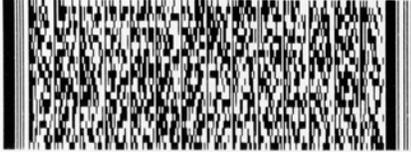
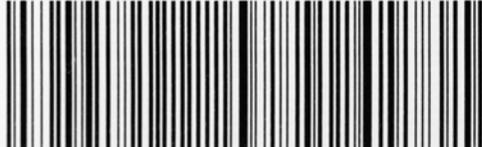
You are responsible for shipping the completed materials and science kits to Pearson as soon as possible after the session but no later than 1 day after the assessment or makeup session. It is critical that materials are shipped to Pearson no later than 1 day following the assessment session(s) or makeup session. Receiving materials in a timely fashion helps ensure the security of completed assessment materials.

In order to ensure the materials are properly sent, complete the following:

### 2A. Attach the FedEx Return Labels to the Boxes.

Place a pre-addressed “FedEx Express” 2-day return label on each box to be returned (see example on next page).

The FedEx tracking number is scanned at the time of pickup, so do not make any alterations to the label or use a photocopied label. FedEx will not accept packages with altered or photocopied return labels. If you do not have enough FedEx labels (one is required for each box), call Pearson at 1-888-627-6237.

Part # 154250-036 PRINT 02/06	ORIGIN ID: LITA (501)982-1494 Linda Rinker 0520069 AL0801 1216 Overview Drive Jacksonville, AR 72076 UNITED STATES US	EstWgt: 1 LB System#: 9784022/ESDS0400 Account: S *****
	Pearson Educational Measurement 2510 North Dodge St Iowa City, IA 52245	(319)841-4712 <b>FedEx</b> Express  CLS052586/28/22
	PGMSSN:815666 NAEP SESSION 2007	SEQ:01062
		Delivery Address Barcode
** 2DAY **		FedEx Returns
TRK# 7905 0454 0092	Form 0221	CID A2
52245 -IA-US	<b>SG IOWA</b>	
		
TRCK: 7905 0454 0092 Please call 1-800-GOFEDEX (1-800-463-3339) for pickup of boxes. See return shipment instructions for more details.		

## 2B. Complete the Green Label on Each Box.

Each Session Box will arrive from Pearson with a green label on the side that reads “Important NAEP Materials.” On the Box \_\_\_ of \_\_\_ line, fill in the number sequence of the boxes being returned for the school. For example, Box 1 of 2, Box 2 of 2, etc. These numbers are important because they help confirm that all boxes are received at Pearson. If the green label has become damaged, replace it with the extra label shipped in the Session Box.

122-122-2 DIXON MIDDLE SCHOOL FT0801	SEQ: 1
<b>IMPORTANT NAEP MATERIALS FT08</b>	
NAEP ASSESSMENT 2510 NORTH DODGE STREET IOWA CITY, IA 52245	BOX _____ OF _____
	
815-862-000 0006316715 ANS	

## 2C. Arrange for FedEx to Pick Up the Boxes.

You may drop off the boxes at any FedEx location or call 1-800-GOFEDEX (1-800-463-3339) to schedule a pickup. Do not leave the boxes unattended for pickup. You may give the boxes to an AA to drop off at a FedEx location, if necessary.

If you call FedEx for a scheduled pickup, have the following information available when they call:

- Express or Ground shipping information: This is critical, as FedEx has different business units for ground and air, which do not overlap. Express will be used for session shipments. Ground will be used for returning bulk materials at the end of your assessment period.
- contact name,
- contact telephone number,

- pick up address,
- zip code (the representative will verify the city by the zip provided),
- the number of boxes you are returning, and
- the average package weight (use 8 pounds per Session Box, 15 pounds per bulk box).

FedEx will give you a confirmation number and the date of the pickup. In most cases, your pickup will be scheduled for the following business day or the date you requested. In some large metropolitan areas, if you call FedEx early in the day, your pickup may be scheduled for the same day as your call.

**2D. Destroy the Remaining Labels.**

After returning your materials for this project, any remaining FedEx labels must be destroyed. These are project-specific labels and cannot be reused.

**Procedure 3. Record Shipping Information on the School Folder and Quality Control Booklet (QCB)**

At the bottom of the FedEx return shipping label, there is a small peel-off label preprinted with the tracking number.

Peel off the label with the tracking number and affix it to the back cover of the School Folder. Then, in the space provided next to the tracking number, record the date you shipped the box.

RETURN SHIPMENT TO PEARSON TRACKING			
	DATE:	TRACKING NUMBER LABEL:	NOTES:
1	03/04/08	1Z65901W3810046753	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Enter the Makeup Session Status and the Session Box Shipping Information on the back cover of the QCB.

Session Assessment Status
1. <input type="checkbox"/> All Scheduled Assessments Completed
2. <input type="checkbox"/> All Scheduled Assessments Not Completed (Record explanation below.)
_____
_____
_____
_____

Makeup Session Status	Session Box Shipping Information
Record <u>one</u> makeup session status below.	Have <u>all</u> Session Boxes been shipped to Pearson?
1. <input type="checkbox"/> Not Required	1. <input type="checkbox"/> Yes
2. <input type="checkbox"/> Required and Completed	Shipping Dates Entered into the Pearson MTS:
Date(s) _____	_____
_____	_____
3. <input type="checkbox"/> Required and Not Completed	2. <input type="checkbox"/> No
Explain: _____	Explain: _____
_____	_____
_____	_____
_____	_____

### **Procedure 4. Enter Assessment Information Into the School Control System (SCS) and the Pearson Materials Tracking System (MTS)**



The following table outlines the information you need to enter into the SCS and Pearson MTS. The *SCS User's Guide* has details on how to enter this information into the SCS/Pearson MTS.



### **Procedure 5. Report Assessment Progress to Your Field Manager**

Once the assessments start, the weekly telephone call you conduct with your field manager will change from reporting the status of your preassessment calls and visits to reporting your assessment progress.

Have ready the School Folders and all other materials you will need for the call. See page 13.6 for more information on preparing for this call.

At this stage of the assessment process, your call with your field manager will include reporting about:

- the schedule of AAs assigned to upcoming assessments;
- the performance of AAs (see sidebar below);
- the shipment of assessment materials;
- the status of SCS entries;
- observations conducted by NAEP staff; and
- staffing or other problems you have or may encounter.

If you have a question or issue that requires immediate attention, do not wait for your scheduled call to contact your field manager. If he/she is unavailable, contact the NAEP staff Help Desk at 1-888-499-NAEP (6237).

### **Discussing AA Performance With Your Field Manager**

If you are experiencing performance problems with an AA, as discussed in *Leadership* magazine, you will first want to discuss the problem directly with the AA, documenting the problem, any discussion you had with him/her, and the situation's resolution or outcome. It is a good idea to put this documentation in the form of an e-mail to your field manager.

Your weekly report call is the time to inform or update your field manager about the problem and discuss the actions you have taken so far. Your field manager is required by Westat corporate policy to complete a Documentation Log for any performance problems with a field staff member, and your field manager will use the information you provide to complete this form.

If you are unsure how to proceed with an AA with whom you are experiencing difficulties, discuss the situation with your field manager as soon as possible. Your field manager can offer valuable suggestions for working with your team of AAs, especially in problematic situations. Do not delay in discussing AA problems with your field manager. The NAEP field period is very short, and most problems can be corrected quickly, providing you with a quality, effective team member for the remainder of the assessment period.

At the conclusion of the assessment period, you and your field manager will complete an evaluation form for each AA (see chapter 16 for a complete discussion of the Westat Field Staff Evaluation Form). If you report problems with an AA's performance on this form, you and your field manager are required to have written documentation to back up the ratings you give the AA. Therefore, you must document in writing all performance problems with an AA and discuss them with your field manager at the time the problem arises and before the end of the assessment period.

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## **Procedure 6. Finalize and Ship School Folders to Your Field Manager**

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Within 24 hours of each weekly reporting call, you will need to ship to your field manager the School Folders for assessments conducted during the previous week.

Finalize each School Folder by verifying the following items are included:

- Completed QCB;
- A copy of the final Administration Schedule(s) for each session (without names);
- A copy of the final Roster(s) of Questionnaires (without names);
- The original Inclusion Worksheet(s) (without names);
- Dated copy of Parent/Guardian Notification Letter;
- Signed Teacher Observation Letters, if applicable;
- Signed Accommodation Teacher Letters, if applicable;
- Completed Session Debriefing Form for each session;
- Student Sampling Summary Report, if one came in the folder;
- Special Situation Form, if one came in the folder;
- If a private school, all recruitment documents that came in the folder; and
- The tracking number from the shipping label for each Session Box sent to Pearson (on the back of the folder in the space provided).

A list of these materials is printed on the School Folder Transmittal Form.

RETURN SHIPMENT TO PEARSON TRACKING

DATE:	TRACKING NUMBER LABEL:	NOTES:
1		
2		

**School Folder Transmittal Form - FT**

School Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Supervisor: Be sure the following documents are in this School Folder before visiting the school for the preassessment visit	Initial EACH ROW to indicate document is enclosed	Comments
Quality Control Booklet with label attached		
Original Administration Schedule for each session		
Preprinted Instruction Worksheet, if applicable		
SD/ELL Roster of Questionnaires, if applicable		
Instructions for Sampling New Enrollees		
New Enrollee Listing Form		
Original List of All Students in the Grade Submitted for Sampling (E-File Roster)		
Field Sampling Line Numbers, if applicable		
Student Sampling Summary Report, if applicable		
School Certificate of Appreciation and Folder		
Preassessment Packet FedEx Airtel Receipt (if applicable)		
If Grade 8 or 12: White name labels provided by Pearson for use on the Student Certificate		
Student Booklet ID labels (if sampled after 11/25/07)		
Nonpublic School Recruitment Documents, if applicable		
Supervisor: Be sure the following documents are in this School Folder before delivering it to the Field Manager after the assessment	Initial EACH ROW to indicate document is enclosed	Comments
Completed Quality Control Booklet		
Photocopy of each Administration Schedule (without names)		

**Grade 8 NAEP 2008 SCHOOL FOLDER - FT Grade 8**

<p>PLACE LABEL HERE</p> <p>TERRITORY: _____ REGION: _____ AREA: _____</p> <p>ASSESSMENT DATE: _____</p> <p>SCHOOL TYPE (circle one): PUBLIC NONPUBLIC</p> <p>SCHOOL NAME: _____</p> <p>SCHOOL ID#: _____</p> <p>ADDRESS: _____</p> <p>PRINCIPAL: _____</p> <p>SCHOOL COORDINATOR: _____</p> <p>PHONE: _____</p> <p>FAX: _____</p> <p>E-MAIL: _____</p> <p>SESSION NUMBERS: _____</p> <p>COMMENTS: _____</p>	<p>SUPERVISOR: Please complete the following information:</p> <p>SUPERVISOR: _____</p> <p>FIELD MANAGER: _____</p> <p>STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">City:</td> <td>QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SCHOOL Grade 8</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SD Questionnaire</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ELL Questionnaire</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LANGUAGE ARTS TEACHER Grade 8</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MATHEMATICS TEACHER Grade 8</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SCIENCE Grade 8</td> </tr> </table> <p>SV: Please complete this information before sending to your FIE:</p> <p>PREASSESSMENT DATE: _____ TIME: _____</p> <p>MAKEUP REQUIRED (circle one): YES NO REFUSED DATE: _____</p> <p>NUMBER OF REGULAR SESSIONS: _____ NUMBER OF HOT/ACT SESSIONS _____</p> <p>NUMBER OF SEPARATE ACCOMMODATION SESSIONS: _____</p> <p>NUMBER OF AAs: _____</p> <p style="text-align: center; font-size: small;">SHIPMENT TRACKING ON BACK OF FOLDER</p>	City:	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	<input type="checkbox"/>	SCHOOL Grade 8	<input type="checkbox"/>	SD Questionnaire	<input type="checkbox"/>	ELL Questionnaire	<input type="checkbox"/>	LANGUAGE ARTS TEACHER Grade 8	<input type="checkbox"/>	MATHEMATICS TEACHER Grade 8	<input type="checkbox"/>	SCIENCE Grade 8
City:	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL														
<input type="checkbox"/>	SCHOOL Grade 8														
<input type="checkbox"/>	SD Questionnaire														
<input type="checkbox"/>	ELL Questionnaire														
<input type="checkbox"/>	LANGUAGE ARTS TEACHER Grade 8														
<input type="checkbox"/>	MATHEMATICS TEACHER Grade 8														
<input type="checkbox"/>	SCIENCE Grade 8														

Once the School Folders are complete, ship them to your field manager via FedEx.

**NOTE:** Use the blank FedEx labels to send the folders to your field manager, not the preprinted FedEx labels that you will use to return the Session Boxes to Pearson.

There are two options for getting your package to FedEx:

- The courier will come to your house or other designated location and pick up the package. To request a pickup time or to get a list of FedEx locations, call 1-800-GO-FEDEX or go to the website at <http://www.fedex.com/us>.
- Drop off your package at any FedEx location.



It is crucial that the School Folder contains all required information because Westat staff will frequently refer to its contents during booklet processing and statistical checks. If the photocopy of the final Administration Schedule for each session or the Roster of Questionnaires is not included in the School Folder, your field manager may ask you to return to the school to obtain it.

Below is an example of how the FedEx label to your field manager needs to be completed:

**FedEx US Airbill**  
Express  
FedEx Tracking Number: 8599 2955 5096

**1 From** Please print and press hard  
Date: Date Sender's FedEx Account Number: 1290-1574-8  
Sender's Name: Supervisor name Phone: Phone  
Company: \_\_\_\_\_  
Address: Address Dept./Floor/Suite/Room: \_\_\_\_\_  
City: City State: State ZIP: ZIP

**2 Your Internal Billing Reference** (For 24 characters will appear on invoice): 7707.08.54.03

**3 To**  
Recipient's Name: Field manager Phone: Phone  
Company: \_\_\_\_\_  
Recipient's Address: Address Dept./Floor/Suite/Room: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: City State: State ZIP: ZIP

**4a Express Package Service**  
 FedEx Priority Overnight  
 FedEx Standard Overnight  
 FedEx 2Day  
 FedEx Express Saver

**4b Express Freight Service**  
 FedEx 1Day Freight  
 FedEx 2Day Freight  
 FedEx 3Day Freight

**5 Packaging**  
 FedEx Envelope\*  
 FedEx Pak\*  
 FedEx Box  
 FedEx Tube  
 Other

**6 Special Handling**  
 SATURDAY Delivery  
 HOLD Wednesday at FedEx Location  
 HOLD Saturday at FedEx Location

**7 Payment Bill as:** Enter FedEx Acct. No. or Credit Card No. below.  
 Sender Acct. No. in Section 1  
 Recipient  
 Third Party  
 Credit Card  
 Cash/Check

Total Packages: 1 Total Weight: \_\_\_\_\_ Total Declared Value\*: \$ .00

**8 NEW Residential Delivery Signature Options**  
 No Signature Required  
 Direct Signature  
 Indirect Signature

520

## Chapter 13 Summary

Now that you have completed this chapter, you should be able to:

- explain the process and schedule for shipping assessment materials to Pearson,
- list the information that needs to be entered into the SCS and Pearson MTS,
- list the types of information you will discuss with your field manager on your weekly report call, and
- describe how to finalize and ship School Folders to your field manager.