

3.4.1 Target Student Sample

The number of students displayed as the Target Sample Size is the number to be sampled when the enrollment is larger than the take-all maximum.

The sample sizes and special take-all option for grade 4 are shown below.

Study & grade/age	Invite all students up to & including	If more than...	...sample will be	Special note
LTT 9, 13, &17			62	No take all option
FT 4	120	90	90	Public & nonpublic schools, if there are up to 120 (inclusive) students, take all is allowed.
FT 8	102	102	90	
FT 12	155	155	140	
Arts 8	40	40	35	
SICT 4, 8, 12 (fall)				20-30 students in two classrooms.

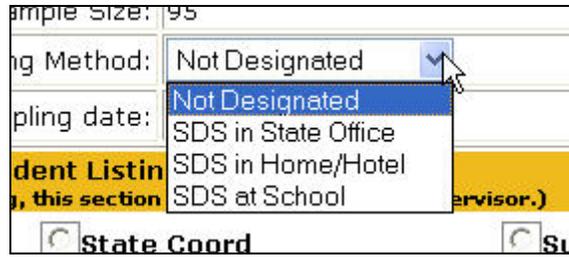
In some schools in small states, the school may be assigned a student sample size 2 or 3 times the size shown above. Field managers will tell their supervisors if this has occurred in any of their schools and help plan the schedule accordingly.

The deadline for schools to E-File their student information is November 16. The last date samples from the SDS can be transmitted so that data can be sent to Pearson is November 25.

Remember: The actual sample size in a school will not be known until the sample is selected. Thus, the number displayed as the “Target sample size” will always be the number for that grade indicated in the column headed “...sample will be” above.

3.4.2 Sampling Method

The default display for this field is “Not Designated. If the school is designated by the state to E-File, this will be updated by the home office. If you will be sampling the school in the field, you will select from among the options to be displayed on the drop down list:



In-Field Sampling Options

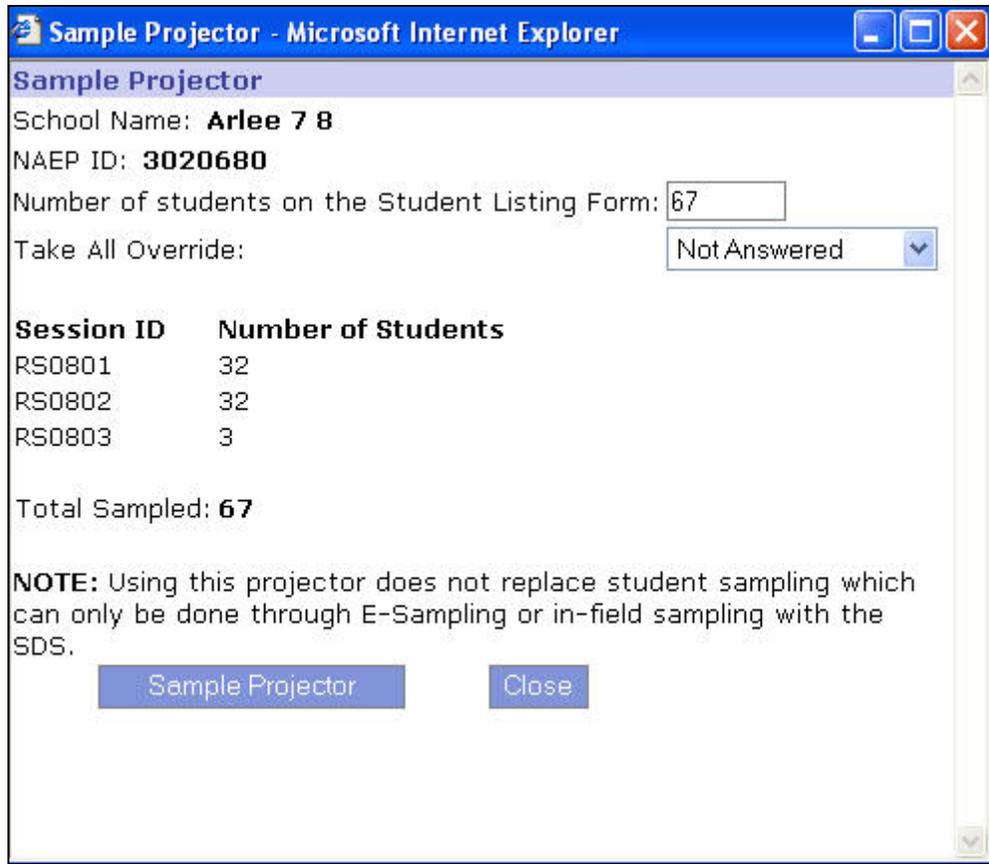
3.4.3 In-Field Sampling Date

If an in-person visit will be made to a school to draw the student sample, you will record the date this visit is scheduled when it is known.

3.4.4 Student Sampling Result Preview

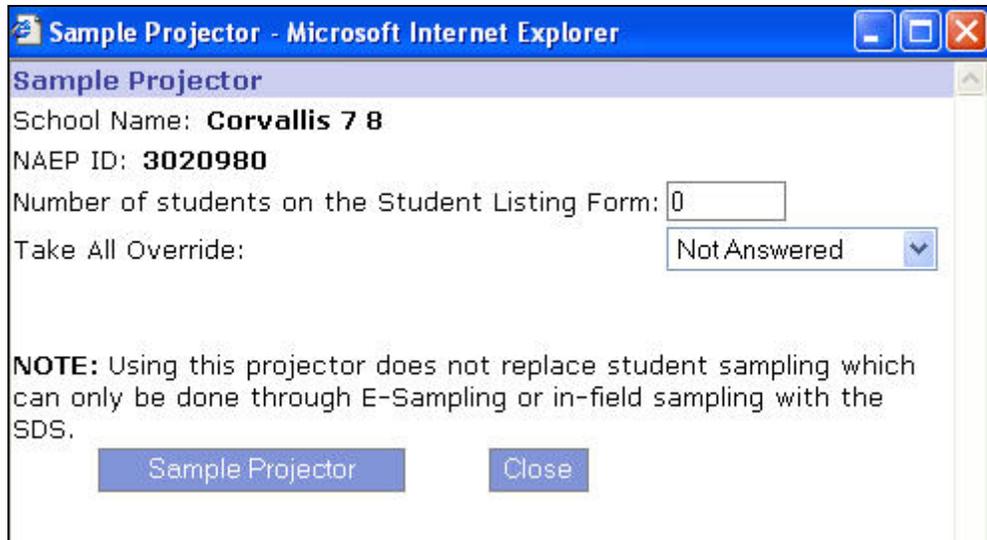
The actual enrollment for the sampled grade entered in the SCS (General tab) will be displayed in this part of the Sampling tab.

Clicking on the “Sample projector” link will open a window allowing you to see how the sample may be distributed in the sessions. **For example, if a grade 8 school has 67 students in the sampled grade, the sample projector would show the following:**



Sample Projector

The Sample Projector can also be used if the actual enrollment has not been entered. When the Sample Projector is opened, the sessions won't be displayed until a number is entered in the box .



Sample Projector When Actual Enrollment has not Been Entered

This will allow you to project how many Administration Schedules would be produced given the anticipated number of eligible students and the estimated sample size.

At grades 8 and 12, the “Take All Override” can not be used until special permission is obtained as discussed in section 3.4.7 – “Special Situation Form.”

As a reminder, the pop-window notes that using the Sample Projector does not replace student sampling which can only be done through E-Sampling or in-field sampling with the SDS.

3.4.5 Student Listing Information

In the early years of NAEP, all schools were provided with copies of a form called the Student Listing Form (SLF) on which they were expected to record information about all of the students in the selected grade. Today, references to the SLF are generally to a hard-copy list or Excel file of all eligible students in a school, which is most often produced by their computer system. If you have received such a list from which you will sample (using the Student Data System), you should record receipt information in the SCS.

Likewise, state coordinators have been requested to provide this information if student lists are sent to them for you to sample using the Student Data System.

Sampling Method:	SDS in Home/Hotel		
In-Field sampling date:	11/12/2006		
Student Sampling Result Preview:	Actual Enrollment = 15	Sample projector	
Student Listing Information (For in-field sampling, this section will be filled in by the supervisor.)			
List or file received by:	<input type="checkbox"/> State Coord	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Westat
Date received:	11/12/2006		
List or file created by:	S Miner		
Creator's phone:	555-234-8762	(XXX) XXX-XXXX	
Creator's e-mail:	SMiner@school.edu		
Number on list or file:	0		
Number sampled:	0		
Year-Round Schools			

Student Listing Information on Sampling Tab

The “Number on list or file” and “Number sampled” will always be filled in by the home office after the sample is selected – either the E-Sample or after the supervisor has sampled using the SDS and transmitted the data.

3.4.6 Year-Round School Information

It is necessary to determine if a school is a year-round school so that the statisticians know what percentage of the eligible students will be on break and not available for inclusion in the assessment.

Year-Round Schools	
What type of Calendar does your school use?:	Traditional Non-Year-Round
For year-round schools only:	
Number of Tracks:	N/A
What percentage of students will be on break (not in attendance due to a scheduled vacation period) on the assessment date?:	N/A
How are student assigned to tracks in this school?	<input type="checkbox"/> Based on ability <input type="checkbox"/> Based on another criteria(specify)

When you click on the “year-round school” link, the following explanation will be displayed:

“In year-round schools, students attend classes spread throughout the twelve calendar months unlike traditional schools that follow the nine month calendar.”

Since year-round schools are more likely to be public schools, you may not have any non-public schools for which the percent information needs to be recorded.

The number of tracks and the percent of students who will be on break will be recorded for multi-track, year-round schools. In addition, how the students in these schools were assigned to the tracks will be recorded.

If a school operates on a year-round schedule, but all students take vacations at the same time and no students would be on break on the assessment date, there is no need to record any information about the school being a “year-round school.”

If it is determined that students who are on break have been sampled, see the *Supervisor Manual* chapter 3, section 4C for instructions on how to proceed regarding these students.

3.4.7 Special Situation Form

Special Situation Form (The expected number of sessions to be conducted and/or the number of students to be assessed in this school has been altered as noted below:)	
School wanted to assess all grade-eligible students:	Not Answered
School requests to do fewer sessions than the number assigned:	Not Answered
Other situation, describe:	
Resolution: Describe the outcome of the situation checked above. Indicate what sessions were dropped/added and the number of students actually assessed. Be sure to include as much relevant information as possible	

When schools are recruited, it is occasionally necessary to negotiate with the school to obtain cooperation. During these negotiations, if the school has concerns about the number of students involved in the assessment, it may be possible to modify the number. There are strict limits as to what exceptions are allowed, however. These are explained below.

Before recruiting supervisors can offer or agree to these special situations, they must check with their field managers since some options require NCES approval. A Special Situation Form should be completed for any of the following exceptions that have been allowed.

3.4.7.1 Assess All Students

In grade 4 schools, it is anticipated that the preference will be for NAEP to take all of their students when they have 120 or fewer. Thus, the default for all grade 4 schools is to “Take all up to 120.” “Assess all” students refers to the following:

- Grade 4 school has more than 120 grade 4 students and wants all to be assessed.
- Grade 8 or 12 schools in which there are more in the sampled grade than the expected sample size and they want NAEP to assess all of their grade-eligible students.

If a grade 8 or 12 school or grade 4 with more than 120 grade 4 students wishes to assess all students in the sampled grade instead of only the number we expected to sample, the recruiting supervisor must obtain permission from his/her field manager before agreeing to this. Field managers will need to gain clearance from NCES before they can give permission to assess all grade-eligible students. (If this option is allowed, which is rare, the SDS will permit a sample override and will add the students to all sessions assigned to the school, proportionately. See the *SDS User Guide* for more information.)

As always, if a school wants to add unsampled students to a session after the student sample is selected, then those students can be assessed and will be given the administration code of 56 – Not In Sample. However, this not-in-sample option will require more materials and possibly additional assessment staff. This option must be discussed with your field manager before you can agree to it, especially if it involves large numbers of additional students.

In Long Term Trend schools, the option to assess all age eligible students will not be offered. It offers no advantage to the school since eligible students will be in different grades and will always need to be removed from several classrooms to participate.

3.4.7.2 Assess Fewer Students

If a school objects to the number of students that we wish to assess, it may be possible to assess fewer students if that is necessary for the school to participate. This option must be discussed with your field manager before agreeing to do this.

If this option is allowed, the sample will be drawn as usual and all student demographic data will be entered in the SDS. Student names will not be entered in the SDS.

If an entire session is refused, all students in that session should be coded with Administration Code 49 – Session/subject refused by school. If a subject is refused, all students sampled to be assessed in that subject should be coded with Administration Code 49, Session/subject refused by school.

3.4.7.3 No Other Options

The two options above are the only special options that might be allowed. It is not possible to sample whole classrooms (except for special studies), or to select the sample from a list of students in only some classes.

3.5 Preassessment Tab

School Control System

[School/District Listing](#) | [Batch Entry](#) | [Scheduling](#) | [Data Selection](#) | [Reports](#) | [Student List Management](#)

School Edit District: San Diego Unified Search for NAEP ID
 Region: CA 1 Area: 1

General	Sampling	Preassm't	Special Studies	Post Assm't	QC
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School Name: **Bell Junior High** Sampled Grade: **8** NAEP ID: **0620372** Project Name: **NAEP-2008/FT**

School Packet

School Packet Sent Date: 12/28/2007

Preassessment Visit

Preassessment Visit Date: 1/25/2008
 Preassessment Visit Time: HH:MM AM/PM 9:00

Teacher Information:

Subject Taught	Number of Teachers	
Mathematics	10	Enter a response of zero or greater
Science	2	Enter a response of zero or greater
Language Arts	4	Enter a response of zero or greater

Student Sampling Summary Report:
 Verify student data against any statements below.

SSSR has not been run.

New Enrollees Procedure:
 (To be completed after the Preassessment visit/call.)

Did you obtain list of currently enrolled grade eligible students? Yes

If "No", call back date None

Number of students you identified as new enrollees 90 Enter a response of zero or greater

Did you sample from the list of new enrollees? Yes, sampled

of new enrollees sampled and added to assessment 9 Enter a response of zero or greater

Number Excluded Students

Enter a response of zero or greater for each cell

	Reading	Math	Science
SD	1	0	0
ELL	0	2	0
SD AND ELL	0	0	0

Parent Letter Information

PL Contact Information Prefix: Last Name: Smith First Name: Jen Suffix:

Has school notified parents? Y/N: Yes

Date parent notice sent: 1/14/2008

How Sent: Letter Mailed Home

Other (How Sent):

Letters Sent To: All Eligible Students

Date parent notice received by NAEP Rep.: 1/25/2008

Have any parents/students refused? No

REMINDER:
Parents of sampled new enrollees must be notified of the assessment

Were sampled new enrollee parents notified? Yes

School Edit

If you have any questions or comments please contact the Help Desk .

School Edit, Preassessment tab

Each of the several sections on this tab will be discussed below. The goal is to coordinate the sections in this tab with the order that the activities appear in the Quality Control Booklet, though given the development schedules of these two, that is not always possible. Several reminders have been added to ensure that all fields have been updated.

3.5.1 Preassessment Packet and Visit

Select from the pick list the date that you have sent the packet to the school. While dates are provided that go into the assessment field period, it is expected that all but a few of these packets will be sent out just before the beginning of January. LTT schools being assessed in the fall (age 13) will, of course be sent out much earlier.

Recording the date here will permit you to refer to this date when contacting the school coordinator to ensure the packet was received as well as permit your field manager to monitor this activity.

The next section, Preassessment Visit, allows you to record the date of the preassessment visit when this has been determined. A field for entering the time for this visit is also available.

3.5.2 Teacher Information

In most NAEP assessments, teacher questionnaires will be prepared and distributed to schools prior to the assessment so that they can be collected on assessment day.

In this section of the Preassessment tab, the number of teachers is displayed so that the appropriate number of teacher questionnaires can be prepared. State coordinators have been asked to update this information for the public schools, recruiting supervisors will enter it for nonpublic schools.

The information requested will depend on the grade sampled in the school as shown below:

Grade	Information needed on number of teachers of:
4	Grade 4 students
8	Mathematics Reading/Language Arts Science

There are no teacher questionnaires for LTT, ARTS, SICT, or grade 12 schools.

3.5.3 Student Sampling Summary Report

During the E-Filing procedure and in-field sampling using the SDS, student data are often noted as needing to be verified. If, for example, the number of students identified as SD is significantly different from other information available, the system will question whether this is accurate.

In this part of the Preassessment tab, messages will be displayed which should be checked with the school coordinator during the preassessment visit.

You are not expected to look at every school to know if the SSSRs have been posted. You will receive an email notifying you that an SSSR has been posted to the SCS. Additionally, during the in-field sampling period and prior to the data being sent to Pearson, messages will be sent out if there are issues concerning the data.

Student Sampling Summary Report: SSSR Run Date: 01DEC2006 Verify student data against any statements below.		
Data to be verified: Print SSSR Results	Corrected on Admin Schedule	Verified with Sch. Coord. as correct
11.5% of the students are shown as Students with Disabilities. -Data for this school filed in a previous year shows 0.0% Students with Disabilities.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

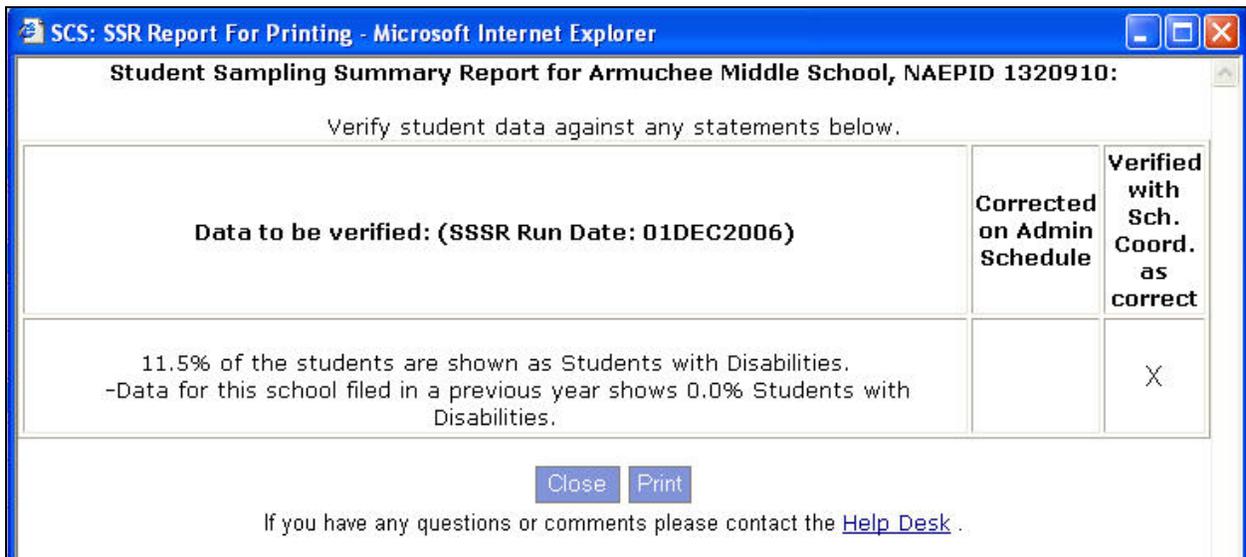
SSSR Example from NAEP 2007

After these issues in the SSSR have been discussed with the coordinator, record here whether corrections were made on the Administration Schedule or whether the information is verified as being correct as recorded on the Administration Schedule.

The system will not let both check boxes to be used under both “Corrected on the Administration Schedule” and “Verified as correct.” The following error message will appear if this is attempted:

Check only one:
 That you have corrected the data on the Admin. Schedule
 OR
 You have verified with the school coordinator that the data are correct as recorded on the Administration Schedule

Print out the SSSR and put a copy in the School Folder so you will have a copy of this for the preassessment visit. Click on the Print SSSR Results link to obtain the printable version of the SSSR as illustrated below.



Printing the SSSR

Click on the Print button to get a copy of this report for the school folder.

The SSSR field in Data Selection will help you determine if you are keeping the SSSR updated. When the SSSR is selected in Data Selection, the resulting report will yield one of the following:

"Yes" If is there is an issue(s) and a box is checked for each issue.

- "Not Answered" If there is an issue(s) and no boxes are checked. This will also be displayed if there are 2 or more issues, but one (or more) has not been checked.
- "N/A" If there are no SSSR issues for the school.

3.5.4 New Enrollee Procedure

New Enrollees Procedure: (To be completed after the Preassessment visit/call.)	
Did you obtain list of currently enrolled grade eligible students?	Not Answered ▾
If "No", call back date	None ▾
Number of students you identified as new enrollees	<input type="text"/>
Did you sample from the list of new enrollees?	Not Answered ▾
# of new enrollees sampled and added to assessment	<input type="text"/>

New Enrollee Procedure section of Preassessment Tab

When you are at the school for the preassessment visit and the student sample was selected in the fall, you will ask the school coordinator for a list of students who are currently enrolled in the sampled grade.

Using the list of currently enrolled students, follow the Instructions for Sampling New Enrollees which is located in the School Folder. These include:

- compare the list of currently enrolled students to the original list submitted for sampling (in the School Folder);
- highlight the names of currently enrolled students who are not on the list from which the sample was selected;
- copy the highlighted names and demographic data to the New Enrollee Listing Form and
- select the sample from the New Enrollee Listing Form.

Students who are sampled during this process are added to the end of the appropriate Administration Schedule.

After the preassessment visit, update the results of the new enrollee procedure in the SCS.

The question about whether you sampled from the list of new enrollees will be answered according to the situation in the school. If there were no new enrollees, indicate this by selecting “No

new enrollees.” If, for some reason, the sample was not selected from the list of new enrollees, select the response “No, did not sample.”

If the original student sample results in more than 34 students being assigned to a session type, a second session is created and 2 Administration Schedules will be generated for this school. However, if sampling new enrollees results in enough students added to a session that there are now more than 34, a new "session" is NOT created. While it is true that a blank Administration Schedule will be used for the student demographic data of the extra students, they are still considered part of the original session.

You should enter the number of sampled new enrollee students to the session information in the SCS for the original session. If the total number of students assessed in this session is greater than the original sample that will not cause a problem for the SCS.

3.5.5 Number Excluded Students

During the preassessment visit to a school, you will update the SD and ELL codes on the Administration Schedules as necessary. Using the Administration Codes in the 60s and 70s, indicate which students will be included with and without accommodations and which will be excluded.

In the QCB, record by subject (i.e., for FT - reading, math, or science; for Arts – visual arts or music) and by SD, ELL, and SD/ELL the total numbers of students who will be excluded from the assessment (students whose Administration Codes are in the 60s).

Then, record these numbers in the new matrix in the Preassessment tab in the SCS.

Number Excluded Students			
	Reading	Math	Science
SD	1	0	0
ELL	0	2	0
SD AND ELL	0	0	0

This information will allow reports to be produced in the home office on the number of students by subject and by SD and/or ELL who are expected to be excluded from the assessments. These

reports are of great interest to the NAEP state coordinators as they monitor the exclusion rates within their states.

3.5.6 Parent Letter Information

The Federal “No Child Left Behind” legislation, requires that parents of all selected students be notified that their child has been selected. Thus, it is important that this section of the SCS is completed for every participating school.

Parent Letter Information	
PL Contact Information	Prefix: <input type="text"/> First Name: <input type="text" value="Jen"/> Last Name: <input type="text" value="Smith"/> Suffix: <input type="text"/>
Has school notified parents? Y/N:	<input type="text" value="Y"/>
Date parent notice sent:	<input type="text" value="1/14/2008"/> ▼
How Sent:	<input type="text" value="Letter Mailed Home"/> ▼
Other (How Sent):	<input type="text"/>
Letters Sent To:	<input type="text" value="All Eligible Students"/> ▼
Date parent notice received by NAEP Rep.:	<input type="text" value="1/25/2008"/> ▼
Have any parents/students refused?	<input type="text" value="No"/> ▼
REMINDER: Parents of sampled new enrollees must be notified of the assessment	
Were sampled new enrollee parents notified?	<input type="text" value="Yes"/> ▼

Parent Letter Information section of Preassessment Tab

Westat field staff and NAEP state coordinators both have responsibilities regarding these notices. The fields that you see are for you to complete as the information becomes available.

Westat field staff are responsible for sending the parent notification letters to nonpublic schools and discussing the importance of parent notification with them. They will also obtain dated copies of the parent notification from all participating schools – public and nonpublic.

The Parent Letter Information to be completed is as follows.

FIELD	EXPLANATION
Has school notified parents?	It is required that the school notify parents before the assessment can be held.
Date parent notice sent:	The date that the school coordinator sent the letter or newsletter with the parent notification.
How Sent	Select from the drop down list: Letter mailed home. Letter sent home with student. Notice posted in newsletter. Other.
Other (How sent)	If some other means of notifying parents was used, record here, such as by facsimile, which is allowed.
Letters sent to	Select from the drop-down list: Sampled students only. All eligible students.
Date parent notice received by NAEP rep:	When you have received a dated copy of the parent notice, the date received should be entered.

At the bottom of this section is a reminder that if there are any sampled new enrollees, their parents must also be notified before they can be assessed. As you will note, a field has been added which needs to be completed. Here you will record whether the parents of sampled new enrollees were notified, as required. The options in the pick list are: “Not answered” (the default), “No new enrollees sampled,” “Yes,” and “No.”

3.6 Special Studies Tab

Schools selected for special studies will be identified in this tab by the name of the study. If data entry is required for the special study, the fields will be located on this tab or links to them will be included. Currently, there are no plans for any special studies in NAEP 2008 that would need to be identified on this tab.