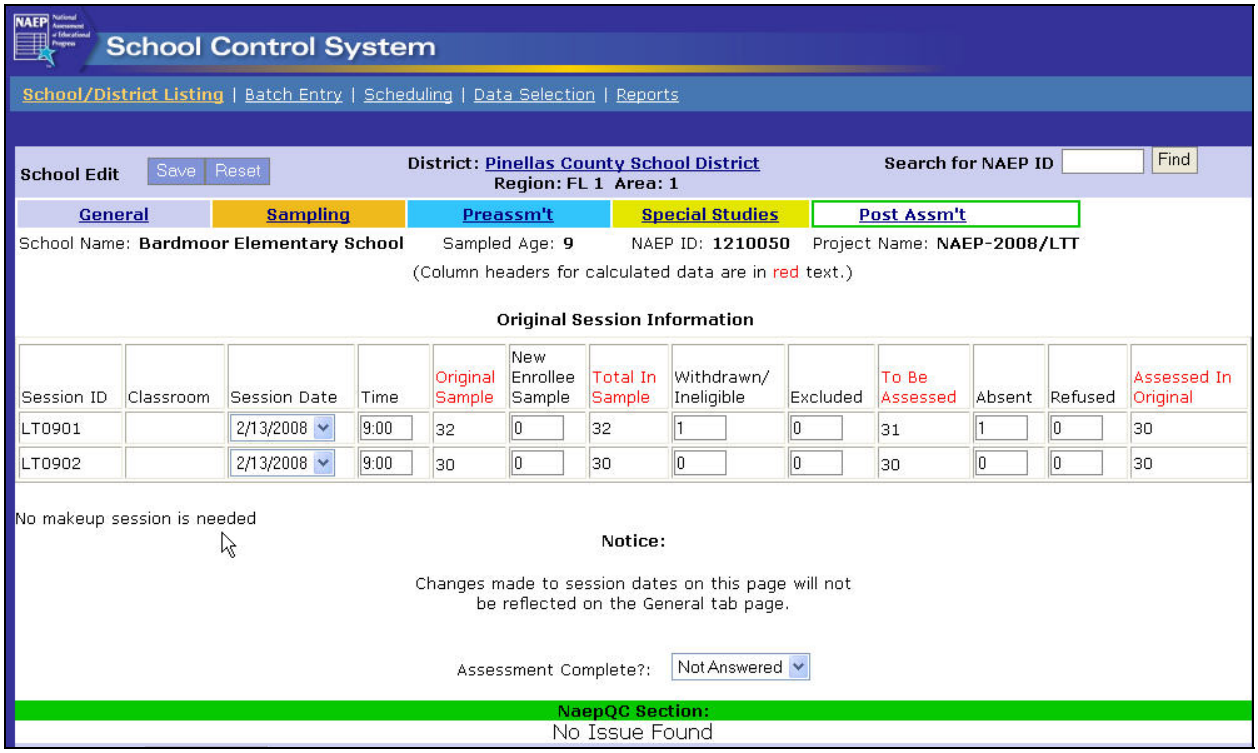
3.7 Post Assessment Activities Tab

After the assessments are complete in a school, you will record summary data from the Administration Schedule(s) on this tab.



Post Assessment Tab – No Makeup Needed

The fields displayed in the session matrix on this tab are in the same order as the session summary fields at the top of the Administration Schedules.

Each line in the matrix represents one "session" identified by its session ID. Even if all of the students listed on 2 or more Administration Schedules are assessed in the same room, each Administration Schedule should reflect only the information for the students listed on it.

Normally in the SCS a "session" equals an Administration Schedule. However, occasionally, there are more students added to the sample through the New Enrollee Procedure than there are blank lines on the Administration Schedule. When a blank Administration Schedule is used to record the additional students, a new "session" is <u>not</u> created. The number of new enrollees from this new Administration Schedule should be combined with the number from the original Administration Schedule when recording the data in the SCS.

Double-check the session ID on the Administration Schedule with the SCS before entering any data. You will enter information reading across the summary box of the Administration Schedule.

As you record information on this page, press the **Tab** key to easily move from one field to the next.

Double-check all of your numbers, then go to the next session's Administration Schedule (if there were two or more in the school) and enter the information for that session.

If a makeup session was not required, there will be no makeup fields to complete. As shown above, the system will notify you that the makeup was not needed after you have entered all session data and clicked the Save button so that it can calculate the percentage.

If a makeup session was required, the system will display one line of fields for each session type.

Original Session Information

Session ID	Classroom	Session Date	Time	Original Sample	New Enrollee Sample	Total In Sample	Withdrawn/ Ineligible	Excluded	To Be Assessed	Absent	Refused	Assessed In Original
LT0901		2/13/2008	9:00	32	0	32	1	0	31	5	0	26
LT0902		2/13/2008	9:00	30	0	30	0	0	30	5	0	25

Make-up Sessions

Session Subject	Percent Assessed In Original	Assessed In Makeup	Makeup Date	Makeup Code	Total Assessed
LT09	84%		None	No Makeup Code	51

Notice:

Changes made to session dates on this page will not be reflected on the General tab page.

Assessment Complete?: Not Answered

Post Assessment tab – Makeup Needed

Enter the date of the makeup session, the appropriate make up code (see below), and the number of students who were assessed in the makeup session.

Makeup sessions should be held when necessary, but occasionally they cannot be held. If a makeup was required in a school based on the attendance in the original sessions, select from among the codes in the drop-down list to explain the status of the makeup session.

3.7.1 Makeup Codes

Click on the down-arrow button to reveal the makeup codes.

MAKEUP CODE	EXPLANATION
Makeup Completed	Makeup session was conducted
School Declined	The school refused to allow you to conduct the makeup session.
No Time	There was no time left in the field period to conduct the makeup session. (You should only apply this code after discussion the situation with your supervisor.
No available students	No students were available for the makeup session since all absent students were refusals or otherwise unavailable to attend a makeup session.
Makeup not needed	A make up session was not needed in this school.

After recording information in the session screen, double-check your entries.

If there are blank cells, the data entered will be saved, but no calculations will be performed. Every cell must have at least a zero recorded before the calculations are preformed.

You should record session information within 24 hours of completing the assessments in a school.

NOTE: Changes made to the session assessment date(s) on the tab will <u>not</u> be reflected on the General tab since the dates are specific to each session on this page.

3.7.2 Assessment Complete Indicator

After all of the sessions in a school are complete (including all make-up sessions, if required) and all summary data have been entered in the SCS, you should click on the **Assessment Complete** button and change the answer from "Not Answered" to "Yes."

If you attempt to change the answer to the Assessment Compete question, and the school is not cooperating and/or the summary data have not been entered, the following error message will be displayed:

> Note: You cannot indicate that the assessment is complete in a school unless: School Status = Cooperating AND the school has been sampled AND "Original sample" for all sessions in the school is greater than zero.

After updating this information, click on the **Save** button before doing anything else.

3.7.3 NAEPQC Procedures

As noted in your supervisor manual, it is our goal that all student demographic data on the Administration Schedules be as complete and accurate as possible. Throughout the field period, Westat will send e-mail messages to supervisors with copies to their field managers identifying schools in which there are missing demographic data or questions about the student demographic data. This section discusses the procedures supervisors will follow for assuring complete and accurate student demographic data and responding to these e-mail messages.

As assessment materials are received at Pearson, the Administration Schedules are scanned and files containing the data from the Administration Schedules are sent to Westat twice a week. Westat will check the student demographic data in these files. If there are any issues with the data, the procedures that will be followed are outlined below. These have changed somewhat from NAEP 2007.

- An email message is sent from NAEPQC mailbox to supervisor (cc to FM)
- Supervisor
  - prints out the message which contains specific information about the issue
  - locates missing information or obtains correct data, if necessary

- records information on the printed out email message or locates Administration Schedule(s) with the needed information
- goes to the Post Assessment tab for the school in the SCS and clicks on the link for the issue in the new NAEPQC section of this tab
- updates the information to resolve the issue
- verifies the data against data from Pearson

Details for these procedures are explained in detail throughout this section.

As in the past, if any of the following issues are noted, the data cannot be processed until they are resolved.

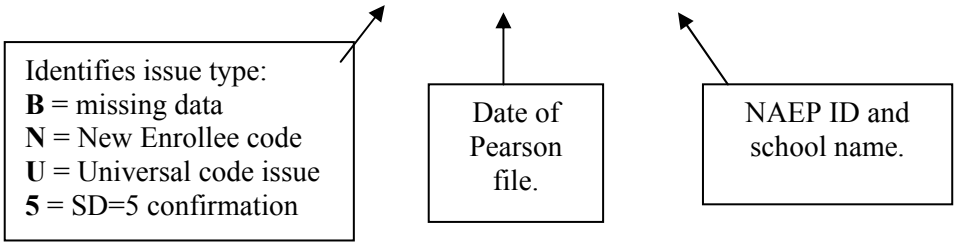
- Missing student demographic data,
- No students coded "2" ("No") for new enrollee status, and
- Some, but not all students coded ("universal" codes):
  - "4" for school lunch ("School does not participate in NSLP")
  - "5" for school lunch ("School refused")
  - "7" for race/ethnicity ("School does not collect this information").
- Confirmation that field manager approval was obtained to use the code SD = 5

A brief word about the "Universal" codes is in order. Most of the demographic codes used in NAEP can vary from student to student. For example, there are 6 codes (numbered from 1 to 6) available for identifying a student's race/ethnicity. Generally, every student is coded with one of these codes, but if a student's race/ethnicity is not available for some reason, it is permissible to use code 9-"Information unavailable."

However, there are situations in which the same code should be used for every student. For example, if a school does not participate in the National School Lunch Program, every selected student will be coded 4-"School does not participate." Likewise, if a school refuses to provide school lunch information, every student will be coded 5-"School refused." If, on the other hand, the school can provide the information for all but one student, that student should be coded 9-"Information unavailable" and not "school refused." If only one student is coded 5 for NSLP, an issue will be sent to the supervisor so that the code can be corrected.

Issues regarding the student demographic data will generate e-mail messages that will be sent to the appropriate supervisors. Copies will be sent to field managers. The e-mail messages will specify what the data issue is (see next page). The subject of the e-mail will be in the following format:

Subject: Data Collection Issue: B_0301_4834790 (Name of School)



One message will be sent for each school and for each issue with the data. The message will identify the type of issue and display the data in question in the email message rather than in an attached file.

Since the NAEP field period is very short, it is important that any issues regarding missing or questionable data are resolved as quickly as possible. The e-mail message will remind you that a reply is expected within 48 hours (hopefully with the issue resolved).

You should not send any School Folders to your field manager until he/she says to send the completed folders. You may need to consult with the information in the School Folder regarding the demographic data.

Print out the email message. Obtain whatever information is necessary to resolve the issue and either record it in the matrix on the message or have the have the information from the appropriate Administration Schedule(s) available.

Sample NAEPQC E-Mail Message

From: NAEPQC
Sent: November 22, 2007 9:16 AM
To: [SUPERVISOR NAME]
Cc: [FIELD MANAGER]
Subject: FT Data Collection Issue: B_702_9920035 (Charles E Smith Sc)

Dear [SUPERVISOR NAME]:

This is a computer-generated email resulting from data quality checks that have been conducted on Administration Schedule data received at Pearson. The table below shows the issue with this school's student demographic data.

The data are received from Pearson twice a week. Individual email messages are sent regarding each school for which there is an issue with the student demographic data. You may receive more than one issue per school. Be sure to respond to each issue in the SCS.

There are four types of NAEPQC issues that may be generated. The issue ID, found in the subject of the email message, begins with a letter or number. The letter/number stands for the type of issue:

B = missing student demographic data.
N = incorrectly used New Enrollee code(s).
U = incorrectly used Universal codes(s) for School Lunch or Race/Ethnicity.
5 = request for confirmation of field manager approval of SD code 5

To respond to the issue in this message:

STEP 1. Print out this email message since it contains specific information about the issue.

STEP 2. Record the information on the print out of this message, or have the information from the appropriate Administration Schedule(s) available to complete step 3.

STEP 3. Within 48 hours, go to the Post Assessment tab in the SCS for this school, click on the Edit button for this issue, and update the data to resolve the issue. If you cannot resolve the issue right away, note this in the Comments area and return when you can resolve the issue and continue. If it is not possible to obtain the necessary information, this should be noted in the Comments area.

STEP 4. To complete the procedure, verify the student demographic data you have updated.

For further information on the procedures for the NAEPQC section of the SCS, see Chapter 3 of your SCS User Guide.

If you have any questions, contact your field manager.

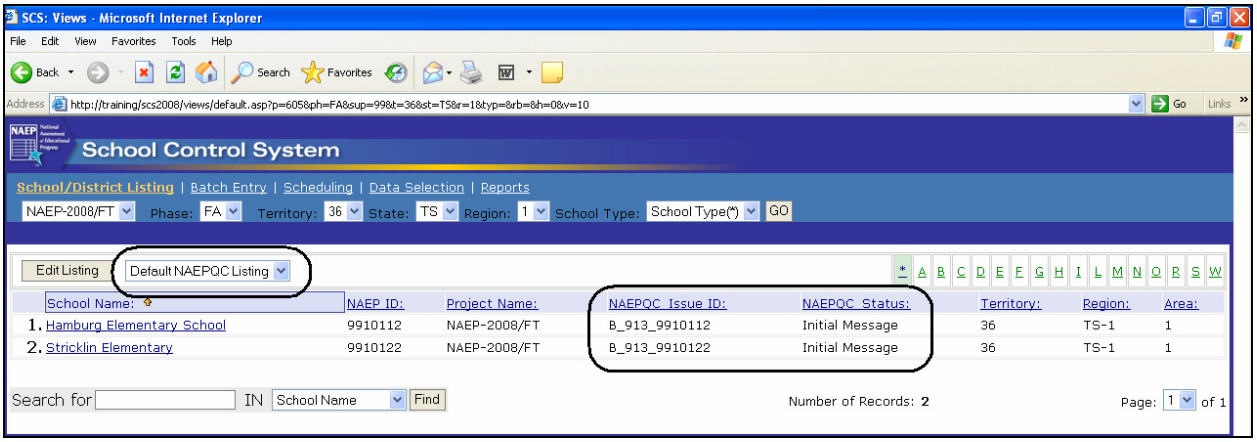
Thank you for your diligence.

NAEPQC.

Project: FT School: (Charles E Smith Sc); ID: 9920035; Territory: 10; Region: TS-1; Area: 1
Session ID: FT0801

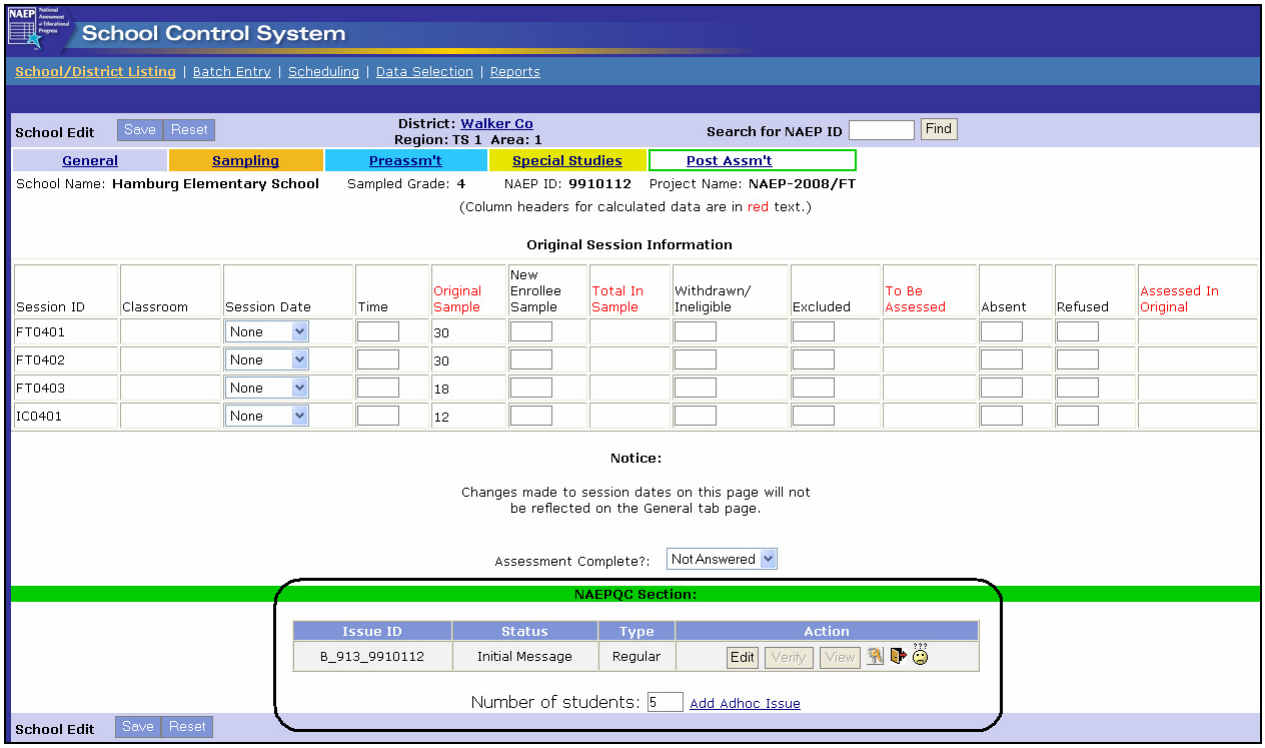
"D"	"N"	"E"	"E"	"F"	"G"	"H"	"I/J"	"K/L"	"M"	"P"	"Q"
Line#	Booklet ID#	Month	Year	Sex	Race /Eth	School Lunch	SD	ELL	New Enrollee	Accom. Code	Admin.Code
1	0000031986	2	1994	1	3		4	2	2	4	10
2	0000031987	3	1994	2	2		4	2	2	4	10
3	0000031988	4	1994	1	1		4	2	2	4	10

A new default listing has been created for the SCS, School/District Listing page as shown below. By selecting Default NAEPQC Listing, you will see the list of your schools with issues and the current status of each issue that has been sent to you.



SCS School/District Listing of Default NAEPQC Issues

Go to the school's Post Assessment tab in the SCS and scroll down to the new section as shown in the "screen shot" on the next page.



SCS Post Assessment tab, NAEPQC Section

Each issue will be identified with its ID, Status, and Type. The status codes show you, and other users, the current status of that issue. The codes are:

Status Codes	**Explanation**
Initial message	New issue for this school has been created and an email message sent to the supervisor. The supervisor has not looked at the issue in the SCS.
In progress	The data have been changed (at least some missing data filled in; or some incorrectly used universal code has been changed) or a comment has been entered, but the data have not been verified as correct by the supervisor.
Data Entry Completed	All missing or incorrectly used data have been changed, but data have not been verified as correct by the supervisor.
Data Entry Verified	The supervisor has verified that the data are correct.

"Type" refers to whether the issue is an issue sent out to you from NAEPQC (a "Regular" issue), or one that you have submitted (an "Ad hoc" issue).

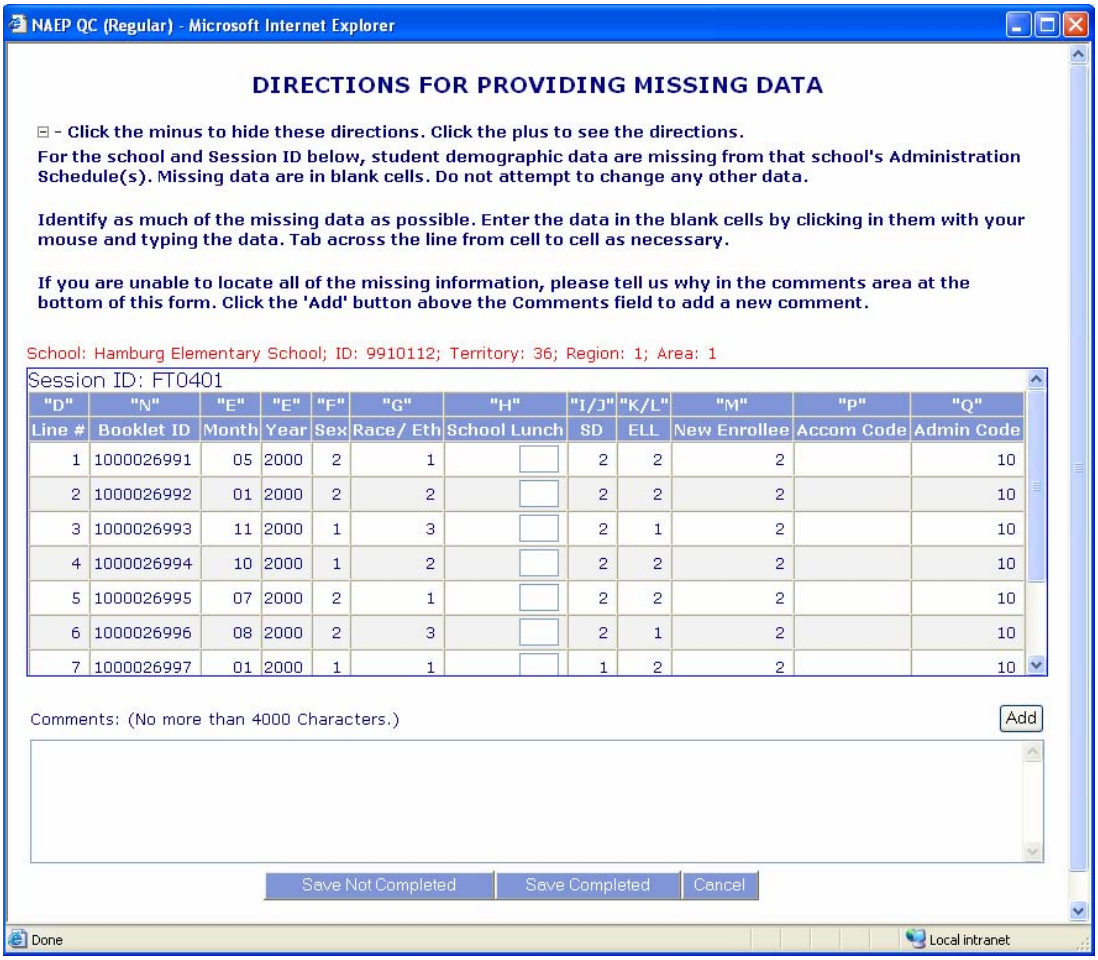
The "Action" column contains 3 buttons and 3 icons. Only one of the buttons will be active at a time. The active button indicates the option available for that issue.

Edit – takes you to the "Edit" page for viewing and correcting the data as necessary.

Verify – takes you to the "Verification" page so you can compare your corrections to the Pearson data scanned from the Administration Schedule.

View – allows you to look at the data again after you have verified the issue.

Clicking the Edit button in the "Action" column takes you to the Edit page shown below for a "B" issue. To display the Directions, we have clicked on the plus sign which you will see at the left of the first line of text.



NAEPQC Regular Issue Edit Page

On the Edit page, a matrix similar to the Administration Schedule (and the matrix in the email message) displays the cell(s) at issue. For "B" issues, the blank cells are the only ones you will have access to. Click in the first cell and update the data. If there is more than one cell in question, pressing the Tab key will take you to the next blank cell. In some situations, it will be necessary for you to scroll down to see more sessions in which there are data issues in the school. Continue until you have updated each cell in the issue.

After you have entered and double checked the data, choose the appropriate button at the bottom of the screen:

"Save, not complete" Use this button if you have only some of the data or you need to leave the system before completing your data entry/corrections. You may return to this page later. This option will save the changes you have made and take you back to the school's Post Assessment tab.

”Save, completed”	Use this button if you have resolved the issue and double checked your work and want to move to the Verify page so you can verify that the data are correct. This option will save the changes you have made and take you back to the school’s Post Assessment tab.
“Cancel”	Use this button before clicking on either Save button if you discover that you have chosen the wrong school, have the wrong data, or for some other reason need to cancel all data entry you have made for this school. This option will cancel all of your changes and take you back to the school’s Post Assessment tab.

After selecting the “Save, completed” button, click on the “Verify” button on the Post Assessment tab to see the “Verification” page shown on the next page.

If the school coordinator cannot give you the information right away or if you cannot get in touch with the school coordinator immediately, click on the “Add” comments button and explain when you expect to resolve the issue. This will notify NAEPQC and your field manager that you have seen the issue and are working on it.

Your information will be shown on this page compared to the data received from Pearson. This will allow you to make one more check of your data.

NAEP QC - Microsoft Internet Explorer

DATA VERIFICATION

School: Hamburg Elementary School; ID: 9910112; Territory: 36; Region: 1; Area: 1

Session ID: LT1301

"D"	"N"	"E"	"E"	"F"	"G"	"H"	"I/J"	"K/L"	"M"	"P"	"Q"
Line #	Booklet ID	Month	Year	Sex	Race/ Eth	School Lunch	SD	ELL	New Enrollee	Accom Code	Admin Code
1	1000026991	05	2000	2	1	1	2	2	2		10
		05	2000	2	1		2	2	2		10
2	1000026992	01	2000	2	2	1	2	2	2		10
		01	2000	2	2		2	2	2		10
3	1000026993	11	2000	1	3	1	2	1	2		10
		11	2000	1	3		2	1	2		10
4	1000026994	10	2000	1	2	1	2	2	2		10
		10	2000	1	2		2	2	2		10
5	1000026995	07	2000	2	1	1	2	2	2		10
		07	2000	2	1		2	2	2		10
6	1000026996	08	2000	2	3	1	2	1	2		10
		08	2000	2	3		2	1	2		10
7	1000026997	01	2000	1	1	1	1	2	2		10
		01	2000	1	1		1	2	2		10
8	1000026998	09	2000	2	2	1	2	2	2		10
		09	2000	2	2		2	2	2		10
9	1000026999	09	2000	1	2	1	2	2	2		10
		09	2000	1	2		2	2	2		10
10	1000027000	10	2000	1	1	1	2	2	2		10
		10	2000	1	1		2	2	2		10

White Line(Top) = Updated Data.
Yellow Line(Bottom) = Original Data.

Verify Edit Cancel

Thank You. NAEP QC

Done Local intranet

Data Verification Page

Your corrected data are shown in the row with the Administration Schedule line number and booklet ID. Immediately under that row of data, you will see the Pearson data ("original data") highlighted in yellow (though it is not a strong yellow).

There are three buttons available on the Verify page.

"Verify" Selecting this button certifies that you have verified the corrections to the data in question. When the page closes, you are taken back to the school's Post Assessment tab.

"Edit" If you use this button, you will be taken back to the Edit page to correct any mistakes you may have made.

"Cancel" Use this button if you need to leave the issue and return later to complete your verification. This will take you to the school's Post Assessment tab. When you return, select the "Verify" button in the "Action" column on the Post Assessment tab.

The 3 Action icons allow users to change the status of issues as necessary. The icons are shown in the table below.

Icon	Available for issue type	Conditions necessary for this icon to be active	Users who have access to icon
"In Progress"	Regular	Current status = "Initial Message"	All user types
"No Action Necessary"	Ad hoc	Current status = "Initial Message" or "In progress"	All user types
"Final Closed Unresolved"	Regular	Any status except "Data Entry Verified"	Home office, only

Ad Hoc Issues

Ad hoc issues are initiated by supervisors. They are notices of changes to data sent to Pearson on Administration Schedules including:

- student demographic data, and
- Administration Codes.

Ad hoc issues are submitted through the new NAEPQC section of the SCS. **Do not contact Pearson** about any issues regarding data on Administration Schedules, including changes to the summary box at the top of the Administration Schedules.

The Post Assessment tab has a link available in the NAEPQC Section for Ad hoc issues. The default is to provide 5 rows in which you can enter student information that needs to be changed. If only one line is needed for one student, you can change the "Number of Students" to a "1."