

# 6

## ACTIVITIES BEFORE THE PREASSESSMENT VISIT

After training, you will have several activities to complete before the preassessment visit. We've already discussed preparing School Folders and Preassessment Packets. Now turn your attention to preparing the scheduling and confirmation calls with the school coordinator and the district IT administrator, if necessary.

You will use Part 1 of the Quality Control Book (QCB) to document your preassessment scheduling activities with each school. Part 1 encompasses seven procedures that are required in order to schedule preassessment activities.

<b>Procedure 1:</b>	Prepare for the Scheduling Call
<b>Procedure 2:</b>	Conduct the Scheduling Call With School Coordinator
<b>Procedure 3:</b>	<b>If SICT:</b> Conduct the Computer Requirements Call With District IT Administrator
<b>Procedure 4:</b>	Prepare for the Confirmation Call(s)
<b>Procedure 5:</b>	Conduct the Confirmation Call With School Coordinator
<b>Procedure 6:</b>	<b>If SICT:</b> Conduct the Confirmation Call With Computer Administrator
<b>Procedure 7:</b>	Prepare for the Preassessment Visit

### Procedures 1 and 2. Prepare for and Conduct the Scheduling Telephone Call

Before making the preassessment visit, you will conduct two telephone calls with the school coordinator. First is the Scheduling Call. The purpose of this call is to confirm the assessment date and schedule a date and time for your preassessment visit. The second call is a Confirmation Call. The purpose of this call is to verify receipt of the Preassessment Packet and review what needs to be ready when you arrive at the school. You will follow the instructions in Part 1 of the QCB as you conduct and document the two preassessment telephone calls with each school.

**PROCEDURE 1: PREPARE FOR THE SCHEDULING CALL**

**Procedure 1** of the QCB provides you with a list of tasks to complete prior to the telephone call to schedule the preassessment visit.

All scheduling calls must be completed by November 30, 2007.

- Review the QCB label and the School Control System (SCS) to determine the following:
  - the sessions to be conducted noting whether the SICT will be conducted at the school;
  - the school coordinator's name and contact information;
  - **IF SICT:** the computer administrator's name and contact information (in the Comments field of SCS); and
  - the assessment date.
- Determine the approximate length of the preassessment visit.
  - You will need approximately 1 hour of the school coordinator's time for the preassessment visit. This does not include the hour you will need to arrive before the visit to work independently, or the time it will take to complete your activities after the visit at the school.
  - **IF SICT:** You will need up to 2 hours of the computer administrator's time to set up the computers. You will do this before you meet with the school coordinator.
- Identify several dates and times that you will be available to conduct the preassessment visit.
  - Schedule small schools with few (or no) SD and/or ELL students first, beginning January 7, 2008.
  - **IF SICT:** Plan to spend an entire day at the school for the preassessment visit.
  - Preassessment visits should be completed by January 25, 2008.
- Fill in the blanks and circle or highlight the appropriate text where options are listed in parentheses in **Procedure 2**.
- Have your calendar, School Folder, and other reference material ready for the call.

Beginning immediately after Supervisor Training, you must contact each school in your assignment to confirm the assessment date and schedule the preassessment visit. When calling the school, use the script in **Procedure 2** in Part 1 of the QCB.

Contact the schools in your area with the earliest assessment dates first. This telephone call should take no longer than 10 minutes per school, so all of your telephone calls should be completed within a few days. Scheduling telephone calls for all of the schools in your assignment must be completed by Friday, November 30, 2007. If you are unable to reach the school coordinator by December 7, report this to your field manager immediately.

**PROCEDURE 2: CONDUCT THE SCHEDULING CALL WITH SCHOOL COORDINATOR**

All scheduling calls must be completed by November 30, 2007.

At this stage, it is unlikely that the school will want to change an assessment date. If the school coordinator wants to change the date, your response will depend on your schedule. If you cannot agree on a date when you can cover the assessment with your staff, tell the school coordinator you will need to check with your field manager. This will give you time to review your schedule, and if necessary, discuss with your field manager and determine what other options are available.

Here you will also discuss receipt of the Preassessment Packet (should arrive on January 2, 2008). You will tell the school coordinator that you will arrive an hour before your scheduled appointment to gather some completed materials and work in a designated space until your meeting.

On January 2nd, you'll receive a packet of important materials from NAEP. As soon as you receive the packet, please open it and read the instructions brochure that outlines the activities you'll need to complete right away.

If the school has been selected for the Science Interactive Computer Tasks (SICT), you will need to let the school coordinator know that some of your time during the preassessment visit will be spent meeting with the school computer administrator. SICT requires students be tested using the school's computer equipment. In order to do this, a computer contact must be assigned at the school. Frequently, this person is the computer lab teacher who is based in the school. Occasionally, this person is the technician located at the district level. During this call, you will ask the school coordinator to give the computer administrator the *Instructions for the School Computer Administrator* brochure.

**2-1. IF SICT:** As I mentioned earlier, some of your students will be assessed in science using your school's computer equipment. Your principal designated \_\_\_\_\_ (*name of computer administrator*) to be the computer contact at your school.

When you receive the Preassessment Packet, please give the *Instructions for the School Computer Administrator* brochure to \_\_\_\_\_ (*computer administrator*), so the computer lab can be set up the morning of the visit according to those instructions.

On the day of the visit, I will gather some materials from you, then I will spend up to 2 hours meeting with the \_\_\_\_\_ (*computer administrator*) in the computer lab. Afterwards, I will need to meet with you for about an hour to finalize the assessment details.

Suggest a date and time for the preassessment visit (continue suggesting dates/times until a mutually convenient schedule is established). Record the date and the arrival and visit times in the spaces provided in the QCB.

**2-2.** Now, let's set a date and time for the preassessment visit. On the day of our scheduled visit, I'll need about \_\_\_\_\_ (*time before visit*) before our appointment time to gather some materials from you and then work in a designated space until our meeting. Will \_\_\_\_\_ (*date*) work for you?

- Continue suggesting dates/times until a mutually convenient schedule is established.

**Preassessment visit date:** \_\_\_\_\_

**Preassessment visit time:** \_\_\_\_\_  
(*This is the appointment time with the school coordinator.*)



Click on the "PREASSM'T"  
tab in the SCS to enter  
this information after the call.

**Preassessment visit arrival time:** \_\_\_\_\_  
(*This is the time you will arrive at the school to gather the materials and work independently until your appointment. Figure on arriving 1 hour before your appointment to complete the independent work. If SICT, figure on arriving 3 hours before your appointment—1 hour to complete independent work and 2 hours to prepare the computer lab.*)

**IF SICT: Meeting with computer administrator time:** \_\_\_\_\_  
(*School coordinator must verify the computer administrator will be available for the 2-hour window during which you will be in the lab.*)

Arrange for a work area for the independent work you (and your AA) will be doing before the visit.

If the school is selected for SICT, you will need to know the computer location and arrange a work space to complete materials.

Alert the school coordinator that you will be calling after he/she receives the Preassessment Packet to review the contents, answer questions, and confirm the preassessment visit date/time.

**2-3.** Do you have a direct telephone number and e-mail address that I may use to contact you?

**School Coordinator Direct Telephone Number:** \_\_\_\_\_

**School Coordinator E-mail Address:** \_\_\_\_\_

- Prompt for spelling and repeat to confirm accuracy.



Click on the "GENERAL" tab in the SCS to enter  
this information after the call.

Obtain a direct telephone number for the school coordinator and an e-mail address, if available. Be sure to confirm the spelling of the e-mail.

Make sure the school coordinator has your full name, contact telephone number, and/or e-mail address.

Thank you for your time. If you have any questions before our next call, I can be reached at \_\_\_\_\_ (telephone number) or this e-mail address \_\_\_\_\_. You can also call the NAEP Help Desk at 1-800-283-NAEP (6237).



**PLAN TO SEND SCHEDULING E-MAIL TO CONFIRM DETAILS DISCUSSED IN THE CALL.**

Additional Comments:

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**Maintaining rapport is important to NAEP!**

The NAEP State Coordinators and NAEP field managers have gained the cooperation of the schools to participate in NAEP. They have worked to build a good rapport with the schools throughout the gaining cooperation phase. When you assume your role as supervisor, you must maintain that good rapport as you coordinate the assessment activities.



After the call is over, be sure to enter the following information into the SCS:

- the preassessment visit date and time, and
- the school coordinator's direct telephone number and e-mail address, if available.

### Procedure 3. If SICT, Conduct the Computer Requirements Call With the District IT Administrator

The purpose of this call is to communicate to the district IT person about the NAEP assessment, the number of schools that will be participating in the district, and discuss any network infrastructure in place that may prevent students from accessing the secure Pearson testing website. A script for this conversation can be found in the QCB, **Procedures 3-1** through **3-6**.

You will need to call the district IT person between November 19-21, 2007. The NAEP State Coordinator obtained the name of the district IT person and entered it in the district comments section of the SCS. If the name is missing, contact your field manager.

<p><b>3-1.</b> Hello, _____ (<i>name of district contact</i>), my name is _____ and I represent the National Assessment of Educational Progress, or NAEP. As you know, NAEP will be assessing (<i>number</i>) of schools in your district (<i>name schools</i>). In preparation for the assessment, we need to discuss any network infrastructure in place that may prevent students from accessing the secure site where the assessment data is housed.</p>
<p><b>3-2.</b> For the assessment, I am required to load software developed by Pearson called TestNav onto every computer used by students to take the assessment. TestNav needs to contact the Pearson servers through any firewalls, content filters, or proxy servers set up. Does your district control the access of any firewalls, content filters, or proxy servers in these schools to restrict where on the Internet students may travel to?</p> <p><input type="checkbox"/> Yes, continue to 3-3.</p> <p><input type="checkbox"/> No, go to 3-4.</p>

In **Procedure 3-2**, you are asking about the school's firewall restrictions. In some schools, the firewall can only be disabled at the district level. If the district does control the access, you will be prompted to ask about the secure Pearson websites so students can access the TestNav software. If the district IT administrator does not control firewall access, you will follow the skip pattern and ask about other selected schools in your assignment.

**3-3. IF 3.2 RESPONSE IS YES:** There are four websites TestNav needs to access to successfully complete the computer assessment. I will provide those addresses, plus the specific IP address and Ports to you in an e-mail. Is there any specific information in addition to the IP address and Ports to grant access through your security to the Pearson servers?

Record any notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Obtain e-mail address \_\_\_\_\_

Call is complete. Go to 3-6.

**3-4. IF 3.2 RESPONSE IS NO:** Do you know if any of the selected schools use firewalls, content filters, or proxy servers?

Yes, continue to 3-5.

No, go to 3-6.

**3-5 IF 3.4 RESPONSE IS YES:** Can you assist me in working with the schools to allow access through their security to the secure Pearson servers?

Yes, ask how they can assist you and record any notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No.

Go to 3-6

In **Procedure 3-5**, you want to find out if the district IT person can assist you with granting access to the Pearson site.

Finally, let the district IT person know that he/she can contact Pearson about this process.

## Procedure 4. Prepare for the Confirmation Call(s)

January 3 and 4, 2008 are when you must conduct a confirmation call with each school. **Procedure 3** in Part 1 of the QCB lists the tasks to complete prior to conducting the confirmation telephone call.

**Confirm preassessment visits on January 3 and 4, 2008. All confirmation calls must be completed at least 1 week prior to the preassessment visit (except for schools scheduled the week of January 7, 2008.)**

- Verify delivery of the Preassessment Packet.
  - Locate the FedEx Airbill for the Preassessment Packet in the School Folder. Using the tracking number at the top, track the package online at fedex.com or by calling 1-800-GO FEDEX or 1-800-463-3339.
- Review the SCS for the number of teachers recorded.
  - Fill in the chart in Procedure 4-2.
- If Grade 4 or 8, have the School and Roster of Questionnaires ready.
- Have the *Instructions for the School Coordinator* brochure ready.
- If SICT**, have the *Instructions for the School Computer Administrator* brochure ready.
- Fill in the blanks and circle or highlight the appropriate text where options are listed in parentheses in Procedure 4.
- Review a map or directions obtained from the Internet to determine if you need to ask the school coordinator for more detailed directions.
- Have your calendar open and ready for the call.

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## Procedure 5. Conduct the Call With School Coordinator

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The Preassessment Packets will be shipped via FedEx overnight delivery to all school coordinators on December 31, 2007. You must begin calling schools on January 3, 2008, to verify that the packet has been received; confirm the preassessment visit date and time; briefly review the activities that will take place during the visit; and obtain the names of the teachers for the sampled grade, if possible. If there are students classified as SD and/or ELL on the Administration Schedule(s), you will also remind the school coordinator to distribute the SD and/or ELL Questionnaires to the school staff most knowledgeable about the SD and/or ELL students. School staff must return these questionnaires to the school coordinator the day before your visit.

Hello, \_\_\_\_\_ (*school coordinator's name*), this is \_\_\_\_\_ (*your name*) representing the National Assessment of Educational Progress or NAEP. We spoke in late November and scheduled a preassessment visit for \_\_\_\_\_ (*date/time*). I'm calling to confirm that you received the Preassessment Packet from NAEP and to review with you the activities that need to be completed before the visit.

You will introduce yourself and remind the school coordinator of your last call and the date and time for the preassessment visit.

**5-1.** Did you receive the Preassessment Packet of materials that was delivered by FedEx?

- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> Yes | ▪ Continue.   |
| <input type="checkbox"/> No  | ▪ Describe the packet and tracking information you received from FedEx. |

Next, verify that the school coordinator has received the Preassessment Packet. If the school coordinator has not received it, describe what it looks like. If the packet still cannot be located, retrieve the tracking information from the School Folder and let the school coordinator know the date and time of delivery and the name of the person who signed for it. If, for some reason, the packet still cannot be located, verify the school coordinator's shipping address and immediately send another Preassessment Packet. You will need to reschedule the preassessment visit if there is not enough time for the school coordinator to receive the packet prior to the visit.

Please locate the brochure titled *Instructions for the School Coordinator*. Open the brochure, and let's review the panel on the left titled "Activities to Complete Before the Preassessment Visit."

- Review the activities the school coordinator needs to accomplish before your visit:
  - ▶ Distribute and collect the SD and/or ELL Questionnaires. Print out Inclusion Worksheet Report for those questionnaires completed online (the report will be a link on the main school page of naepq.com).
  - ▶ Review and update the Student Information Report(s), by doing the following:
    - collect missing data;
    - review student demographic data for accuracy;
    - verify SD and/or ELL status; and
    - identify students who are withdrawn, ineligible, or are not enrolled.
  - ▶ Have a current list of enrolled students and birth dates ready.
  - ▶ Send Parent/Guardian Notification Letters.
  - ▶ Complete the Logistics Questionnaire.
- Point out the materials listed on the front cover that you will collect when you arrive at the school.

Once the school coordinator has located the packet, ask him/her to locate the *Instructions for the School Coordinator* brochure.

Then, review the steps the school coordinator needs to accomplish before the preassessment visit and the materials he/she needs to have ready to give you when you arrive at the school. You, and an AA in most cases, will work with these materials for about 1 hour prior to meeting with the school coordinator.

**5-2. IF GRADE 4 OR 8:** Next, I need to verify the number of teachers who teach mathematics, reading and science and then I will need their names so I can prepare the NAEP Teacher Questionnaires.

- Verify the number of teachers and then record their names on the Roster of Questionnaires.
- If number of teachers in the SCS and the actual number differs, prompt school coordinator for accuracy.

Teacher Type	SCS # of Teachers	Actual # of Teachers	Teacher Names
# Grade 4 Reading/Mathematics/Science			<b>RECORD ON ROSTER OF QUESTIONNAIRES</b>
# Grade 8 Reading			
# Grade 8 Mathematics			
# Grade 8 Science			

Are these all of the teachers, including any resource, special education, or non-grade level teachers who may teach mathematics or [reading, science, or mathematics] to students in the [4<sup>th</sup>/8<sup>th</sup>] grade.

Ask for the names of all language arts (reading), mathematics, and science teachers so you can prepare the NAEP Teacher Questionnaires before the visit. As the school coordinator gives you the names, record them in the “Teacher Name” column on the Roster of Questionnaires. For grade 4, record all the teacher names you are given, starting on side 1. For grade 8, record the mathematics teachers on side 1 and the language arts teachers on side 2.

If the number in the SCS differs from the actual number from the school coordinator, prompt the school coordinator to be sure your information is accurate. You do not need to update the teacher numbers in the SCS.

**5-3. IF SICT:** In the Preassessment Packet of materials there is a brochure titled *Instructions for the School Computer Administrator*.

Have you given this brochure to \_\_\_\_\_ (*computer administrator*) and ask that he/she review this brochure and complete the preassessment visit preparation activities?

<input type="checkbox"/> Yes	<input type="checkbox"/> Continue.
<input type="checkbox"/> No	<input type="checkbox"/> Ask that the brochure be given to the computer administrator immediately so that you can contact him/her.

The earlier the school computer administrator can review the *Instructions for the School Computer Administrator* brochure, the better. If the school coordinator has not done so already, ask him/her to designate a computer person for you to meet with during the preassessment visit and on assessment day. Instruct the school coordinator to give this brochure to the computer administrator after the call for review. At the beginning of the preassessment visit the school coordinator, computer administrator, and you will meet to go over Step 1 of the brochure as well as the questionnaire for the computer administrator.

At the end of the call, you can ask the school coordinator to transfer you to the computer administrator at this time.

**5-4.** Do you have any questions about the packet of materials you received or the materials I will need from you when I arrive?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5-5.** As a reminder, I'll be arriving at \_\_\_\_\_ (*time*) and working in \_\_\_\_\_ (*room*) until our scheduled appointment. Where should I go to collect the materials I'll need when I arrive?

Material location: \_\_\_\_\_