

- Answer any questions.
- Verify the work area for the independent work you (and your AA) will be doing during the visit.
- Confirm the school computer administrator is available to meet with you during the preassessment visit.
- Make sure the school coordinator has your full name and contact telephone number.
- End the call.



After the call is over, be sure to enter the updated preassessment visit date and time, if necessary, into the SCS.

## Procedure 6. If SICT, Conduct Confirmation Call With Computer Administrator

In **Procedure 6.1** you will conduct a confirmation call with the school computer administrator. Ask him/her to locate the *Instructions for the School Computer Administrator* brochure, and also have a copy sitting in front of you. You will go over the front page of this brochure. If the computer administrator is unable to locate it, you can follow the script beginning in 6-2 that mirrors the content on the front of the brochure. Follow the script in 6-1 that communicates to the computer administrator that you will be loading software called TestNav on the day of the assessment.

**6-1.** Hello, \_\_\_\_\_ (name of computer administrator), my name is \_\_\_\_\_ and I represent the National Assessment of Educational Progress, or NAEP. As you know, NAEP will be assessing [4th/8th/12th] – grade students on \_\_\_\_\_ (assessment date). In preparation for the assessment, there are a few computer requirements we need to go over today.

Did you receive the *Instructions for the School Computer Administrator* brochure from \_\_\_\_\_ (school coordinator).

For the assessment, I am required to load software developed by Pearson called TestNav on every student machine. There needs to be one Admin computer assigned in order to install Pearson’s Proctor Caching software. Additionally, Adobe Flash Player 9 is required due to the rich multimedia test content and will be installed if not detected on the student computer. Lastly, Sun’s Java 5.0, Update 11 must be installed on the ADMIN computer for the Proctor Caching process to work.

TestNav is designed to run on computers from the year 2000 on up and on either PCs or Macs. It has low-level technical requirements so as to work in a broad spectrum of situations. I need to point out a few items from the brochure.

First determine if the school uses PCs or MAC computers, both are acceptable but require different instructions. Your computer guidelines are for PC computers, and schools with MAC computers will have to call Pearson for further guidance.

**6-2.** The hardware requirements are listed on page 3. Are the computers in your computer lab Windows computers, Mac computers, or both?

PC

MAC

Both

Can your school meet the hardware and operating system requirements?

Yes. If yes, continue to 6-3.

No, If no, ask the computer administrator to provide the following:

- Operating system:
- Speed:
- Available disk space:
- Monitor resolution:

Schedule a time to call back after speaking with Pearson.  
I'll need to verify that our computer testing can be done on your schools' computer system.

**Record a callback date/time:** \_\_\_\_\_

**Procedure 6-2** is a critical point in the call because the computer administrator should be able to tell you if the school meets the hardware access requirements. These requirements are described below.

If the school does not meet the requirements, you are instructed to ask and record the school's hardware specifications and then schedule a time to call back. After the call, you will contact Pearson and relay the type of operating system. Pearson will determine if TestNav can be loaded, and ultimately if the school can participate in the online science tasks.

Hardware Requirements:

Windows	Macintosh
Pentium III 700 Mhz or better PC running Windows 2000 (SP4) Windows XP (SP2) Windows Vista Windows 2000 Server Windows 2003 Server and 128 MB RAM 100 MB available disk space Monitor able to display 1024x768	PowerPC, G3/G4/G5 (333 Mhz) or better Macintosh running Mac OS X10.2 (Jaguar) Mac OS X 10.3 (Panther) Mac OS X 10.4 (Tiger) and 128 MB RAM 100 MB available disk space Monitor able to display 1024x768

*What does it all mean?* Computer terminology can be another language all together. An operating system or “OS” is like a manager on the computer—one that manages all other programs. Windows, for example, facilitates how other computer programs run together. We’ve included these and other terms in the glossary and encourage you to read the definitions. While we don’t expect you to know everything about computers, becoming familiar with these terms can only benefit you when talking to the computer administrator. When in doubt, or if you simply do not understand the tech language of a computer administrator, contact Pearson or ask the computer administrator to do so. After all, you’ve got plenty of other tasks to focus on during the preassessment visit!

Next, go over other items on the front of the brochure such as the firewall/content filtering access section. Point out the four Pearson website addresses listed in the brochure, which will need to be accessible before the preassessment visit:

- etest.pearson.com
- [www.8etestpearson.com](http://www.8etestpearson.com)
- [www.9etest](http://www.9etest.pearson.com) pearson.com
- launcher.etest.person.com

**6-3.** I’d also like to point out a few more items. On the front page of this brochure is a section about firewall/content/proxy servers filtering access with four web addresses all ending with Pearson.com. In order for TestNav to be installed and operate correctly, access through all firewalls, content filters, and proxy servers at both the school and district level must be granted for the four sites listed on the front page of the brochure.

- |                          |                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | If district lifted firewalls, say “I have spoken with _____ the IT person at your district and he/she will ensure access will be given to the Pearson sites.” |
| <input type="checkbox"/> | If district did not lift firewall, say “This process will need to be completed before the preassessment visit.”                                               |

Towards the end of the brochure you will go over the section titled “Permissions/Software Requirements: ADMIN Computer and Permissions/Software Requirements: Student Computer.” Ask the computer administrator to make sure the student computers are given write access prior to the preassessment visit.

**6-4.** Next, notice that under permissions and software requirements, it states that student computers will require write access. Please let me know if this is an issue.

Finally, the computer administrator is responsible for selecting one administrator computer and then installing the Proctor Caching software before you arrive for the preassessment visit.

**6-5.** There are instructions in the brochure for installing the Proctor Caching software.

Have you installed the Proctor Caching software?

- Yes
- No. You will need to install the Proctor Caching software on the ADMIN computer before I arrive on *(date)* and *(time)*. This will significantly shorten the length of our visit.

If you have any questions about the software installation or any other technical matters, contact Pearson at 1-888-597-1103.

## Procedure 7. Prepare for the Preassessment Visit

**Procedure 7** in Part 1 of the QCB lists a checklist of the tasks to complete after the confirmation call and before the preassessment visit.

- If grade 4 or 8, prepare the School and Teacher Questionnaire covers and the Roster of Questionnaires (see chapter 6 of the *Supervisor Manual* for detailed instructions).

---

- If grade 8 or 12, ensure you have the Student Certificates of Appreciation with the white name labels that were provided in the School Folder. Also bring the Student Certificates for those students assessed in math with a calculator that reminds them to bring their calculator to the assessment. If you prefer, the AA can do this task during the visit.

---

- Prepare the Teacher Notification Letter by filling in the blanks. If you prefer, the AA can do this task during the visit.

---

- Review the QCB label to determine if:
  - The school is identified as a “Take All” school.
  - There is a Student Sampling Summary Report that must be reviewed with the school coordinator. Make sure the report is in the School Folder.

---

- Verify that the required items have been printed from the SDS including the Inclusion Worksheet, the Instructions for Sampling New Enrollees, the New Enrollee Listing Form, and the Student Sampling Summary Report (if applicable). Place all forms in the School Folder.

---

- If grade 12, review the Grade 12 School Visit Report to see whether a student letter or Volunteer Certificates are required. If so, gather the correct quantity.

---

- Complete any blanks and circle or highlight the appropriate text in parentheses in Part 2 of the QCB.

---

- Review the State Information Form to determine if you will need to bring a supply of *Frameworks* or *NAEP Sample Questions Booklets* or the fall packet materials to the school. Record results in item 4I-10 in Part 2.

**7A. Complete the School and Teacher Questionnaire Covers and Rosters (Grades 4 and 8).**

Using the school staff names you received during the confirmation telephone call and recorded on the Roster, you will need to complete the information on the front of the School and Teacher Questionnaire covers before the preassessment visit.

**7A.1 NAEP School Questionnaire.**

To prepare the School Questionnaire cover, you will:

- Write the school ID number in the box labeled **School #**.
- Fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
- Place a blank removable label in the upper-left corner of the cover. Write the principal's name on the label.

**NAEP**  
OF EDUCATIONAL PROGRESS

Mrs. Bernard

**2008 Grade 8 School Questionnaire**  
(School Characteristics and Policies)

SCHOOL #

1	2	2	1	2	2	2
---	---	---	---	---	---	---

*Directions For School Staff*

Complete the questionnaire online\* by going to <http://www.naepq.com>  
Please complete the questionnaire by: 2 / 18.

\* If preferred, use a #2 pencil to complete this hardcopy version and return it to the school coordinator.

964 — 100258 — 7

**DO NOT USE**

0	1	2
3	4	5
6	7	8
9	0	

**Admin Use Only**

0	1	2
3	4	5
6	7	8
9	0	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 100 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-6151. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEPPNCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20006-9551.

A project of the Institute of Education Sciences. This report is authorized by law (PL 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be kept strictly confidential. OMB No. 1850-0790 • Approval Expires 05/31/2010. Blank fields may be filled by Pearson NCS 588-1700X-001-854321 Printed in U.S.A.

---

## 7A.2 NAEP Teacher Questionnaires.

The NAEP Teacher Questionnaires will be distributed as follows:

- Grade 4—Teachers of grade 4 students will be asked to complete one Teacher Questionnaire, which covers all the subjects being assessed (language arts, reading, mathematics, and science).
- Grade 8—Teachers will be asked to complete either the Language Arts Teacher Questionnaire, the Mathematics Teacher Questionnaire, or the Science Teacher Questionnaire.
- Grade 12—There are no Teacher Questionnaires at this grade.

To prepare the Teacher Questionnaire covers:

- Count the teachers you recorded on the Roster during the confirmation call and pull that number of questionnaires from your bulk supplies.
- For each questionnaire:
  - Write the NAEP school ID number on the questionnaire cover.
  - Fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
  - Record the teacher ID number from the Roster of Questionnaires on the line where you recorded the teacher's name during the confirmation call.
  - Place a blank removable label in the upper-left corner of the cover.
  - Record the teacher name on the label.

See page 6.16 for an example of a completed Teacher Questionnaire cover.

Be sure to bring extra grade-appropriate questionnaires to the preassessment visit in case the list of teacher names you obtained during the confirmation call is incorrect. In this case, you will need to prepare new Teacher Questionnaires while at the school for the preassessment visit.

I. NAEP School Questionnaire Distributed to: Mr. Maxwell		I. NAEP School Questionnaire ID# (Barcode ID # on Cover) 964-000875-5		Returned Yes <input type="radio"/> No <input type="radio"/> Online <input type="radio"/>			SCHOOL CITY
II. Teacher Questionnaire		II. NAEP Teacher Questionnaire		Returned		II. NAEP Teacher Questionnaire	
Teacher #	Teacher's Name	Teacher #	Language Arts Teacher Questionnaire	Yes	No	Online	Teacher #
01	Mr. Maxwell	01	987-				01
02	Ms. Black	02	987-0229113				02
03	Mrs. Shultz						
04	M						



**2008 Grade 8 Mathematics Teacher Questionnaire**

OF EDUCATIONAL PROGRESS

TEACHER # 01 SCHOOL # 1221222

Mr. Maxwell

Directions For School Staff

Complete the questionnaire online\* by going to <http://www.naepq.com>  
Please complete the questionnaire by: 2/18.

\* If preferred, use a #2 pencil to complete this hardcopy version and return it to the school coordinator.

983 - 003621 - 7

DO NOT USE [Calculator]

Admin Use On I y [Calculator]

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 100 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1900 K Street N.W., Washington, D.C. 20006-5651.

A project of the Institute of Education Sciences. This report is authorized by law (PL 107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be kept strictly confidential. OMB No. 1850-0790 - Approval Expires 05/31/2010. Mark Return forms by Pearson NCS EM-17XXXX-001-854321. Printed in U.S.A.

---

### **7A.3 Complete the Roster of Questionnaires.**

In addition to preparing the questionnaires, you will also need to prepare a Roster of Questionnaires for each school before the preassessment visit. Do this as follows:

- Record the School Questionnaire ID number on the Roster.
- Record the principal's name in the space provided on the Roster.
- Enter the Teacher Questionnaire ID number for each Teacher Questionnaire prepared for the school on the corresponding Teacher Questionnaire ID number line, as shown in the example on the previous page.

### **7B. Prepare the Student Appreciation Certificates (Grades 8 and 12).**

As described in chapter 2, the Student Appreciation Certificates are distributed to students to express appreciation for their participation in NAEP. Schools may use these certificates as an appointment card to remind grade 8 and 12 students of the assessment date and location. You will pass out the certificates to the grade 4 students at the end of the assessment session as a "Thank You," so these do not need to be prepared.

Prepare the certificates by affixing the white student-specific name/ID label to the back of the certificate. If you prefer, this task can be done by the AA during the preassessment visit. If a grade 8 or 12 student is selected, you will hand out special certificates that have a preprinted note asking students to bring a calculator.

### **7C. Prepare the Teacher Notification Letter.**

The purpose of the Teacher Notification Letter is to inform the teachers of students selected for the assessment about NAEP and when it is taking place in their school. Prepare one copy of the teacher letter for each school. You will provide it to the school coordinator during the preassessment visit with instructions that copies should be made and distributed to each of the teachers who have students in their class(es) selected for NAEP, if they wish to do so.

Prepare the letter by filling in:

- the date,
- the grade in the "TO:" line,
- your name in the "FROM:" line, and
- the Session Numbers for each session scheduled at the school. (You will fill in the time and location for regular and accommodation sessions during the preassessment visit. If the school is participating in the SICT, you will fill in the date, time, and location for the SICT sessions during the preassessment visit.)

NAEP 2008 TEACHER NOTIFICATION LETTER

Date: January 10, 2008

TO: Grade 8 Teachers

FROM: Sally Richardson, NAEP Representative

SUBJECT: National Assessment of Educational Progress (NAEP)

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent hundreds of thousands of students across our country by participating in the 2008 administration of the National Assessment of Educational Progress (NAEP).

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

Each NAEP assessment session will take about 90 minutes. The assessments are scheduled for:

SESSION #	DATE	TIME	LOCATION
<u>FT0801</u>	<u>02/18/08</u>	_____	_____
<u>FT0802</u>	<u>02/18/08</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is very important to the results of the study that all students selected for NAEP attend the correct session. The attached list of students indicates the session each student must attend. Please assist us by seeing that students attend the sessions on time.

Please contact your school's NAEP school coordinator for additional information about the assessment. For background information, sample questions, and NAEP publications, please visit the NAEP website at <http://nces.ed.gov/nationsreportcard>. We look forward to working with you, and we thank you for helping us to show the world the achievement of American students.

---

#### **7D. Determine If the School Is a “Take All” School.**

If the school has chosen the “take all” option, check the Administration Schedules to see if column **C – Homeroom or Other Locator**, has been completed. Read through Appendix I for “take all” procedures.

#### **7E. Determine If There is a Student Sampling Summary Report.**

Determine if there is a Student Sampling Summary Report that must be reviewed with the school coordinator. If the school has this report, it will be indicated on the QCB label, and the report should be in the School Folder. If this is the case, verify the report is in the School Folder.

#### **7F. Verify the Instructions for Sampling New Enrollees Is in the School Folder.**

You will use the Instructions for Sampling New Enrollees for **Procedure 2** during the preassessment visit. Make sure it is in the School Folder. A blank New Enrollee Listing Form will accompany the instructions.

#### **7G. (If Grade 12) Review the Grade 12 School Visit Summary Report.**

If the school is sampled for grade 12, locate the Grade 12 School Visit Summary Report in the School Folder to determine what participation strategies were discussed between the supervisor and principal in the fall. You will need to know this information to discuss participation strategies further during the preassessment visit.

#### **7H. Review and Prepare the QCB.**

To help prepare you for the preassessment visit, fill in the blanks and circle or highlight the appropriate text in Part 2 of the QCB where options are listed in parentheses.

#### **7I. Review the State Information Form.**

Review the State Information Form to determine if you will need to bring a supply of Frameworks, Sample Questions Booklets, or fall packet of materials to the school. If the State Information Report indicates you will need to bring a supply of Frameworks or NAEP Sample Questions Booklets or fall packet materials (teacher video or *Measure Up* newsletters) to the school, record this in item **4I-10** in Part 2 of the QCB.

## 7J. Gather and Organize Materials for Visit.

Next, gather the materials you will need to bring with you to the visit. These are listed in the QCB page 1.15 as shown below.

Gather the following materials to take with you to the visit:

- the School Folder containing all the materials listed on the School Folder Transmittal Form, particularly the following materials that you will be using during the visit
  - Original Administration Schedule for each session
  - Preprinted Inclusion Worksheet from SDS
  - If grade 4 or 8, SD/ELL Roster of Questionnaires (if applicable)
  - If grade 4 or 8, original School/Teacher Roster of Questionnaires
  - If grade 12, original School/SD/ELL Roster of Questionnaires
  - Instructions for Sampling New Enrollees from SDS
  - New Enrollee Listing Form
  - Original list of all students in the grade submitted for sampling (E-File Roster)
  - Student Sampling Summary Report from SDS (if applicable)
  - If grade 12, School Visit Report
  - If grade 8 or 12, White name labels for use on the Student Certificates
- If **SICT**, one extra *Instructions for the School Computer Administrator* brochure;
- if grade 4 or 8, Prepared School and Teacher Questionnaires and Roster of Questionnaires;
- if grade 12 (and noted on School Visit Report), Volunteer Certificates and Student Letters;
- the Teacher Notification Letter;
- the NAEP Student Appreciation Certificates generic and/or calculator reminder (grades 8 and 12 only);
- the state-specific Parent Notification Letter or the NAEP generic Sample Parent/Guardian Notification Letter (for public schools that don't have a state-specific letter and nonpublic schools);
- if required, *Frameworks* and *NAEP Sample Questions Booklets* (two sets per grade per school)
- Teacher's Guide to NAEP* (one per Teacher Questionnaire);
- extra U.S. Department of Agriculture Letters;
- extra grade-appropriate School, Teacher, SD, and ELL Questionnaires;
- your calendar;
- this QCB;
- directions to the school; and
- basic office supplies.

---

## Chapter 6 Summary

Upon completing this chapter, you should be able to

- describe what you must do to prepare for and conduct the preassessment visit scheduling telephone calls and confirmation calls;
- demonstrate how to use the QCB to complete activities before making the preassessment visit; and
- understand the materials preparation required before making the preassessment visit such as
  - completing School and Teacher Questionnaire covers and rosters,
  - preparing Student Appreciation Certificates, and
  - preparing Teacher Notification Letters.