D. The Session Scripts

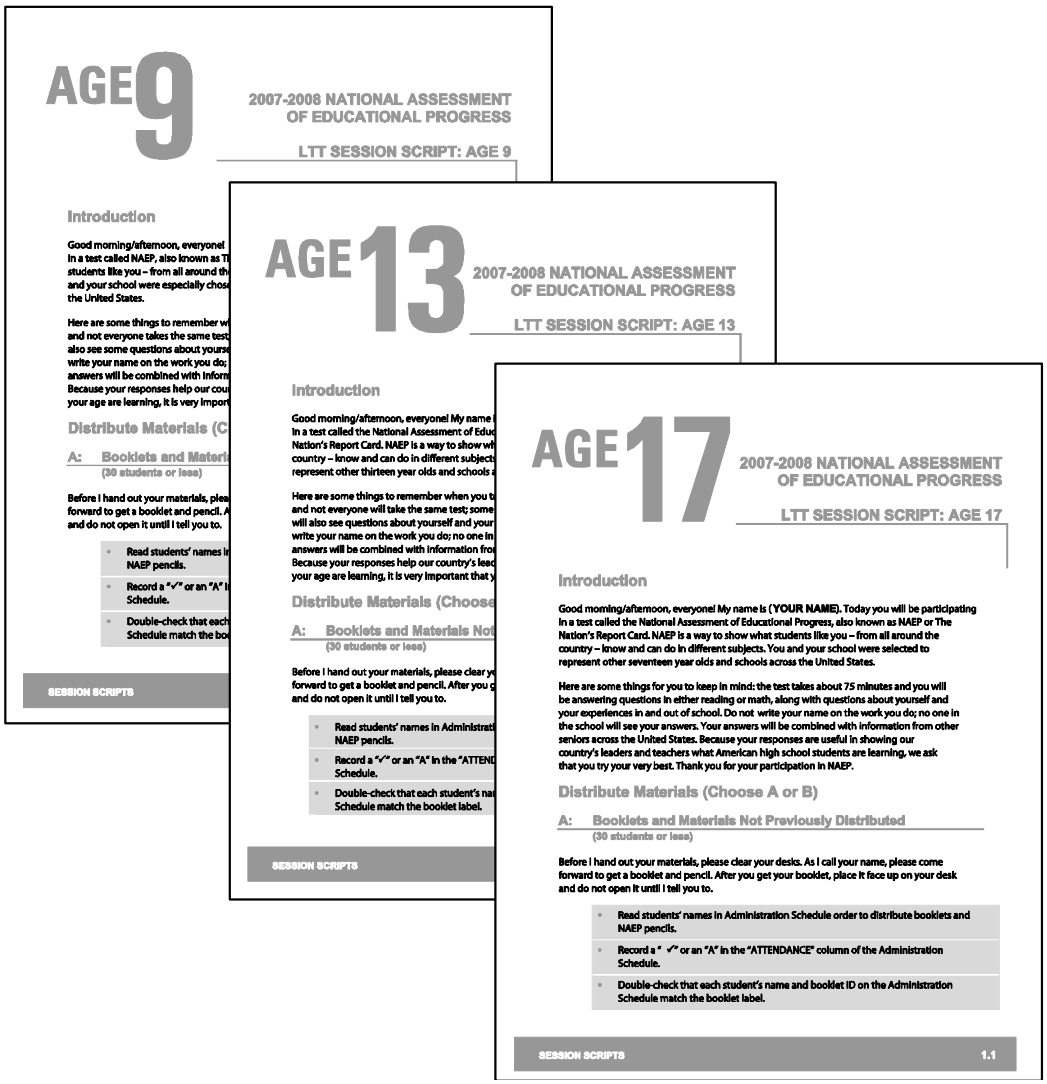
Session scripts are used to administer each assessment in a standardized manner.

Regular Scripts

This year, there are three different scripts for regular assessment sessions as indicated below.

- Age 9 Session Script
- Age 13 Session Script
- Age 17 Session Script

There are differences from script to script in wording, procedures, and the materials required. The procedure for using the session script to conduct regular sessions is presented in chapter 5.


AGE 9
2007-2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
LTT SESSION SCRIPT: AGE 9
Introduction
SESSION SCRIPTS

AGE 13
2007-2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
LTT SESSION SCRIPT: AGE 13
Introduction
SESSION SCRIPTS

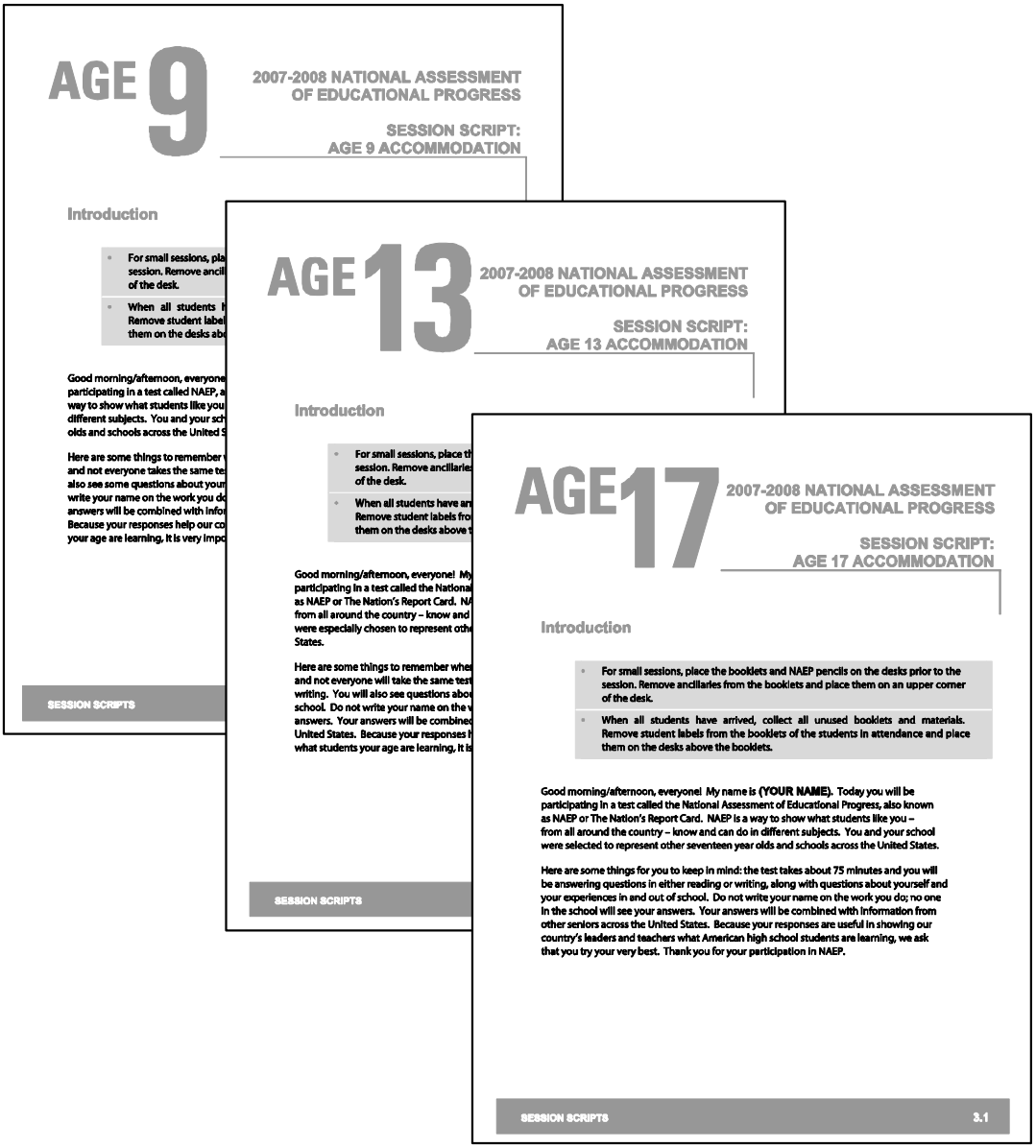
AGE 17
2007-2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
LTT SESSION SCRIPT: AGE 17
Introduction
Good morning/afternoon, everyone! My name is (YOUR NAME). Today you will be participating in a test called the National Assessment of Educational Progress, also known as NAEP or The Nation's Report Card. NAEP is a way to show what students like you – from all around the country – know and can do in different subjects. You and your school were selected to represent other seventeen year olds and schools across the United States.
Here are some things for you to keep in mind: the test takes about 75 minutes and you will be answering questions in either reading or math, along with questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other seniors across the United States. Because your responses are useful in showing our country's leaders and teachers what American high school students are learning, we ask that you try your very best. Thank you for your participation in NAEP.
Distribute Materials (Choose A or B)
A: Booklets and Materials Not Previously Distributed
(30 students or less)
Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.
- Read students' names in Administration Schedule order to distribute booklets and NAEP pencils.
- Record a "✓" or an "A" in the "ATTENDANCE" column of the Administration Schedule.
- Double-check that each student's name and booklet ID on the Administration Schedule match the booklet label.
SESSION SCRIPTS 1.1

Accommodation Scripts

Accommodation scripts must be used to administer separate accommodation sessions. These scripts have been developed to meet the specific needs of the students who are being accommodated. Some sections of the scripts have been shortened or simplified, and the timing of the sections is less stringent. Each accommodation script is listed below.

- Age 9 Accommodation Session Script
- Age 13 Accommodation Session Script
- Age 17 Accommodation Session Script

The procedure for conducting separate accommodation sessions is provided in chapter 6.



AGE 9

2007-2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

SESSION SCRIPT: AGE 9 ACCOMMODATION

Introduction

AGE 13

2007-2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

SESSION SCRIPT: AGE 13 ACCOMMODATION

Introduction

AGE 17

2007-2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

SESSION SCRIPT: AGE 17 ACCOMMODATION

Introduction

- For small sessions, place the booklets and NAEP pencils on the desks prior to the session. Remove ancillaries from the booklets and place them on an upper corner of the desk.
- When all students have arrived, collect all unused booklets and materials. Remove student labels from the booklets of the students in attendance and place them on the desks above the booklets.

Good morning/afternoon, everyone! My name is **(YOUR NAME)**. Today you will be participating in a test called the National Assessment of Educational Progress, also known as NAEP or The Nation's Report Card. NAEP is a way to show what students like you – from all around the country – know and can do in different subjects. You and your school were selected to represent other seventeen year olds and schools across the United States.

Here are some things for you to keep in mind: the test takes about 75 minutes and you will be answering questions in either reading or writing, along with questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other seniors across the United States. Because your responses are useful in showing our country's leaders and teachers what American high school students are learning, we ask that you try your very best. Thank you for your participation in NAEP.

SESSION SCRIPTS 3.1

General Background Question-by-Question Specifications
Question-by-Question Specifications (QxQs) for the general student background sections of the assessment are provided in the back of each session script. You must refer to them when helping students understand the intent of a question in the general background sections. Guidelines for using the QxQs are provided in Procedure 12 in chapter 5.

E. The Session Materials

On assessment day, your supervisor will give you the materials for each session you are assigned to conduct in the school. The session materials you receive will depend on the age being tested and whether the session is regular or an accommodation session. A complete list of session materials for each age 9, 13, and 17 session is also provided in chapter 5.

F. Teacher Observer Letter

NAEP encourages the teacher and/or the school coordinator to remain in the classroom during the assessment to observe and assist in classroom control. NAEP has developed a Teacher Observer Letter that provides instructions to school staff observers on their role during the assessment.

Since the staff members observing the assessment sessions have access to the assessment booklets and data, there is a nondisclosure statement located at the bottom of the letter for school staff to sign. Your supervisor will provide these letters to school staff observers and collect the signed letters just prior to the assessment.

NAEP 2007-2008 LONG-TERM TREND
TEACHER OBSERVER LETTER

We welcome you to the NAEP assessment!

The National Assessment of Educational Progress (NAEP) is often referred to as the "Nation's Report Card." 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.

We appreciate your assistance in NAEP!

By being present during the assessment, you will help emphasize to the students the importance of their taking their tests seriously. You have the advantage of knowing some or all of the students and the protocols of the school. The NAEP staff person may ask for your assistance in these areas.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

1. **Please do not answer any questions that any of the students may ask you about his/her test.**

The NAEP staff is thoroughly trained to administer the tests to students to ensure the highest level of validity of the test results. They have a script they must read to the students verbatim to maintain the consistency of the instructions to students across the nation. The NAEP staff has been directed not to answer any questions the students may ask about their test questions but to encourage the students to do the best they can. In talking to a student about his/her test, you may be inadvertently compromising the results.

2. **Please do not talk to anyone during the assessment, even the NAEP staff member.**

Any conversation could be disruptive to a student and may affect his/her ability to concentrate on the test.

3. **Please do not look at the students' test booklets.**

The security of the test items is a very important part of NAEP. No one other than the student who is assigned a particular booklet is to read the questions. You are welcome to look over the Sample Questions Booklet which provides the background questions and examples of test questions asked in previous years. Our staff has signed a security affidavit and, since you have access to the test booklets, we ask the same of you.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –
(i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;

(ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or

(iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) _____
(Job Title) _____
(Date) _____

(The penalty for unlawful disclosure is a fine of not more than $250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

G. Accommodation Teacher Letter

NAEP has developed an Accommodation Teacher Letter that school staff who assist or administer an accommodation session must sign. This letter provides instructions to school staff on their role during the assessment.

Since the staff members assisting or administering the assessment sessions have access to the assessment booklets and data, the Accommodation Teacher Letter also contains a nondisclosure statement. Your supervisor will provide these letters to school staff and collect the signed letters just prior to the assessment.

NAEP 2007-2008 LONG-TERM TREND
ACCOMMODATION TEACHER LETTER

We welcome you to the NAEP assessment!

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.

We appreciate your assistance in NAEP!

By conducting or assisting with the assessment, you will help emphasize to the students the importance of their taking their test seriously. You have the advantage of knowing some or all of the students and the protocols of the school.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

If conducting an accommodation session, you may:

- make minor modifications to the script to shorten or simplify the introductory statements;
- encourage the student to review his/her answers upon completion of a section;
- allow students to take a break between sections when the NAEP representative indicates they can; or
- answer student questions regarding the general background section of the booklet, the booklet directions, and the recording of answers.

You may not:

- provide assistance on assessment items. (Students may seek validation on certain items; you may not indicate verbally or nonverbally your recommendations. Instead you are encouraged to remind them to answer the questions to the best of their ability.) Or,
- allow any student to use accommodations/adaptations on the assessment that are not indicated in his/her IEP or that are not normally used by the student during testing.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –
(i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others including secure assessment booklets or items, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;

(ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or

(iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) _____
(Job Title) _____
(Date) _____

(The penalty for unlawful disclosure is a fine of not more than $250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

H. Student Appreciation Certificates

NAEP has created Student Appreciation Certificates as a way to thank each student for his/her participation. In schools with age 9 students, you will hand out these certificates to the students at the conclusion of the assessment session. In most schools with 13- and 17-year-old students, the supervisor will prepare these certificates for the school coordinator to use as appointment cards. In schools with 13- and 17-year-old students that elect not to hand out these certificates in advance, you will be responsible for distributing them at the end of the session.

I. Session Debriefing Form

The Session Debriefing Form has been developed to gather information about the assessments in your assignment. By accurately completing this two-page form, you will provide NAEP with documentation that the session was completed and a record of any problems you may have encountered regarding the session. If problems arise during the session, you must use this form to document exactly what happened, how it affected the performance of students in the session, and how and by whom the situation was resolved.

This form must be completed for each original session, each separate accommodation session, and each makeup session held in the school. Instructions for completing the form are provided in chapter 7.

SV initials ____

SESSION DEBRIEFING FORM

COMPLETE THIS FORM FOR EACH SESSION - REGULAR, ACCOMMODATION, NIES, AND MAKEUP.

Session Date: _____ Region #: _____
School Name: _____ School ID #: _____
Person Completing Form: _____ SV: _____
Other NAEP Staff Assisting with Session: _____
Other Observers Present: _____
Session Number: _____ (e.g. LT0901, LT1302, LT1701)
This session was: ❑ Regular Session ❑ Accommodation Session
❑ Makeup Regular Session ❑ Makeup Accommodation Session

SESSION SUMMARY (Be sure to provide as much detail as possible.)

ITEM	YES	NO	N/A	DETAILS
Were there any problems setting up for this session?				
Were there any problems getting students to this session?				
Were there any problems with the session timing?				
Were there any problems with the session materials (including the distribution and use of ancillary items)?				
Were there any student refusals?				
Were there any students who left the session?				
Were students cooperative and orderly during the session?				
Were there any problems with accommodations given in this session?				
Were there any students still working when the timer rang?				
Were there any problems with the location?				
Were there any interruptions?				
Other, specify				

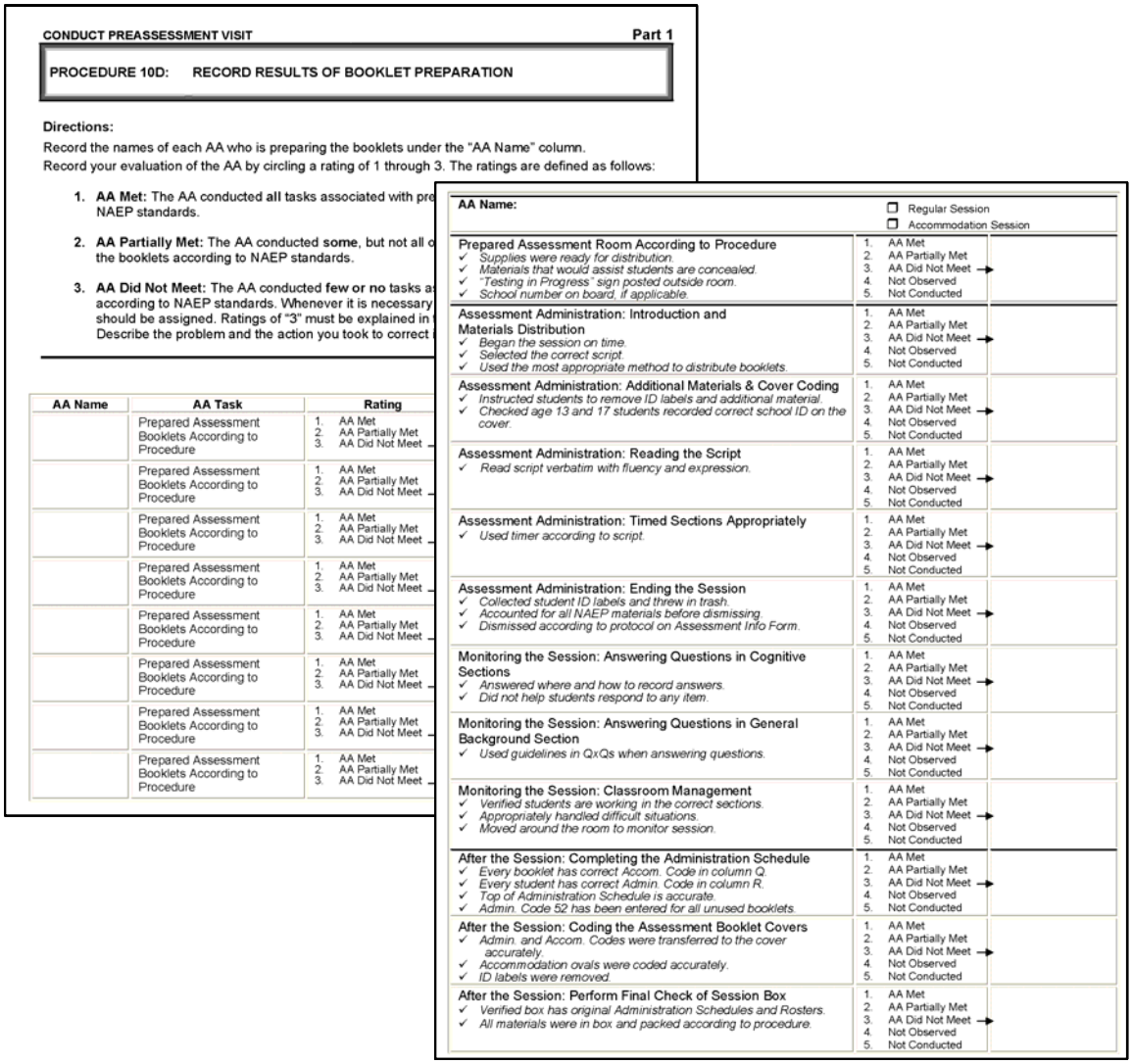
REACTION TO SESSION

AUDIENCE	ATTITUDE	COMMENTS/COMPLAINTS
Students	❑ Positive ❑ Mixed/Indifferent ❑ Negative ❑ Can't say	
School Staff	❑ Positive ❑ Mixed/Indifferent ❑ Negative ❑ Can't say	
Other Observers	❑ Positive ❑ Mixed/Indifferent ❑ Negative ❑ Can't say	

J. Booklet Preparation and Assessment QC Records

As part of the overall quality control procedures for NAEP, your supervisor will use the Booklet Preparation and Assessment QC Records to document student booklet preparation and assessment day procedures completed by each AA for each school. This includes documenting whether AAs administering and monitoring the session did so according to the standards described in chapter 5.

This checklist serves as documentation that assessments are administered in a standardized manner and according to NAEP procedure. The results are reported to the National Center for Education Statistics (NCES) and the other NAEP contractors.



CONDUCT PREASSESSMENT VISIT — Part 1

PROCEDURE 10D: RECORD RESULTS OF BOOKLET PREPARATION

Directions:
Record the names of each AA who is preparing the booklets under the "AA Name" column.
Record your evaluation of the AA by circling a rating of 1 through 3. The ratings are defined as follows:

1. **AA Met:** The AA conducted **all** tasks associated with pre NAEP standards.
2. **AA Partially Met:** The AA conducted **some**, but not all o the booklets according to NAEP standards.
3. **AA Did Not Meet:** The AA conducted **few or no** tasks a according to NAEP standards. Whenever it is necessary should be assigned. Ratings of "3" must be explained in Describe the problem and the action you took to correct

AA Name	AA Task	Rating
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet
	Prepared Assessment Booklets According to Procedure	1. AA Met 2. AA Partially Met 3. AA Did Not Meet

AA Name:	☐ Regular Session ☐ Accommodation Session
Prepared Assessment Room According to Procedure ✓ *Supplies were ready for distribution.* ✓ *Materials that would assist students are concealed.* ✓ *"Testing in Progress" sign posted outside room.* ✓ *School number on board, if applicable.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Assessment Administration: Introduction and Materials Distribution ✓ *Began the session on time.* ✓ *Selected the correct script.* ✓ *Used the most appropriate method to distribute booklets.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Assessment Administration: Additional Materials & Cover Coding ✓ *Instructed students to remove ID labels and additional material.* ✓ *Checked age 13 and 17 students recorded correct school ID on the cover.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Assessment Administration: Reading the Script ✓ *Read script verbatim with fluency and expression.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Assessment Administration: Timed Sections Appropriately ✓ *Used timer according to script.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Assessment Administration: Ending the Session ✓ *Collected student ID labels and threw in trash.* ✓ *Accounted for all NAEP materials before dismissing.* ✓ *Dismissed according to protocol on Assessment Info Form.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Monitoring the Session: Answering Questions in Cognitive Sections ✓ *Answered where and how to record answers.* ✓ *Did not help students respond to any item.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Monitoring the Session: Answering Questions in General Background Section ✓ *Used guidelines in QxQs when answering questions.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
Monitoring the Session: Classroom Management ✓ *Verified students are working in the correct sections.* ✓ *Appropriately handled difficult situations.* ✓ *Moved around the room to monitor session.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
After the Session: Completing the Administration Schedule ✓ *Every booklet has correct Accom. Code in column Q.* ✓ *Every student has correct Admin. Code in column R.* ✓ *Top of Administration Schedule is accurate.* ✓ *Admin. Code 52 has been entered for all unused booklets.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
After the Session: Coding the Assessment Booklet Covers ✓ *Admin. and Accom. Codes were transferred to the cover accurately.* ✓ *Accommodation ovals were coded accurately.* ✓ *ID labels were removed.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted
After the Session: Perform Final Check of Session Box ✓ *Verified box has original Administration Schedules and Rosters.* ✓ *All materials were in box and packed according to procedure.*	1. AA Met 2. AA Partially Met 3. AA Did Not Meet → 4. Not Observed 5. Not Conducted

The rating categories for each task are defined as follows:

1. **AA Met:** The AA conducted all tasks associated with the procedure according to NAEP standards, in a professional manner, with no or only very minor deviations.

2. **AA Partially Met:** The AA conducted some, but not all, of the tasks associated with the procedure according to NAEP standards. Performance of tasks, while adequate, had rough spots that need improvement.

3. **AA Did Not Meet:** The AA conducted few or no tasks associated with the procedure according to NAEP standards. Whenever it is necessary for the Supervisor to intervene, a “3” rating should be assigned. Ratings of “3” must be explained in the adjacent “Comments” column. The supervisor will describe the problem and the action taken to correct it.

4. **Did Not Observe:** The supervisor will use this code when he/she was not able to observe the AA conducting the procedure.

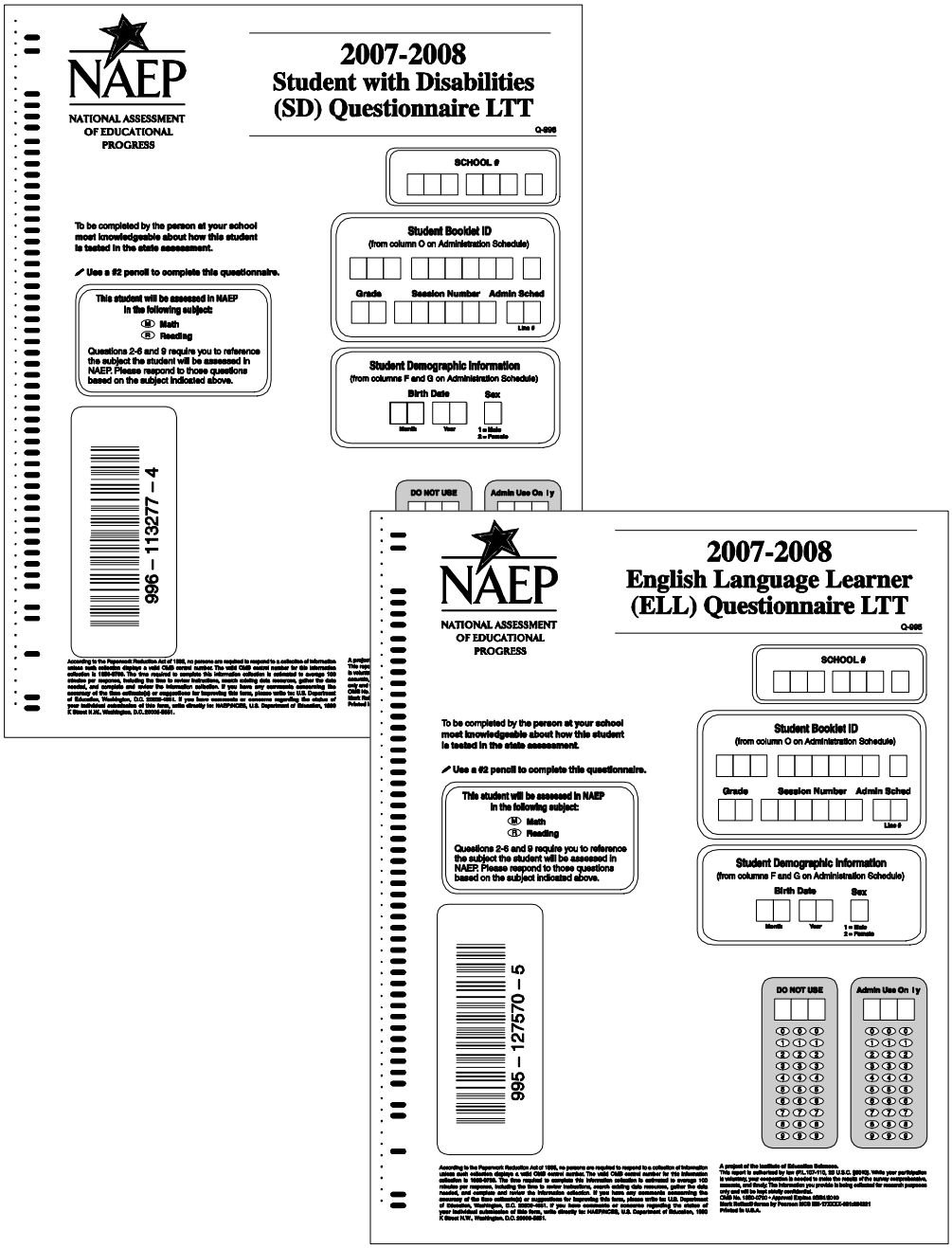
5. **Not Conducted:** The supervisor will use this code when the procedure was not applicable or did not have to be completed for the given session.

If your supervisor has any concerns about your performance while completing any of your responsibilities, he/she will discuss it with you one on one.

K. SD and ELL Questionnaires and SD and/or ELL Roster of Questionnaires

SD and ELL Questionnaires

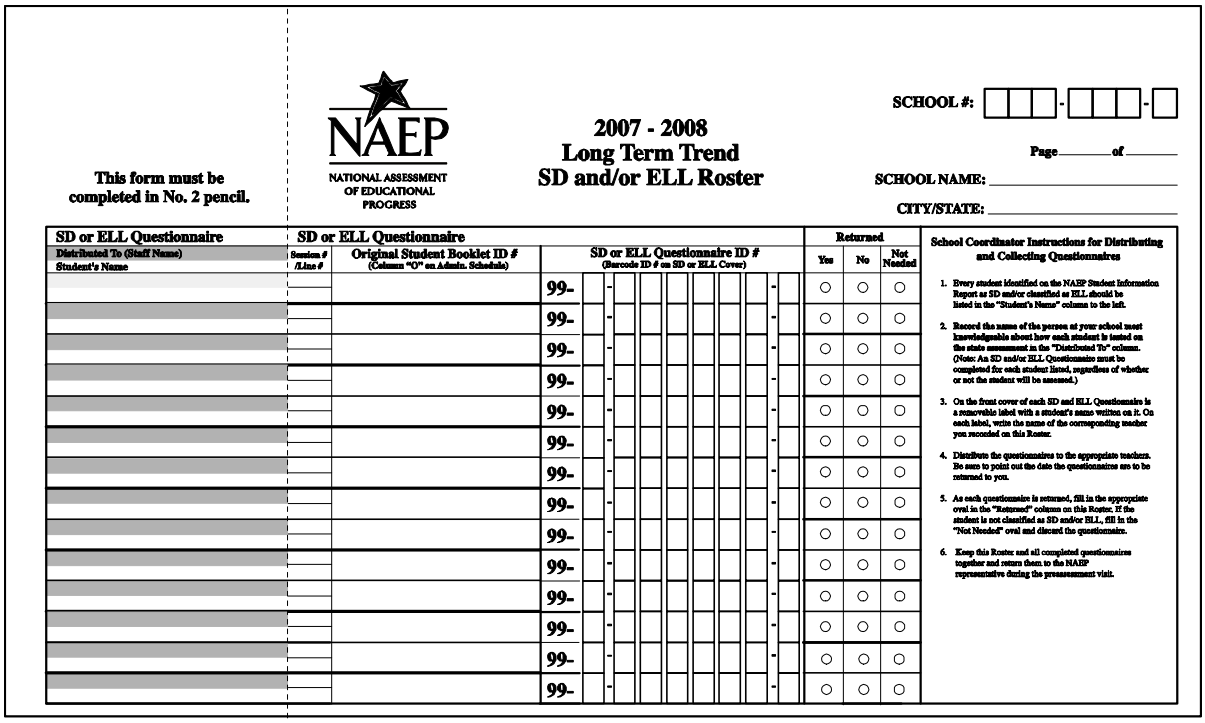
There are no School or Teacher Questionnaires this year for LTT. There are only two types of questionnaires: Student with Disabilities (SD) and English Language Learner (ELL) Questionnaires. These questionnaires are used to gather information on the students who are classified as SD and/or ELL and help us determine whether they will be assessed and if they will need an accommodation. Your supervisor will handle all activities involving the questionnaires.



SD and/or ELL Roster of Questionnaires

Since there are no School or Teacher Questionnaires, there is only one Roster of Questionnaires needed for LTT: the SD and/or ELL Roster of Questionnaires.

The SD and/or ELL Roster of Questionnaires is the document that tracks the SD and ELL Questionnaires that were distributed at the school. Your supervisor is provided with one or more SD and/or ELL Roster of Questionnaires for each school.



NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2007 - 2008
Long Term Trend
SD and/or ELL Roster

SCHOOL #: ☐☐☐-☐☐☐-☐

Page _____ of _____

SCHOOL NAME: _____

CITY/STATE: _____

This form must be completed in No. 2 pencil.

SD or ELL Questionnaire	SD or ELL Questionnaire			Returned		
Distributed To (Staff Name) / Student's Name	Session # /Line #	Original Student Booklet ID # (Column "O" on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Cover)	Yes	No	Not Needed
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○
			99-	○	○	○

School Coordinator Instructions for Distributing and Collecting Questionnaires

1. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in the "Student's Name" column to the left.
2. Record the names of the persons at your school most knowledgeable about how each student is tested on the state assessment in the "Distributed To" column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.)
3. On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on this Roster.
4. Distribute the questionnaires to the appropriate teachers. Be sure to point out the date the questionnaires are to be returned to you.
5. As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on this Roster. If the student is not classified as SD and/or ELL, fill in the "Not Needed" oval and discard the questionnaire.
6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the preassessment visit.