

8

CONDUCTING A MAKEUP SESSION

Procedure 23. Secure Assessment Materials for the Makeup Session

If the attendance at a school is too low (less than 90 percent), your supervisor will schedule a makeup session. If this is the case, you may be asked to return to the school to administer it. In preparation for the makeup session, you must retain all materials from the original session until the makeup session has been conducted by doing the following:

- Place all booklets and other materials used in the original session in the original Session Box.
- Gather the booklets and any required materials to be used in the makeup session, such as the timer and the “Testing in Progress–Do Not Disturb” sign, and place them on top of the original session materials.
- Protect the security of these materials. Keep the materials in your possession until you return to the school to conduct the makeup session. Before leaving the school, on the original assessment day the supervisor will place the original Administration Schedule and Roster of Questionnaires in the NAEP Storage Envelope for the makeup session.

Procedure 24. Retrieve the NAEP Storage Envelope

You will need to retrieve the NAEP Storage Envelope from the school coordinator upon your arrival at the school to obtain the Administration Schedule. At this time you will also ask the school coordinator if there are any new parent or student refusals.

Procedure 25. Organize the Booklets

You will need to check the stack of assessment booklets for students invited to the makeup session. If necessary, except for the session and line numbers, erase all information coded on the booklets. If the student ID label was removed after the original session, replace it with a blank removable label provided by your supervisor and record the student name and booklet ID number.

Procedure 26. Prepare the Room

Next, prepare the assessment location using the same guidelines discussed in Procedure 10 in chapter 5.

Procedure 27. Conduct the Makeup Session

Be sure to conduct the makeup session following the same procedures used in the original session. As in the original session, read the script verbatim and use the appropriate Question-by-Question Specifications to answer student questions in the background sections of the assessment.

Procedure 28. Complete the Administration Schedule

After the session, enter the results of the makeup session on the Administration Schedule from the original session as follows:

1. Mark students attending the makeup session by putting a checkmark in the Attendance (✓/A) column.

2. Shade in the Makeup Held oval at the top of the Administration Schedule.

3. Change the Administration Code for participating students to the appropriate Assessed in Makeup Session codes (20-24) on the Administration Schedule. Do this by erasing the initial code and entering the Assessed in Makeup Administration Code outlined in the table below.

4. Complete the summary box at the top of the Administration Schedule as follows:

- enter the number of students assessed on the line labeled # Assessed (Makeup Session); and
- add the numbers assessed in the original and makeup sessions to obtain the TOTAL ASSESSED.

Assessed in Makeup Session Administration Codes	
20	In session full time. Assessed in makeup session.
21	No responses in booklet. Student was in makeup session the full time, but there were no responses in the booklet.
22	In session part time. Student left the makeup session and did or did not return. Specify the reason on the booklet cover.
23	Session incomplete. Specify the reason. Use this code when the makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).
24	Other, specify on cover. Use this code for any situation that is not covered by the other Assessed in Makeup Session codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

Procedure 29. Code the Booklet Covers

Using the information from the Administration Schedule, you should also code the covers of the booklets for all students invited to attend the makeup session as described in Procedure 20 in chapter 7.

Procedure 30. Prepare the NAEP Storage Envelope

You will need to make one copy of the completed Administration Schedule(s) (front and back) with names still attached. Place these copies in the NAEP Storage Envelope.

Then, remove the names from the original Administration Schedule(s) by tearing them off at the perforation. Place the names in the NAEP Storage Envelope.

Finally, using the originals without names, make a copy of the Administration Schedule(s) (front and back). Retain these copies for your supervisor and place the originals in the appropriate session box(es).

Return the NAEP Storage Envelope to the school coordinator to retain until the destroy date printed on the envelope.

Procedure 31. Repack the Session Box and Return It to Your Supervisor

Next, you will repack the Session Box according to Pearson procedure as described in Procedure 21 in chapter 7. When you are finished, return all assessment materials to your supervisor. He/she will be responsible for shipping the materials as soon as possible after the makeup session.

Procedure 32. Complete the Session Debriefing Form and Return It to Your Supervisor

Your final task will be to complete a Session Debriefing Form according to Procedure 22 in chapter 7. If there were any problems, or if anything unusual happened during the makeup session, report this to your supervisor immediately. Include the completed Session Debriefing Form when you return the assessment materials used in the makeup session to your supervisor.

A

APPENDIX A. GLOSSARY

Glossary for Assessment Administrators

AA (Assessment Administrator)

Westat field staff member hired and trained to administer the assessment and to assist the supervisor with other NAEP activities in the school.

Accommodation Code

Code entered on the Administration Schedule for each selected student. This code is used to indicate whether a student will be assessed with or without accommodations, in a regular session, or in a separate accommodation session.

Accommodations

Alterations in the administration of standardized assessments such as NAEP that are provided to certain students with disabilities (SD) and/or English language learners (ELL), as specified in the student's Individualized Education Program (IEP).

Administration Code

Participation status code entered on the Administration Schedule for each selected student. This code is used to identify if and how students participated in NAEP.

Administration Schedule

The central document used to list the students in a given school selected to participate in NAEP. It links the student demographic and performance data to produce aggregate reports.

AIR (American Institutes for Research)

Contractor responsible for the development of NAEP student and school staff background questionnaires.

Arts

An assessment in music and visual arts that will mark the fourth time these two subjects have been assessed nationally for NAEP.

Assessment Booklets

Developed to assess the selected students in at ages 9, 13, and 17 in various subject areas specified for Long-Term Trend 2007-2008. Assessment booklets consist of four parts: three cognitive blocks and one background question block.

Assessment Information Form (AIF)

Form used and completed by the supervisor to communicate specific information to an AA about an assignment.

Assessment Session

The period of time during which test booklets are administered to a group of students.

Bundle Slip

Form packaged with each bundle of test booklets listing session information and the first three digits of the booklet ID numbers contained in the bundle.

ELL (English language learner)

A term used to describe students who are in the process of acquiring English language skills and knowledge. Some schools refer to these students using the term “limited English proficiency” or “LEP.”

ELL Questionnaire

NAEP questionnaire completed for each selected student identified as ELL by the school staff member most knowledgeable about the student.

ETS (Educational Testing Service)

Contractor responsible for the design, analysis, and reporting of NAEP data.

Field Manager

Westat field staff member hired to coordinate all NAEP field activities with the state departments of education and the Westat home office staff.

Field Test (FT)

The second stage of pretesting NAEP assessments after pilot testing. Field tests are administered to a nationally representative sample of students 1 year before the operational assessment. Field test subjects for 2008 are reading, mathematics, and science.

Framework

Under the Governing Board’s direction, the objectives for each assessment are described in a framework document that delineates the important content and process area to be measured for a given subject areas as well as the types of questions to be included on the assessment. The framework development process is congressionally mandated and involves widespread participation and review by policymakers, educators, and members of the general public.

Fulcrum IT

Contractor responsible for the NAEP web operations and web maintenance.

HumRRO (Human Resources Research Organization)

Contacting responsible to conduct independent quality assurance activities throughout the NAEP assessment cycle.

IEP (Individualized Education Program)

Generally, each public school student who receives special education and related services should have an IEP. The IEP includes any accommodations needed in order for the student to participate in standardized tests such as NAEP.

Long-Term Trend (LTT)

An assessment designed to give information on the changes in the basic achievement of America's youth by monitoring trend lines first established in 1971 for reading and 1973 for mathematics.

MySchool

The website that provides participating schools and districts with a convenient way to access details about the NAEP assessment.

NAEP (National Assessment of Educational Progress)

NAEP is a continuing national survey of the knowledge and skills of American students in major learning areas taught in school. It is often called "the Nation's Report Card."

NAEP Code of Ethics

The Code of Ethics is a set of principles that NAEP expects all staff members to follow. The Code defines principles that are the foundation for fair and accurate test administration and data collection.

NAEP in Your School

Officially titled "NAEP in Your Schools," this document provides an overview of NAEP. It is included in the recruitment materials sent to sampled schools.

NAEP School ID Number

Unique ID number for each participating school used on all NAEP materials.

NAEP State Coordinator

Staff member at the state department of education who works with the Westat field manager to coordinate all NAEP activities in the state.

NAEP Storage Envelope

Used by the school to hold the NAEP material needed by the NAEP team on assessment day and for storage of the material at the school following the assessment.

NAGB (National Assessment Governing Board)

Also known as "the Governing Board," this independent organization is appointed by the U.S. Secretary of Education and develops the content "frameworks" or test blueprints. The Governing Board sets policy for NAEP and selects the subject areas to be assessed and develops guidelines for reporting.

NCES (National Center for Education Statistics)

NAEP is directed by NCES of the U.S. Department of Education.

NSLP (National School Lunch Program)

A federally assisted meal program that provides low-cost or free lunches to eligible students.

Pearson (Pearson Educational Measurement)

Contractor responsible for NAEP materials distribution and processing. It is also responsible for scoring the student responses to the test questions. Formerly known as NCS Pearson.

Preassessment Packet

Contains important information, instructions, and materials the school coordinators need to prepare for the preassessment visit and the assessment process.

Quality Control Booklet (QCB)

Document used by the NAEP supervisor to track the work with the school throughout the entire process of planning and supervising assessment activities. The QCB is organized into three parts. Part 1, Preassessment Activities; Part 2, Assessment Day Activities; and Part 3, Post-Assessment Activities.

Sample

A portion of a population, or a subset from a set of units, that is selected by some probability mechanism for the purpose of investigating the properties of the population. NAEP does not assess an entire population of schools or students, but it selects a representative sample from the population to participate in the assessment.

Sample Parent Notification Letter

A No Child Left Behind requirement, the letter explains the assessment and its importance to parents of students selected for the assessment. It may be modified to satisfy any parental notification requirements of the district and/or school.

Sample Questions Booklet

Contains NAEP 2008 background questionnaires accompanied by explanations, rationales, and sample assessment items.

School Coordinator

The principal or other school staff member assigned to coordinate all NAEP activities at the school.

School Folder

Contains all of the official recordkeeping documents and information relating to conducting the school assessment.

Science Interactive Computer Tasks (SICT)

A pre-pilot of test items and procedures that will be piloted during the 2008 Field Test.

SD (Student with a Disability)

A student with a disability needs specially designed instruction to meet his/her learning goals. A student with a disability will usually have an IEP, which guides his/her special education instruction. Students with disabilities are often referred to as special education students and may be classified by the school as learning disabled (LD) or emotionally disturbed (ED).

SD and/or ELL Roster of Questionnaires

Form used to keep track of the SD and ELL Questionnaires distributed to school staff members.

SD Questionnaire

NAEP questionnaire completed for each selected student identified as SD by the school staff member most knowledgeable about the student.

Session Debriefing Form

Form used by AAs to document certain details about an assessment session.

Session Number

The Session Number consists of two letters and four numbers. The two letters indicate that it is a Long-Term Trend assessment. The first two numbers indicate the age of the students being assessed and the last two numbers uniquely identify the session from the other sessions that may be conducted at the school.

Session Scripts

Script and instructions used by AAs to conduct all NAEP assessments in a uniform manner.

Statistical Validity

For NAEP, when the analyses and reports from the assessment data precisely reflect student achievement across the nation.

Supervisor

Westat field staff member hired to manage assessment teams, to select the samples of students to be assessed, and to oversee all NAEP activities in the schools.

Title I

A federally funded assistance program for economically and educationally disadvantaged students.

Westat

Contractor responsible for NAEP sampling, data collection, and quality control monitoring activities.

Preparing for Assessment Day Checklist (Chapter 4)

Procedure 4. Preparing the Booklets		<input type="checkbox"/>
A	Check assessment booklet bundles.	<input type="checkbox"/>
Step 1	Verify the Bundle # on Bundle Slip matches number in Bundle # box in upper-right section of Administration Schedule.	<input type="checkbox"/>
Step 2	Verify prefixes on Bundle Slip match prefixes printed on the Administration Schedule.	<input type="checkbox"/>
B	Verify booklet ID number and attach student ID label.	<input type="checkbox"/>
Step 1	Begin with first student listed on Administration Schedule and first booklet in first bundle for your session.	<input type="checkbox"/>
Step 2	Match booklet ID number with column O of the Administration Schedule.	<input type="checkbox"/>
Step 3	Attach student ID label to booklet cover.	<input type="checkbox"/>
Step 4	If the student has a code in column R, write that code on the student ID label.	<input type="checkbox"/>
C	Prepare accommodation booklets.	<input type="checkbox"/>
Step 1	Remove original booklet assigned to student from the stack of booklets.	<input type="checkbox"/>
Step 2	Record an Administration Code of 52 on original booklet cover.	<input type="checkbox"/>
Step 3	Record line and Session Numbers on original booklet cover and set aside.	<input type="checkbox"/>
Step 4	Affix student ID label to accommodation booklet.	<input type="checkbox"/>
Step 5	Substitute accommodation booklet for original in the stack of booklets, or, if accommodation session is scheduled, set booklet aside.	<input type="checkbox"/>
D	Check column R on Administration Schedule for Withdrawn/Ineligible/Excluded students and Refusals.	<input type="checkbox"/>
Step 1	If students are coded as Withdrawn/Ineligible/Excluded/Refusal, write the Administration Code on the student ID label and set booklet aside.	<input type="checkbox"/>
E	Record line and Session Numbers on booklet cover.	<input type="checkbox"/>
F	Band together booklets.	<input type="checkbox"/>
Step 1	Band together booklets for Withdrawn/Ineligible/Excluded students and Refusals along with original booklets for students receiving accommodation booklets.	<input type="checkbox"/>
Step 2	Band together booklets for separate accommodation sessions.	<input type="checkbox"/>
Step 3	Band together booklets for students participating in the regular session.	<input type="checkbox"/>
G	Conduct a QC check on the prepared booklets.	<input type="checkbox"/>

Completing Activities Before the Assessment Checklists (Chapter 5)

Procedure 9. Receiving the Session Materials	
Original Administration Schedule (and copies of Student Lists for other sessions, if necessary)	<input type="checkbox"/>
Session Box (including assessment booklets and “Testing in Progress—Do not Disturb” sign)	<input type="checkbox"/>
Timer	<input type="checkbox"/>
No. 2 pencils	<input type="checkbox"/>
Student Appreciation Certificates (if necessary)	<input type="checkbox"/>
Session Debriefing Form	<input type="checkbox"/>

Procedure 10. Preparing the Room		
A	Set out supplies.	<input type="checkbox"/>
Step 1	Set out materials for easy access. <ul style="list-style-type: none"> ■ AA Manual turned to the appropriate Session Script ■ Administration Schedule plus copies of Student Lists for other sessions ■ Timer ■ Session Debriefing Form ■ Assessment Information Form 	<input type="checkbox"/>
Step 2	Set out materials for distribution. <ul style="list-style-type: none"> ■ Prepared assessment booklets ■ Sharpened No. 2 pencils ■ Student Appreciation Certificates (if necessary) 	<input type="checkbox"/>
B	Erase or conceal visual materials.	<input type="checkbox"/>
C	Post “Testing in Progress—Do Not Disturb” sign outside room.	<input type="checkbox"/>
D	Write school ID number on board (Ages 13 and 17).	<input type="checkbox"/>

Completing Activities After the Assessment Checklist (Chapter 7)

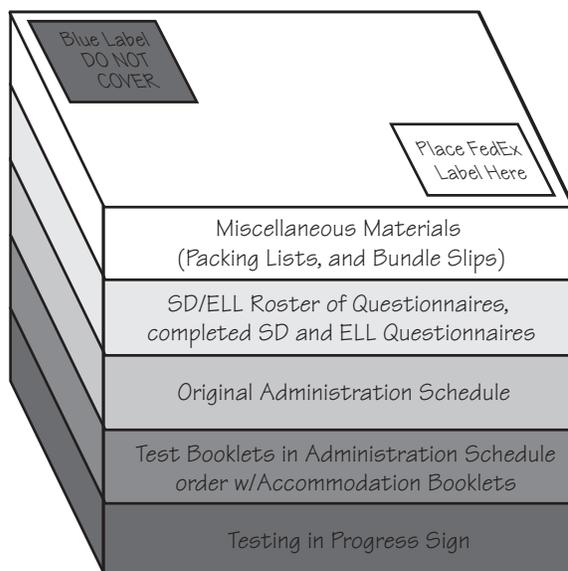
Procedure 19. Completing the Administration Schedule		
A	Enter Administration Code in column R for every student listed on the Administration Schedule.	<input type="checkbox"/>
B	Enter Administration Code 52 for all unassigned booklets on Administration Schedule.	<input type="checkbox"/>
C	<p>Complete the Summary Box.</p> <ul style="list-style-type: none"> ■ Record total number of students who did not participate in the session “# Absent” box. Include students with Admin. Codes 40-45, 48 and 49 in column R. ■ Record total number of parent/student refusals in the “# Refused” box. Will be coded 46 or 47 in column R. ■ Record total number of students assessed in the “# Assessed (Original Session)” box. This is the total of the Administration Codes 10-14 in column R. 	<input type="checkbox"/>

Procedure 20. Coding the Booklet Covers		
A	Organize all booklets back into Administration Schedule order.	<input type="checkbox"/>
B	Ensure that each booklet has the correct school ID number.	<input type="checkbox"/>
C	Transfer Administration Codes and the Accommodation Codes to the student booklet covers.	<input type="checkbox"/>
D	Write an explanation on the booklet cover for an Administration Code that requires one (Administration Codes 12-14, 22-24, and 48).	<input type="checkbox"/>
E	Code all accommodations on the booklet cover.	<input type="checkbox"/>
F	Code the “Total Time for Accommodation (74-EXT)” boxes for extended time accommodations.	<input type="checkbox"/>
G	Verify that the student ID labels are removed from booklets.	<input type="checkbox"/>
H	Band booklets together and place the Administration Schedule on top of the stack.	<input type="checkbox"/>
I	Provide materials to your supervisor for quality control check.	<input type="checkbox"/>

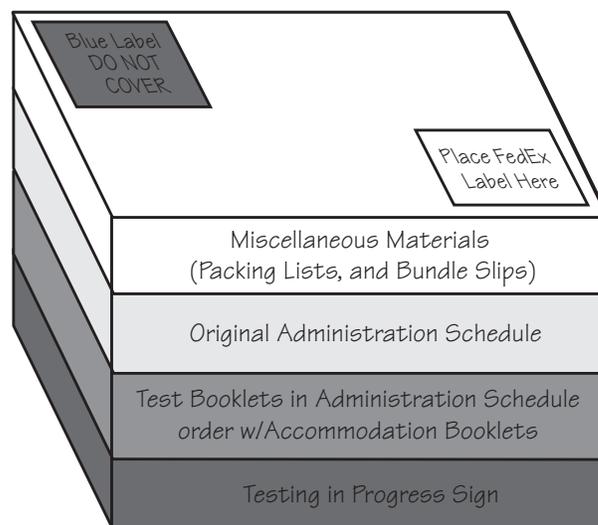
Post-Assessment Checklist (Chapter 7)

Procedure 21. Packing the Session Box(es)		
A	Pack the boxes according to Pearson procedure.	<input type="checkbox"/>
Step 1	<p>Place all used and unused booklets, in Administration Schedule order, at the bottom of the box.</p> <ul style="list-style-type: none"> ■ Place used accommodation booklets with the original booklets. ■ Fold large-print accommodation booklets and place on top of the stack of booklets. ■ Band all booklets together. 	<input type="checkbox"/>
Step 2	Place the original (maroon) Administration Schedule(s) with names removed into the box.	<input type="checkbox"/>
Step 3	If you have the box for session number ending in 01, place the SD and/or ELL Roster of Questionnaires (without names), and the completed SD and/or ELL Questionnaires into the box.	<input type="checkbox"/>
Step 4	Place the miscellaneous materials, such as packing lists and Bundle Slips, into the box last.	<input type="checkbox"/>
B	Provide leftover session materials to your supervisor.	<input type="checkbox"/>
C	Provide Session Box to your supervisor for final QC check of session materials.	<input type="checkbox"/>

Session 01 Box



Remaining Session Box(es)



Makeup Session Checklist (Chapter 8)

Conducting a Makeup Session		
Procedure 23. Secure Assessment Materials for the Makeup Session		<input type="checkbox"/>
Procedure 24. Retrieve the NAEP Storage Envelope		<input type="checkbox"/>
Procedure 25. Organize the Booklets		<input type="checkbox"/>
Procedure 26. Prepare the Room		<input type="checkbox"/>
Procedure 27. Conduct the Makeup Session		<input type="checkbox"/>
Procedure 28. Complete the Administration Schedule		<input type="checkbox"/>
Step 1	Mark students attending makeup session with a checkmark in the Attendance column.	<input type="checkbox"/>
Step 2	Shade Makeup Held oval at top of Administration Schedule.	<input type="checkbox"/>
Step 3	Change Administration Code for participating students to the appropriate Assessed in Makeup Session Codes (20-24) on Administration Schedule or accommodation code, if necessary.	<input type="checkbox"/>
Step 4	Complete summary box at top of Administration Schedule by entering # of students assessed and add the number assessed in original and number assessed in makeup to obtain the TOTAL ASSESSED.	<input type="checkbox"/>
Procedure 29. Code the Booklet Covers		<input type="checkbox"/>
Procedure 30. Prepare the NAEP Storage Envelope		<input type="checkbox"/>
Procedure 31. Repack the Session Box and Return to Your AC		<input type="checkbox"/>
Procedure 32. Complete the Session Debriefing Form and Return to Your AC		<input type="checkbox"/>