

3. Accommodations NOT Allowed by NAEP

It is a goal of NAEP to be as inclusive as possible when it comes to students classified as SD and/or ELL. However, there are a few accommodations that NAEP does not allow. These include:

- Oral or written responses translated into written English
- Bilingual dictionary *for reading*
- Directions read aloud in native language (Permissible in Spanish only and only when a Spanish/English bilingual mathematics booklet is used.)
- Test material read aloud in native language (Permissible in Spanish only and only when a Spanish/English bilingual mathematics booklet is used.)
- Test questions read aloud or signed *for reading*
- Uses a bilingual version of the test (Permissible in Spanish only and only when a Spanish/English bilingual mathematics booklet is used.)
- Tape records answers
- Test taken over several days
- Use of abacus, arithmetic tables, graph paper, or any ruler other than a NAEP-provided cardstock ruler
- Use of dictionary, thesaurus, or spelling- and grammar-checking software or devices

If a student requires one of these accommodations and cannot be included in the assessment with only accommodations allowed on NAEP, he/she will be excluded using one of the Administration Codes listed below.

Reasons for Exclusion	
60	SD – Cannot be assessed. Student whose IEP states he/she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.
61	SD – Required accommodation not permitted. Student cannot be included in the session due to a disability for which a required accommodation was not permitted (e.g., reading the assessment items to a student selected for a reading assessment).
62	ELL – Cannot be assessed. Student whose English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
63	ELL – Required accommodation not permitted. Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not permitted (e.g., bilingual booklet for a student selected for the reading assessment).
64	SD & ELL – Cannot be assessed. Student whose cognitive functioning and/or English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
65	SD & ELL – Required accommodation not permitted. Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which required accommodation was not permitted.
66	Excluded, but assessed. Students who the school deemed should be excluded from the assessment but the school requested that they participate anyway.
67	SD – Required accommodation not available. Student cannot be included in the session due to a disability for which a required accommodation was not available (e.g., scribe or other accommodation supplied by the school).
68	ELL – Required accommodation not available. Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not available (e.g., bilingual dictionary or other accommodation supplied by the school).
69	SD & ELL – Required accommodation not available. Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which a required accommodation was not available.

Occasionally, a school will refuse an accommodation session due to scheduling or staffing problems (e.g., if the student requires the test be administered by a school staff member but that staff member is not available). In these instances, students assigned to that session will be coded Administration Code “**45 – Accommodation scheduling problem**” on the Administration Schedule. Do not assign codes indicating that the student is excluded (60-69), which would incorrectly classify the student as excluded rather than a student who should be assessed with an accommodation but a scheduling problem prevented the accommodation session from taking place.

4. Assigning Accommodation Codes

This year, there is a new procedure for assigning accommodation codes on the Administration Schedule. After meeting with the school coordinator during the preassessment visit, you will use the Inclusion Worksheet to assign codes to column **Q** of the Administration Schedule. The codes and their explanations are listed in the table below.

Accommodation Codes	
1	Assess without accommodations. Used for all students who are not classified as SD and/or ELL, as well as students who are classified as SD and/or ELL and can be assessed in the regular session without any accommodations.
2	Accommodation offered in regular session. Used for SD and/or ELL students who are offered accommodations that can be provided in the regular session.
3	Accommodation offered in separate session. Used for SD and/or ELL students who are offered accommodations that must be given in a separate session.
4	Not applicable. Used for students who are withdrawn/graduated or ineligible. Also used for students who are excluded (Admin. Codes 60–65 and 67–69). Students who are Excluded but Assessed (Admin. Code 66) should be given an accommodation code of 2 or 3. Should also be assigned to all unused booklets (Admin. Code 52).

After the session, the AA will transfer the accommodation code you recorded on the Administration Schedule onto the student’s booklet cover in the **Accomm. Code** box. Then, on the cover, under **Accommodations Offered in Regular or Separate Session**, the AA will record all accommodations offered (whether or not they were used).

Chapter 6 Summary

Upon completing this chapter you should be able to:

- describe the accommodations planning process,
- understand the accommodations most frequently provided by NAEP,
- describe the accommodations not allowed by NAEP, and
- describe the new procedure for assigning accommodation codes.

7

PREASSESSMENT ACTIVITIES

This chapter reviews all the preassessment activities for LTT and introduces the Quality Control Booklet (QCB).

1. Preliminary Activities to Complete

Preliminary activities occur before the preassessment visit to the school.

Conducting the preliminary activities gives you an opportunity to become familiar with the documentation used throughout the assessment process and enhances your familiarity with the schools in your assignment.

Overview of the Quality Control Booklet (QCB)

As mentioned in chapter 3, the QCB is divided into three parts. Part 1 contains all the procedures (1-10) that you will conduct to complete preassessment activities:

- Procedure 1: Prepare the School Folders
- Procedure 2: Prepare the Preassessment Packets for Schools (Age 9/17)
- Procedure 3: Prepare for the Preassessment Visit Scheduling Telephone Call
- Procedure 4: Conduct the Preassessment Visit Scheduling Telephone Call
- Procedure 5: Prepare for the Preassessment Visit Confirmation Telephone Call
- Procedure 6: Conduct the Preassessment Visit Confirmation Telephone Call
- Procedure 7: Prepare for the Preassessment Visit
- Procedure 8: Conduct the Preassessment Visit
- Procedure 9: Complete Activities After the Preassessment Visit
- Procedure 10: Complete Activities Prior to Assessment Day

The QCB is a data collection instrument, which means that you, as the data collector, must complete the required sections in order to convey important information about each school to

your field manager, as well as the Westat home office. After the field period, when field staff are no longer working on the project, the QCBs are the primary source of information about what happened in each school. This information is used to clarify many data-related issues that may arise while Westat is preparing the data to deliver to NCES. If the QCBs are not filled out properly and have a lot of missing information, it impedes our ability to adequately answer those post-assessment questions and, therefore, impacts the quality of the data we are providing under our NAEP contract with NCES. **Failure to complete the required sections of the QCB will adversely affect your project evaluation.**

Each procedure presents the items you need to complete either in checklist or questionnaire format. Procedures presented in the checklist format are for you to use as you deem necessary; Procedures 1 and 2 are examples of this format. Procedures presented in the questionnaire format require you to record responses for each question, whether the questions are directed to you or to another respondent; Procedures 8, 9, and 10 are examples of this format.

Procedure 1. Prepare the School Folders

Prior to conducting the preassessment visits, you will prepare the School Folders (Exhibit 7-1) for each cooperating and pending public and private school in your region. The School Folders are color-coded by grade: age 9 is blue, age 13 is green, and age 17 is yellow. In each folder, you will place all of the forms and materials required for completing all aspects of the assessment, from making the initial contact with the school coordinator to documenting the preassessment and assessment visits. The contents for the folders will come from both Westat and Pearson. Some materials will be generic and others will be school-specific.

As discussed in chapter 2, each age school sample will be assessed during a different time period. Below is the schedule for preparing the School Folders for each age group.

Sample	Preparation Time Period	Preassessment Visits Begin:
Age 13	August 27–31, 2007	September 4, 2007
Age 9	December 3–21, 2007	December 11, 2007
Age 17	February 4–15, 2008	February 18, 2008

The documents for the School Folders that you will receive from Westat or Pearson are listed below along with the source, estimated arrival date to you, and whether the item is generic or school/age-specific. Other School Folder items that you will be printing yourself are listed on page 7.6.

Item	Source	Estimated Arrival Date			Generic or School/ Age Specific
		Age 13	Age 9	Age 17	
School Folder	Westat	8-27-07	11-28-07	1-30-08	Age-specific
School Folder Labels	Westat	8-27-07	11-28-07	1-30-08	School-specific
School Folder Transmittal Form	Westat	8-27-07	11-28-07	1-30-08	Generic
QCB	Westat	8-27-07	11-28-07	1-30-08	Generic
QCB Label	Westat	8-27-07	11-28-07	1-30-08	School-specific
New Enrollee Listing Form	Westat	NA	11-28-07	1-30-08	Generic
School Appreciation Certificate	Westat	9/07	11-28-07	1-30-08	School-specific
School Appreciation Certificate Folder	Westat	9/07	11-28-07	1-30-08	Generic
School ID Labels	Westat	8-27-07	11-28-07	1-30-08	School-specific
Administration Schedule for each session	Pearson	8-29-07	12-12-07	2-10-08	School-specific
SD/ELL Roster of Questionnaires (original)	Pearson	8-29-07	12-12-07	2-10-08	School-specific
Preprinted white labels for preparing the Student Appreciation Certificates	Pearson	NA	NA	2-10-08	School specific

Procedures 1A through **1E** describe the steps for preparing the School Folders.

1A. Affix the Appropriate Labels to the School Folder

You will be sent two labels from Westat for the School Folder. One label is for the tab of the School Folder and displays the school name and the school identification (ID) number that the NAEP warehouse will use to receive the folders at the end of the field period. Place this label on the front of the folder tab so all of the information can be easily read while the folder is closed.

The second label is for the front of the School Folder and displays the:

- region and area,
- assessment date,
- school type (public or private),
- school name,
- school ID number,
- school address,
- principal name (if recorded in the School Control System [SCS]),
- school coordinator name (if recorded in the SCS),
- telephone number,
- fax number (if recorded in the SCS),

- e-mail address (if recorded in the SCS), and
- Session Numbers.

Place this label on the left side of the School Folder's front cover in the boxed area containing the instruction "Place label here."

In addition to these School Folder labels, you will be sent 10 school-specific labels printed with the school name and ID number to affix to the various documents included in the School Folder.

1B. Record Information on the Front of the School Folder

Record as much school information as possible on the right side of the front of the School Folder, including:

- your name;
- the student list type (E-File, fax/mail, NAEP State Coordinator); and
- the number of SD and/or ELL Questionnaires required for this school.

1C. Affix the Appropriate Labels to the QCB

Prepare the QCB by affixing the QCB school information label to the front cover. This label displays the following information:

- school ID number,
- region and area,
- assessment date,
- school name and address,
- school telephone number,
- principal name (if recorded in the SCS),
- school coordinator name (if recorded in the SCS),
- school coordinator telephone number (if recorded in the SCS),
- Session Number(s), and
- if there is a Student Sampling Summary Report for the school.

Exhibit 7-1. LTT School Folders

AGE 9 NAEP 2008 SCHOOL FOLDER - LTT AGE 9

PLACE LABEL HERE TERRITORY: _____ REGION: _____ AREA: _____ ASSESSMENT DATE: _____ SCHOOL TYPE (circle one): PUBLIC NONPUBLIC SCHOOL NAME: _____ SCHOOL ID#: _____ ADDRESS: _____ PRINCIPAL: _____ SCHOOL COORDINATOR: _____ PHONE: _____ FAX: _____ E-MAIL: _____ SESSION NUMBERS: _____ COMMENTS: _____ _____ _____	SUPERVISOR: Please complete the following information: SUPERVISOR: _____ FIELD MANAGER: _____ STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">QUESTIONNAIRES</th> <th style="text-align: center;">Qty.</th> <th style="text-align: center;">QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</th> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>SD Questionnaire</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>ELL Questionnaire</td> </tr> </table>	QUESTIONNAIRES	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	_____	_____	SD Questionnaire	_____	_____	ELL Questionnaire
QUESTIONNAIRES	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL								
_____	_____	SD Questionnaire								
_____	_____	ELL Questionnaire								

AGE 13 NAEP 2008 SCHOOL FOLDER - LTT AGE 13

PLACE LABEL HERE TERRITORY: _____ REGION: _____ AREA: _____ ASSESSMENT DATE: _____ SCHOOL TYPE (circle one): PUBLIC NONPUBLIC SCHOOL NAME: _____ SCHOOL ID#: _____ ADDRESS: _____ PRINCIPAL: _____ SCHOOL COORDINATOR: _____ PHONE: _____ FAX: _____ E-MAIL: _____ SESSION NUMBERS: _____ COMMENTS: _____ _____ _____	SUPERVISOR: Please complete the following information: SUPERVISOR: _____ FIELD MANAGER: _____ STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">QUESTIONNAIRES</th> <th style="text-align: center;">Qty.</th> <th style="text-align: center;">QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</th> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>SD Questionnaire</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>ELL Questionnaire</td> </tr> </table>	QUESTIONNAIRES	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	_____	_____	SD Questionnaire	_____	_____	ELL Questionnaire
QUESTIONNAIRES	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL								
_____	_____	SD Questionnaire								
_____	_____	ELL Questionnaire								

AGE 17 NAEP 2008 SCHOOL FOLDER - LTT AGE 17

PLACE LABEL HERE TERRITORY: _____ REGION: _____ AREA: _____ ASSESSMENT DATE: _____ SCHOOL TYPE (circle one): PUBLIC NONPUBLIC SCHOOL NAME: _____ SCHOOL ID#: _____ ADDRESS: _____ PRINCIPAL: _____ SCHOOL COORDINATOR: _____ PHONE: _____ FAX: _____ E-MAIL: _____ SESSION NUMBERS: _____ COMMENTS: _____ _____ _____	SUPERVISOR: Please complete the following information: SUPERVISOR: _____ FIELD MANAGER: _____ STUDENT LIST TYPE (circle one): E-FILE FAXMAIL COLLECTED BY NSC <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">QUESTIONNAIRES</th> <th style="text-align: center;">Qty.</th> <th style="text-align: center;">QUESTIONNAIRES REQUIRED FOR THIS SCHOOL</th> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>SD Questionnaire</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>ELL Questionnaire</td> </tr> </table>	QUESTIONNAIRES	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL	_____	_____	SD Questionnaire	_____	_____	ELL Questionnaire
QUESTIONNAIRES	Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL								
_____	_____	SD Questionnaire								
_____	_____	ELL Questionnaire								
SV: Please complete this information before sending to your FM: PREASSESSMENT DATE: _____ TIME: _____ MAKEUP REQUIRED (circle one): YES NO REFUSED DATE: _____ NUMBER OF REGULAR SESSIONS: _____ NUMBER OF SEPARATE ACCOMMODATION SESSIONS: _____ NUMBER OF AAs: _____										

SHIPMENT TRACKING ON BACK OF FOLDER

1D. Print the Necessary Forms to be Placed in the School Folder

Some of the materials to be placed in the School Folder will not be sent to you from Westat or Pearson and will need to be printed from the School Data System (SDS) or SCS. Print each of the following materials for each school before assembling the School Folders.

Item	Printed From	Estimated Availability Date		
		Age 13	Age 9	Age 17
Student Sampling Summary Report*	SCS	24-48 hours after SDS transmission	12-10-07	1-28-08
E-File Roster (E-Filed schools only)	SDS	NA	12-10-07	1-28-08
Inclusion Worksheet* <ul style="list-style-type: none"> ● E-sampled schools ● SDS-sampled schools 	SDS	<ul style="list-style-type: none"> ● NA ● after data entry 	<ul style="list-style-type: none"> ● 12-10-07 ● after data entry 	<ul style="list-style-type: none"> ● 1-28-08 ● after data entry
Instructions for Sampling New Enrollees/ New Enrollee Line Numbers <ul style="list-style-type: none"> ● E-sampled schools ● SDS-sampled schools 	SDS	<ul style="list-style-type: none"> ● NA ● NA 	<ul style="list-style-type: none"> ● 12-10-07 ● after data entry 	<ul style="list-style-type: none"> ● 1-28-08 ● after data entry
Field Sampling Line Numbers <ul style="list-style-type: none"> ● E-sampled schools ● SDS-sampled schools 	SDS	<ul style="list-style-type: none"> ● NA ● before sampling 	<ul style="list-style-type: none"> ● 12-10-07 ● before sampling 	<ul style="list-style-type: none"> ● 1-28-08 ● before sampling
Student Booklet Labels (for schools sampled after 11/25/07)	SDS	NA	12-10-07	1-28-08

* If applicable



Some supervisors include a list of sampled students printed by session in the School Folder to give to schools with the Teacher Notification Letter. If you want to provide such a list, be sure it includes only the student names with no demographic information. This type of list is available from the SDS. See Appendix F (*SDS User's Guide*) for more information about printing student lists from the SDS.

1E. Place Forms and Materials in the School Folder and Prepare the School Folder Transmittal Form

- School Folder Transmittal Form;
- QCB (with label attached);
- Original Administration Schedule for each session;
- Original SD/ELL Roster of Questionnaires (if applicable);

-
- Inclusion Worksheet (age 13-blank; age 9/17-printed from SDS after student files are downloaded);
 - Instructions for Sampling New Enrollees;
 - New Enrollee Listing Form;
 - Original List of All Students in the Grade (E-File Roster);
 - Field Sampling Line Numbers;
 - Student Sampling Summary Report (if applicable);
 - School Certificate of Appreciation (in the certificate folder);
 - Preassessment Packet FedEx Airbill Receipt (to track Preassessment Packet);
 - Preprinted labels for preparing the Student Appreciation Certificates (age 9/17);
 - Student Booklet Labels (for schools sampled after 11/25/07); and
 - Private School Recruitment Documents, if applicable.

As you insert each item into the School Folder, you should initial the appropriate column on the School Folder Transmittal Form (see Exhibit 7-2) indicating that the item is in the folder. Record the school name and the school ID number on the top of the transmittal form, and then tear off the yellow copy to keep for your records. Place the remaining copies of the transmittal form on top of the materials in the School Folder.

School Folder Materials for Private Schools

You will receive from the gaining cooperation supervisor (GCSV) a School Folder for each cooperating private school in your region. These folders will already have the labels affixed to the tabs and some information recorded on the front cover. You will be responsible for affixing the school information label and adding each of the documents listed above. Inside the folder you should also find the following forms:

- Record of Contact(s) (ROC) – Diocese/School,
- Private School Data Collection Form,
- Private School Log,
- Gaining Cooperation Tracking Forms,
- Materials Checklist,
- Internet Search Form, and
- Special Situation Form (if applicable).

These forms are described in chapter 3.

Exhibit 7-2. School Folder Transmittal Form

School Folder Transmittal Form - LTT		
School Name: _____	ID #: _____	
Supervisor: Be sure the following documents are in this School Folder before visiting the school for the preassessment visit	Initial EACH ROW to indicate document is enclosed	Comments
Quality Control Booklet with label attached		
Original Administration Schedule for each session		
Preprinted Inclusion Worksheet, if applicable		
SD/ELL Roster of Questionnaires, if applicable		
Instructions for Sampling New Enrollees		
New Enrollee Listing Form		
Original List of All Students in the Grade Submitted for Sampling (E-File Roster)		
Field Sampling Line Numbers, if applicable		
Student Sampling Summary Report, if applicable		
School Certificate of Appreciation and Folder		
Preassessment Packet FedEx Airbill Receipt (if applicable)		
If Age 17: White name labels provided by Pearson for use on the Student Certificates		
Student Booklet ID labels (if sampled after 11/25/07)		
Nonpublic School Recruitment Documents, if applicable		
Supervisor: Be sure the following documents are in this School Folder before delivering it to the Field Manager after the assessment	Initial EACH ROW to indicate document is enclosed	Comments
Completed Quality Control Booklet		
Photocopy of each Administration Schedule (without names)		
Photocopy of the SD/ELL Roster (without names), if applicable		
Inclusion Worksheet (without names), if applicable		
Dated Parent Notification Letter sent by school		
Instructions for Sampling New Enrollees		
Student Sampling Summary Report, if applicable		
Signed Teacher Observer Letters, if applicable		
Signed Accommodation Teacher Letter, if applicable		
Completed Session Debriefing Forms (one per session)		
Field Sampling Line Numbers, if applicable		
Nonpublic School Recruitment Documents, if applicable		
Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse. Include the following materials if applicable.	Initial to verify School Folder contains all required documents	Comments
Telephone Follow up QC Form, if applicable		
In-Person Observation Form, if applicable		
Field Manager: Be sure all documents above are included before final shipment to the NAEP Warehouse.	Initial to verify School Folder contains all required documents	Comments
I reviewed this School Folder and verify that all the information above is included.		

WHITE: *School Folder* GREEN: *FIELD MANAGER* YELLOW: *SUPERVISOR*

7/10/2007

Procedure 2. Prepare the Preassessment Packets for Schools (Age 9/17)

In addition to a School Folder, you will also be responsible for preparing a Preassessment Packet for each cooperating school with age 9 or age 17 students in your assignment. It will contain the materials the school coordinator will use to prepare for the preassessment visit.

The contents of the Preassessment Packets are listed below along with the source, estimated arrival date, and whether the item is generic or school-specific. Please note that two of the items are to be printed by you from the SDS (the SD/ELL Questionnaire Labels and the Student Information Report). You will also need to make a copy of the SD/ELL Roster of Questionnaires to be placed in the Preassessment Packet before putting the originals in the School Folder.

Item	Purpose	Quantity	Source	Estimated Arrival Date			Type
				Age 13	Age 9	Age 17	
Instructions for School Coordinator Brochure	Instructions to school coordinator for preparing NAEP materials and coordinating assessments	One per school	Westat	NA	11-28-07	1-30-08	Generic
Student Information Report	Master list of students selected for the assessment. Given to schools in place of the Administration Schedule.	One per session	Print from the SDS	NA	12-10-07	1-30-08	School-specific
SD/ELL Questionnaire Labels	To label the SD and/or ELL Questionnaires	One per SD or ELL Questionnaire	Print from the SDS	NA	12-10-07	1-30-08	School-specific
SD Questionnaire	Collects information about a student's disabilities.	One per student on the Administration Schedule identified as having a disability	Pearson	8-29-07	12-12-07	2-10-08	Generic
ELL Questionnaire	Collects information about a student's English language proficiency.	One per student on the Administration Schedule classified as an English language learner	Pearson	8-29-07	12-12-07	2-10-08	Generic

Item	Purpose	Quantity	Source	Estimated Arrival Date			Type
				Age 13	Age 9	Age 17	
SD/ELL Roster of Questionnaires (copy and keep original in School Folder)***	Used to assign and track each of the SD and/or ELL Questionnaires.	One per school	Pearson	8-29-07	12-12-07	2-10-08	School-specific
U.S. Department of Agriculture Letter	Authorizes the disclosure of the National School Lunch Program information for the selected students.	One per school	Westat	8-27-07	11-28-07	1-30-08	Generic
Parent/Guardian Notification Letter (public schools)**	Explains the assessment and its importance to parents/guardians of students selected for the assessment. Can be modified to satisfy district/school notification requirements.	One per school	MySchool website Step 2	8-27-07	8-27-07	8-27-07	State-specific
Parent/Guardian Notification Letter (private schools)*	Explains the assessment and its importance to parents/guardians of students selected for the assessment. Can be modified to satisfy diocese/school notification requirements.	One per school	Westat	8-27-07	11-28-07	1-30-08	Generic
Logistics Questionnaire	List of questions about school policies and procedures that the school coordinator can complete before the preassessment visit.	One per school	Westat	NA	11-28-07	1-30-08	Generic
NAEP Storage Envelope	Used by the school to hold the NAEP materials needed by the NAEP team on assessment day and for storage of the materials at the school following the assessment.	One per school	Westat	8-27-07	11-28-07	1-30-08	Generic
<p>* You will provide a sample version of the Parent/Guardian Notification Letter from your bulk supplies.</p> <p>** You will download and print the correct Parent/Guardian Notification Letter for public schools from the MySchool website, Step 2.</p> <p>*** The original SD/ELL Roster of Questionnaires will arrive from Pearson by the dates listed above. Once you prepare the Rosters, you will need to make a copy to include in the Preassessment Packet. The original prepared SD/ELL Roster of Questionnaires should be kept in the School Folder.</p>							

Procedures 2A through 2G describe the process for preparing the Preassessment Packet.

2A. Prepare the *Instructions for the School Coordinator Brochure*

This is the brochure that goes on top of the Preassessment Packet and explains what the school coordinator should do with the contents of the packet. On the front cover of the brochure, write in the date and time of the preassessment visit as entered in the SCS. This should be the time that you will actually be meeting with the school coordinator, not the time you will be arriving at the school to gather necessary materials. Next, you will check off the appropriate boxes indicating which materials the school coordinator will need to have ready at the preassessment visit. Then, enter the date the assessment is scheduled to be conducted in that school. Finally, you will need to legibly print your name on the “NAEP Representative” line (do not sign your name) and fill in your e-mail address and telephone number. On the inside of the brochure is a list of the contents in the Preassessment Packet, which you will check off as you add each document to the packet.

<p>ACTIVITIES TO COMPLETE BEFORE THE PREASSESSMENT VISIT</p> <p>Distribute and Collect the SD and/or ELL Questionnaires Distribute the enclosed questionnaires to the appropriate teachers and...</p>	<p>ACTIVITIES TO COMPLETE DURING THE PREASSESSMENT VISIT</p>	
<p>PREASSESSMENT PACKET CONTENTS</p>	<p>INSTRUCTIONS for the School Coordinator</p>	<p>COMPLETING PREASSESSMENT ACTIVITIES FOR NAEP 2007-08</p> <p>We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2007-08 assessment program. We are pleased that you are serving as the coordinator for NAEP activities at your school. In order for the visit to take the least amount of your time, we ask that you read these instructions carefully.</p> <p>I will call you shortly after you receive this Preassessment Packet. If you have questions before then, I can be contacted through the MySchool website at www.naep.gov or the information below. If you need immediate assistance, please call the NAEP Help Desk at 1-800-885-NAEP (6257).</p> <p>The preassessment visit is scheduled for <u>September 25</u> at <u>9:00</u> a.m. <small>date time (p.m.)</small></p> <p>I will arrive at your school up to an hour before our preassessment visit to gather the materials below and work in a designated space until our scheduled appointment.</p> <p>Please have these materials ready for me upon my arrival:</p> <p><input checked="" type="checkbox"/> Completed Student with Disabilities (SD) and English Language Learner (ELL) Questionnaires</p> <p><input type="checkbox"/> Completed Student Information Report</p> <p><input checked="" type="checkbox"/> Printed list of age-eligible students</p> <p><input checked="" type="checkbox"/> Completed Logistics Questionnaire (Optional)</p> <p>NAEP is scheduled to take place in your school on <u>10/10/07</u>. <small>date</small></p> <p>We look forward to a successful assessment.</p> <p>Sincerely, Sally Jones <small>NAEP Representative</small> sallyjones@naepmail.westat.com <small>Email address</small> <u>555-555-1234</u> <small>Telephone number</small></p>
<p>Student Information Report List all students selected for NAEP, as well as their demographic information.</p> <p><input checked="" type="checkbox"/> SD Questionnaire(s) SD Questionnaires have been included for the teachers most knowledgeable about students identified as SD on the Student Information Report. A questionnaire must be completed for each student regardless of whether or not the student will be assessed.</p> <p><input checked="" type="checkbox"/> ELL Questionnaire(s) ELL Questionnaires have been included for the teachers most knowledgeable about students identified as ELL on the Student Information Report. A questionnaire must be completed for each student regardless of whether or not the student will be assessed.</p> <p><input checked="" type="checkbox"/> SD/ELL Roster of Questionnaires Track the SD and ELL Questionnaires assigned to the school.</p> <p><input checked="" type="checkbox"/> U.S. Department of Agriculture Letter This letter, which anticipates the collection of the National School Lunch Program (NSLP) information, is included to help you collect any missing NSLP information on the Student Information Report.</p> <p><input checked="" type="checkbox"/> Parent Notification Letter By law, NAEP requires all parents of selected students be notified about the assessment.</p> <p><input checked="" type="checkbox"/> Logistics Questionnaire This questionnaire will be used to plan assessment day.</p> <p><input checked="" type="checkbox"/> NAEP Storage Envelope Store your NAEP materials inside this envelope.</p>	<p>The National Assessment of Educational Progress (NAEP) is a congressionally mandated project overseen by the National Center for Education Statistics (NCES) to continuously monitor the knowledge, skills, and performance of the nation's children and youth. As "The Nation's Report Card," NAEP measures and reports on a regular basis what America's students know and can do in core subjects like reading, mathematics, writing, and science. For more information, visit http://nces.ed.gov/nationsreportcard</p> <p>NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS</p>	<p>LONG-TERM TREND</p>

2B. Obtain the Appropriate Parent/Guardian Notification Letter for Public Schools From the MySchool Website

NAEP State Coordinators have posted the appropriate Parent/Guardian Notification Letter to be used by each of their sampled schools in Step 2 of the MySchool website. In some states, the schools can modify the Sample Parent/Guardian Notification Letter provided by the NAEP State Service Center. In other states, the state has prepared a state-specific letter that the schools must use without modification. It's important that you include the correct letter in each school's Preassessment Packet.

The appropriate letters are posted in Step 2 of MySchool. Go to MySchool and access one of the sampled schools in your assignment from a particular state. From Step 2, download the letter posted for that school. You can make copies of that letter to include in the Preassessment Packets for each school in that state.

2C. Prepare the SD and/or ELL Questionnaires

For each student identified as SD and/or ELL on the Inclusion Worksheet, you will prepare an SD and/or an ELL Questionnaire. To prepare each questionnaire, you will print a set of SD/ELL Questionnaire Llabels for each school from the SDS using the removable labels (Avery 5160) found in your Westat bulk supplies. Do not print these labels until the student data has been downloaded to your SDS. The labels display the following information:

- the student's name,
- the school ID number,
- the student's session ID,
- the student's Administration Schedule line number,
- the student's month and year of birth,
- the student's sex,
- the student's assigned NAEP subject,
- the student's NAEP booklet ID number, and
- the student's classification as SD and/or ELL.

You will place the label on the cover of the SD and/or ELL Questionnaire (two copies of the label will print if the student is both SD and ELL) and then enter the following information on each questionnaire cover:

- the school ID number,
- the NAEP subject to be assessed,
- the student booklet number,
- the student's grade,
- the student's session number,
- the student's Administration Schedule line number,
- the student's month and year of birth, and
- the student's sex.

2D. Prepare the SD/ELL Roster of Questionnaires

The SD/ELL Roster of Questionnaires for each school with age 9 or age 17 students sampled before November 26, 2007, will be preprinted with the following information:

- school ID number,
- school name and city/state,
- student(s) name,
- session number/line number (right of the perforation), and
- original booklet ID number (from column **O** on the Administration Schedule).

You will also receive blank SD/ELL Rosters in your bulk supplies, which you will use to prepare for schools with age 13 students and schools that were sampled after November 25, 2007.

Prepare the SD/ELL Roster by recording the corresponding SD and/or ELL Questionnaire ID number for each prepared questionnaire in the spaces provided. If a student is assigned both an SD and an ELL Questionnaire, that student should be listed twice on the Roster.

Also, complete the "Page ____ of ____" section in the upper-right corner of each SD/ELL Roster of Questionnaires for the school.

See Exhibit 7-3 for an example of how to prepare the SD and/or ELL Questionnaires and Roster of Questionnaires.

Finally, make a copy of both sides of each SD/ELL Roster, insert the original Roster(s) in the School Folder and the copies in the Preassessment Packet for the school.

