

9D. Complete Part 1 of the Summary Box at the Top of the Administration Schedule.

Across the top of the Administration Schedule is a long box with spaces to record numbers, referred to as the “summary box.” This box contains summary information about the students listed on the Administration Schedule.

At this point, you can complete the first part of the summary box, as shown in the shaded portion of the example below:

School #:	122-122-0	Age:	13	Original session scheduled for:	Day/Date:	Wednesday, Oct. 10	Makeup session scheduled for:	Day/Date:	
School Name:	Dixon Middle School	Administrator's Name:	Silva Thomas	Time:	8:35	Location:	Cafeteria	Time:	
# Original Sample	32	# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	2	# Absent (Admin. Codes 40-46, 48 & 49)	2	# Assessed (Original Session)			
# Selected New Enrollees	4	# Excluded (Admin. Codes 60-69)	1	# Released (Admin. Codes 48 & 47)	0	# Assessed (Makeup Session)			
Total in Sample		= 36		TO BE ASSESSED		= 33			

- The number of students in the original sample should have been preprinted by Pearson or already entered by you on the line labeled **# Original Sample**. If not, enter the total number of students originally listed on the Administration Schedule.
- On the line labeled **# Selected New Enrollees**, enter the number of students you added to the Administration Schedule coded as a **1** in column **N**.
- Add the **# Selected New Enrollees** to the **# Original Sample**. Enter the sum on the line labeled **Total in Sample**.
- On the line labeled **# Withdrawn & Ineligible**, enter the total number of selected students who have withdrawn from the school (Administration Code = **51**), and any students who are ineligible (Administration Codes = **54** and **55**).
- On the line labeled **# Excluded**, enter the total number of selected students who were excluded from the assessment by the school (Administration Codes = **60-69**).
- Subtract the **# Withdrawn and Ineligible** and the **# Excluded** from the **Total in Sample**, and enter the difference on the line labeled **TO BE ASSESSED**.

If there is missing student information that you will collect on the assessment day that may affect these summary totals, you may wait to complete this procedure until you have obtained the missing information from the school coordinator.

9E. Enter Pertinent Information Into the SCS.



Go back through **Procedure 8** of the QCB and identify the information you are required to enter into the SCS. Look for the SCS icons to help you find the items that require SCS entry. This information is summarized at the end of **Procedure 8** and in **Procedure 9** in the QCB. Refer to the *SCS User's Guide* for details on entering this information.

9F. Review and Revise the Assessment Schedule.

As discussed in chapter 2, you are responsible for scheduling the AAs on your team. Earlier, you developed a tentative AA schedule, which you delivered to your team at the AA In-Person Training. After each preassessment visit, you should review and revise this schedule as necessary.

To determine the number of AAs required for a school:

- First, review the number of regular and separate accommodation sessions listed on the cover of the QCB.
- Then, schedule enough AAs to conduct all regular sessions and one separate accommodation session simultaneously.
- Additional accommodation sessions should be scheduled after the regular sessions are completed. See **Procedure 9F-B** for more information on staffing accommodation sessions.
- If a school has only one separate accommodation session and two regular sessions, you may schedule them simultaneously as long as you have an AA on your team available.
- Generally, assign one AA per regular or separate accommodation session.
- If accommodation sessions are to be held, make sure you assign an adequate number of AAs to conduct those sessions.
- Because all regular sessions can be conducted in the same room (the timing and the session scripts for all subjects are the same), some schools may ask that you conduct large, combined sessions. While this is not encouraged, space constraints in some schools make it necessary. It is important that you have the appropriate number of AAs scheduled to conduct and monitor these sessions. Plan to have one AA for every 30 students in combined sessions.

9F-B. Consider Situations That May Affect the Assessment Schedule.

Previous NAEP assessments have taught us that assessments generally run smoothly and according to procedure. On occasion, however, you may encounter a situation that requires special attention, such as those described below. Even though these situations occur infrequently, you must know how to handle them. Remember to document and discuss any unusual situations with your supervisor.

- **Makeup Sessions**

A makeup session is a small session that must be held at a given school on a later date if the student attendance at the original session is below 90 percent. Chapter 8 of this manual describes the procedures associated with scheduling and arranging for makeup sessions. It is best to complete the makeup as soon after the original session as possible. Be sure to examine your calendar to be certain that your schedule will accommodate the date suggested by the school. You may schedule an AA to return to the school to conduct the makeup session without you. If the school is eager to get the makeup out of the way but the dates it offers conflict with your team's schedule, talk to your field manager about the possibility of someone else covering the session.

- **Accommodation Sessions**

Separate accommodation sessions may be conducted for SD and/or ELL students. You will need to be familiar with the differences in the administrative process of these sessions (chapter 5 of the *AA Manual*), as well as with the allowable accommodations for these students. In schools with one or two regular sessions, schedule as many separate accommodation and regular sessions concurrently as the number of AAs you have on your team. In staffing sessions where students will be accommodated, it is important that the AA assigned to the session be comfortable working with special needs children. For example, an AA with a special education background would be ideal.

If students are being accommodated as part of the regular session, the AA administering the session may need additional help. Depending on the nature of the accommodations, an additional AA for every three to five accommodated students might be necessary. Each AA should know in advance the student(s) with whom they will be working and the nature of the accommodation. Communicate this to your AAs on the Assessment Information Form (see **Procedure 9G** on page 7.73).

- **When the AA Cannot Conduct the Session**

The assessment rules specify that only an individual who attended the AA Training can administer the assessment. The exception to this is when a school staff member administers an accommodation session. This may happen when a school wants accommodation sessions conducted at the same time as the regular sessions or when a student's accommodation requires a familiar person to administer the assessment. In this case, ask the school coordinator to assign one or more school staff members to administer the accommodation sessions. These school staff members must sign the Accommodation Teacher Letter, described in chapter 3.

- **Rescheduling Sessions Due to Bad Weather**

In some areas of the country, bad weather could prevent the school from holding a scheduled assessment or prevent you from reaching the school. If a school is closed due to inclement weather, contact the school coordinator the following morning to reschedule. The school's decision to open or delay opening will depend largely on whether the buses can run. If the school opens the following day, you should be able to make it to the session, unless you already have sessions at another school scheduled that day. Be alert for changes in the school's schedule.

- **The School Postpones the Assessment**

If the school coordinator calls to inform you that the school will need to postpone the assessment, attempt to reschedule it immediately. Be sure to notify your field manager of any schedule changes. The changes could have an effect on the schedule in other areas or require the use of a Troubleshooter AA. Troubleshooter AAs are assigned to each territory to assist where needed.

9G. Complete the Assessment Information Form.

The Assessment Information Form allows you to communicate specific information to your AAs about their assignment and about the accommodation sessions being held at the school.

On the front of the form, you will record the following:

- the assessment date;
- the time the AAs should arrive at the school;
- the school name and NAEP school ID number;
- the school address;
- the school coordinator's name and telephone number;
- the principal's name;
- the NAEP session number(s) and accommodation group numbers assigned to each AA;
- whether or not the session is a regular or an accommodation session;
- the room(s) where the session(s) will be held;
- the time each session will be held;
- information about accommodations, such as the number and types in the session;
- directions to the school and where to park once the AAs arrive at the school;
- instructions for meeting the assessment team; and
- any other pertinent information, such as the policy for dismissing students, how to handle persistently disruptive students, and students who arrive after the session has begun.

Also record information about any traumatic events that have affected the school, students, or community from the Logistics Questionnaire of the QCB.

On the back of the form, there is space for you to record information about the separate accommodation sessions (if any) that will be held at the school.

For each accommodation session:

- record the group number for the session from the Inclusion Worksheet;
- circle the code that describes the “session characteristics” or type of session;
- for each student in the session, record the student’s:
 - original session number,
 - Administration Schedule line number,
 - NAEP subject, and
 - other accommodations required.

Fill out one Assessment Information Form for each school. Distribute a copy to each AA assigned to the school 1 to 2 weeks before each assessment. Either mail AAs their Assessment Information Forms or give the forms to them in person. The method you choose may depend on your geographic proximity to the members of your team.

SV: Sally Richardson PHONE #: 309-555-0123 REGION/AREA: FL2

ASSESSMENT INFORMATION FORM

ASSESSMENT DATE: October 10, 2007 ARRIVAL TIME: 7:35 am
 SCHOOL: Dixon Middle School SCHOOL ID #: 122-122-0
 ADDRESS: 12399 Eastern Ave., Oakland, FL
 SCHOOL COORD: Sam Stewart PHONE #: 309-755-5234
 PRINCIPAL: Marilyn Bernard

SESSION # -OR- ACCOMM. GROUP #	REGULAR/ ACCOMMODATIONS	ROOM	TIME	AA	ACCOMMODATIONS IN REGULAR SESSION (ADMIN SCHED LINE #: ACCOMMODATIONS)
LT1301	R / A	201	8:35 am	Silvia	#2: EXTENDED TIME
LT1302	R / A	203	8:35 am	Dan	
1	R / A	library	10:35 am	Dan	
2	R / A	222	8:35 am	School Staff	
3	R / A	library	10:35 am	Silvia	
	R / A				
	R / A				
	R / A				
	R / A				

DIRECTIONS TO THE SCHOOL: See attached MapQuest map

PARKING: Use visitor parking lot to the right of the main entrance.

INSTRUCTIONS FOR MEETING THE ASSESSMENT TEAM: Sign in at the main office, then meet the team in the library.

OTHER INFORMATION (POLICY FOR DISMISSING STUDENTS, HOW TO HANDLE LATECOMERS, ETC.):
Send students back to class after the assessment. Send latecomers and students who become ill or disruptive to the main office. Dial 403 on the classroom phone if immediate assistance is needed.

ACCOMMODATION SESSION INFORMATION

G UP #: 1		H (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
S U D E N T I N F O R M A T I O N			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
LT1301	5	M	Extended time (EXT)
LT1301	14	M	Extended time (EXT)

G UP #: 2		H (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
S U D E N T I N F O R M A T I O N			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
LT1301	6	M	Extended time (EXT), Breaks during test (BRK)

G UP #: 3		H (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
S U D E N T I N F O R M A T I O N			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED
LT1301	21	R	Extended time (EXT), Study Carrel (OTH)

G UP #:		H (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
S U D E N T I N F O R M A T I O N			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED

G UP #:		H (circle all that apply) : BIB / REA / SMG / ONE / SCR / SSA	
S U D E N T I N F O R M A T I O N			
SESSION #	LINE #	SUBJECT	OTHER ACCOMMODATIONS REQUIRED

9H. Verify Assessment Materials and Order Any Additional Materials From Pearson or Westat.

After each preassessment visit, check the Session Boxes you received for that school again, gather other materials needed from the bulk supplies, and order additional materials, if necessary. It is important to verify school materials immediately after each preassessment visit so you will have adequate time to order and receive additional supplies from Pearson and/or Westat.

You are also responsible for making sure all materials and supplies used during the assessment remain in good condition. If you receive any damaged or misprinted materials or supplies that cannot be used, do not dispose of them. Contact Pearson for replacements. All damaged or misprinted booklets must be accounted for and returned to Pearson.



Security and Confidentiality Alert

Remember that you must account for all used and unused assessment booklets throughout the assessment process.

School Materials

After the completion of each preassessment visit, complete the following steps:

1. Open the school's Session Box(es) and check that the Bundle numbers on the Administration Schedules match those on the Bundle Slips in the box, as shown below. For more information on Bundle Slips, bundle numbers, and bundle sizes, see chapter 3.

NAEP LTT 07/08 ASSESSMENT – Age 9	
TYPE: READING/MATH	
BUNDLE #: 00001	
INVENTORY #: NA00013348	
	001
	132
	003
	195
	133
	014
	134
	004
	135
	005
	136
	006
	131
	017
	132
	135
	000000001 - 2

2. Check the materials in your shipment against the packing lists and Administration Schedule to verify you have sufficient supplies.

The following table identifies the materials that will be packed in each Session Box.

Note that timers are located in your bulk supplies from Pearson and not in the Session Box.

Age 9/13/17	LT Sessions
Quantity	Item
2 Bundles	Reading/Mathematics booklets (16 per bundle; 32 total booklets)
1	Sign “Testing in Progress–Do Not Disturb”
2	Rubber bands
36	NAEP pencils
32	Preprinted student ID labels*
1	Return shipment label
* Age 13 labels will not have the student names printed on them.	

Bulk Supplies

The remaining assessment materials are what NAEP calls “bulk supplies.” Bulk supplies refer to materials that you may or may not need at each session. Most of these materials will come from Pearson, but a few will come from Westat.

Pearson Bulk Supplies

You will use the timers from your Pearson bulk supplies for every assessment. The remaining bulk materials are for you to use if you need extra materials for your sessions. A complete list of Pearson bulk supplies is provided on page 7.81.

Student Booklets

As shown on the Pearson packing list, your Pearson bulk supplies will include the following unassigned booklets:

- age 9, 13, and 17 assessment booklets for regular sessions, and
- age 9, 13, and 17 read-aloud/small-group accommodation booklets (mathematics only).

If you discover during the preassessment visit that you will need additional assessment booklets, you must order them from Pearson.



Security and Confidentiality Alert

Always use the Bulk Security Checklist for each age group (shown on page 7.80) to keep track of the booklets included in your bulk supplies. You will give the completed Bulk Security Checklist to your field manager at the end of each assessment period.

Requesting Additional Student Booklets

You must also request the following accommodation booklets not included in your bulk supplies from Pearson, as needed:

- large-print booklets;
- bilingual booklets for mathematics; and
- read-aloud/small-group booklets. (**NOTE:** You will be given three bundles of age 9, age 13, and age 17 read-aloud/small-group booklets in your bulk supplies. If additional booklets are needed, you must request them from Pearson.)

Whenever there is more than one student who requires the small group, read-aloud accommodation in a given subject, you will need read-aloud booklets for all of the students in the read-aloud session and the AA who will be administering that session. More information on read-aloud booklets is found in chapter 6. (Reminder: The read-aloud accommodation is not offered for students assessed in reading, therefore there is no read-aloud reading booklet.)

It is your responsibility to ensure that you have a sufficient number of the appropriate assessment materials needed for each school and that you can account for all of these materials (used and unused) when your assignment is complete. You may not, under any circumstances, borrow or lend booklets from another Session Box or another supervisor.



You must account for all of the regular and accommodation booklets that you receive in your bulk supplies or via special order from Pearson. Using the Pearson Materials Tracking System (Pearson MTS), you will indicate that you received all of the booklets shipped to you. Refer to the *Pearson MTS User's Guide* in Appendix H for detailed instructions on using the *Pearson MTS*.

NAEP LTT 07/08
Bulk Security Checklist

Supervisor: Mr. Smith

Seq. # 001

Region #: IA01

<u>Bundle #</u>	<u>Received</u>	<u>Date Issued</u>	<u>School/Session</u>	<u>Date/Time Returned</u>	<u>Tracking Number</u>
Book ID's					
90001					
2310000091	_____	_____	_____	_____	_____
0010000000	_____	_____	_____	_____	_____
1900000001	_____	_____	_____	_____	_____
2040000060	_____	_____	_____	_____	_____
0900450680	_____	_____	_____	_____	_____
1157534689	_____	_____	_____	_____	_____
0091123794	_____	_____	_____	_____	_____
2171234567	_____	_____	_____	_____	_____
1360005594	_____	_____	_____	_____	_____
0340023364	_____	_____	_____	_____	_____
2340078532	_____	_____	_____	_____	_____
1310000666	_____	_____	_____	_____	_____
0160011189	_____	_____	_____	_____	_____
2043333365	_____	_____	_____	_____	_____
0204444835	_____	_____	_____	_____	_____
1360452189	_____	_____	_____	_____	_____
80001					
2320000091	_____	_____	_____	_____	_____
0020000000	_____	_____	_____	_____	_____
1910000001	_____	_____	_____	_____	_____
2050000060	_____	_____	_____	_____	_____
0910450680	_____	_____	_____	_____	_____
1167534689	_____	_____	_____	_____	_____
0101123794	_____	_____	_____	_____	_____
2181234567	_____	_____	_____	_____	_____
1350005594	_____	_____	_____	_____	_____
0360023364	_____	_____	_____	_____	_____
2320078532	_____	_____	_____	_____	_____
1300000666	_____	_____	_____	_____	_____
0170011189	_____	_____	_____	_____	_____
2053333365	_____	_____	_____	_____	_____
0214444835	_____	_____	_____	_____	_____
1370452189	_____	_____	_____	_____	_____

Instructions: This form is for your use only. Do not return to Pearson.

Each time you use a booklet from this bundle, you must record the date used, the name and ID of the school, the session and line number it was assigned to and the tracking number of the package in which it was returned to Pearson. All unused booklets from this bundle must have the tracking number of the package in which it was returned to Pearson.

This completed form must be returned to your field manager at the end of the assessment period.

The bulk supplies you will receive from Pearson are shown below.

Pearson Bulk Supplies	
General Bulk Supplies from Pearson	
Quantity	Item
1	Tape dispenser
8	Digital timers
3 rolls	Sealing tape*
3 sets	NAEP pencils (36 per set)*
2 packages	AA batteries (4 per package)*
5	Sign “ Testing in Progress–Do Not Disturb ”*
30	Rubber bands*
1	Bulk Security Checklist*
5	Ziplock™ bags (10”x13”)*
4	Return mailing labels (for bulk materials only)*
* per assessment period	

Other Bulk Supplies	
Quantity	Item
10	Administration Schedules (blank)
10	SD and/or ELL Rosters
4 bundles	SD Questionnaires (25 per bundle)
4 bundles	ELL Questionnaires (25 per bundle)
2 bundles	Age 9 Reading/Mathematics Booklets (16 per bundle)
2 bundles	Age 17 Reading/Mathematics Booklets (16 per bundle)
2 bundles	Age 13 Reading/Mathematics Booklets (16 per bundle)
3 bundles	Age 9 Read-Aloud Mathematics Booklets (6 per bundle)
3 bundles	Age 13 Read-Aloud Mathematics Booklets (6 per bundle)
3 bundles	Age 17 Read-Aloud Mathematics Booklets (6 per bundle)

The bulk supplies you will receive from Westat are listed below.*

Westat Bulk Supplies	
Publications	Quantity Per Age Group
<i>Teacher's Guide to NAEP</i>	75
<i>LTT Sample Questions Booklet</i>	25
<i>Measure Up</i> flyer – public schools	25
<i>Measure Up</i> flyer – private schools	25
Certificate of Volunteer Service (age 17 only)	50 pads of 30 (1500)
Student Notification Letter (age 17 only)	25
Forms and Materials	Quantity Per Age Group
Instructions for Preparing the List of Students	5
<i>Instructions for the School Coordinator</i> Brochure (ages 9 and 17 only)	25
U.S. Department of Agriculture Letter	25
NSLP/USDA Confidentiality Agreement	5
Parent/Guardian Notification Letter	25
Logistics Questionnaire	25
NAEP Storage Envelope	25
"Important NAEP Materials" label	25
"Destroy by" postcard	25
Special Situation Form	5
School Folder	25
School Folder Transmittal Form (3-ply)	25
Quality Control Booklet	25
Inclusion Worksheets (blank)	25
Student Appreciation Certificate	50 pads of 30 (1500)
Teacher Notification Letter	75
AA Assessment Information Form	75
Teacher Observer Letter (2-ply)	75
Accommodations Teacher Letter (2-ply)	25
Session Debriefing Form	75
Removable label-small (Avery 6467)	1 box of 1000
Removable label-large (Avery 6460)	1 box of 750
Alphabetical table tent	1 set
Administrative Material	Quantity Per Age Group
Non-Exempt Fieldworker I T&E (for distribution to AAs)	30
Exempt Fieldworker II T&E	12
Trip and Expense Reports	20
FedEx Airbills	40
FedEx Envelopes	10

* Bulk supplies will be shipped from Westat at the beginning of each age group's assessment period. See chapter 7 for the schedule of bulk supply shipments.

You will also receive a supply of the following materials for conducting your AA Trainings. Before AA Training, you should ship each hired AA one copy of the:

- AA Training Welcome Memo,
- *AA Manual*,
- *Strategies* magazine,
- *Inclusion* magazine, and
- AA Homestudy.

AA Training Items	Quantity
AA Training Welcome Memo	12
<i>Strategies</i> magazine	12
<i>Inclusion</i> magazine	12
<i>AA Manual</i>	12
AA Homestudy	12
Administration Schedule Handout	12
AA Exercise #1	12
AA Exercise #1 Answer Key	12
AA Exercise #2	12
AA Exercise #2 Answer Key	12
NAEP Representative Badges	12

In addition, you will receive one set of basic office supplies (see list below). All the materials listed above are available for order from the Westat Materials Ordering System (Westat MOS) (see description of the Westat MOS below and in Appendix H – *Other Systems User’s Guides*). You may replace the basic office supplies listed below by purchasing needed items from an office supply store and submitting the expense on your T&E Report. Only the items listed below are approved for reimbursement without your field manager’s prior approval. In order to be reimbursed for any other supplies that are not listed below, you must receive prior approval from your field manager (by e-mail, if possible). When you submit the expense for these pre-approved items on your T&E Report, you must also submit a copy of the field manager’s approval, so that the NAEP Field Room knows that the purchase was approved and your reimbursement will not be delayed.

Approved Office Supplies	
Paper, letter	1 ream (500 sheets)
Paper, legal	1 ream (500 sheets)
Pens, black	12
Pens, black, Sharpies	6
Highlighters, multi-pack	1 set of 5
Post-it™ notes, medium, 3" x 3"	5 pads
Pencils	12
Pencil sharpener	1 (if available)
Stapler	1
Staples	1 box
Paper clips, large	1 box
Binder clips, large	1 box
Binder clips, medium	1 box
Blank manila folders, letter size	10
White correction fluid	1 bottle
Rubber bands, medium	1 box
Tape, Scotch™	1 roll
Tape, packing	1 roll
Business card stock	10 sheets (100 cards)
Ruler	1
Three-Hole punch	1 (if available)
Tape gun	1 (if available)

Unused office supplies that have been either supplied or reimbursed by Westat should be returned to the NAEP warehouse at the end of the study.

Order Additional Materials, If Necessary

If you discover that you need additional materials, first use the extra materials sent in your bulk supplies. If you deplete your bulk supplies, contact either Pearson or Westat, depending on the material you need.

Each company maintains a Materials Ordering Site (MOS) that can be accessed from the MyNAEP website and will enable you to order materials by completing an electronic order form. You may place orders on both the Westat and Pearson websites 24 hours a day, 7 days a week. However, note that overnight orders from Pearson must be placed by 3 p.m. Central time. Detailed instructions for using the MOS for both Pearson and Westat are provided in Appendix H, *Other Systems User's Guide*.

You may also order materials from Pearson via telephone or e-mail. Before you call or e-mail Pearson, complete the Materials Request Form included in your bulk supplies from Pearson.

To place your order or to speak with someone about an order you placed on the MOS, contact Westat or Pearson at the telephone numbers or e-mail addresses shown below.

Contact method	Westat	Pearson
Telephone	1-301-330-7079 (Warehouse) 1-888-499-6237 (Staff Help Desk)	1-888-627-6237 (Help Desk)
E-mail	NAEPWarehouse@Westat.com NAEPStaff@Westat.com	NAEPmaterials@prod.pearson.com

The Pearson NAEP Help Desk is available between 7 a.m. and 4:30 p.m. Central time. The Westat Warehouse is available between 9 a.m. and 5:30 p.m. Eastern time. The Westat Help Desk is available between 8 a.m. and 8 p.m. Eastern time.

Procedure 10. Complete Activities Prior to Assessment Day

10A. Assign Accommodation Booklets.

First, you will assign an accommodation booklet to each student requiring one.

The following accommodations require separate accommodation booklets:

Accommodation	Subjects Allowed	Age Booklet is Available
Bilingual booklet	Mathematics	9,13
Large-print booklet	Reading	9,13,17
	Mathematics	9,13,17
Read aloud	Mathematics	9,13,17
Directions read aloud in native language (Spanish)	Mathematics	9,13,17
Test items read aloud in native language (Spanish)	Mathematics	9,13,17
Braille booklet (provided by school)	Mathematics/Reading	9,13,17

10C. Gather AAs to Prepare Assessment Booklets for the Upcoming Week.

Once a week during the assessment period you will assemble local AAs to prepare the booklets for assessments scheduled the following week. Do the following before your AAs arrive:

- Decide which AA will prepare the booklets for each session. It is best for the AA who will conduct a session to prepare the booklets for that session, but this may not always be possible.
- Gather the following materials for each session to give to the AA who will be preparing the materials for the session:
 - Administration Schedule;
 - the Session Box containing:
 - student identification labels,
 - assessment booklets; and
 - if necessary: accommodation booklets.

Instructions for preparing the assessment booklets are located in chapter 4 of the *AA Manual*.

10D. Perform a QC Check of the Prepared Booklets and Report Status in the QCB.

Once AAs have finished preparing the booklets, you are responsible for conducting a QC check of the booklets.

The AA team should also conduct its own QC check to make sure the booklets have been prepared properly, but you are responsible for the final check of the booklets for each session.



To conduct this final QC check, thumb through the booklets and conduct a “spot check” to verify the booklets have been prepared correctly. As a general rule, run every third or fourth booklet in each stack through the comprehensive series of checks provided on the following pages.

Procedures 10D-A through 10D-H, on the following pages, will help you to identify any major errors with booklet preparation. If you find any errors, consult the AA immediately, and together with the AA, check each booklet to make sure that the same error has not been repeated.

Once you have completed the QC check of the booklets, report the status of the materials in Part 1 of the QCB on the Booklet Preparation QC Record, as shown on the following page. There is one Booklet Preparation QC Record in the QCB. Use one row of the record for each AA.

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 preparing the booklets according to NAEP standards.
2. **AA Partially Met:** The AA conducted **some**, but not all of the tasks associated with preparing the booklets according to NAEP standards.
3. **AA Did Not Meet:** The AA conducted **few or no** tasks associated with preparing the booklets according to NAEP standards. Whenever it is necessary for you to intervene, a “3” rating should be assigned. Ratings of “3” must be explained in the adjacent “Comments” column. Describe the problem and the action you took to correct it.

Booklet Preparation QC Record

AA Name	AA Task	Rating	Comments*
	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 →	

To conduct a thorough QC check of booklets, complete the following steps:

10D-A. Ensure the AA Has Prepared the Correct Booklets for the Session.

Check that:

- the prefix numbers of the booklet IDs printed on the Bundle Slips match the numbers printed in column **O** on the Administration Schedule; and
- the Bundle Slip numbers match those preprinted in the upper-right corners of the Administration Schedule.

NAEP LTT 07/08 ASSESSMENT – Age 9	
TYPE: READING/MATH	
BUNDLE #: 00001	
INVENTORY #: NA00013348	
	001
	132
	003
	195
	133
	014
	134
	004
	135
	005
	136
	006
	131
	017
	132
	135
	
00000001 - 2	

10D-B. Verify the Preprinted Labels Have Been Affixed to the Front Cover of Every Assessment Booklet.

Thumb through the prepared booklets and spot check the booklets to confirm that every assessment booklet has a preprinted label affixed to it.

10D-C. Verify the Booklet ID Number on the Preprinted Label Matches the Booklet ID Number on the Administration Schedule and the Booklet Cover.

Check that:

- the booklet ID number matches the Administration Schedule in column **O**, labeled **Original Booklet ID #**, or column **P**, labeled **Accommodation Booklet ID #**;
- the ID number on the affixed label and the ID number printed on the booklet cover match;
- if the student has been assigned a separate accommodation booklet, the AA has written the accommodation booklet ID number on the affixed label.

Student Name	Grade	Section	Booklet ID #	Accommodation Booklet ID #	Other
Alto, Susan	101	R	002 006241 1	002 006241 1	
Dalton, Tim	101	R	002 006241 1	002 006241 1	
Doetwick, Carol	101	R	002 006241 1	002 006241 1	
Durme, Kimberly	101	R	002 006241 1	002 006241 1	
Colman, April	150	M	002 006241 1	002 006241 1	

10D-D. Verify That Students Who Require Accommodation Booklets in the Regular Session Have the Accommodation Booklet Substituted for the Original Booklet in the Stack.

Every student who will receive an accommodation booklet will have an accommodation booklet ID number assigned to him/her in column **P** labeled **Accommodation Booklet ID #** on the Administration Schedule.

Verify that:

- for each student to whom you have assigned an accommodation booklet, the AA has removed the original booklet from the pile and replaced it with an accommodation booklet; and
- the original booklet has been coded with a **52** on the cover and set aside.

10D-E. Verify the Booklets for Students Who Will Be Assessed in a Separate Accommodation Session Have Been Removed From the Stack and Banded Together for the Accommodation Session.

If a student will be assessed in a separate accommodation session, these booklets will be kept separate for the accommodation session. They should be banded together and stored in the Session Box.

10D-F. Verify That Any Booklets Assigned to Ineligible, Withdrawn, Parent Refusals, Student Refusals, or Excluded Students Have Been Pulled From the Stack and Banded Together.

Check that:

- codes of **46–47**, **51**, **54–55**, or **60–69** have been entered as the Administration Code in column **R** on the Administration Schedule;
- the booklets corresponding to students with these codes have been removed from the stack and banded together;
- these booklets have the corresponding Administration Code written on the preprinted label; and
- the Administration Code in column **R** of the Administration Schedule matches the Administration Code written on the booklet cover.

10D-G. Ensure That the Booklets Are in Administration Schedule Order.

Conduct a spot check of the booklets to make sure:

- each student's line number and session number have been recorded in the spaces provided in the upper-right corner of the booklet; and
- all assessment booklets are in the proper Administration Schedule order.

10D-H. Ensure That the Booklets Have Been Banded Together and the Administration Schedule Is on Top of the Stack of Booklets.

Banding together the stack of booklets will prevent the booklets from becoming mixed up or separated prior to the final steps of preparation on assessment day.

10E. Review Part 1 of the QCB for Completeness.

Review Part 1 of the QCB to ensure that all the preassessment activities have been completed. If you have omitted something, correct it now.

- Make note of the information you need to collect from the school coordinator when you arrive at the school.
- Review the date, day, and time of the assessment.
- Review directions to the school and parking instructions.
- Review the Assessment Information Form that you prepared for your team to verify that it is complete.
- Verify which AAs will administer each session at the school.

10F. Review Materials in the School Folder.

Review the materials in the School Folder to ensure that you bring the correct materials for the school. Verify that you have the Administration Schedule(s) for the school and all of the other critical documents that should be included. The School Folder contents are listed on the School Folder Transmittal Form included in the folder.

10G. Review Security and Confidentiality Procedures.

It is your responsibility to account for all assessment materials you receive. Review the following guidelines before each assessment day:

- Work carefully and keep accurate records of materials used as you work through your assignment.
- Never lend unused booklets to other NAEP staff or school staff.
- Never leave completed or unused assessment booklets or other NAEP materials at the school overnight. Take everything with you when you leave the school. If you leave the school between sessions, take all of these materials with you and lock them in the trunk of your car. If you leave the preparation room provided by the school, take the materials with you. NAEP materials must never be left unattended, even for a quick trip to the restroom.
- Account for all used and unused materials when the assignment is completed.
- Secure the session materials under lock and key. Notify your field manager within one hour in the event any material goes missing.

At the Supervisor Training, you commit yourself to keeping the used and unused assessment materials secure before, during, and after the assessment. If you signed an Oath of Office and Pledge of Confidentiality during a previous round of NAEP, they are still in effect for NAEP 2007-2008. The violation of the oath or pledge is sufficient grounds for disciplinary action, including dismissal and criminal penalties.

10H. Gather Materials to Bring to the School on Assessment Day.

Before leaving home for the school on assessment day or the night before the assessment, you should gather all of the materials you will need to bring with you. For each assessment, you will need the items listed below:

- School Folder containing the QCB and the Administration Schedules and Roster of Questionnaires you will use for each session,
- *Supervisor and AA Manuals*,
- Teacher Observer Letter(s),
- Accommodation Teacher Letter(s),
- your NAEP ID badge,
- Session Boxes, and
- bulk supplies.

Check your packed assessment materials one more time to verify you have the correct box(es) of materials from Pearson for the school as well as any additional materials you will need for assessment day, including copies of the student lists from all sessions for each AA. The table on the following page provides a comprehensive list of what is required from your session and bulk supplies for every assessment conducted at a school.



Voice of Experience:

You cannot be too careful! It is better to check your materials several times than to arrive at the school with the wrong assessment materials.

Materials for Each Age 9 Session	Materials for Each Age 13 Session	Materials for Each Age 17 Session
<ul style="list-style-type: none"> ● Original Administration Schedule ● List of students for other session(s), if necessary ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● 1 “Testing in Progress—Do not Disturb” sign ● Timer ● Student Appreciation Certificates ● Session Debriefing Form 	<ul style="list-style-type: none"> ● Original Administration Schedule ● List of students for other session(s), if necessary ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● 1 “Testing in Progress—Do not Disturb” sign ● Timer ● Session Debriefing Form 	<ul style="list-style-type: none"> ● Original Administration Schedule ● List of students for other session(s), if necessary ● 1 box of prepared session materials with: <ul style="list-style-type: none"> - Accommodation booklets, if necessary - Additional booklets assigned to students added to the Administration Schedule, if necessary ● 1 “Testing in Progress—Do not Disturb” sign ● Timer ● Session Debriefing Form
Extra Materials to Have Available for AA’s Use	Extra Materials to Have Available for AA’s Use	Extra Materials to Have Available for AA’s Use
<ul style="list-style-type: none"> ● One box of pencils 	<ul style="list-style-type: none"> ● One box of pencils 	<ul style="list-style-type: none"> ● One box of pencils

Chapter 7 Summary

Upon completing this chapter, you should now be able to:

- demonstrate the process for preparing School Folders with the proper materials;
- demonstrate the process for preparing the Preassessment Packets for schools with the required materials, including preparing the SD and/or ELL Questionnaires, when necessary;
- describe what you must do to prepare for and conduct the preassessment visit scheduling telephone call, and the confirmation telephone call;
- identify the procedures for preparing for and conducting the preassessment visit;
- demonstrate how to use the QCB to complete the following preassessment visit activities:
 - collecting correct materials from the school coordinator,
 - completing independent work,
 - meeting with school coordinator, and
 - completing additional tasks before leaving the school.

- describe what you must do immediately after the preassessment visit;
- describe how to prepare for assessment day, including:
 - the process for assigning accommodation booklets;
 - how to conduct a QC check of the prepared assessment booklets; and
 - the importance of adequate and careful preparations for assessment day.