

# 9

## COMPLETING ACTIVITIES AFTER LEAVING THE SCHOOL

This chapter describes the activities you are required to complete after leaving the school.

### Procedure 33. Conduct a Quality Control Check of Makeup Session Materials, If Necessary

If a makeup session was conducted, it is your responsibility to conduct a quality control check of the AA's work with the makeup session materials before you prepare the session materials for shipping.

The AA will enter results from the makeup session on the Administration Schedules. On each Administration Schedule:

1. Make sure the "Makeup Held" oval is shaded.

2. Verify the AA changed the Administration Code for each student who participated in the makeup session. For students taking the regular assessment, the AA should have erased the initial absent code and entered one of the "Assessed in Makeup Session" codes (20–24). For students who required an accommodation, the AA should have recorded the original accommodation code you gave to the student.

The form is a detailed administration schedule for a school. It includes a header section with school name, address, and contact information. Below this is a table with columns for Student Name, Grade, and various assessment codes. The table lists students such as Alston, Mark; Afro, Susan; Bates, Tim; Boatwalk, Carol; Burns, Kimberly; Coleman, Ajay; Cruz, Mariell; Davis, Tyrone; Fairchild, Michael; Gutzman, Paolo; Koon, Sang; Lipicky, Daniel; Lundy, Christine; and Masters, Tina. To the right of the table is a summary box with fields for 'Original Booklet ID #', 'Accommodation Booklet ID #', and 'TOTAL ASSESSED'. Arrows labeled 1, 2, and 3 point to the 'Makeup Held' oval, the 'Assessed in Makeup Session' codes, and the summary box, respectively.

3. Check that the AA completed the remaining entries in the summary box. The number of students who participated in the makeup session should be written on the line labeled "# Assessed (Makeup Session)." This number should be added to the "# Assessed (Original Session)" and the sum written on the line labeled "TOTAL ASSESSED."
4. After you've finished checking the Administration Schedules, check the booklet covers. Using the information from the Administration Schedules, review the booklet covers for all students invited to attend the makeup session. Ensure that the covers are coded correctly, according to the same procedures for coding booklet covers in a regular session (as described in the *AA Manual*).

## Procedure 34. Ship Session Boxes to Pearson

You are responsible for shipping the completed materials to Pearson as soon as possible after the session, no later than 1 day after the assessment or makeup session.



### Security and Confidentiality Alert

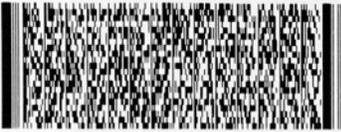
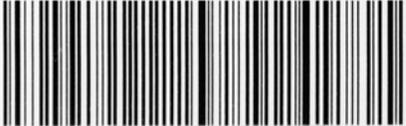
It is critical that materials are shipped to Pearson no later than 1 day following the assessment session(s) or makeup session. Receiving materials in a timely fashion helps ensure the security of completed assessment materials.

In order to ensure the materials are properly shipped, complete the following:

#### 34A. Attach the FedEx Return Labels to the Boxes.

Place a pre-addressed “FedEx Express” 2-day return label on each box to be returned (see example).

The FedEx tracking number is scanned at the time of pickup, so do not make any alterations to the label or use a photocopied label. FedEx will not accept packages with altered or photocopied return labels. If you do not have enough FedEx return labels (one is required for each box), call Pearson at 1-888-627-6237.

ORIGIN ID: LITA (501)982-1494 Linda Rinker 0520069 AL0801 1216 Overview Drive Jacksonville, AR 72076 UNITED STATES US	EstWgt: 1 LB System#: 9784022/ESDS0400 Account: S *****
0 Pearson Educational Measurement 2510 North Dodge St Iowa City, IA 52245	(319)841-4712 <b>FedEx</b> Express <b>E</b> CL0305066/289/22
PGMSSN: 815666 NAEP SESSION 2007	SEQ: 01062
	
Delivery Address Barcode	
** 2DAY **	
FedEx Returns	
TRK# 7905 0454 0092 Form 0221	CID A2
52245 -IA-US	SG IOWA
	
TRCK: 7905 0454 0092 Please call 1-800-GOFEDEX (1-800-463-3339) for pickup of boxes. See return shipment instructions for more details.	

### 34B. Complete the Blue Label on Each Box.

Each Session Box will arrive from Pearson with a blue label on the side that says “Important NAEP Materials.” On the “Box \_\_\_ of \_\_\_” line, fill in the number sequence of the boxes being returned for the school (for example, Box 1 of 3, Box 2 of 3, etc). These numbers are important because they help confirm that all boxes are received at Pearson. If the blue label has become damaged, replace it with the extra label provided in the Session Box.

122-122-0 DIXON MIDDLE SCHOOL LT1301	SEQ: 1
<b>IMPORTANT NAEP MATERIALS A13</b>	
NAEP ASSESSMENT 2510 NORTH DODGE STREET IOWA CITY, IA 52245	BOX _____ OF _____
	
815-862-000 0006316715 ANS	

### 34C. Arrange for FedEx to Pick Up the Boxes.

You may drop off the boxes at any FedEx location or call 1-800-GOFEDEX (1-800-463-3339) to schedule a pickup. Do not leave the boxes unattended for pickup. Do not leave the boxes at the school or other FedEx pick-up location unattended. You may give the sealed boxes to an AA to drop off at a FedEx location, if necessary.

If you call FedEx for a scheduled pickup, have the following information available when you call:

- **Shipping type: Express or Ground** (This is critical, as FedEx has different business units for ground and air, which do not overlap. Express will be used for session shipments. Ground will be used for returning bulk materials at the end of your assessment period);
- contact name;
- contact telephone number;

- pickup address;
- Zip Code (the representative will then verify the city by the Zip Code provided);
- the number of boxes you are returning; and
- the average package weight (use 8 pounds per Session Box, 15 pounds per bulk box).

FedEx will give you a confirmation number and the date of the pickup. In most cases, your pickup will be scheduled for the following business day or the date you requested. In some large metropolitan areas, if you call FedEx early in the day, your pickup may be scheduled for the same day as your call.

**34D. Destroy the Remaining Labels.**

After returning your materials for this project, any remaining FedEx labels must be destroyed. These are project-specific labels and cannot be reused.

**Procedure 35. Record Shipping Information on the School Folder and QCB**

At the bottom of the FedEx return shipping label, there is a small peel-off label preprinted with the tracking number.

Peel off the label with the tracking number and affix it to the back cover of the School Folder. Then, in the space provided next to the tracking number, record the date you shipped the box.

RETURN SHIPMENT TO PEARSON TRACKING			
	DATE:	TRACKING NUMBER LABEL:	NOTES:
1	10/25/07	1Z65901W3810046753	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Enter the Makeup Session Status and the Session Box Shipping Information on the back cover of the QCB.

Makeup Session Status	Session Box Shipping Information
Record <u>one</u> makeup session status below.	Have <u>all</u> Session Boxes been shipped to Pearson?
1 <input checked="" type="checkbox"/> Not Required	1 <input checked="" type="checkbox"/> Yes
2 <input type="checkbox"/> Required and Completed	Shipping Dates Entered into the MTS:
Date(s) _____	_____ 10/25/07 _____
3 <input type="checkbox"/> Required and Not Completed	2 <input type="checkbox"/> No
Explain: _____	Explain: _____
_____	_____
_____	_____
_____	_____

 When all scheduled and makeup sessions are complete, enter the session results in the SCS and the session shipping information in the Pearson Materials Tracking System (MTS).  
Put the completed Quality Control Booklet in the School Folder and return to your supervisor.

### Procedure 36. Enter Assessment Information Into the School Control System (SCS) and the Materials Tracking System (MTS)



The following table outlines the information you need to enter into the SCS and MTS. The *SCS User's Guide* has details on how to enter this information.



Session Disposition/Type	SCS Entry	MTS Entry
<b>Makeup session</b> is scheduled	The scheduled makeup date.	N/A
<b>Completed session</b>	From the Summary Boxes of the Administration Schedules in the School Folder, enter the: <ul style="list-style-type: none"> <li>• number of students in the new enrollee sample;</li> <li>• number of withdrawn, ineligible, excluded, and absent students;</li> <li>• number of refusals (parent and student); and</li> <li>• number of students assessed in the regular and makeup sessions.</li> </ul>	From the School Folder, enter: <ul style="list-style-type: none"> <li>• the ship date for each Session Box; and</li> <li>• the tracking number for each Session Box.</li> </ul>
<b>All sessions for the school</b> are complete	Update the "Assessment Complete?" field from <b>N/A</b> to <b>Yes</b> .	N/A

## **Procedure 37. Report Assessment Progress to Your Field Manager**

Once the assessments start, the weekly telephone calls you conduct with your field manager will change from reporting the status of your preassessment calls and visits to reporting your assessment progress.

Have ready the School Folders and all other materials you will need for the call.

At this stage of the assessment process, your call with your field manager will include reporting:

- status of collecting missing student demographic data,
- the schedule of AAs assigned to upcoming assessments,
- the performance of AAs (see next page),
- the shipment of assessment materials,
- the status of SCS entries,
- observations conducted by NAEP staff, and
- staffing or other problems you have or may encounter.



### **Voice of Experience: Addressing Important Questions or Issues**

If you have a question or issue that requires immediate attention, do not wait for your scheduled call to contact your field manager. If he/she is unavailable, contact your field director or the NAEP Help Desk at 1-888-283-NAEP (6237).

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### **Discussing AA Performance With Your Field Manager**

If you are experiencing performance problems with an AA, as discussed in the *Leadership* magazine, you will first want to discuss the problem directly with the AA, documenting the problem, any discussion you had with him/her, and the situation's resolution or outcome. It is a good idea to put this documentation in the form of an e-mail to your field manager.

Your weekly report call is the time to inform or update your field manager about the problem and discuss the actions you have taken so far. Your field manager is required by a new Westat corporate policy to complete a Documentation Log for any performance problems with a field staff member—your field manager will use the information you provide to complete this form.

If you are unsure how to proceed with an AA with whom you are experiencing difficulties, discuss the situation with your field manager as soon as possible. Your field manager can offer valuable suggestions for working with your team of AAs, especially in problematic situations. Do not delay in discussing AA problems with your field manager—the NAEP field period is very short, and most problems can be corrected quickly, providing you with a quality, effective team member for the remainder of the assessment period.

At the conclusion of the assessment period, you and your field manager will complete an evaluation form for each AA (see chapter 10 for a complete discussion of the Westat Field Staff Evaluation Form). If you report problems with an AA's performance on this form, you and your field manager are required to have written documentation to back up the ratings you give the AA. Therefore, you must document in writing all performance problems with an AA and discuss them with your field manager at the time the problem arises—not at the end of the assessment period.

## **Procedure 38. Finalize School Folders**

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When directed, you will need to ship to your field manager the School Folders for assessments conducted during the previous week.

Finalize each School Folder by verifying the following items are included:

- completed QCB;
- a copy of both sides of the final Administration Schedule(s) for each session (without names);
- a copy of both sides of the final SD/ELL Roster(s) of Questionnaires (without names);
- the original Inclusion Worksheet(s) (without names);
- dated copy of Parent/Guardian Notification Letter;
- signed Teacher Observer Letters, if applicable;
- signed Accommodation Teacher Letters, if applicable;
- completed Session Debriefing Form for each session;
- Student Sampling Summary Report, if one came in the School Folder;
- Special Situation Form, if one came in the School Folder;
- if a private school, all recruitment documents that came in the School Folder; and
- the tracking number from the shipping label for each Session Box sent to Pearson (on the back of the folder in the space provided).

A list of these materials is printed on the School Folder Transmittal Form (shown in chapter 3). Put your initials next to each item in the School Folder on the School Folder Transmittal Form and then keep a copy for your files.



## Chapter 9 Summary

Upon completing this chapter, you should be able to:

- understand all activities after leaving the school, including:
  - QC check on makeup materials,
  - shipping session boxes to Pearson,
  - recording shipping information in the School Folder and QCB,
  - entering assessment information in the SCS and MTS,
  - reporting to your field manager,
  - finalizing School Folders, and
  - shipping School Folders to your field manager.