A

APPENDIX A. FREQUENTLY ASKED QUESTIONS

What is NAEP?

NAEP is the only national assessment that shows what students across the country know and can do in subjects such as reading and mathematics. NAEP has two major goals: (1) to compare student achievement in states and other regions, and (2) to track changes in achievement of fourth-, eighth-, and twelfth-graders over time in mathematics, reading, writing, science, history, and other content areas. Not every subject is assessed every year. NAEP assesses students in grades 4, 8, and 12 in reading and mathematics every 2 years, and other subjects in alternating years. The results of NAEP are used regularly in making education policy decisions.

What is Long-Term Trend (LTT)?

LTT is a component of NAEP that provides the only reliable, ongoing measurement tool that can be used to review student progress and track student performance during the past 30 years at the national level. LTT is conducted every 4 years in reading and mathematics with an age-based sample of 9-, 13-, and 17-year-old students.

Will our school receive the results from the assessments taken by our students?

No. NAEP does not collect data or provide results at the student or the school level. NAEP provides data for large groups of students only. Typically, state, regional, and national results are reported.

What are the responsibilities of the school staff? What do they have to do for the assessment?

School coordinators receive a packet of materials with instructions. A NAEP representative is available to provide assistance with any questions. School coordinators schedule assessment dates and times; make arrangements for the assessments to be conducted at their schools; send letters to notify the parents/guardians of the selected students; distribute and collect questionnaires; and gather any missing information needed for the assessments. School principals sign the Parent/Guardian Notification Letters and support classroom teachers with assessment logistics. Classroom teachers work with students to motivate them and answer any questions they have about the assessment. Teachers also assist in making sure that students in the selected sample are present at the assessment site.

Is participation in NAEP voluntary?

The participation of individual students in NAEP is, and always has been, voluntary. At the school level, the recent No Child Left Behind legislation (signed into law by President Bush in January 2002) mandates that public schools that receive federal money under Title I must participate in NAEP in order to receive those funds. Schools that do not receive federal funds participate in NAEP on a voluntary basis, if they are selected for the sample.

Why should students participate in NAEP?

The participation of each student selected is important to the success of NAEP because a representative sample is needed to ensure that the assessment provides fair, accurate, and useful information about student achievement. Each student that is selected to participate represents hundreds of students across the nation.

If the selection of schools is random, why is our school always selected?

In some geographic areas where school populations are less dense, the same schools participate regularly in the assessments. Only a sample of the students in each school participates, however. When the potential number of participants in an area is lower, the chances of a given school participating increases.

Why are personal questions (for example, questions about race or ethnicity, school attendance, homework habits, and reading materials that are available in the home) asked as part of the assessment?

NAEP collects information about student and school characteristics and factors that are believed to influence academic performance so that the data provided can be used to strengthen our schools and the educational process. NAEP ensures that these questions do not infringe on a student's privacy, and that each question asked has been shown by research to be relevant to educational success. Questions about personal beliefs or attitudes are not asked, and students may decline to answer any question in the assessment book that they do not wish to answer. All responses are confidential, and neither individual nor school results are reported.

What should I do if a parent asks to see the assessment booklet?

NAEP has Sample Questions Booklets available that may be copied and given to parents who request them. These booklets contain all of the background questions that appear on the assessment, as well as a representative sample of the subject area questions. Requests to see the actual assessment booklets should be directed to your NAEP State Coordinator. Westat staff (home office, field directors, field managers, supervisors, and AAs) are not authorized to show actual assessment booklets to anyone.

What should I do if a reporter shows up at the school on the day of the assessment and wants to do a video story about the school's participation in NAEP?

In keeping with NAEP's pledge of confidentiality for schools and individual students, NAEP does NOT permit videotaping or photographing of ANY part of an actual assessment. The National Center for Education Statistics can provide videotape and/or photographs of a simulated assessment to the news media upon request. Unauthorized persons, including reporters, are NOT permitted in the testing areas to observe sessions.

Where can I obtain additional information about NAEP?

Additional information can be found on the NAEP website at http://nces.ed.gov/nationsreportcard. The website provides an overview and history of NAEP, a description of the assessments, and specific answers about student participation and other questions. Highlights of recent assessments may be downloaded from the website.

B APPENDIX B. GLOSSARY

Glossary for Supervisors

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

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

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

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

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

AIR (American Institutes for Research)
Contractor responsible for the development of NAEP student and school staff background questionnaires.

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

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

Assessment Information Form (AIF)
Form used and completed by the supervisor to communicate specific information to an AA about an assignment.

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

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

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

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

ETS (Educational Testing Service)
Contractor responsible for the design, analysis, and reporting of NAEP data.

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

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

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

Fulcrum IT
Contractor responsible for the NAEP web operations and web maintenance.

HumRRO (Human Resources Research Organization)
Contactor responsible to conduct independent quality assurance activities throughout the NAEP assessment cycle.

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

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

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

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

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

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

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

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

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

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

NCES (National Center for Education Statistics)
NAEP is directed by NCES of the U.S. Department of Education.

NSLP (National School Lunch Program)
A federally assisted meal program that provides low-cost or free lunches to eligible students.

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

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

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

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

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

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

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

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

Science Interactive Computer Tasks (SICT)
A prepilot of test items and procedures that will be piloted during the 2008 Field Test.

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

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

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

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

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

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

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

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

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

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

E

APPENDIX E. SSSR ERROR MESSAGES

Check #	Variable	Error Message Text
1	Grade	100% of the students on the file you submitted are classified as Grade ___, excluding those students classified as "NA" or "information unavailable at this time." ___% of your students have grade levels outside the expected range for their age.
2	Sex	____% of the students are female and ____% are male. / 100% of the students are female/male. ❒ Data on file for this school shows _____% female and ____% male. ❒ Data for this school filed in a previous year shows ____% female and ____% male. ❒ The first names of the students classified as (male/female) are name commonly given to (males/females).
3	Students with Disabilities (SD)	____% of the students are shown as Students with Disabilities. / 100% of the students are shown as Students with Disabilities. ❒ Data for this school filed in a previous year shows ____% Students with Disabilities.
4	English language learners (ELL)	____% of the students are shown as English language learners. / 100% of the students are shown as English language learners. ❒ Data for this school filed in a previous year shows ____% English language learners.
5	National School Lunch Program (NSLP)	____% of the students are shown as eligible for free or reduced price lunch. / 100% of the students are shown as eligible for free or reduced price lunch. ❒ Data on file for this school shows _____% eligible for free or reduced price lunch. ❒ Data for this school filed in a previous year shows ____% eligible for free or reduced price lunch. ❒ The number of students receiving reduced-price lunch is greater than the number of students receiving free lunch.
6	Race	❒ The race/ethnicity data composition of the age (9/13/17) students differs substantially from the data on file for this school/data for this school filed in a previous year. ❒ All of your students are identified as a single race. This differs from the data on file for this school/data for this school filed in a previous year.
7	Race/Name	As a quality control check, please review the race/ethnicity for all students.
8	Enrollment	The number of students on the file you submitted differs substantially from the data on file for this school.

F

APPENDIX F. STUDENT DATA SYSTEM (SDS) USER'S GUIDE

2008 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Long Term Trend

Student Data System (SDS)
User Guide

August 2007

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INTRODUCTION

The Student Data System (SDS) is the system used to select the student sample for schools that do not submit their lists to NAEP electronically via E-Filing and for printing forms and labels. The most common uses of the SDS are:

- Sampling from lists of eligible students;
- Printing lists of sampled students for schools;
- Printing labels and report for SD and ELL questionnaire preparation;
- Printing the Inclusion Worksheet; and
- Transmitting data files to Westat.

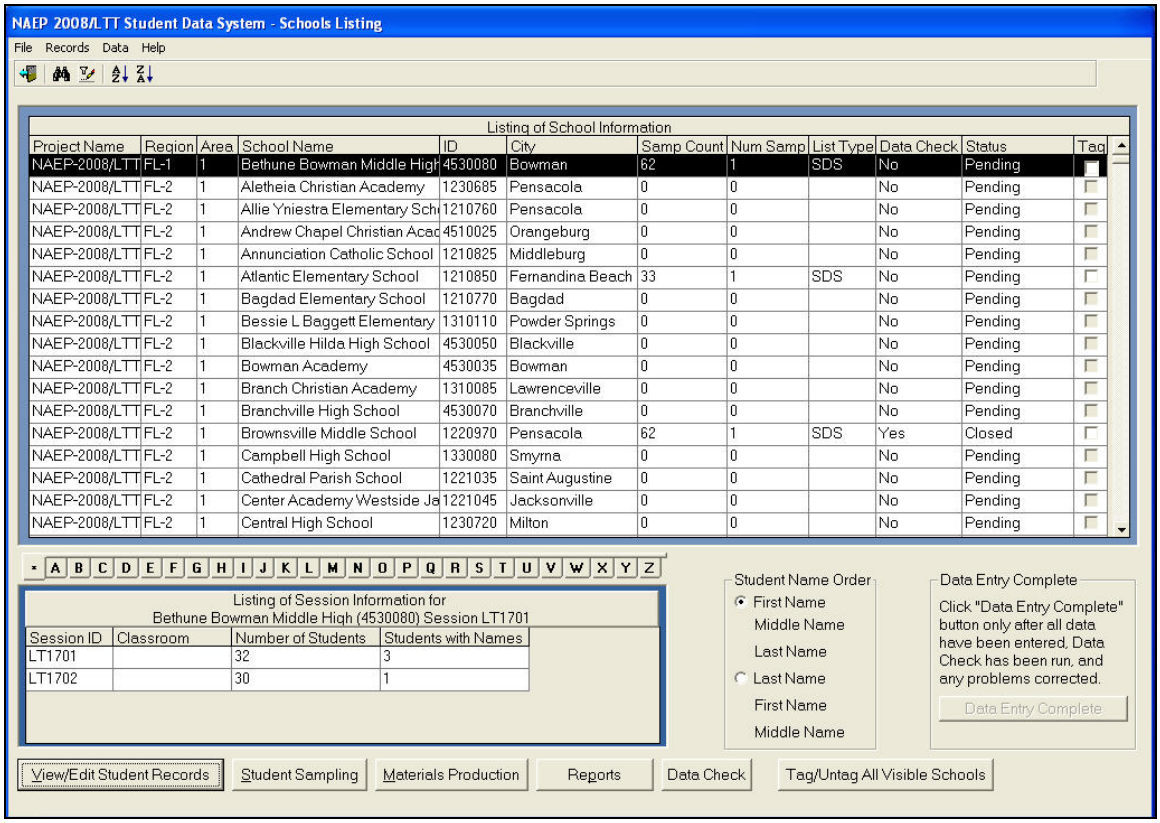
To launch the application, double click on the SDS icon on your laptop.

To ensure that the data cannot be accessed by someone other than those who should have access to the data, your NAEP user name and password are required to open the SDS.

The **Change Password** button should only be used if you are directed to do so by the NAEP help desk. This would only happen in the unlikely chance that you experience a problem accessing the system and called the help desk for assistance.

2. OVERVIEW OF THE SDS

Give the system a few seconds and you will see the main view as shown in the example on the next page.



SDS MAIN VIEW

2.1 Menu Items and Icons

As you click on the menu item a drop down list will be presented. Many of the functions that are available with the drop down options are also available with the icons below the menu bar. The menu options are shown below.

File	Records	Data	Help
Export > Export to Excel format Export to SDS format Import from SDS and Excel Formats Change Database > Main Database Test Database Exit Student Data System	Find Filter Sort records by column > Sort Ascending Sort Descending	Sort	About NAEP 2008 SDS

2.1.1 File

The "export" and "import" options are available if someone is helping you with data entry. This option is further explained in section 10.

When you open the SDS, the default will be to display your "production" data or real schools. The test data (or training data) are made-up schools that are available for training and practicing with the SDS. These schools are accessed clicking on Change Database and selecting Test Database.

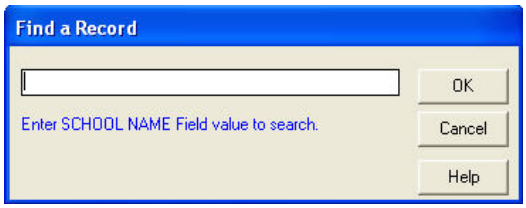
When you have completed your work in the SDS, click on File, Exit Student Data System to close the SDS. A confirmation box will be displayed in case you have selected this option by mistake.

Also, you can click on the "open door" icon (first on the left) to close the application.

Windows applications usually have a button in the upper right with a red X in them allowing you to close the application. This has been eliminated from the SDS to ensure that data you have entered, updated, and/or corrected in the SDS are properly saved when you exit the system.

2.1.2 Records

The options in the Records dropdown list give you several ways to locate a school, as do the icons under the menu bar.



Find. Clicking on this menu option or on the binoculars icon will open the Find a Record dialog box. The default is to search for school name. To find a school by its ID, click on any school's ID in the list of schools to put the focus of the system on that field. Then, click on Find or the binoculars icon (second from left).

Filter. Clicking on this menu option or the third icon will open the Filter dialog box. In this example, the focus of the system was on the NAEP ID field, so it will filter IDs. For example, if you enter 983 and click on the *OK* button, the list of schools will be "filtered" to display only those beginning with 983.

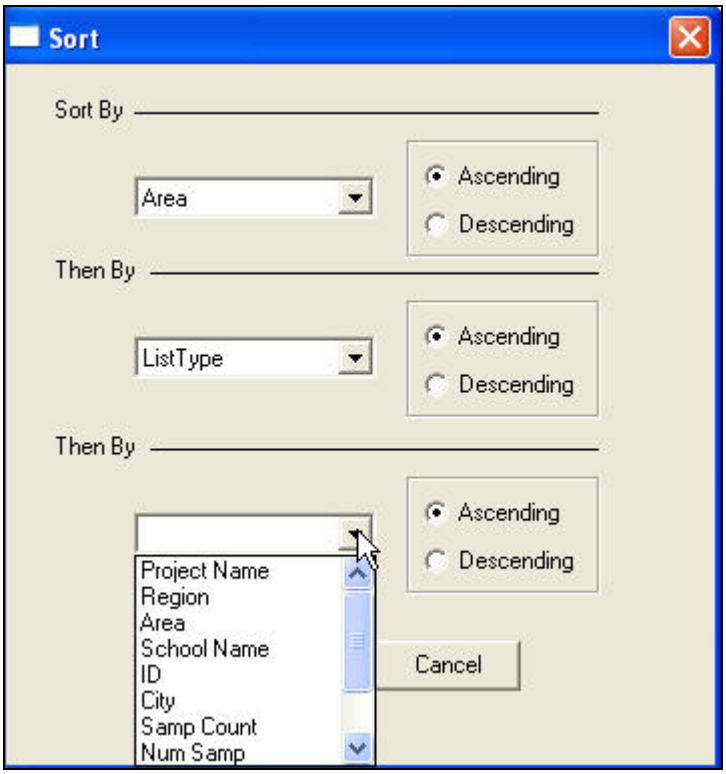
When you change the order of the schools in the main view using the Filter option, a Refresh Records button will appear at the top right of the main view. To restore the list to display all schools alphabetically by school name, click on this *Refresh Records* button.

Suggestions for using the filter include selecting all of the schools from one city or all cooperating schools. If the filter option is used for the School Name field, the information entered in the filter field must match the first word of school names.

Sort Records by Column – Ascending or Descending. When you click on this menu item or on one of the two sort icons, the list of schools will be sorted in ascending or descending order. The default is to sort on school name. To sort by another field, click on an entry in that column before selecting this option. Click on the *Refresh Records* button to show all schools in their original order, alphabetically by school name.

2.1.3 Data

This new menu option presents a new sorting function that allows multi-level sorts of the list of schools. When you click on Data and Sort, the following pop up window opens.



Data Sort Options

Up to three levels of sorting are available. Click on the down arrow to reveal the list of fields which reflects the columns in the list of schools in the main view. In the example above, Area was selected as the main sort followed by List Type. Ascending or descending order can be selected.

After making your selection, click the OK button (hidden in this screen shot by the list of fields). The screen below shows the results of sorting by Area and List Type.

NAEP 2008/LTT Student Data System - Schools Listing

File Records Data Help

Refresh Records

Listing of School Information

Project Name	Region	Area	School Name	ID	City	Samp Count	Num Samp	List Type	Data Check	Status	Tag
NAEP-2008/LTT	FL-2	1	Terry Parker High School	1230810	Jacksonville	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	The Bolles School	1230755	Jacksonville	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	Total Learning Center Christia	1330065	Powder Springs	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	Unity Grove Elementary Scho	1310100	Locust Grove	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	W H Rhodes Elementary Sch	1210790	Milton	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	W J Woodham High School	1230690	Pensacola	0	0		No	Closed	☐
NAEP-2008/LTT	FL-2	1	Wedgewood Middle School	1220980	Pensacola	0	0		No	Closed	☐
NAEP-2008/LTT	FL-2	1	Wesley Christian School	4530045	Orangeburg	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	West Florida High School Tec	1230710	Pensacola	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	Williston Elko High School	4530060	Williston	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	Winder Barrow High School	1330070	Winder	0	0		No	Pending	☐
NAEP-2008/LTT	FL-2	1	Woodward Academy	1330045	College Park	0	0		No	Pending	☐
NAEP-2008/LTT	FL-1	1	Bethune Bowman Middle High	4530080	Bowman	62	1	SDS	No	Pending	☑
NAEP-2008/LTT	FL-2	1	Atlantic Elementary School	1210850	Fernandina Beach	33	1	SDS	Yes	Pending	☑
NAEP-2008/LTT	FL-2	1	Bessie L Baggett Elementary	1310110	Powder Springs	62	1	SDS	No	Pending	☑
NAEP-2008/LTT	FL-2	1	Brownsville Middle School	1220970	Pensacola	62	1	SDS	Yes	Closed	☑
NAEP-2008/LTT	FL-2	1	Hope Christian Academy	1310065	Winder	40	1	SDS	No	Pending	☐

List Sorted by Area and ListType

If the list had been sorted in descending order, the SDS-sampled schools would appear at the top of this list.

To return the list to its original order, click the Refresh Records button that appears above the list whenever the list is sorted.

2.1.4 Help

The version number and system information are available under About NAEP 2008 SDS. If it is necessary to update the SDS on your laptop, you will be sent an e-mail message telling you to transmit. The message will also tell you the version number of the SDS that you should have after you have transmitted. To ensure that you have received the new version of the SDS, you will check here.

2.2 School Information

Your schools are listed in the top matrix of the main screen of the SDS. The order is alphabetical by school name within area. The school status codes will be updated when you transmit if they have been changed in the SCS. This will help you to keep track of the schools for which sampling will not be required (refusals, out of scope, etc.) as well as those for which you will need to sample.

The column headed *Samp Count* displays the number of times the student sample has been selected for a school in the SDS. This is important information for the statisticians and all previous sampling information is saved for future reference, though only the most recent sample results will be displayed for you to see.

The number sampled column *Num Samp* displays the number of sampled students. This will help you to keep track of those schools for which the sampling has been done and its results.

List Type refers to how the student sample was selected. Those schools submitting their lists through E-Filing will be noted as E-Filing. The schools that are sampled in the field with the SDS will say SDS.

The *Data Check* column will show whether you have run the checks on the data you have entered in the SDS. See section 8 for more information on running this report.

The *Status* column will note the disposition status of each school when the data are loaded on your laptop. As the field period proceeds, these status codes should continue to reflect the status codes noted in the SCS if you transmit regularly.

Schools can be tagged or selected by clicking in the *Tag* column which will put a check mark in the box. No Tag check boxes will be displayed when you scroll down the list until you have clicked on one of the schools in the view. That will place the focus of the system on that view of 17 schools. This function is explained in section 3.

The bottom of the screen shows session information for the school you have selected in the list of schools. The default is to display the session information for the first school in the list.

Scroll down the list of schools by using the scroll bar on the right.

Select an alpha tab to see only the schools beginning with that letter. Return to the full list by clicking on the first tab with the asterisk.

2.3 Session Information Matrix

Sessions are assigned to schools when the student sample is drawn. Thus, if the student sample has not been selected, the session information matrix will not show any session information.

Listing of Session Information for
Branch Christian Academy (1310085)

Session ID	Classroom	Number of Students	Students with Names

Session matrix before sample is drawn

After the sample is selected, the matrix will show the allocation of sessions as shown in the example below.

Listing of Session Information for
Branch Christian Academy (1310085) Session LT0901

Session ID	Classroom	Number of Students	Students with Names
LT0901		32	0
LT0902		30	0

Session matrix after sample is drawn

After the sample has been drawn, the information in this matrix shows:

- The sessions assigned to the school (one session per line with its assigned session ID),
- Classroom information (if recorded during the sampling),
- The number of students sampled for each session, and
- The number of students for which you have entered names.

2.4 Main View Buttons

You will use the buttons at the bottom of the main view for the various options available in the SDS. Their functions are briefly described below. Before clicking on any of these buttons, be sure that the school on which you want to work is highlighted by clicking on the school name or ID first.

Click on the *View/Edit Student Records* button to see or to edit the student demographic data for a session in a selected school. Since this is session-level information, be sure that you have indicated which session in the school you want to view or edit by clicking on the session ID before clicking on the *View/Edit Student Records* button. After you sample the students, you (or an assistant) will click on this button to access the screen where you will enter the sampled students' demographic information in the SDS. (See Section 5.)

Click on the *Student Sampling* button to begin the process of selecting the primary sample and printing out the sampled line numbers.

You will also use this button if you want to print out a second copy of the sampled line numbers for a school. (See Section 4 for more details on sampling.)

When necessary, you can resample the school (deleting the original sample and all student data) through this option.

Click on the *Materials Production* button access a menu of reports and labels that can be printed with student data. See Section 6 for more on this part of the system and the new functionality available that allows you to print forms for several schools at the same time.

Reports

When you select this menu option, the system launches the Reports set up screen. Using this option you can create a specialized Student Data Report allowing you to specify which fields to include and how you want the list sorted.

The reports option also includes a Sampling Progress Report. This report lists the schools and, for each, indicates the sampling method, the number of eligible students ("Number on SLF"), the number sampled, and the next sampling step for the school.

The reports are discussed in more detail in section 7.

Data Check

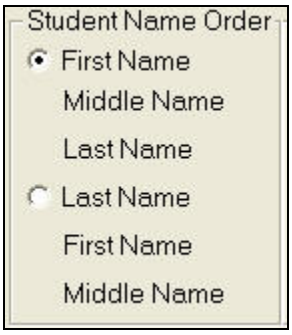
After the student names and demographic data have been entered, the data must be double checked against the original list from the school. When the data are confirmed, you will run the Data Check Report which will produce a report on the data as another check on the data entry. See section 8 for further information on this report.

Tag/Untag All Visible Schools

Schools may be tagged or selected individually or by clicking on this button. Clicking the Tag/Untag button results in check marks being displayed in the Tag boxes of all sampled schools in the current view of 17 schools. See section 3 for more information on using the Tag function.

2.5 Student Name Order

Some of your schools will provide lists of student with the first name first (Judy Smith, for example) and some of your schools will have the student names with the last names first (Smith, Judy, for example). To facilitate data entry, at the bottom of the main screen you can select the order that matches the list you are working from.

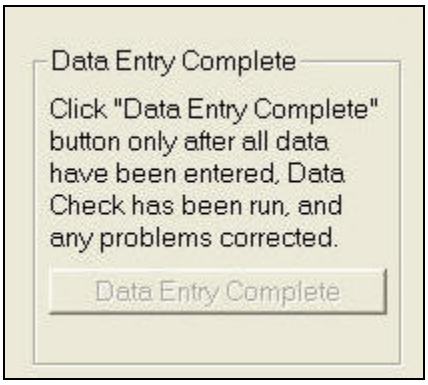


The default is for the name fields to be displayed for data entry and viewing first, middle, and last. However, the can be changed at any time to last, first, and middle by clicking in the circle before "last name."

2.6 Data Entry Complete

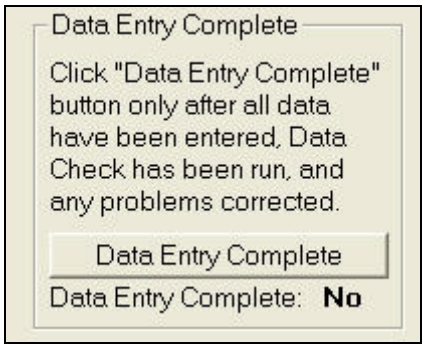
After all student data have been entered and double checked (including running the Data Check Report), you will click on the "Data Entry Complete" button in the lower right of the main view.

Before running the Data Check Report, this button will be grayed out, not available.



"Data Entry Complete" Before Running Data Check

After you run the Data Check Report and made any necessary corrections, the button will be available.



"Data Entry Complete" After Running Data Check

When you click the "Data Entry Complete" button and confirm your choice, the "No" will be changed to "Yes" and when you transmit, the complete data analysis can be run on the student demographic data.

If you do not click on this button, the reports generated in the home office will show that you have not completed your sampling work in this school and you will be contacted to explain why you have not completed your work.

3. TAGGING SCHOOLS

Tagging schools could also be thought of as flagging, marking, selecting, or picking schools. Before a school can be tagged, the student sample line numbers must have been selected either by the SDS or the school must have been E-Filed and E-Sampled at Westat. When you scroll down the list of schools, the tag boxes in the Tag column will not be available until you click on one of the schools so that the focus of the system is on one of the 17 schools currently in view.

Tagging one or more schools in the main list of schools in the SDS will identify those schools for special action. Tagging will permit you to:

- Export the sampled school(s) so that another staff member can assist you in student data entry; or
- Identify several sampled schools for which you want to print the same document(s)

Exporting schools for assistance in data entry (see section 10) has been available as a feature of the SDS for several years. The only modification to this procedure for NAEP 2008 is the way in which you "tag" the school. The new Tag column permits you to tag schools individually by clicking in the Tag cell for the school. To select or tag all of the sampled schools in the list of 17 that you can see at one time, use the button at the bottom of the screen labeled "Tab/Untag All Visible Schools."

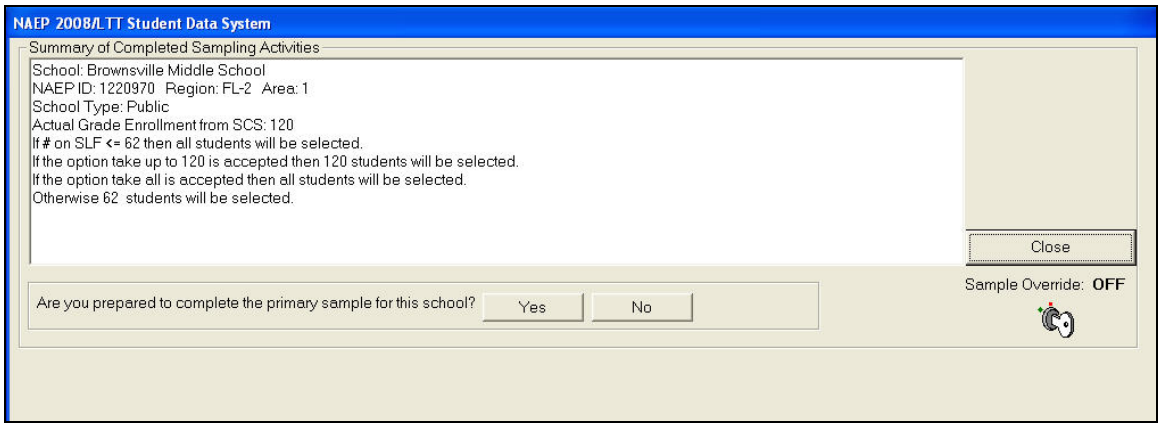
After the school or schools that you want to export have been tagged, proceed with the export procedure as explained in section 10.

The tagging procedure also facilitates printing by identifying several schools for which you want to print the same or several forms more quickly than in the past. After tagging the schools, click on the Materials Production button and select the form to be printed. Section 6 contains more information on this new procedure.

4. STUDENT SAMPLING

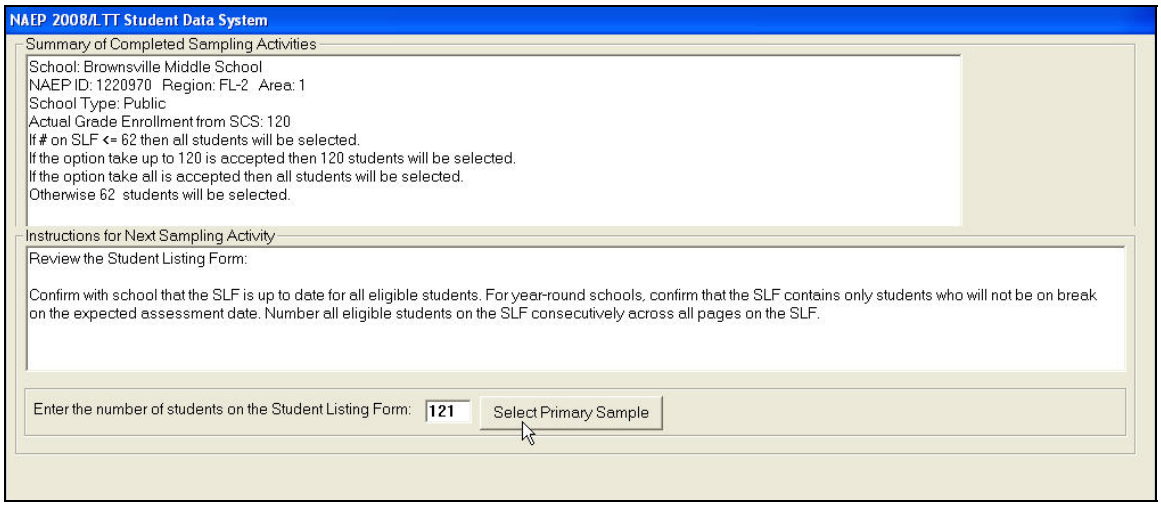
We will begin discussing how you will use the SDS by going through the steps that you will follow to draw the sample of students.

When you are prepared to sample the students (you have double checked the list of eligible students from the school and it is accurate, up to date, and complete), locate the school's name on the list of school in the SDS. Click on the school's ID or name to put the focus of the system on the school. Next, click on the *Student Sampling* button at the bottom of the screen and you will see a screen similar to the one displayed below. In this series of steps, we will use Brownsville Middle, one of the schools in the test data as our example.



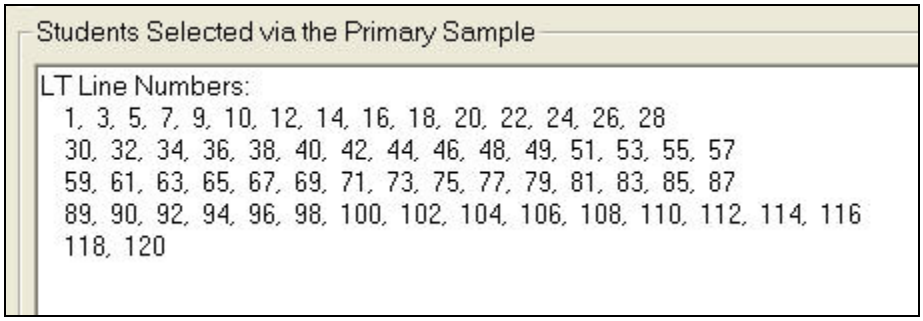
Beginning Student Sampling

This screen provides you with several useful pieces of information that you should review before proceeding. When you are ready to complete the primary sample (original sample) for this school, click on the Yes button and you will get the screen shown below.



Ready to Enter Number from SLF for Sampling

Follow the instructions carefully and then enter the total number of eligible students from the list provided by the school (referred to as the SLF[1], here) in the small window. The cursor will be flashing and the zero will be highlighted. When you enter the number of students, the zero will be deleted. Click on the *Select Primary Sample* button to sample.

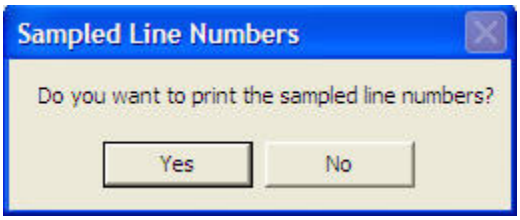


Primary Sample Line Numbers

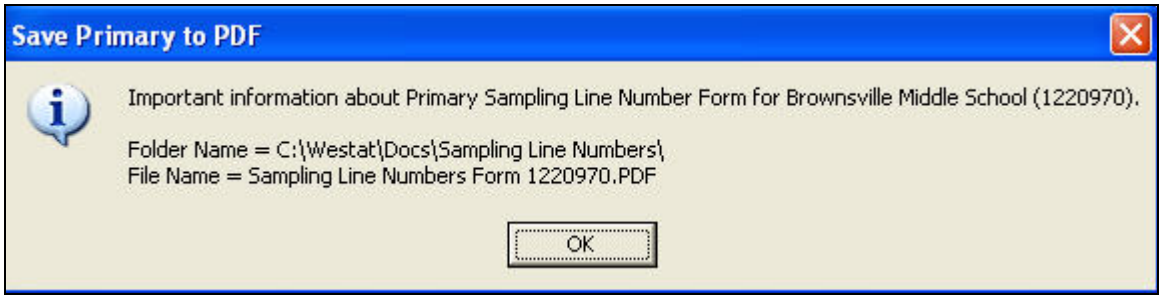
The selected line numbers are displayed for the sessions to be conducted in the school. (There will be 15 numbers on each line displayed.) Click on the *Print Page* button to print the list of numbers (there is no other option available). If there is a problem with your printer and the numbers do not successfully print, it will be possible for you to return and print these later.

[1] SLF stands for Student Listing Form. This form may or may not have been used by the school. The shorthand way of referring to the list of eligible students is used throughout the system and should be interpreted as the list of eligible students received from the school.

When you click *Print Page*, after a brief delay, a small dialog box will appear giving you the opportunity to print the sampled line numbers. You can press the Enter key to accept the default *OK* button.



At this point, a pop up window notifies you that a file containing this report will be saved to the Sampling Line Numbers subdirectory on the laptop. The name of the file (which contains the school ID) is displayed along with the complete path to the file. This will allow you to reprint these lists of sample line numbers without having to reopen the SDS, if you want to.



To locate the sampling line numbers file without opening the SDS, click Start, My Computer, double click Local Disk (C:) double click Westat, double click Docs, and double click Sampling Line Numbers. This should give you the list of sampling line numbers files that you have created.

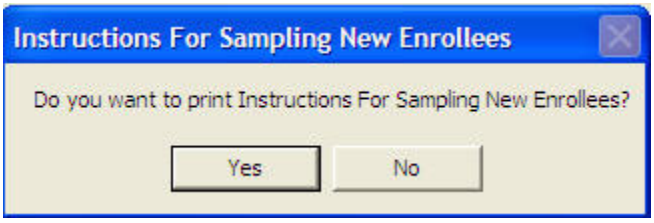
Using the sample line numbers, mark the selected students on the list of eligible students.

4.1 The Sample of Newly Enrolled Students

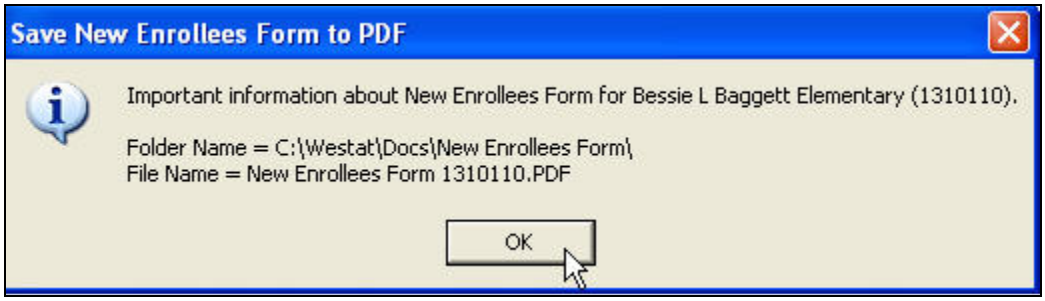
Most schools submit their list of eligible students and the samples are drawn several months before the assessments. When a school's student sample is selected in the fall and the assessment is conducted in February, it is quite possible that new students will have enrolled in

the sampled grade. These newly enrolled students must be given a chance to be included in the sample. This sampling will be done during the preassessment visit.

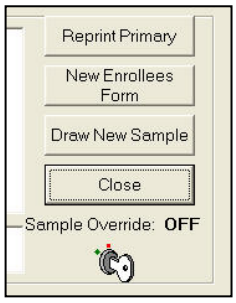
After the student sample has been selected, when you print out the sampled line numbers, the print dialog box will appear a second time so that you can print out Instructions for Sampling New Enrollees. When you sample in the fall for the age 13 assessments this popup will not appear since you will not be sampling new enrollees in these schools.



Immediately after you respond to this popup window, another popup notifies you that these instructions will be saved as a file in the New Enrollees Form subdirectory. The name of the file with the school ID and the complete path to the location of the file is displayed.



After printing out the instructions, place them in the school folder for use when you go to the school for the preassessment visit.



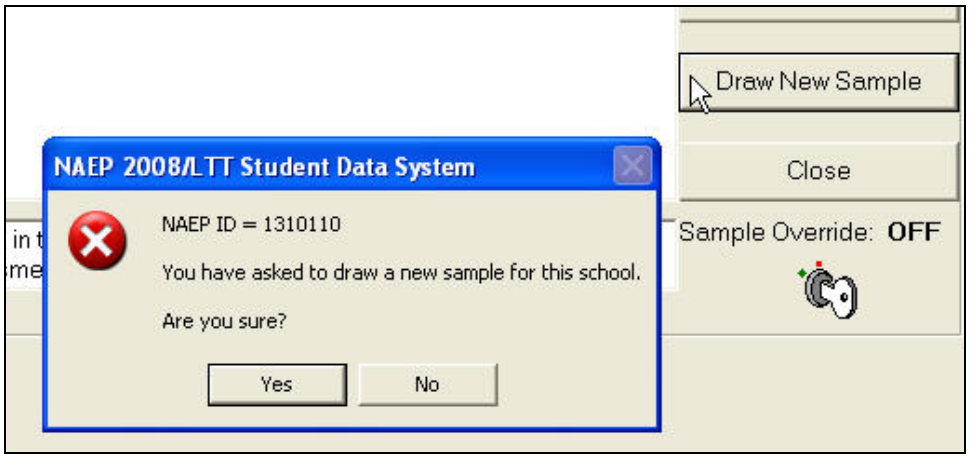
Note that the *New Enrollee Form* and *Reprint Primary* buttons are available if you need to reprint the sampled line numbers.

If there is a problem with your printer and you cannot print these instructions, you can print them later.

4.2 Draw New Sample

If an error is made and you need to resample the school, you can remove the previous sample that was drawn. This should be done only if you are sure that the original information was incorrect.

On the main view of the SDS, locate the school and select the *Student Sampling* button. Locate the button on the right labeled *Draw New Sample* and click on it. When you do this, a dialog box will appear asking you to confirm that you want to remove the previous sampling step for this school. Click on the *Yes* button.



New sample confirmation

Remember that completing this step will remove the previous sampling step and all student data that might have been entered for this school.

Click on the *Yes* button to indicate you are positive you want to resample the school. When you click the *Yes* button, <u>the previous sample and all data will be deleted</u> and you are returned to the sample window.

At this point, you can enter the newly determined number of eligible students and draw the new sample.