3 UNDERSTANDING NAEP MATERIALS

This chapter describes the various NAEP forms and materials that you need to use to conduct preassessment and assessment activities.

NAEP Forms and Materials

The forms and materials described in this chapter are presented in order of when the item is used: during either the preassessment or assessment period. For easy reference, we have included a chart below showing each item in alphabetical order with item letter and page numbers. The information provided here about each item is introductory—most of the materials are discussed in greater detail later in the manual.

List of NAEP Materials in Alphabetical Order

Item	Chapter Item Letter	Page #
Accommodation Teacher Letter	2D	3.53
Administration Schedule	1K	3.20
Assessment Booklets	2A	3.49
Assessment Information Form	1U	3.46
Bulk Security Checklist	1W	3.48
Bundle Slip	1V	3.47
Certificates of Appreciation (School and Student)	1Q	3.36
E-File Roster	1N	3.33
Field Sampling Line Numbers	1O	3.34
Inclusion Worksheet	1L	3.28
Instructions for the School Coordinator Brochure	1B	3.4
Logistics Questionnaire	1G	3.13
NAEP 2007-2008 Publications • *LTT Sample Questions Booklet* • *Teacher's Guide to NAEP* • *Measure Up* Flyer	1T	 3.43 3.44 3.45

Item	Chapter Item Letter	Page #
NAEP Storage Envelope and “Destroy By” Postcard	1H	3.14
New Enrollee Listing Form and Instructions for Sampling New Enrollees	1M	3.30
Parent/Guardian Notification Letter	1F	3.11
Private School Recruitment Documents	1R	3.38
Quality Control Booklet (QCB)	1J	3.18
School Folder (and School Folder Transmittal Form)	1I	3.16
SD and/or ELL Questionnaires and Roster of Questionnaires	1D	3.6
Session Debriefing Form	2E	3.54
Session Scripts and Question-by-Question Specifications	2B	3.50
State Information Form	1A	3.2
Student Information Report	1C	3.5
Student Sampling Summary Report	1P	3.35
Teacher Notification Letter	1S	3.42
Teacher Observer Letter	2C	3.52
U.S. Department of Agriculture Letter and Confidentiality Agreement	1E	3.9

1. Preassessment Forms and Materials

The materials described in this section are used primarily during the preassessment period. Some of the materials are for general use, while others are included in the Preassessment Packet that you prepare for schools, or are included in the School Folder, which you use to keep all materials related to the school.

A. State Information Form

Your field manager has developed a State Information Form for the state in which you work. An example is shown on the following page. The purpose of the form is to notify you about specific state issues or requirements that you need to know to properly conduct assessments, collect questionnaires, and otherwise deal with schools. It will include agreements or requirements that the states expect NAEP to observe when in schools. It will also include information about whether the state- or NAEP-provided Parent/Guardian Notification Letter is used; the demographic variables used during E-Filing (for example, the “information unavailable at this time” [shown as blanks], which will require you to collect the missing data at the preassessment or assessment visit); or the “formerly ELL” code (only used in specific states); as well as information about specific accommodations that are or are not permitted by the states.

Your field manager will review this form with you during training and will also keep you up to date on any changes during the assessment period.

State Information Form

NAEP 2006 - LTT
State Information Form

Date of Form	
State:	
NAEP State Coordinator (NSC)	
	Check if this is a New Coordinator

This form contains state-specific details for NAEP 2006 Long-Term Trend.

1. What type of parent letter was used to notify parents?

	State version
	NAEP version
	Other (specify)

2. Does this state use Formerly ELL for Title I AYP Reporting:

	Yes
	No **(If no, this code cannot be used on the Administration Schedules)**

3. How will this state submit its students lists for sampling*? (Check one for each age)*

Age	Hardcopy Lists	Single School E-file	Multiple School E-File
13	X	NA	NA
9			
17			

3a. *(For multiple school e-files)* Did the state/district use the "Information Unavailable at this time" code for any demographic variables? **(If Yes, we'll need to collect this information either from the state or district offices or the individual schools)**

	Yes Which variables?
	Where will we collect these variables?
	No

4a. Did the NAEP State Coordinator send the LTT Sample Questions (formerly Demonstration) booklet to any of the schools? **(If Yes, do not provide them to schools during the preassessment visit)**

	Yes, all schools
	Yes, some schools Which ones?
	No

Page 1 of 3

4b. Did the NAEP State Coordinator send the (*Measure Up* flyer to any of the schools? **(If Yes, do not provide them to schools during the preassessment visit)**

	Yes, all schools
	Yes, some schools Which ones?
	No

2 Best Practices Notebook to any of the
schools during the preassessment visit)

d by NAEP does the state not allow on its

window? If

n reading

itted by NAEP does the state allow on its

g assessment in grade(s):
de(s):
matics assessment in grade(s):

field staff

llowing parts of NAEP-LTT (check all that

? Please check all that apply.

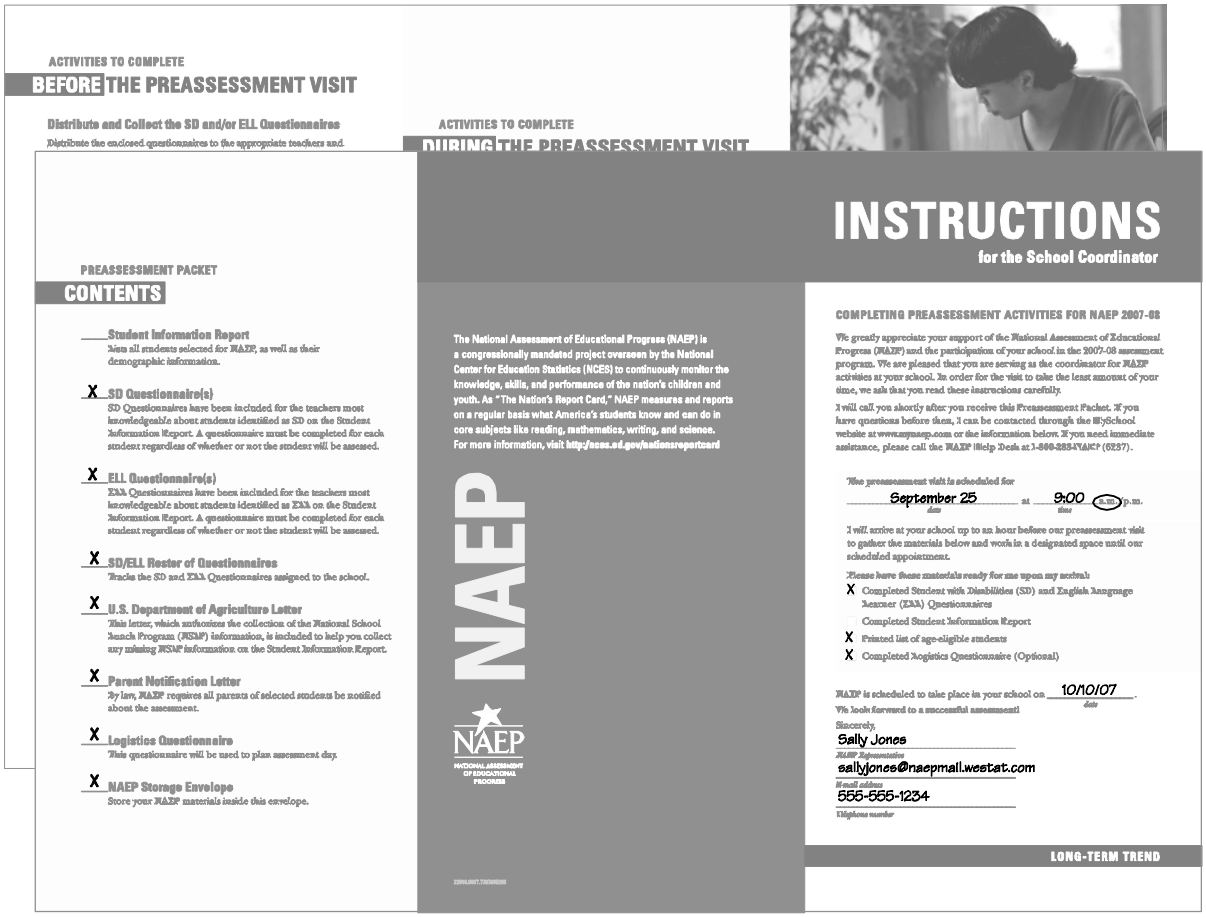
ne	Some	All

Page 3 of 3

B. *Instructions for the School Coordinator* Brochure (Ages 9 and 17 only)

This tri-fold, two-sided brochure is included in the Preassessment Packet for schools with students age 9 or age 17 students and provides the school coordinator with the list of items included in the packet and instructions for what needs to be done with them prior to the preassessment visit.

The brochure also provides a space for the school coordinator to record the date and time of the preassessment visit once you have arranged for the visit during your Scheduling Telephone Call, which is described in chapter 7.



C. Student Information Report (Ages 9 and 17 only)

The Student Information Report is a session-level document that is designed to replicate the Administration Schedule. The Student Information Report contains the sampled student names and all of the demographic information that the Administration Schedule contains. An example of the Student Information Report is shown below.

In each school with age 9 or age 17 students, you will include a Student Information Report in the Preassessment Packet for each session. The Student Information Report will take the place of the school copy of the Administration Schedule, which has been sent to the schools in past cycles of NAEP. In schools with age 13 students, you will be sampling and preparing the Administration Students Schedules at the preassessment visit, so the Student Information Report will not be used. Instructions for reviewing this document with the school coordinator during the preassessment visit are presented in chapter 7.

December 7, 2007

NAEP-2008/LTT STUDENT INFORMATION REPORT

Central High School 4530080 Session # LT1701

-D-	-B-	-C-	-E-	-F-		-G-	-H-	-I-	-J-	-L-
LINE #	STUDENT NAME	HOME ROOM	GRADE	MOB	YOB	SEX	RACE/ ETHNICITY	NSLP	SD	ELL
1	ALZATE, TYLER WALTER	51	11	10	1990	1	1	1	2	2
2	AYERS, ADAM ANTHONY	51	11	01	1991	1	1	1	2	2
3	BAKER, IRIS L.	51	11	11	1990	2	1	1	2	2
4	BARKSDALE, BRIANA C.	51	12	12	1990	2	1	1	2	2
5	BECK, ALEX J.	51	11	03	1991	1	1	1	2	2
6	BECK, DANIELLE MARIE	51	11	07	1991	2	1	1	2	2
7	BISHOP, TRICEZETTE DONISE	51	10	05	1991	2	1	1	2	2
8	BLANCHARD, THOMAS ODEL	53	11	06	1991	1	1	1	2	2
9	BOYER, DAVON DANIEL	51	12	01	1991	1	1	1	2	2
10	BRADFORD, ERIN ELIZABE	53	11	04	1991	2	1	1	1	2
11	BURNETT, KEOSHA NYERA	51	11	12	1990	2	1	1	9	2
12	CANTINE, JARAAD ALLEN	51	11	09	1991	1	1	1	2	2
13	CAVISTON, MELISSA ANN	53	11	06	1991	2	1	1	2	2
14	CLEMMONS, BRANDON JARELL	51	11	02	1991	1	1	1	2	2
15	COBLE, KRISTIN	51	11	03	1991	2	1	1	2	2
16	COWDEN, AMANDA LYNN	51	10	10	1990	2	1	1	2	2
17	DAVIS, CIERA MARIE	52	11	01	1991	2	1	1	2	2
18	DAVIS, TANISHA V.	51	11	06	1991	2	1	1	2	2
19	DECKMAN, JOSHUA PATRICK	52	11	05	1991	1	1	1	2	1
20	DIXON, ROOSEVELT TERR	53	11	12	1990	1	2	3	2	2
21	ELLIS, BRIA QUIANA	52	11	10	1990	2	1	3	2	2
22	ESPINOZA, JAVIER	53	11	04	1991	1	3	3	2	2
23	FERERRO, KELBY RYAN	53	11	07	1991	1	1	1	2	2
24	FISHER, BENJAMIN	53	11	09	1991	1	1	1	2	2
25	FORD, DILLAN WESLEY	52	12	11	1990	1	1	1	2	2
26	GARRIDO, ROMINA NOELLE	52	11	01	1991	2	1	1	2	2
27	GOMEZ-WICK, REBEKA LILIA	52	11	06	1991	2	3	3	2	2
28	GRAY, CHRISTIAN	53	11	03	1991	1	1	1	2	2
29	HABTE, GABRIELLA	52	11	10	1990	2	1	1	2	2
30	HALL, FRANKLIN JOSEPH	52	10	04	1991	1	1	1	2	2
31	HARDING, JACOB ALEXANDER	52	11	01	1991	1	1	1	2	2
32	HARRINGTRON, JOSHUA RYA	53	11	09	1991	1	1	1	2	2

STUDENT DEMOGRAPHIC CODES

Sex: 1=Male; 2=Female	SD: 1=Yes; 2=No, 9=Information unavailable	ELL: 1=Yes; 2=No, 3=Formerly ELL; 9=Information unavailable

Race/Ethnicity	National School Lunch Program (NSLP)
1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander 5=American Indian/Alaska Native 6=Other 7=School does not collect this information 9=Information unavailable	1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 9=Information unavailable

D. SD and/or ELL Questionnaires and Roster of Questionnaires

This year there are two types of questionnaires for school staff members:

- SD Questionnaires about students with disabilities (SD), and
- ELL Questionnaires about students identified as English language learners (ELL).

These questionnaires will be used to collect additional information for NAEP. **SD and/or ELL Questionnaires must be completed in the hard copy version.** The instructions to the school coordinator for distributing and collecting the SD and/or ELL Questionnaires are printed on the right side of the SD/ELL Roster of Questionnaires.

1. SD and/or ELL Questionnaires

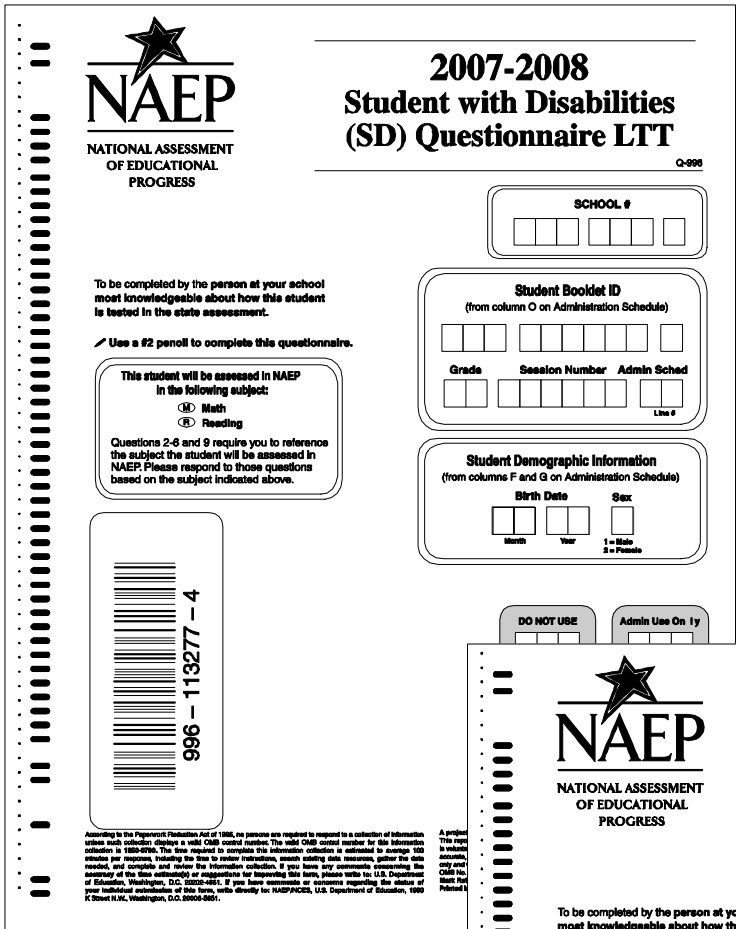
You will prepare the SD and/or ELL Questionnaires and include them with a photocopy of the preprinted SD/ELL Roster of Questionnaires in the Preassessment Packet for each school with age 9 or age 17 students. In schools with age 13 students, you will prepare the SD and/or ELL Questionnaires and the SD/ELL Roster of Questionnaires at the preassessment visit (see chapter 7).

The SD and/or ELL Questionnaires have been designed to help school staff make decisions regarding student participation in NAEP. A questionnaire must be completed for each sampled student identified as SD and/or ELL, regardless of whether or not that student will be assessed. The school staff member most knowledgeable about how each SD and/or ELL student is tested in the state assessment should complete this questionnaire.

You will use the completed questionnaires to fill out the Inclusion Worksheet during the preassessment visit. During the visit, you will review the Inclusion Worksheet with the school coordinator to determine which students can be assessed in the regular session with or without accommodations, assessed in a separate session, or cannot be assessed at all.

More information on working with the SD and/or ELL Questionnaires and Inclusion Worksheet during the preassessment visit is provided in chapter 7, and in the QCB.

SD and/or ELL Questionnaires



NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2007-2008
Student with Disabilities (SD) Questionnaire LTT

Q-996

SCHOOL #

To be completed by the person at your school most knowledgeable about how this student is tested in the state assessment.

Use a #2 pencil to complete this questionnaire.

This student will be assessed in NAEP in the following subject:
(M) Math
(R) Reading

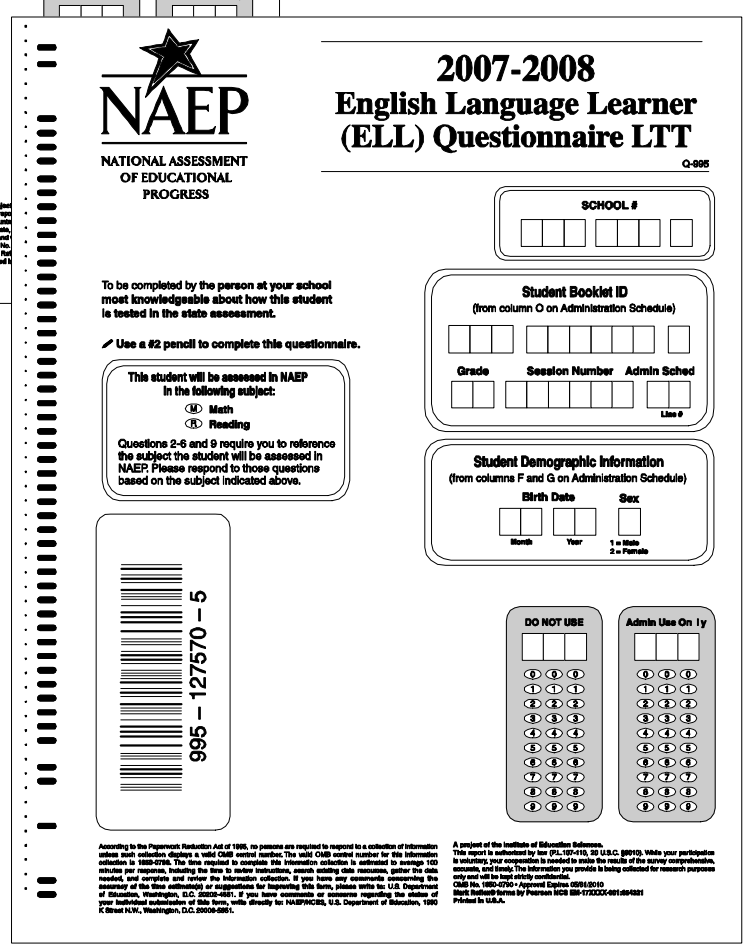
Questions 2-6 and 9 require you to reference the subject the student will be assessed in NAEP. Please respond to those questions based on the subject indicated above.

Student Booklet ID
(from column O on Administration Schedule)
Grade | Session Number | Admin Sched
Line #

Student Demographic Information
(from columns F and G on Administration Schedule)
Birth Date: Month, Year
Sex: 1 = Male, 2 = Female

DO NOT USE | Admin Use On ly

996 – 113277 – 4



NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2007-2008
English Language Learner (ELL) Questionnaire LTT

Q-995

SCHOOL #

To be completed by the person at your school most knowledgeable about how this student is tested in the state assessment.

Use a #2 pencil to complete this questionnaire.

This student will be assessed in NAEP in the following subject:
(M) Math
(R) Reading

Questions 2-6 and 9 require you to reference the subject the student will be assessed in NAEP. Please respond to those questions based on the subject indicated above.

Student Booklet ID
(from column O on Administration Schedule)
Grade | Session Number | Admin Sched
Line #

Student Demographic Information
(from columns F and G on Administration Schedule)
Birth Date: Month, Year
Sex: 1 = Male, 2 = Female

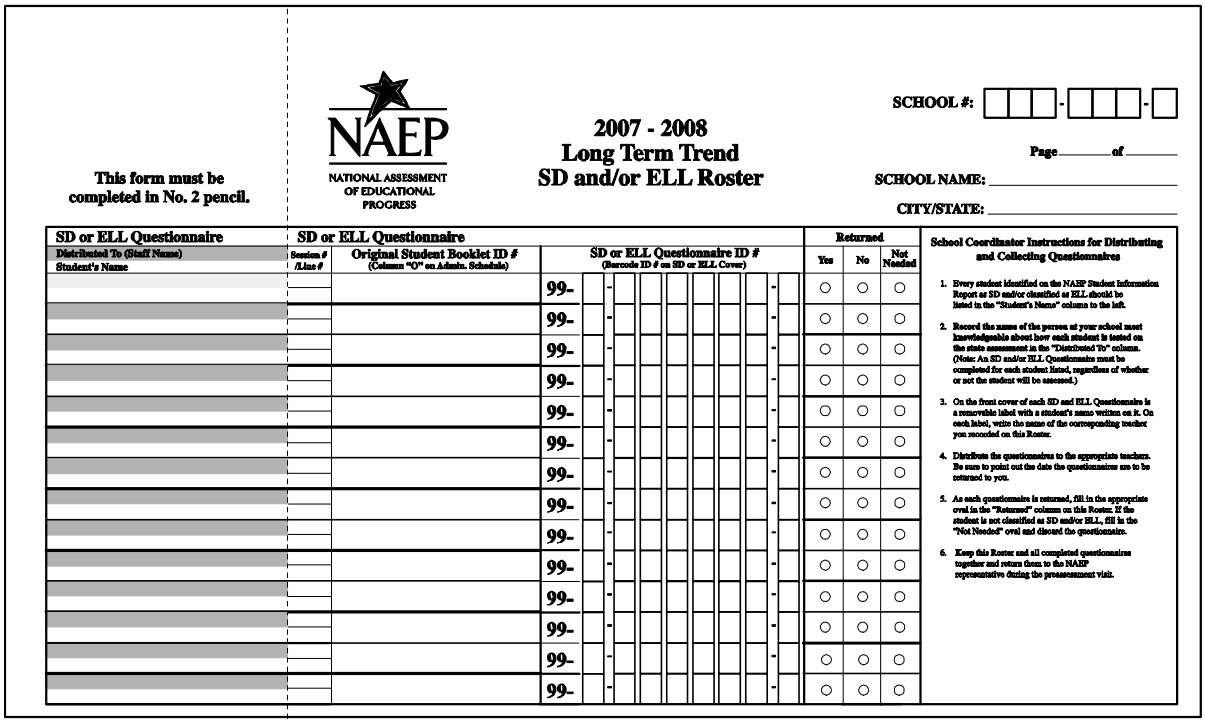
DO NOT USE | Admin Use On ly

995 – 127570 – 5

2. SD/ELL Roster of Questionnaires

The SD/ELL Roster of Questionnaires is the document that links the completed SD and/or ELL Questionnaires to the sampled students. Therefore, it is important that the Rosters are completed correctly to ensure that questionnaire data are linked to the correct students and schools. If incorrect information is recorded on the Roster, the final NAEP results will not be accurate.

This year the SD/ELL Rosters, for schools with age 9 or age 17 students, will be preprinted by Pearson with school and student information. For schools with age 13 students, you will fill in the Rosters by hand. You will provide a copy of the school's SD/ELL Roster with the required SD and/or ELL Questionnaires to the school coordinator in the Preassessment Packet.



NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2007 - 2008
Long Term Trend
SD and/or ELL Roster

SCHOOL #: ☐☐☐-☐☐☐-☐

Page _____ of _____

SCHOOL NAME: _____

CITY/STATE: _____

This form must be completed in No. 2 pencil.

SD or ELL Questionnaire	SD or ELL Questionnaire					Returned		
Distributed To (Staff Name) Student's Name	Session # /Line #	Original Student Booklet ID # (Column "O" on Admin. Schedule)	SD or ELL Questionnaire ID # (Barcode ID # on SD or ELL Cover)			Yes	No	Not Needed
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○
			99-	-	-	○	○	○

School Coordinator Instructions for Distributing and Collecting Questionnaires

1. Every student identified on the NAEP Student Information Report as SD and/or classified as ELL should be listed in the "Student's Name" column to the left.
2. Record the name of the person at your school most knowledgeable about how each student is tested on the state assessment in the "Distributed To" column. (Note: An SD and/or ELL Questionnaire must be completed for each student listed, regardless of whether or not the student will be assessed.)
3. On the front cover of each SD and ELL Questionnaire is a removable label with a student's name written on it. On each label, write the name of the corresponding teacher you recorded on this Roster.
4. Distribute the questionnaires to the appropriate teachers. Be sure to point out the date the questionnaires are to be returned to you.
5. As each questionnaire is returned, fill in the appropriate oval in the "Returned" column on this Roster. If the student is not classified as SD and/or ELL, fill in the "Not Needed" oval and discard the questionnaire.
6. Keep this Roster and all completed questionnaires together and return them to the NAEP representative during the preassessment visit.

E. U.S. Department of Agriculture Letter and Confidentiality Agreement

The National School Lunch Program (NSLP) is a federal meal program that provides low-cost or free lunches to eligible students. A letter from the U.S. Department of Agriculture authorizing the release of the NSLP data as part of the NAEP data collection process is sent to the school coordinator in the Preassessment Packet.

For most schools, the NSLP data was already provided during the student list submission. However, if some or all of the NSLP data is missing on the Administration Schedule, you must attempt to collect it during the preassessment visit. In this case, refer the school to the U.S. Department of Agriculture letter. If a school requests a confidentiality agreement in writing to release the NSLP data on their students, a confidentiality form, shown on the following page, is available for you to sign and use for this purpose.

More information on using these two documents is provided in chapter 7.

Page 2

In accordance with the statute, school food authorities are not *required* to disclose eligibility information. This is a State and local decision.

Sincerely,

FOR

STANLEY C. GARNETT
Director
Child Nutrition Division

USDA

United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive
Alexandria, VA
22302-1500

DATE: September 15, 2006

MEMO CODE: SP-33-2006

SUBJECT: Affirmation of Policy on Limited Disclosure of Children's Eligibility information to the National Assessment of Educational Progress (NAEP)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

The administrators of the NAEP have asked that we remind school food authorities that they may disclose, without parent/guardian consent, children's names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons *directly* connected with the administration or enforcement of a Federal or State education program, as permitted by section 9(b)(2)(C)(iii) of the Richard B. Russell National School Lunch Act. Persons directly connected to the administration or enforcement of NAEP are authorized recipients of children's free and reduced price meal eligibility status because NAEP is a Federal education program. Additionally, school food authorities may disclose children's names and eligibility status to persons directly connected with the administration or enforcement of State educational assessment programs to the extent that the State assessment is part of the NAEP or the assessment program is established at the State, not local level. Other State education programs also are eligible to have access to participants' names and eligibility status, without parent/guardian consent, but the program must be established at the State, not local level.

The term "persons directly connected" for the purpose of disclosure to NAEP includes Federal, State and local program operators responsible for NAEP program administration or program compliance and their contractors. This does not imply that these persons have routine access to participants' eligibility status. There must be a "need to know" for legitimate NAEP purposes.

We recommend that school food authorities inform households if they plan to disclose or use eligibility information outside the originating program. We also recommend that the school food authority enter into a written agreement with NAEP officials. We suggest that the agreement be signed by both the school food authority and NAEP officials, as appropriate, that the agreement identify the entity receiving the information, describe the information to be disclosed and how it will be used, describe how the information will be protected from unauthorized uses and disclosures, and describe the penalties for unauthorized disclosure.

AN EQUAL OPPORTUNITY EMPLOYER

NSLP Confidentiality Agreement

UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

Agreement Between NAEP Officials and School Food Authority Regarding Collection of Free and Reduced Price Meals Data

Under this agreement, a NAEP Official, as an agent of the National Center for Education Statistics (NCES), U.S. Department of Education, shall collect the eligibility status for free or reduced price meals for the children sampled for the National Assessment of Educational Progress (NAEP). An agent of the School Food Authority shall provide the eligibility information to the NAEP Official.

Both parties understand that:

- The School Food Authority shall provide the eligibility status to the NAEP Official for those children selected to participate in NAEP.
- The NAEP Official shall adhere to Section 303 of the National Assessment of Educational Progress Authorization Act, Title III of the Education Sciences Reform Act of 2002, 20 U.S.C. 9621, which states that:
  - NCES shall use the eligibility information as part of the federal administration of NAEP under the requirement to "include information on special groups, including, whenever feasible, information collected, cross tabulated, compared, and reported by…socioeconomic status." NCES uses eligibility for free and reduced price meals as a proxy for socioeconomic status.
  - NCES may "only collect information that is directly related to the appraisal of academic achievement, and to the fair and accurate presentation of such information."
  - "The Commissioner for Education Statistics shall ensure that all personally identifiable information about students, their academic achievement, and their families, and that information with respect to individual schools, remains confidential, in accordance with section 552a of title 5, United States Code."
- Under the Privacy Act of 1974 (section 552a of title 5, United States Code), should there be a case of unauthorized disclosure, civil action may be brought against the U.S. Department of Education.

U.S. Department of Education:	NAEP Official:	School Food Authority:
(Signature)	(Signature)	(Signature)
Peggy Carr (Name)	(Name)	(Name)
Associate Commissioner (Title)	(Title)	(Title)
National Center for Education Statistics (Organization)	(Organization)	(School)
1990 K Street NW, 8th Floor (Address)	(Address)	(Address)
Washington, DC 20006 (City, State, Zip)	(City, State, Zip)	(City, State, Zip)

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.