

7/26/2007

NAEP 2007/2008

DIALUP CONNECTION

USER GUIDE

July 2007

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To check e-mail in Outlook Express, transmit/receive data, or to update the anti-virus software use:



1. 'Shortcut to Westat' to connect from your home or from any location that does not require you to dial a number to reach an outside line.
2. 'Shortcut to 8 Prefix Westat' to connect from a hotel or other location which requires you to dial 8 to reach an outside line.
3. 'Shortcut to 9 Prefix Westat' to connect from a hotel or other location which requires you to dial 9 to reach an outside line.

To Access **Westat's** SCS, MOS, HTS, or FRS: or
To Access **Pearson's** Schoolhouse MOS or MTS

4. 'Shortcut to AT&T' to connect from your home or from any location.

UPDATING TELEPHONE NUMBERS IN AT&T DIAL-UP CONNECTION

The dial-up connection in Windows XP allows you to enter as many phone numbers as you want, which will be helpful if you travel and need 2 or 3 phone numbers stored for connecting to AT&T. The steps below will walk you through the process of adding phone numbers and selecting among the numbers you have stored.

To find "local" numbers for AT&T, see the file "ATT Access Numbers.doc" stored on your laptop in the Westat Documents folder. This file contains all numbers throughout the country and gives you the ATT web site to see if there are any new numbers since this list was downloaded.

Adding numbers

1. Double click on the **Shortcut to AT&T** icon.



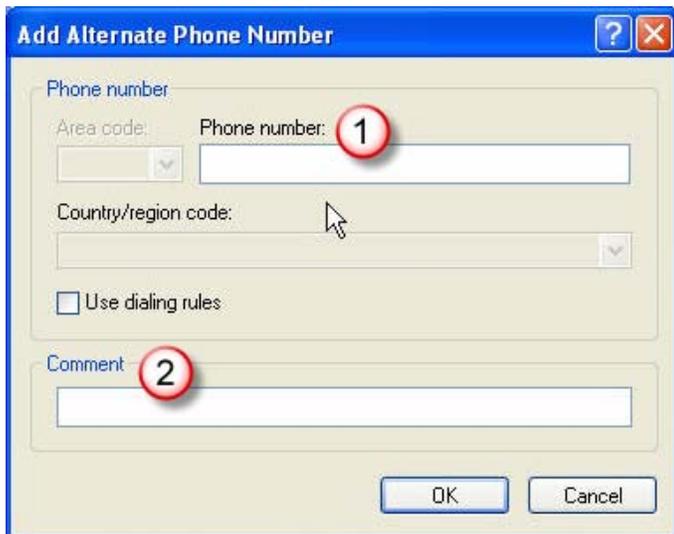
2. Click on **Properties** (at bottom of window)
3. The local number for Gaithersburg is displayed. Click on the **Alternates** button beside it.



- In the **Alternate Phone Numbers** window, the Gaithersburg number (9 301-556-2005) is highlighted. After training, you should delete this number (unless you will be working in the Gaithersburg, MD area). Click on the **Delete** button at the bottom of the window to delete the number.



- Click on the **Add** button to begin entering the local number for your area (if there is one).



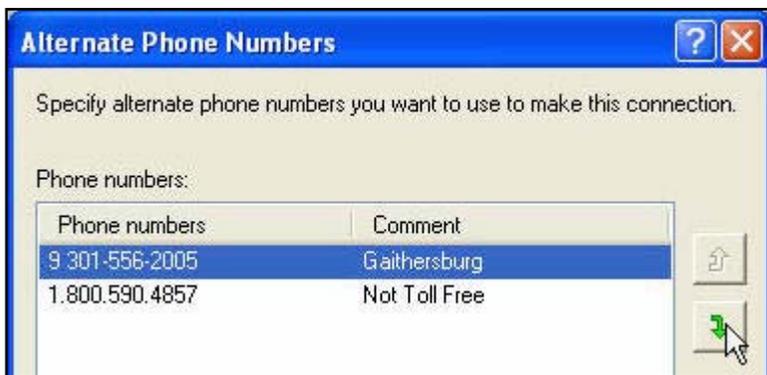
First you need to enter the number in the Phone Number box (1). When that is done enter the name of the city and state in the Comment box (2). This is to help you keep track of which numbers should be used in which areas to avoid long-distance charges. When finished click on the 'OK' button.

If you will be traveling and there are local numbers for AT&T access in the other locations, repeat step 5. You can add as many numbers to the dial-up connection as you want. Additionally on the last page is a guide on how to add numbers so you can access AT&T numbers from a hotel, even if it requires an 8 or 9 prefix.

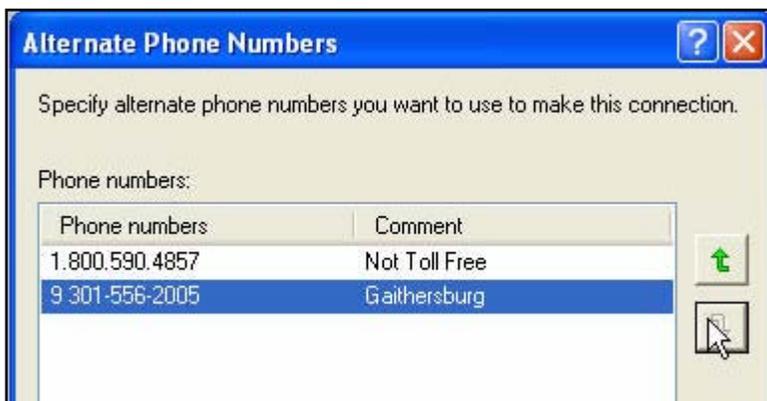
6. When you have entered the numbers you will need, note the statement near the bottom of the **Alternate Phone Numbers** window -- "If number fails, try next number". If you put a check in the box, the system will try to dial out with the first number on the list. Be careful activating this as it may try to dial the 800 Toll number, or if you travel much, a non-local AT&T number.

There is also a non-toll-free 800 number already entered into your list of numbers. The 800 number should be considered an option of last resort and used only when there is no local connection or you are unable to connect to the local number because Westat is charged an hourly rate rather than a flat fee.

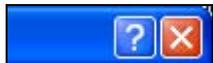
Changing the Order of the Dial-up Numbers



You can change the order in which the dial-up numbers are listed in the **Alternates** list. Notice the arrow on the right side of the example below. If you want to move the number, make sure it is highlighted and then click on the arrow buttons to move it up or down in the dial sequence.



After clicking the down arrow the order is now reversed.



After setting up your alternate numbers, close the **Alternate Phone Numbers** window by clicking the 'X' in the top right corner of the box.

Open the AT&T dial-up connection and establish your Internet connection before opening Internet Explorer. When you open the dial-up connection from the desktop, if you need to dial an alternate number, notice the down-arrow button next to the phone number displayed near the bottom of the window. Click on it to reveal the other number(s) you have entered. If you entered "comments" (such as the city name) for the other numbers, they will be displayed as well.



Connecting to AT&T at a Hotel with a Prefix

To connect to AT&T at a hotel that requires a prefix, enter the prefix and a comma before the number, such as:

- Eight comma → 8,
- Nine comma → 9,

For example, 555-555-5555 would become:

- 8, 555-555-5555 for a 8 prefix hotel; or
- 9, 555-555-5555 for a 9 prefix hotel

The 8 or 9 is the number you need to dial to reach a line that can call outside of the hotel. The comma is used by the computer to pause the dialing sequence for 2 seconds. This is because there is a brief period of time between dialing 8 or 9 to access the outside line and actually being connected to the outside line. If there was no pause then the first number or two might be entered by the computer before the outside line was established and you would dial the wrong number.

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NOTE Remember, when you want to transmit data to Westat, you must select one of the **Westat dial-up connections** since you need to connect to Westat in order to transmit.

PEARSON SYSTEMS

- NAEP 2007/2008 Pearson SchoolHouse Materials Ordering System and Materials Tracking System

**The Pearson MOS/MTS User Guide
will be distributed at training**

This is a placeholder for the User Guide.

Student Data System (SDS)

The SDS is a program only available on your NAEP laptop. To access the SDS:

Step 1: Double left-click on the SDS icon on the desktop.

Step 2: Log in using your NAEP Username and Password.

Updating Anti-Virus Software

To update your anti-virus software:

Step 1: On the desktop, double left-click on the appropriate “Westat” connection (Westat, 8-Prefix Westat, 9-Prefix Westat).

Step 2: Enter your NAEP Username and Password.

After Connecting:

Step 3: Double left-click on the Internet Explorer icon.

Step 4: Single left-click on ‘Favorites’ and select ‘NAEPFOS’ from the drop-down list.

Step 5: Single left-click on ‘Anti-Virus’ (Do this **weekly**).

Transmitting SDS Data and Receiving New Files

Step 1: Open the SDS

Step 2: Left-click once on the ‘Data’ menu heading (between ‘Records’ and ‘Help’)

Step 3: Left-click once on ‘Transmit and Close’

Step 4: Enter your NAEP ID and Password in dial-up connection box

Step 5: Left-click once on the Afaria close button at end of transmission.

Step 64: Disconnect from internet

Pearson Sites

Step 1: Connect to the Internet:

1.1 On the desktop, double left-click on “Shortcut to AT&T”;

1.2 Enter your AT&T Username and Password;

1.3 Select one of the local phone numbers;

1.4 After connecting to AT&T, double left-click on the Internet Explorer icon;

1.5 Log on to MyNAEP.com using your NAEP Username and Password.

Step 2: Single left-click on the *Pearson Sites* link.

Step 3: Select the Pearson system you wish to access.

Step 4: Enter your NAEP Username and Password.

From your Personal Computer:

Step 1: Connect to your internet service provider.

Step 2: Open Internet Explorer.

Step 3: In the address bar, enter:
<https://naep.ncsschoolhouse.com>

Step 4: Select the Pearson system you wish to access.

Step 5: Log on with NAEP Username and Password.

HOW DO I GET TO...

This brochure is designed to help you navigate the different systems and programs you’ll use to complete your assessments. It will also help guide you through which passwords you use for the different systems and programs.

Use the Laptop

To access your NAEP laptop you will need to enter your NAEP Username and Password.

www.MyNAEP.com

This section guides you through connecting to:

- SCS
- FRS
- Westat MOS
- HTS

Step 1: Connect to the Internet:

1.1 On the desktop, double left-click on “Shortcut to AT&T”;

1.2 Enter your AT&T Username and Password;

1.3 Select one of the local phone numbers;

1.4 After connecting to AT&T, double left-click on the Internet Explorer icon;

1.5 Log on to MyNAEP.com using your NAEP Username and Password.

Step 2: On the MyNAEP options page, click on the link to the system you wish to access.

Outlook Express

Double left-click the Outlook Express icon on the desktop.

To send/receive mail:

- Single left-click on the “Send/Recv” button.
- A pop-up window will appear, select the appropriate Westat connection (Westat, 8 Prefix Westat, 9 Prefix West).
- Enter your NAEP Username and Password.
- Single left-click on the “Connect” button.

To compose a message:

- Single left-click on the “Create Mail” button.
- After creating your message single left-click on the “Send” button.

To reply to a message:

- Select the message you wish to reply to and single left-click on the “Reply” or “Reply All” button (as appropriate).
- After creating your reply, single left-click on the “Send” button.

NOTE Your message will not be sent until you single left-click on the “Send/Recv” button and follow the instructions above.

IceWarp

IceWarp is provided primarily for staff who wish to check their e-mail on their own computer (with a high-speed connection) or are traveling and using internet cafes (or similar public access computers).

Step 1: Open your browser on your personal computer.

Step 2: In the address bar type in IceWarp’s address and press/enter/return (or single left-click on the ‘go’ button). The address is:

https://198.232.250.29:32001/mail

Step 3: Bookmark the site (if it’s your first time accessing it) so you do not need to re-enter the complicated address again.

Step 4: Log-in by using your NAEP Username and Password.

Dialup Connections



Use this connection from home or locations where you do not need to dial 8 or 9 to reach an outside line.



Typically hotels – some hotels require you dial an 8 to reach an outside line.



Typically hotels – some hotels require you dial a 9 to reach an outside line.



Any location. However, you may need to add an 8 or 9 to the number you are dialing.

In Appendix H of your SV Manual there is a guide for adding additional numbers and how to add prefixes to numbers.

NAEP Username and Password

NAEP Username = the letters NAEP followed by 4 numbers. (i.e. NAEP9999)

NAEP Username: **N A E P** _ _ _ _
(write your NAEP username if needed)

NAEP Password = 3 letters, a symbol, and 4 numbers. (i.e. abc!1234)

NAEP Password: _____
(write your NAEP password)

AT&T Username and Password

AT&T Username: _____

AT&T Password: _____



APPENDIX I. NAGB POLICIES

The following are NAGB Policies for:

- Notifying Parents;
- Filing Complaints; and
- Providing Access to Test Materials



Adopted: August 3, 2002

National Assessment Governing Board

Policy Statement on Informing Parents About Participation in NAEP

INTRODUCTION

The No Child Left Behind Act (P.L. 107-110) provides that student participation in the National Assessment of Educational Progress shall be voluntary, and the law contains the following section:

“STUDENT PARTICIPATION—Parents of children selected to participate in any [NAEP] assessment authorized under this section shall be informed before the administration of any authorized assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment, and is not required to answer any test question.”

However, the legislation also requires all states and school districts to provide assurances that they will participate in the National Assessment in reading and mathematics at grades four and eight, starting in 2003, as a condition for receiving Title I federal aid.

To implement the provision on parental notification, the National Assessment Governing Board hereby adopts the following:

GUIDING PRINCIPLES

1. The National Center for Education Statistics will assist schools, school districts, and states in notifying the parents of students selected for NAEP samples about the “opt out” provision in federal law. The manner of such notification shall be determined by the state, district, or school in which the students are enrolled.
2. NCES will provide brief explanatory information about the nature and importance of NAEP to accompany the notice to parents.
3. NCES will prepare and disseminate more detailed information on NAEP that is specifically designed for parents and the public. Such information shall be available in pamphlets and brochures and on the Internet.

The Governing Board shall monitor implementation of this policy. The Board will review relevant procedures and materials prepared by the National Center for Education Statistics.



National Assessment Governing Board

Policies and Procedures for Complaints Related to the National Assessment of Educational Progress

Policy Statement

The Governing Board views parents, students, representatives of participating states and schools, and members of the public as primary producers and consumers of National Assessment of Educational Progress (NAEP) data. As such, their experience with the National Assessment is of utmost concern and an important source of information for its continual improvement. It shall be the policy of the National Assessment Governing Board to respond promptly to written complaints about the National Assessment of Educational Progress submitted to the Governing Board. The Governing Board intends the process of handling complaints to be a means both of answering complaints that have been submitted and of enhancing the quality, integrity, and service orientation of the National Assessment.

Related Governing Board Policy: Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, Adopted May 18, 2002.

INTRODUCTION

The National Assessment of Educational Progress (NAEP) legislation provides parents and members of the public the right to view, under secure conditions, all NAEP data, questions, and test instruments (Section 411(c)). The Governing Board has approved a Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, which is referenced herein.

The same section of the legislation also provides parents and members of the public the right to submit complaints to the National Assessment Governing Board about procedures or test questions.

“Parents and members of the public may submit written complaints to the National Assessment Governing Board... [The Board], in consultation with the Commissioner [of the National Center for Education Statistics (NCES)], shall review such complaints and determine whether revisions are necessary and appropriate. As determined by such review, the Board shall revise, as necessary and appropriate, the procedures or assessment items that have generated the complaint and respond to the individual submitting the complaint, with a copy of such response provided to the Secretary, not later than 30 days after so acting.”

The NAEP legislation explicitly extends to representatives of state or local educational agencies and chief state school officers the right to submit complaints about the National Assessment to the Governing Board (Section 411(d)(4)).

The legislation gives the responsibility for addressing complaints about NAEP to the National Assessment Governing Board. The purpose of this document is to provide policies and procedures for handling such complaints.

Complaint Process: Procedures

1. What must be included in a complaint?

A complaint about the National Assessment of Educational Progress must be submitted in writing to the National Assessment Governing Board (NAGB). The complaint must include the name and address of the person submitting the complaint and a description of the complaint. The complaint may also include the remedy being sought.

If the complaint is about a test question, special care must be taken by the person submitting the complaint because the security of test questions not released to the public must be protected. Unauthorized release of secure test questions is a felony, subject to fines and imprisonment. To protect the security of test questions, therefore, an individual submitting a written complaint about a test question should describe the specific complaint in a manner that does not reveal the content of the test question itself.

2. Where should complaints be sent?

The mailing address is: National Assessment Governing Board, Suite 825, 800 North Capitol Street, N.W., Washington, DC 20002-4233. The e-mail address is NAGB@ed.gov. If submitting a complaint by e-mail, the person submitting the complaint must provide his/her full name and a mailing address because the response to the complaint will be in the form of a letter and will be sent by regular mail.

3. What happens to complaints after they are received by the Governing Board?

A. Complaint Receipt

- a. A log shall be maintained of all complaints submitted. The log shall contain sufficient information to monitor the status of each complaint, such as the date received, date assigned, date acknowledged, and final disposition.
- b. Within 5 calendar days of receipt of a complaint, an acknowledgment letter shall be sent to the individual who submitted the complaint.
- c. The Executive Director shall:
 - i. forward, within 30 days of receipt, copies of the complaint to the NCES Commissioner, the Secretary of Education, and the State and local educational agencies from which the complaint originated;
 - ii. provide for consultation with NCES (as required by the legislation);
 - iii. forward copies of the notification to the person submitting the complaint and the Secretary, not later than 30 days after the final disposition has been determined.

B. Complaint Review

- I. **Administrative Review.** In the first level of review, a complaint shall be answered by the Governing Board Executive Director, with assistance from staff.
 - a. Background information related to the complaint shall be obtained, working in consultation with staff of the National Center for Education Statistics, as appropriate.
 - b. The Executive Director shall determine whether additional information is necessary.
 - c. The Executive Director, after consulting with the Commissioner of Education Statistics, shall respond in writing to the person submitting the complaint. The response shall describe the Executive Director's administrative determination in response to the complaint and the opportunity to appeal the administrative determination.

II. Appeals

- a. An individual may appeal an administrative determination of the Executive Director. The individual must submit the appeal in writing to the Governing Board at the address given above. The appeal must be postmarked or sent by e-mail no later than 25 calendar days after the date the Executive Director's determination is mailed.

- b. In response to an appeal of the Executive Director’s administrative determination, the Chairman of the Governing Board shall decide whether the appeal will be addressed by the full Governing Board or by a panel of no less than three members of the Governing Board that will act on behalf of the Board.
- c. The complaint record shall be reviewed and a determination made of whether additional information is needed to complete the review of the complaint.
- d. A final decision on the complaint shall be made after consulting with the Commissioner of Education Statistics.
- e. The Executive Director shall provide written notification to the individual who submitted the complaint about the disposition of the complaint, with a copy of such notification to the Secretary, no later than 30 days after the Governing Board has taken final action with respect to the complaint.
- f. Decisions of the Governing Board are final and not subject to further appeal.

Related Governing Board Policy: Policy Statement on Public Access to Test Questions and Instruments of the National Assessment, Adopted May 18, 2002.



Adopted: May 18, 2002

National Assessment Governing Board

**Public Access to Test Questions,
Item Release, and Confidentiality of Data for the
National Assessment of Educational Progress**

Policy Statement

INTRODUCTION

As the Nation’s Report Card, the National Assessment of Educational Progress (NAEP) is an on-going, Congressionally-authorized project to collect data through surveys on the academic knowledge and skills of American students. Its primary goal is to report fair and accurate information on student achievement in reading, mathematics, and other subjects taught in elementary and secondary schools.

Since its inception, the National Assessment has administered both cognitive test questions and background questionnaires. The test questions assess student knowledge and skills in academic subject areas. The background questionnaires provide information for reporting categories and collect non-cognitive data, related to achievement, on students, their family background, teachers, and schools.

By statute (P.L. 107-110), “the public shall have access to all assessment data, questions, and complete and current assessment instruments” of the National Assessment with two important exceptions:

- a. “Personally identifiable” information about individual students, their families, and schools must remain confidential in accordance with the Federal Privacy Act (Sec. 552a of Title 5, U.S. Code), and
- b. Access to cognitive questions may be restricted to maintain security if such questions are to be reused, and breaches of security are punishable as a felony.

To fulfill the first requirement, NAEP has made sure since its inception that no information on individual students or schools is included in its data releases or reports. As part of its administration procedures, the names of students who have taken NAEP never leave the school building in which the assessment is given.

Although test questions may be kept secure, a substantial number of questions are released after each assessment in order to aid public understanding of the exam. In addition, under the statute, all secure cognitive questions must be made available within 45 days after a written request “in a secure setting that is convenient to both parties.” Local school districts must make “reasonable efforts” to inform parents and others about the access provided under law.

By statute, NAEP 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 National Assessment is conducted by the Commissioner of Education Statistics under the policy guidance of the National Assessment Governing Board. The Board’s areas of responsibility include the assessment methodology; guidelines for reporting and dissemination; and “appropriate actions needed to improve the form, content, use, and reporting” of the National Assessment.

To carry out these responsibilities, the Board hereby adopts guiding principles, policies, and procedures for public access to test questions, item release, and confidentiality of data for the National Assessment of Educational Progress. The policy shall be implemented in a manner that promotes wide public confidence in the integrity and appropriateness of NAEP questions and in the absolute confidentiality of all individual data obtained.

GUIDING PRINCIPLES

1. By law, all questions and instruments of the National Assessment shall be accessible to the public, consistent with security considerations which pertain to test items that may be reused. The procedures for public access shall be user-friendly and designed to make the assessment as open to the public as possible.
2. Since security considerations do not apply, all background questionnaires shall be readily available to parents, state and local officials, and interested members of the public. Such questionnaires shall be available before field tests and operational use or at any other time members of the public wish to obtain them.
3. After each assessment, a substantial number of test questions shall be made publicly available with performance data to provide concrete examples of NAEP contents and results. Released items shall be widely distributed to promote public understanding of the National Assessment. As required by law, within 45 days of a written request, all NAEP test questions shall be available for public inspection, consistent with requirements for test security. Any breach of security is punishable as a felony.

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4. All information collected by NAEP about individual students and schools shall remain strictly confidential. The names of students who have taken NAEP shall not leave the school building in which the assessment is administered.
 5. The Governing Board shall monitor the implementation of this policy. The Board shall review all procedures regarding public access and confidentiality of NAEP, which are established by the National Center for Education Statistics.

POLICIES AND PROCEDURES

1. NCES and its contractors shall assist school districts in informing parents and members of the public about the National Assessment. Special efforts shall be made to inform parents about the content, survey methodology, and uses of the assessment. Background questionnaires and released cognitive test items shall be available at schools participating in NAEP samples. Districts shall be given information about public access to current assessment questions and instruments, provided test security is maintained.
2. Background questionnaires shall be sent promptly to anyone wishing to obtain them and shall be posted on the Internet, accompanied by explanations and rationales.
3. Following each administration of the National Assessment, approximately 25 percent or more of the test questions shall be made public at the same time as the initial release of test results. These items shall illustrate the range of item types, difficulty levels, and content covered in the assessment, and shall also be useful as exemplars of achievement levels. Items shall be accompanied by performance data. A selection of released items shall be available in NAEP reports and information booklets. All released items shall be posted on the Internet.
4. Procedures shall be developed for the examination of secure NAEP items by members of the public within 45 days of a written request, provided test security is maintained. Efforts shall be made to permit such examination promptly within the state of persons making such a request. As provided by law, the review must take place in a secure setting, such as the offices of a state or local education agency that is convenient to both parties.
5. Detailed procedures shall be established to ensure the confidentiality of all information obtained by NAEP about individual students and schools in accordance with provisions of the Federal Privacy Act (Section 552a of Title 5, U.S. Code). No names of students who have taken the assessment shall leave the school building. No records shall be maintained by NCES or its contractors containing personally identifiable information about individual students and their families. These guarantees of privacy shall be mentioned in NAEP publications and reports, and details regarding their implementation shall be made available upon request.