# ADMINISTER

## A MANUAL FOR ASSESSMENT ADMINISTRATORS

NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2009

ADMINISTER

# PART 3

***Part 3 of your training...***

***is your manual: your step-by-step, procedure-by-procedure instructions about how to do your job. Following these instructions precisely allows NAEP results to be comparable within states and across the country.***

NAEP is complicated and accountable. It includes many, many steps—all of which must be completed with the highest level of attention and accuracy. Forms must be filled out and records maintained, student samples selected, accommodations planned, student attendance recorded, sessions conducted, and the security of materials maintained. Precision in each of these steps is critical.

Your manual is the source of the step-by-step procedures for every part of the process for which you are responsible. These procedures must be followed "to the letter" to assure consistency of results across the country. Comparable procedures produce comparable data.

# NAEP 2009

## ASSESSMENT ADMINISTRATOR MANUAL

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# January 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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**February 2009**

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# February 2009

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**January 2009**

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**March 2009**

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# March 2009

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**February 2009**

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**April 2009**

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| 26 | 27 | 28 | 29 | 30 | | |

There are two icons used throughout the manual. Below identifies the icons and their meanings.

| | |
|---|---|
| | This icon indicates a QC check will be required. |
| | This Voices of Experience icon offers tips and practical advice from experienced NAEP staff who have honed their skills in the field. |