

CHAPTER 7

CONDUCTING A MAKEUP SESSION

Makeup sessions are conducted at schools that have less than 90 percent attendance on assessment day.

The objective of this chapter is to provide you with step-by-step procedures for conducting a makeup session.

In this chapter, you will

- learn how to conduct a makeup session; and
- learn how to finalize the assessment material after the makeup session and return the session material to your AC.

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Conducting a Makeup Session

A checklist of these tasks is also provided in the Quick Checks section of this manual.

Procedure 1. Secure Assessment Materials for the Makeup Session

If the attendance at the NAEP session in a school is too low (less than 90%), your, assessment coordinator (AC) will schedule a makeup session. If this is the case, you may be asked to return to the school to administer it. In preparation for the makeup session, you must retain all materials from the original sessions until the makeup session has been conducted by doing the following:

- Place all booklets and other materials used in the original session in the original Session Box. If the Extended Student Background Questionnaire (ESBQ) will be conducted, the ESBQ booklets should be in the back of the session booklets.
- Gather the booklets and any required materials to be used in the makeup session, such as the timer and the “Testing in Progress—Do Not Disturb” sign, and place them on top of the original session materials.
- Obtain the Assessment Information Form, a blank Session Debriefing Form, and extra Teacher Observer Letters and Accommodation Teacher Letters.
- Protect the security of these materials. Keep the materials in your possession until returning to the school to conduct the makeup. Before leaving the school on the original assessment day, the AC will place the original Administration Schedule and Roster of Questionnaires in the NAEP Storage Envelope for the makeup session.

Procedure 2. Meet the School Coordinator and Retrieve the NAEP Storage Envelope

Upon arriving at the school, meet the school coordinator and retrieve the NAEP Storage Envelope in order to obtain the Administration Schedule(s) and Roster(s) of Questionnaires. At this time, you will also ask the school coordinator if there are any new parent or student refusals for the students invited to attend the makeup session.

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

**STORAGE
ENVELOPE**

(Use for storing Administration Schedule(s),
Student List(s), Roster(s) and other assessment materials.)

School ID: 8.8.2-1.2.2-0
School Name: Dixon Middle School
City/State: Oakland, FL

As requested, the NAEP Storage Envelope containing the
Administration Schedule(s), Student List(s), Roster(s) and
other NAEP material was destroyed on:

Date Destroyed: _____
Signed: _____
Title: _____
Print Name: _____

School Coordinator: Sam Stewart

Your NAEP Representative: Sally Richardson

Your NAEP Representative's Phone: 308-555-0123

NAEP Help Desk
Phone: 1-800-283-NAEP (6237)
E-mail: NAEPHelp@Westat.com

Assessment Date & Time: February 4, 2008 - 9:00am

Time NAEP Team will Arrive: 8:00am

After June 1 or the end of your school year:

- Complete the NAEP Return Postcard,
- Remove the postcard from this envelope,
- Mail the postcard, and,
- Destroy the contents of this envelope.

Procedure 3. Organize the Booklets

You will need to check the stack of assessment booklets for students invited to the makeup session. If necessary, except for the Session Number and line numbers, erase all information coded on the booklets. If a student ID label was removed after the original session, replace it with a blank removable label provided by your AC and record the student name and booklet ID number.

Procedure 4. Prepare the Room

Next, prepare the assessment location using the same guidelines discussed in **Procedure 6** in chapter 3.

Procedure 5. Conduct the Makeup Session

Be sure to conduct the makeup session following the same procedures used in the original session (see chapter 4). As in the original session, read the script verbatim and use the appropriate Question-by-Question Specifications (QxQs) to answer student questions in the background sections of the assessment.

If the ESBQ will be conducted during the makeup session, administer the session following the same procedures used in the original session.

Procedure 6. Complete the Administration Schedule

After the session, enter the results of the makeup session on the Administration Schedule from the original session as follows:

1. Mark students attending the makeup session by putting a checkmark in the Attendance (✓/A) column.

2. Shade in the Makeup Held oval at the top of the Administration Schedule.

3. Change the Administration Code for participating students to the appropriate Assessed in Makeup Session codes (20–24) on the Administration Schedule. Do this by erasing the initial code and entering the Assessed in Makeup Administration Code outlined in the table below.

Assessed in Makeup Session Administration Codes	
20	In session full time. Assessed in makeup session.
21	No responses in booklet. Student was in makeup session the full time, but there were no responses in the booklet.
22	In session part time. Student left the makeup session and did or did not return. Specify the reason on the booklet cover.
23	Session incomplete. Specify the reason. Use this code when the makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).
24	Other, specify on cover. Use this code for any situation that is not covered by the other Assessed in Makeup Session codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.

4. Complete the Summary Box at the top of the Administration Schedule as follows:

- enter the number of students assessed on the line labeled # Assessed (Makeup Session) and
- add the numbers assessed in the original and makeup sessions to obtain the TOTAL ASSESSED.

If the ESBQ was administered, complete the ESBQ Administration Schedule following the procedures in chapter 8.

Procedure 7. Code the Booklet Covers

Using the information from the Administration Schedule, you should also code the covers of the booklets for all students invited to attend the makeup session, as described in **Procedure 4** in chapter 6.

If the ESBQ was administered, code the ESBQ covers using the information from the ESBQ Administration Schedule, as described in **Procedure 3** in chapter 8.

Procedure 8. Prepare the NAEP Storage Envelope

You will need to make one copy of the completed NAEP and ESBQ (if necessary) Administration Schedule(s) (front and back) and the completed Roster(s) of Questionnaires (front and back) with names still attached. Place these copies in the NAEP Storage Envelope.

Then, remove the names from the NAEP and ESBQ (if necessary) Administration Schedule(s) and the Roster(s) of Questionnaires by tearing them off at the perforation. Place the names in the NAEP Storage Envelope.

Finally, using the originals without names, make a copy of the NAEP and ESBQ (if necessary) Administration Schedule(s) (front and back) and the Roster(s) of Questionnaires (front and back). Give these copies to your AC.

Return the NAEP Storage Envelope to the school coordinator to retain until the destroy by date printed on the envelope.

Procedure 9. Repack the Session Box and Return to Your AC

Next, you will repack the Session Box according to Pearson procedure, as described in **Procedure 5** in chapter 6. When you are finished, return all assessment materials to your AC. He/she will be responsible for shipping the materials as soon as possible after the makeup session.

Procedure 10. Finalize the Session Debriefing Form and Return to Your AC

Your final task will be to complete a Session Debriefing Form according to **Procedure 6** in chapter 6. If there were any problems, or if anything unusual happened during the makeup session, report this to your AC immediately. Give the completed Session Debriefing Form to your AC when you deliver the assessment materials for shipping.



Test Your Knowledge

Instructions: Select the answer that best completes the statement below.

1. The original Administration Schedule will be left in the _____ until the day of the makeup session.
 - a. NAEP Storage Envelope
 - b. School Folder
 - c. Session Box

2. After the makeup session, the AA conducting the session will code participating students with the appropriate Administration _____.
 - a. Codes (20–24)
 - b. Codes (10–14)
 - c. Codes (51–56)

3. After the session, the AA conducting the session will mark the Makeup Held oval at the top of the _____.
 - a. Session Debriefing Form
 - b. Administration Schedule
 - c. Assessment Information Form

4. If attendance is _____, the AC will schedule a makeup session.
 - a. less than 95 percent
 - b. less than 99 percent
 - c. less than 90 percent

5. Before leaving the school, AAs will repack the Session Box according to _____ procedure.
 - a. Pearson
 - b. NAEP
 - c. school

Answer Key: 1. a, 2. a, 3. b, 4. c, 5. a.

CHAPTER 8

CONDUCTING THE ESBQ

The ESBQ will be conducted in a small number of schools immediately following the NAEP assessment session.

The objective of this chapter is to provide you with step-by-step procedures to prepare for and administer the ESBQ.

In this chapter, you will

- learn the steps for preparing the ESBQ booklets;
- learn how to administer the ESBQ session; and
- learn the procedures for coding and checking the ESBQ booklet covers.

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Conducting the Extended Student Background Questionnaire (ESBQ)

1. ESBQ Activities to Complete Before the Assessment

A small number of schools will participate in the ESBQ. As described in the *Overview* magazine, the ESBQ is part of the socioeconomic status special study. Your assessment coordinator (AC) will notify you if a school in your assignment has been selected for the ESBQ.

When you gather with your team to prepare the booklets, your AC will provide you with the materials you will need to prepare the ESBQs. These include the materials described below.

Procedure 1. Receive and Review the ESBQ Administration Schedule

Schools selected for the ESBQ will have an ESBQ Administration Schedule (shown on the next page) used to link the student ESBQ booklets to their demographic data and their NAEP booklet. You will use the ESBQ Administration Schedule to prepare and administer the ESBQ session. The ESBQ Administration Schedule will be preprinted with the student name, NAEP Session Number and line number, and NAEP student booklet ID number.

ESBQ Administration Schedule

School #: 982-122-0 Grade: 8
 School Name: Dixon Middle School
 Administrator's Name: Silvia Thomas

Original session scheduled for:
 Day/Date: Wed, Feb. 4
 Time: 9:00 a.m.
 Location: California

Makeup session scheduled for:
 Day/Date: _____
 Time: _____
 Location: _____

Original Sample + # Selected New Students = Total in Sample
 # Admin. Codes 01-05, 14, 49 + # Admin. Codes 06-09, 11, 49 = # Assessed (Original Session) + # Assessed (Makeup Session) = TOTAL ASSESSED

Withdrawn (Admin. Codes 01, 04, 05) + # Excluded (Admin. Codes 06, 09) = TO BE ASSESSED

If Makeup Needed: Held Not Held



ESBQ 2009 Administration Schedule

This form must be completed in No. 2 pencil.

ESBQ Student Questionnaire		ESBQ Student Questionnaire		ESBQ Student Questionnaire ID #		ESBQ Admin Codes	
Admin. (#/A)	Student Name	NAEP Session # / Line #	Original Student Booklet ID # (Column "O" on Admin. Schedule)	Barcode ID # on SD or ESBQ Cover	ESBQ Admin Code		
01	Peters, Mark	RS0903 01	401 193489 7	97-	-	01	
02	Phillips, Susan	RS0903 02	101 023578 1	97-	-	02	
03	Pierce, Tim	RS0903 03	201 993461 4	97-	-	03	
04	Price, Carol	RS0903 04	501 110376 0	97-	-	04	
05	Putnam, April	RS0903 05	102 910456 2	97-	-	05	
06	Qualls, Kimberly	RS0903 06	202 103478 2	97-	-	06	
07	Ramos, Marisol	RS0903 07	001 004051 9	97-	-	07	
08	Randal, Tyrone	RS0903 08	103 803987 0	97-	-	08	
09	Reed, Jutila	RS0903 09	203 267931 5	97-	-	09	
10	Reynolds, Michael	RS0903 10	402 245796 4	97-	-	10	
11	Rivera, Pedro	RS0903 11	104 723467 1	97-	-	11	
12	Robins, Sang	RS0903 12	204 101456 6	97-	-	12	
13	Rogers-Dartlet	RS0903 13	502 322019 0	97-	-	13	
14	Rowe, Christina	RS0903 14	105 005061 3	97-	-	14	

ESBQ Administration Codes

- ASSESSED IN ORIGINAL**
- 10 = In session full time
 - 11 = No responses in booklet
 - 12 = In session part time
 - 13 = Session incomplete
 - 14 = Other, specify on cover
- ASSESSED IN MAKEUP**
- 20 = In session full time
 - 21 = No responses in booklet
 - 22 = In session part time
 - 23 = Session incomplete
 - 24 = Other, specify on cover
- ABSENT**
- 40 = Temporary
 - 41 = Long-term
 - 42 = Chronic truant
 - 43 = Suspended
 - 44 = In school, did not attend
 - 45 = Accommodation scheduling problem
 - 46 = Parent refusal
 - 47 = School refusal
 - 48 = Other, specify on cover
 - 49 = Session/subject refused by school
- OTHER**
- 51 = Withdrawn/Graduated
 - 52 = Unassigned book (unused)
 - 53 = Ineligible, not at school campus
 - 54 = Ineligible, other
 - 55 = Not in sample

- REASONS FOR EXCLUSION**
- 60 = SD - Cannot be assessed
 - 61 = SD - Required accom. not permitted
 - 62 = ELL - Cannot be assessed
 - 63 = ELL - Required accom. not permitted
 - 64 = SD & ELL - Cannot be assessed
 - 65 = SD & ELL - Required accom. not permitted
 - 66 = Excluded but assessed
 - 67 = SD - Required accom. not available
 - 68 = ELL - Required accom. not available
 - 69 = SD & ELL - Required accom. not available

Procedure 2. Prepare the ESBQ Booklets

The ESBQ booklets will be included in the Session Box for the selected schools. A set of salmon-colored removable labels will also be included for you to assign a questionnaire to each student listed on the ESBQ Administration Schedule.

You are responsible for preparing the questionnaires for every student. To do so, complete the steps on the following page.

NAEP ESBQ Labeling Process

1. Record Line and Session Numbers.

Record the corresponding Line and Session Numbers from the ESBQ Administration Schedule in the spaces provided in the upper-right corner of the questionnaire.

2. Affix preprinted label.

Starting with the first student on the ESBQ Administration Schedule, assign a questionnaire by placing the preprinted removable student ID label on the questionnaire cover.

ESBQ Booklet Cover

The image shows the front cover of an ESBQ booklet. At the top, it says 'NAEP Admin Schedule Line # 4' and 'from NAEP Session # R50B03'. Below that is a large black box with 'SECTION 5' in white. To the right of this box is a smaller box labeled 'Section 5'. The NAEP logo is on the left, with 'Grade 8/12' and '2009 Extended Student Background Questionnaire' on the right. Below the logo is a 'For NAEP Staff Use Only' section with fields for School #, ESBQ Admin Code, and NAEP Student Booklet ID. A barcode is on the left side with the number '972 021585 1'. Below the barcode is a 'DO NOT USE' keypad. At the bottom right, there is a preprinted label with the text: '992-122-0 309803 ESBQ 00019', '401 193489 7 ADMIN SCHED LINE# 1', 'Peters, Mark ESBQ'. There is also a small disclaimer at the bottom.

3. Record the barcode ID number

You will then record the barcode ID number onto the ESBQ Administration Schedule in the column labeled "ESBQ Student Questionnaire ID #."

4. Insert in back of student's booklet cover.

Place each questionnaire inside the back cover of the corresponding student booklet.

The image shows the ESBQ Administration Schedule form. It includes fields for School #, School Name, and Administrator's Name. Below these is a table with columns for Student Name, NAEP Session #, Original Student Booklet ID #, ESBQ Student Questionnaire ID #, and ESBQ Admin Code. The table contains three rows of data for students: Peters, Mark; Phillips, Susan; and Pierce, Tim. To the right of the table is a section for 'ASSIGNED IN ORIGINAL' and 'ASSIGNED IN MAKEUP' with various checkboxes and a 'TOTAL ASSIGNED' field.

ESBQ Student Questionnaire ID #	Student Name	NAEP Session #	Original Student Booklet ID #	ESBQ Student Questionnaire ID #	ESBQ Admin Code
01	Peters, Mark	R50B03	401 193489 7	97- 2 - 0 2 1 5 9 5 - 1	01
02	Phillips, Susan	R50B03	101 023578 1	97- 2 - 8 4 2 4 0 9 - 0	02
03	Pierce, Tim	R50B03	201 993481 4	97- 2 5 6 3 3 5 0 - 8	03

2. ESBQ Activities to Complete During the Session

Procedure 3. Administer the ESBQ

You will administer the ESBQ as Section 5 of the assessment. Note that students requiring accommodations during the NAEP assessment should receive the same accommodations during the ESBQ.

The session script will instruct you on when and how to administer this portion of the assessment.

SECTION 5 – ESBQ, IF REQUIRED

- Set timer for 5 minutes.

Now take out Section 5 from the back of your booklet.

Remove Label

Remove the label with your name on it from the booklet cover. Place the label on the upper-right corner of your desk. While you work, I will collect the labels from your desks.

You will have 5 minutes to work on this section on your own. Please begin.

- Start timer.
- Walk through the room and collect the labels from every desk. Tear them up and throw them away.
- When all students have finished Section 5, but after no more than 5 minutes, say:

Please stop working.

3A. Instruct students to remove the label from the ESBQ.

The script instructs you to tell the students to remove the student ID label from the cover of the ESBQ and place it on the corner of their desk next to the label they removed from the assessment booklet cover. At the end of the session, you will collect and destroy these labels before dismissing the students.

Remove Label

Now remove the label with your name on it from the booklet cover. Place the label on the upper-right corner of your desk.

3B. Record attendance on the ESBQ Administration Schedule.

You must record attendance at this part of the assessment in column **A** of the ESBQ Administration Schedule as soon as students begin to work on the ESBQ.

3C. Answer students' questions during the ESBQ section.

You must respond to students' questions during the extended student background section by referring to the ESBQ Question-by-Question Specifications (QxQs), found in the back of the session scripts. You must refer to the ESBQ QxQs when helping students understand the intent of a question in the ESBQ booklet.

If a student has a question, you should walk to the student's desk and respond quietly to the question. It is NAEP policy that a student may skip any question in this section he/she does not feel comfortable answering.

3D. Collect the ESBQ booklets from students.

At the end of the session, you'll collect the ESBQ booklets with the assessment booklets. As you receive them, place them in separate stacks in ESBQ Administration Schedule order. This will help to ensure that you receive one from each student in the session. Remember, you must account for all booklets, including the ESBQ booklets, before dismissing students. If a questionnaire is missing, inform your AC immediately.

3. ESBQ Activities to Complete After the Session

Procedure 4. Complete the ESBQ Administration Schedule and Code the ESBQ Booklet Covers

A checklist of these tasks is also provided in the Quick Checks section of this manual.

4A. Enter an ESBQ Administration Code on the ESBQ Administration Schedule.

Record the ESBQ Administration Code for each student who does not already have one in the **ESBQ Admin. Code** column on the ESBQ Administration Schedule. All the ESBQ Administration Codes are listed on the right of the **ESBQ Admin. Code** column. The codes are grouped according to participation status, assessed students (Administration Codes 10–14), and absent students (Administration Codes 40–49).



ESBQ 2009
Administration Schedule

School #: 992-122-0 Grade: 8

School Name: Dixon Middle School

Administrator's Name: Silvia Thomas

Original session scheduled for: Day/Date: Wed, Feb 4 Makeup session scheduled for: Day/Date: _____
 Time: 8:00 a.m. Time: _____

Location: California Location: _____

Original Sample: 26 # Withdrawn & Ineligible (Admin. Codes 01, 04 & 05): 2 # Assessed (Original Session): _____
 # Deleted (Not Assessed): 2 Total In Sample: 26 # Excluded (Admin. Codes 01-05): 1 TO BE ASSESSED: 25 # Assessed (Makeup Session): _____
 TOTAL ASSESSED: _____

If Makeup Needed
 Makeup Field: Makeup Not Field:

This form must be completed in No. 2 pencil.

ESBQ Student Questionnaire		ESBQ Student Questionnaire		ESBQ Student Questionnaire ID #										ESBQ Admin. Code	ESBQ Administration Codes
Attn. (#/TA)	Student Name	NAEP Question # / Line #	Original Student Booklet ID # (Column "O" on Admin. Schedule)	Barcode ID # on SD or ESBQ Cover											
01 ✓	Peters, Mark	RS0803 01	401 193489 7	97-2-0	2	1	5	9	5	-	1	0	0	01	10 = In session full time
02 ✓	Phillips, Susan	RS0803 02	101 023578 1	97-2-8	4	2	4	0	9	-	0	0	0	02	11 = No responses in booklet
03 ✓	Pierce, Tim	RS0803 03	201 993461 4	97-2-5	6	3	3	8	0	-	9	1	0	03	12 = In session part time
04 ✓	Price, Carol	RS0803 04	501 110376 0	97-2-6	8	4	2	7	0	-	8	1	0	04	13 = Session incomplete
05 ✓	Putnam, April	RS0803 05	102 910456 2	97-2-3	1	5	1	6	3	-	3	1	0	05	14 = Other, specify on cover
06 ✓	Qualls, Kimberly	RS0803 06	202 103478 2	97-2-3	3	6	0	5	2	-	4	1	0	06	20 = In session full time
07 ✓	Ramos, Marisol	RS0803 07	001 004051 9	97-2-1	5	7	1	4	1	-	2	4	0	07	21 = No responses in booklet
08 ✓	Randal, Tyrone	RS0803 08	103 803987 0	97-2-0	7	8	2	3	4	-	6	0	0	08	22 = In session part time
09 ✓	Reed, Julia	RS0803 09	203 267931 5	97-2-1	9	9	3	2	5	-	7	5	4	09	23 = Session incomplete
10 ✓	Reynolds, Michael	RS0803 10	402 245796 4	97-2-5	0	0	4	1	6	-	5	1	0	10	24 = Other, specify on cover
11 ✓	Rivera, Pedro	RS0803 11	104 723467 1	97-2-9	8	9	5	0	7	-	0	1	0	11	40 = Temporary
12 ✓	Robins, Sang	RS0803 12	204 101456 6	97-2-8	6	6	6	9	8	-	1	1	0	12	41 = Long-term
13	Regera, Daniel	RS0803 13	502 322019 0	97-2-7	4	7	7	2	4	-	2	6	1	13	42 = Chronic absent
14 ✓	Rowe, Christina	RS0803 14	105 005061 3	97-2-6	2	6	6	3	2	-	0	1	0	14	43 = Suspended

ASSESSED IN ORIGINAL
 10 = In session full time
 11 = No responses in booklet
 12 = In session part time
 13 = Session incomplete
 14 = Other, specify on cover

ASSESSED IN MAKEUP
 20 = In session full time
 21 = No responses in booklet
 22 = In session part time
 23 = Session incomplete
 24 = Other, specify on cover

ABSENT
 40 = Temporary
 41 = Long-term
 42 = Chronic absent
 43 = Suspended
 44 = In school, did not attend
 45 = Accommodation scheduling problem
 46 = Parent refusal
 47 = Student refusal
 48 = Other, specify on cover
 49 = Session/subject refused by school

OTHER
 51 = Withdrawn/Graduated
 52 = Unassigned book (unused)
 53 = Ineligible, never attends campus
 54 = Ineligible, other
 55 = Not in sample

REASONS FOR EXCLUSION
 60 = SD - Cannot be assessed
 61 = SD - Required accom. not permitted
 62 = ELL - Cannot be assessed
 63 = ELL - Required accom. not permitted
 64 = SD & ELL - Cannot be assessed
 65 = SD & ELL - Required accom. not permitted
 66 = Excluded not assessed
 67 = SD - Required accom. not available
 68 = ELL - Required accom. not available
 69 = SD & ELL - Required accom. not available

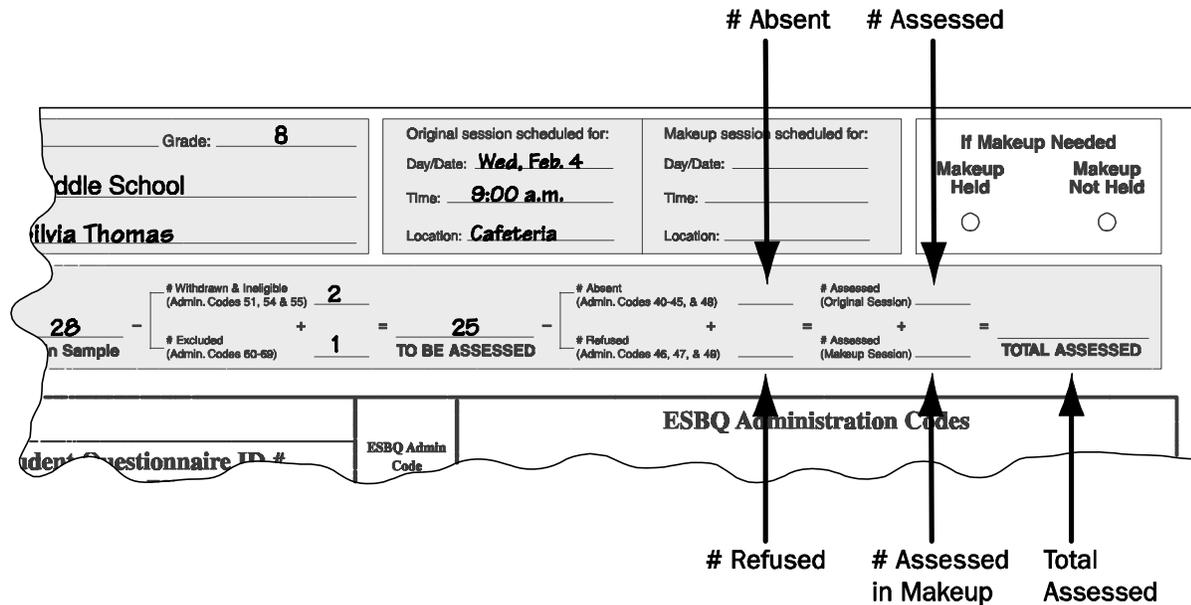
4B. Enter an ESBQ Administration Code of 52 for all unassigned ESBQ booklets.

Enter Administration Code **52** in the **ESBQ Admin. Code** column of the ESBQ Administration Schedule for all unassigned ESBQ booklets.

4C. Complete the ESBQ Summary Box.

Your AC will have already completed the first part of the ESBQ Summary Box, up to “To Be Assessed.”

It is very important that the summary information at the top of the ESBQ Administration Schedule is accurately recorded. To complete the remainder of the ESBQ Summary Box, follow the steps below.



4D. Organize ESBQ booklets back into ESBQ Administration Schedule order.

Ensure that all ESBQ booklets are in the ESBQ Administration Schedule order.

4E. Verify that student ID labels are removed from the ESBQ booklets.

The student labels must be removed from the ESBQ booklets. You must verify that this was completed by the students. If any labels are left on the ESBQ booklets, remove them now unless the student will be invited to participate in a makeup session.

4F. Enter the school ID number on the cover of each ESBQ booklet.

On each ESBQ cover, enter the seven-digit school ID number from the ESBQ Administration Schedule in the boxes labeled **School #**, as shown on the following page.

4G. Record the ESBQ Administration Codes on the ESBQ booklet covers.

Transfer each code from the ESBQ Administration Schedule to the **ESBQ Admin. Code** boxes located on the front of the corresponding ESBQ booklet.

4H. Record the NAEP student booklet ID number on the ESBQ booklet covers.

On each ESBQ booklet cover, transfer the student booklet ID number from the **Original Student Booklet ID #** column in the ESBQ Administration Schedule.

4I. Band the ESBQ booklets together and place the ESBQ Administration Schedule on top of the stack.

Once the ESBQs are completed, as shown on the next page, using a rubber band, band the ESBQ booklets together and place the ESBQ Administration Schedule on top. Do not band the ESBQ Administration Schedule with the booklets. This will tear the edges.

4J. Provide coded ESBQ booklets and the ESBQ Administration Schedule to your AC for a quality control (QC) check.



After you prepare your stack of ESBQ booklets and the ESBQ Administration Schedule, your AC will conduct a spot check to ensure they are prepared according to NAEP standards. To conduct this QC check, your AC will run every third or fourth booklet in the stack through a comprehensive series of checks. If errors are found, you and your AC will check each booklet to make sure the same error has not been repeated.

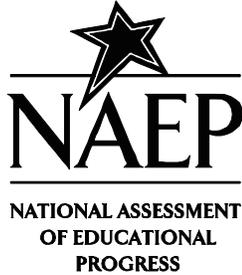
After the QC check is completed, your AC will report the QC status on the Assessment QC Record.

Completed ESBQ Cover

NAEP Admin Schedule Line # 4 from NAEP Session # RS0803

SECTION 5

Section 5



Grade 8/12 **2009 Extended Student Background Questionnaire**
Q-972

For NAEP Staff Use Only

School #

9	9	2	1	2	2	0
---	---	---	---	---	---	---

ESBQ Admin Code

1	0
---	---

NAEP Student Booklet ID
(from column O on Administration Schedule)

4	0	1	1	9	3	4	8	9	7
---	---	---	---	---	---	---	---	---	---



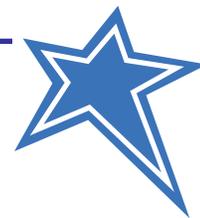
DO NOT USE

A	B	C	D	E	F
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

PLACE LABEL HERE

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0790. The time required to complete this information collection is estimated to average 100 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4851. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1980 K Street N.W., Washington, D.C. 20006-5851.

A project of the Institute of Education Sciences. This report is authorized by law (PL-107-110, 20 U.S.C. §9010). While your participation is voluntary, your cooperation is needed to make the results of the survey comprehensive, accurate, and timely. The information you provide is being collected for research purposes only and will be kept strictly confidential. OMB No. 1850-0790 - Approval Expires 05/31/2010 Mark Reflex® forms by Pearson MCS EM-177226-001-854321 Printed in U.S.A.



Test Your Knowledge

Instructions: Determine if the statements below are True (T) or False (F).

- _____ 1. The ESBQ will be administered in all NAEP schools.
- _____ 2. The ESBQ will be administered as part of the NAEP assessment in selected schools.
- _____ 3. After the ESBQs have been prepared they will be inserted in the back of the NAEP assessment booklet.
- _____ 4. Students will record the school ID number on the ESBQ booklet covers during the assessment.
- _____ 5. Attendance needs to be recorded on the ESBQ Administration Schedule during the ESBQ session.

Answer Key: 1. f, 2. t, 3. t, 4. f, 5. t.