

## G. Session Scripts

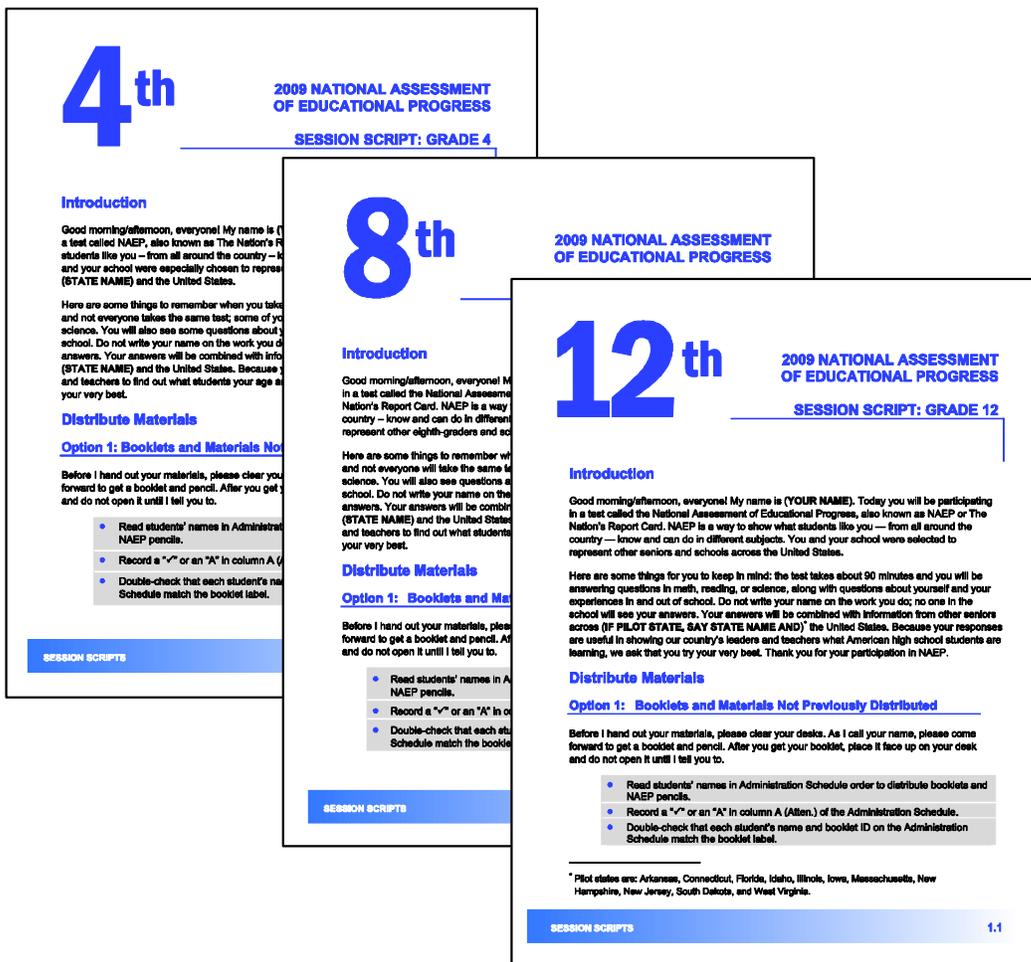
Session scripts are used to administer each assessment in a standardized manner. All session scripts are provided in the back of this manual.<sup>1</sup>

### Regular Scripts

This year, there are three different scripts for regular assessment sessions as indicated below:

- Grade 4 Session Script,
- Grade 8 Session Script, and
- Grade 12 Session Script.

Using the correct script is crucial because there are differences from script to script in wording, procedures, and the materials required.



<sup>1</sup> Note that the National Indian Education Study (NIES) scripts are in the back of this manual; however, ACs are responsible for administering NIES sessions.

## Accommodation Scripts

Accommodation scripts should be used to administer separate accommodation sessions. These scripts have been developed to meet the specific needs of the students who are being accommodated. Some sections of the scripts have been shortened or simplified, and the timing of the sections is less stringent. There are three different accommodation scripts as indicated below:

- Grade 4 Accommodation Session Script,
- Grade 8 Accommodation Session Script, and
- Grade 12 Accommodation Session Script.

The image displays three overlapping preview pages of accommodation session scripts for the 2009 National Assessment of Educational Progress (NAEP). Each script is for a different grade level: 4th, 8th, and 12th. The scripts are titled "SESSION SCRIPT: GRADE [GRADE] ACCOMMODATION". Each script includes an "Introduction" section with instructions for the session and a note about extended time. The 4th grade script includes a note about extended time for students who require it. The 8th grade script includes a note about extended time for students who require it. The 12th grade script includes a note about extended time for students who require it. The 12th grade script also includes a note about pilot states: "Pilot states are: Arkansas, Connecticut, Florida, Idaho, Illinois, Iowa, Massachusetts, New Hampshire, New Jersey, South Dakota, and West Virginia." The 12th grade script also includes a page number "3.1" in the bottom right corner.

**4<sup>th</sup>** 2009 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS  
SESSION SCRIPT:  
GRADE 4 ACCOMMODATION

**8<sup>th</sup>** 2009 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS  
SESSION SCRIPT:  
GRADE 8 ACCOMMODATION

**12<sup>th</sup>** 2009 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS  
SESSION SCRIPT:  
GRADE 12 ACCOMMODATION

**Introduction**

- Place the booklets and NAEP pencils on extra materials inside the booklet covers, them on the upper-left corner of the desk.
- When all students have arrived, collect the label from each booklet cover and place it on the upper-right corner of the desk.
- A note about students who require Extended Time: All instructions regarding timing are printed in blue throughout the script. Be sure to note the time each student begins working on the cognitive sections and the time the student finishes. When most or all students are done with the section, move on to the next section. If a student needs considerably more time than the others, tell him/her that there will be time at the end of the session to go back to that section.

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you will be participating in a test called the National Assessment of Educational Progress, also known as NAEP or The Nation's Report Card. NAEP is a way to show what students like you—from all around the country—know and can do in different subjects. You and your school were selected to represent other eighth-graders and schools across the United States.

Here are some things to remember when you take NAEP: the test takes about 90 minutes and not everyone will take the same test; some of you will be answering questions in reading, math, or science. You will also see some questions about yourself and your experiences in and out of school. Do not write your name on the work you do; no one in the school will see your answers. Your answers will be combined with information from other students across (IF PILOT STATE, SAY STATE NAME AND) the United States. Because your responses help our country's leaders and teachers to find out what students your age are learning, it is very important that you try your very best.

ACCOMMODATION SESSION SCRIPTS

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ACCOMMODATION SESSION SCRIPTS 3.1

\* Pilot states are: Arkansas, Connecticut, Florida, Idaho, Illinois, Iowa, Massachusetts, New Hampshire, New Jersey, South Dakota, and West Virginia.

**Question-by-Question Specifications (QxQs)**

The QxQs have been developed to help you answer student questions during the general and cognitive sections of the assessment. This year you are provided with the following QxQs:

- **General Background QxQs**

QxQs for the general student background sections of the assessment are provided in the back of each session script. You must refer to them when helping students understand the intent of a question in the general background sections.

- **Subject-Area Background QxQs**

QxQs for the subject-area background sections of the assessment are also provided in the back of the session scripts. You must refer to them when helping students understand the intent of a question in the reading, mathematics, and science subject-area background sections.



## I. Teacher Observer Letter

NAEP encourages the teacher and/or the school coordinator to remain in the classroom during the assessment to observe and assist in classroom control. NAEP has developed a Teacher Observer Letter that provides instructions to school staff observers for their role during the assessment.

Since the staff members observing the assessment sessions have access to the assessment booklets and data, there is a nondisclosure statement located at the bottom of the letter for school staff to sign.

**NAEP 2009 TEACHER OBSERVER LETTER**

**We welcome you to the NAEP assessment!**

The National Assessment of Educational Progress (NAEP) is often referred to as the "Nation's Report Card." NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For 40 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

**We appreciate your assistance in NAEP!**

By being present during the assessment, you will help emphasize to the students the importance of them taking their test seriously. You have the advantage of knowing some or all of the students and the protocols of the school. The NAEP staff person may ask for your assistance in these areas.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

- 1. Please do not answer any questions that any of the students may ask you about his/her test.**

The NAEP staff is thoroughly trained to administer the tests to students to ensure the highest level of validity of the test results. They have a script they must read to the students verbatim to maintain the consistency of the instructions to students across the nation. The NAEP staff has been directed not to answer any questions the students may ask about their test questions but to encourage the students to do the best they can. In talking to a student about his/her test, you may be inadvertently compromising the results.

- 2. Please do not talk to anyone during the assessment, even the NAEP staff member.**

Any conversation could be disruptive to a student and may affect his/her ability to concentrate on the test.

- 3. Please do not look at the students' test booklets.**

The security of the test items is a very important part of NAEP. No one other than the student who is assigned a particular booklet is to read the questions. You are welcome to look over the Sample Questions Booklet which provides the background questions and examples of test questions asked in previous years. Our staff has signed a security affidavit and, since you have access to the test booklets, we ask the same of you.

**AFFIDAVIT OF NONDISCLOSURE**

I, \_\_\_\_\_, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

- (i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;
- (ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or
- (iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) \_\_\_\_\_  
 (Job Title) \_\_\_\_\_  
 (Date) \_\_\_\_\_

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

White: School Folder    Yellow: Teacher

## J. Accommodation Teacher Letter

NAEP has developed an Accommodation Teacher Letter that school staff who assist or administer an accommodation session must sign. This letter provides instructions to school staff on their role during the assessment.

Since the staff members assisting or administering the assessment sessions have access to the assessment booklets and data, the Accommodation Teacher Letter also contains a nondisclosure statement.

**NAEP 2009 ACCOMMODATION TEACHER LETTER**

**We welcome you to the NAEP assessment!**

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For 40 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

**We appreciate your assistance in NAEP!**

By conducting or assisting with the assessment, you will help emphasize to the students the importance of them taking their test seriously. You have the advantage of knowing some or all of the students and the protocols of the school.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

**If conducting an accommodation session, you may:**

- make minor modifications to the script to shorten or simplify the introductory statements;
- encourage the student to review his/her answers upon completion of a section;
- allow students to take a break between sections when the NAEP representative indicates they can; or
- answer student questions regarding the general background section of the booklet, the booklet directions, and the recording of answers.

**You may not:**

- provide assistance on assessment items. (Students may seek validation on certain items; you may not indicate verbally or nonverbally your recommendations. Instead you are encouraged to remind them to answer the questions to the best of their ability.) Or,
- allow any student to use accommodations/adaptations on the assessment that are not indicated in his/her IEP or that are not normally used by the student during testing.

**AFFIDAVIT OF NONDISCLOSURE**

I, \_\_\_\_\_, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

(i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others including secure assessment booklets or items, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;

(ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or

(iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) \_\_\_\_\_  
(Job Title) \_\_\_\_\_  
(Date) \_\_\_\_\_

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

White: School Folder Pink: Teacher

## K. Student Appreciation Certificates

NAEP has created Student Appreciation Certificates as a way to thank each student for his/her participation. In grade 4 schools, you will hand these certificates to the students at the conclusion of the assessment session.

In most grade 8 and 12 schools, the AC will give a supply of these certificates to the school coordinator to use as appointment cards. Students in grades 8 and 12 who are assigned a mathematics booklet with a calculator will be given a special certificate with this preprinted message:

“Please bring your own scientific or graphing calculator to the NAEP assessment. You are not permitted to use a laptop or other portable computer, cell phone, pocket organizer, device with a typewriter-style keyboard, electronic writing pad, or pen-input device. If you do not have a calculator, NAEP will provide you with a scientific calculator to use during the assessment.”

In grade 8 and 12 schools that elect not to hand out these certificates in advance, you will be responsible for distributing them at the end of the session.

	<b>CERTIFICATE OF APPRECIATION</b>
	<p>Thank you for participating in the <b>National Assessment of Educational Progress</b></p>  <p><small>Peggy G. Carr, Associate Commissioner National Center for Education Statistics U.S. Department of Education</small></p>
<p><b>NAME</b> _____</p> <p><b>DATE</b> _____</p> <p><b>TIME</b> _____</p> <p><b>LOCATION</b> _____</p>	