
L. School Staff Questionnaires and Rosters of Questionnaires

School Staff Questionnaires

The NAEP school staff questionnaires are the only documents used to collect detailed background information from teachers, principals, or other school administrators.

This year, there are four types of questionnaires:

- Grade 4, 8, and 12 School Questionnaires;
- Teacher Questionnaires:
 - Grade 4 Teacher Questionnaire,
 - Grade 8 Reading Teacher Questionnaire,
 - Grade 8 Mathematics Teacher Questionnaire,
 - Grade 8 Science Teacher Questionnaire,
- Student with Disabilities (SD) Questionnaire, and
- English Language Learner (ELL) Questionnaire.

The following page shows each type of NAEP questionnaire. The information about the school staff questionnaires is provided here for you as background information. Your AC will handle all activities involving the questionnaires.

School Staff Questionnaires

School

2009 School Questionnaire
 (School Characteristics and Policies)

2009 School Questionnaire
 (School Characteristics and Policies)

2009 School Questionnaire
 (School Characteristics and Policies)

Directions For School Staff

To complete this questionnaire:

- Choose the method (mark one):
 - Online (http://naep.usdoe.gov)
 - This hardcopy (see #4 page)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by ____/____/____.

For NAEP Staff Use Only

Subject #

<input type="checkbox"/>							
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DO NOT USE

A	B	C	D	E	F
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957 - 12577 - 4

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Teacher

2009 Teacher Questionnaire
 (Science)

2009 Teacher Questionnaire
 (Mathematics)

2009 Teacher Questionnaire
 (Reading)

2009 Teacher Questionnaire
 (Reading, Mathematics, Science)

Directions For School Staff

To complete this questionnaire:

- Choose the method (mark one):
 - Online (http://naep.usdoe.gov)
 - This hardcopy (see #4 page)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by ____/____/____.

For NAEP Staff Use Only

Subject #

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TEACHER #

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DO NOT USE

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977 - 11325 - 4

PLACE LABEL HERE

SD

2009 Student with Disabilities (SD) Questionnaire

Directions For School Staff

This questionnaire should be completed by the person at your school most knowledgeable about how this student is tested in the state assessment below:

- Math Reading Science
- Other (Specify on U.S. Form)

To complete this questionnaire:

- Choose the method (mark one):
 - Online (http://naep.usdoe.gov)
 - This hardcopy (see #4 page)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by ____/____/____.

For NAEP Staff Use Only

Subject #

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Student Demographic Information
 (See sections 1 and 2 of the Administration Schedule)

Birth Year

<input type="checkbox"/>							
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Sex

<input type="checkbox"/>	<input type="checkbox"/>
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Student School ID
 (See section 3 of the Administration Schedule)

<input type="checkbox"/>							
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Teacher Number

<input type="checkbox"/>							
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Admin School

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Year

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DO NOT USE

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891 - 843277 - 4

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ELL

2009 English Language Learner (ELL) Questionnaire

Directions For School Staff

This questionnaire should be completed by the person at your school most knowledgeable about how this student is tested in the state assessment below:

- Math Reading Science
- Other (Specify on U.S. Form)

To complete this questionnaire:

- Choose the method (mark one):
 - Online (http://naep.usdoe.gov)
 - This hardcopy (see #4 page)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by ____/____/____.

For NAEP Staff Use Only

Subject #

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Student Demographic Information
 (See sections 1 and 2 of the Administration Schedule)

Birth Year

<input type="checkbox"/>							
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Sex

<input type="checkbox"/>	<input type="checkbox"/>
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Student School ID
 (See section 3 of the Administration Schedule)

<input type="checkbox"/>							
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Teacher Number

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Admin School

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Year

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890 - 213276 - 4

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Rosters of Questionnaires

The Roster of Questionnaires is the document that links the completed NAEP questionnaires to the students and school staff members. Your AC is provided with one or more of the Rosters of Questionnaires for each school to keep track of the questionnaires distributed at the school.

The four versions of the roster for NAEP 2009 are shown on the following page, and listed below:

- Grade 4 Roster of Questionnaires,
- Grade 8 Roster of Questionnaires,
- Grade 12 Roster of Questionnaires, and
- Grade 4 and 8 SD/ELL Roster of Questionnaires.

The front of the grade 4 roster contains the tracking information for the School Questionnaire and the Teacher Questionnaires. The back of the roster contains space for additional Teacher Questionnaires.

The front of the grade 8 roster contains the tracking information for the School Questionnaire and the Reading Teacher Questionnaires. The back of the roster contains the tracking information for the Mathematics and Science Teacher Questionnaires.

The front of the grade 12 roster contains the tracking information for the School Questionnaires and the SD and/or ELL Questionnaires. There are no Grade 12 Teacher Questionnaires. The back of the roster contains space for additional SD and/or ELL Questionnaires.

Your AC will handle most activities regarding the rosters. As an AA, your only responsibility involving the rosters will be to use them to write the fourth- or eighth-grade teacher names and corresponding numbers from the roster onto the board for the students on assessment day as described on pages 3.14–3.17. You will not need to use the SD/ELL Roster of Questionnaires in any of your activities as an AA.



Test Your Knowledge

Instructions: Match the description of the document with the document title.

- | | |
|--|-------------------------------------|
| 1. The ____ provides documentation that the session was completed and records any problems encountered. | a. Administration Schedule |
| 2. The ____ is used by ACs to document assessment day procedures completed by each AA. | b. Roster of Questionnaires |
| 3. The ____ links completed NAEP questionnaires to students and school staff members. | c. session scripts |
| 4. The ____ provides instructions to school staff observers on their role during the assessment. | d. Assessment Information Form |
| 5. The ____ will vary by grade being assessed and some will be packaged in a clear plastic bag. | e. Assessment QC Record |
| 6. The ____ is the only document that links selected students to the student demographic data and their participation on NAEP. | f. Student Appreciation Certificate |
| 7. The ____ is used by ACs to communicate specific assessment information to AAs. | g. Teacher Observer Letter |
| 8. The ____ are used to administer each assessment in a standardized manner. | h. Session Debriefing Form |
| 9. The ____ is used to thank each student for his/her participation in NAEP. | i. Ancillary materials |

Answer Key: 1. h, 2. e, 3. b, 4. g, 5. i, 6. a, 7. d, 8. c, 9. f