

## CHAPTER 6

# COMPLETING ACTIVITIES AFTER THE ASSESSMENT

*Before you leave the school, records must be completed and the materials packed in the prescribed way for shipping to Pearson.*

**The objective of this chapter is to provide you with all postassessment activities you will be responsible for before you leave the school on assessment day.**

**In this chapter, you will**

- learn how to account for all NAEP materials before leaving the school;
- learn how to complete the Administration Schedule;
- learn the procedures for coding and checking the booklet covers;
- learn how to pack Session Boxes for shipping to Pearson; and
- learn how to complete the Session Debriefing Form.

# 6

## Completing Activities After the Assessment

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### **Procedure 1. Go to the Location Where the Assessment Team Will Work**

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After the session, collect all your materials and report to the location where your team will meet to work on the postassessment activities. Your assessment coordinator (AC) may not be present when you begin working on the postassessment activities if the National Indian Education Study (NIES) needs to be administered. If this is the case, you and the rest of the AAs should begin and then have the materials ready when the AC arrives.

### **Procedure 2. Account for All Materials Used**

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You are responsible for returning all NAEP materials to your AC immediately following the assessment(s) in a school. Each and every assessment booklet must be accounted for and returned to Pearson; none can be left in the school or thrown away for any reason. You are expected to use all materials properly and return them in good condition. Only by maintaining rigid control over all booklets and other materials will you protect your accountability.

### **Procedure 3. Complete the Administration Schedule**

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



Your AC will conduct a quality control (QC) check of this task and record the result in the Assessment QC Record.

Your role in completing the Administration Schedule involves the following:

#### **3A. Enter an Administration Code in column Q.**

Your first responsibility after students have been dismissed is to record an Administration Code for every student listed on the Administration Schedule who does not already have

one recorded. These include assessed students (Administration Codes **10–14**) and absent students (Administration Codes **40–44** and **47–48**).

All Administration Codes are listed on the right side of the Administration Schedule in column **R** and are grouped according to participation status. Although you will primarily use the assessed and absent codes, all Administration Codes and the guidelines for using them are printed on the following pages for reference.

Note that this year, because these codes are to report the participation status of each student, the same Administration Codes are applied for both non-accommodated and accommodated students. Specific accommodations offered are recorded only on the booklet cover.

Definitions of Administration Codes Used in Column Q	
Assessed students—Original session	
<b>10</b>	<b>In session full time.</b> Assessed in original session.
<b>11</b>	<b>No responses in booklet.</b> Student was in original session full time, but there were no responses in the booklet.
<b>12</b>	<b>In session part time.</b> Student left the original session and did or did not return. Specify the reason on the booklet cover. Refer to your Session Debriefing Form for notes made during the assessment.
<b>13</b>	<b>Session incomplete.</b> Specify the reason. Original session was interrupted, and no student was able to complete the booklet (e.g., fire drill). If this code is used, it must be assigned to all students in the session.
<b>14</b>	<b>Other, specify on cover.</b> Use this code for any situation that is not covered by the other Assessed in Original Session Codes (e.g., the discovery of a page missing from a booklet). Explain fully on the booklet cover.
Assessed students—Makeup session	
<b>20</b>	<b>In session full time.</b> Assessed in makeup session.
<b>21</b>	<b>No responses in booklet.</b> Student was in makeup session full time, but there were no responses in the booklet.
<b>22</b>	<b>In session part time.</b> Student left the makeup session and did or did not return. Specify the reason on the booklet cover.
<b>23</b>	<b>Session incomplete.</b> Specify the reason. Makeup session was interrupted, and no student was able to complete the booklet (e.g., fire drill). If this code is used, it must be assigned to all students in the session.
<b>24</b>	<b>Other, specify on cover.</b> 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.
Absent student codes	
<b>40</b>	<b>Temporary.</b> Student is temporarily not in school (less than 2 weeks) due to illness, disability, or excused absence.
<b>41</b>	<b>Long-term.</b> Student has been absent from school 2 weeks or more because of an illness or disability.
<b>42</b>	<b>Chronic truant.</b> Student attends school occasionally, if ever.
<b>43</b>	<b>Suspended.</b> Includes in-school suspension.
<b>44</b>	<b>In school, did not attend session.</b> Student was known to be in school on the day of assessment but did not attend any portion of the assessment (e.g., was not released by teacher).
<b>45</b>	<b>Accommodation scheduling problem.</b> School refused accommodation session due to staffing and/or scheduling issues.
<b>46</b>	<b>Parent refusal.</b> Parent officially notified school that he/she refused to allow student to participate in the assessment.
<b>47</b>	<b>Student refusal.</b> Student officially notified school or NAEP staff that he/she refused to participate in the assessment before being given an assessment booklet.

<b>Absent student codes (continued)</b>	
<b>48</b>	<b>Other, specify on cover.</b> Use this code for any absence not covered by codes <b>40–47</b> . Specify reason on booklet cover (e.g., student came to room too late after session started).
<b>49</b>	<b>Session/subject refused by school.</b> Entire session or certain subjects within a cooperating session were not conducted due to the refusal by the state or school.
<b>Other student codes</b>	
<b>51</b>	<b>Withdrawn/Graduated.</b> Student is no longer enrolled in the school or is expelled.
<b>52</b>	<b>Unassigned book (unused).</b> Use this code for any booklet not used because the booklet was not assigned to a student. If the student is assigned an accommodation booklet, the original preassigned booklet should receive this code.
<b>54</b>	<b>Ineligible, never attends campus.</b> Student is listed as enrolled but is not physically attending the school (e.g., homeschooled or attending all classes off campus).
<b>55</b>	<b>Ineligible, other.</b> Student was not eligible for the assessment for any other reason (e.g., not in the grade being assessed or a foreign exchange student). Explain fully on the booklet cover how you determined the student was ineligible.
<b>56</b>	<b>Not In Sample (NIS).</b> Use this code for any student not sampled but assessed at the convenience of the school.
<b>Reasons for exclusion</b>	
<b>60</b>	<b>SD – Cannot be assessed.</b> Student whose Individualized Education Program (IEP) states he/she cannot be tested or whose cognitive functioning is so limited that the student cannot be included in the assessment even with an accommodation.
<b>61</b>	<b>SD – Required accommodation not permitted.</b> Student cannot be included in the session due to a disability for which a required accommodation was not permitted (e.g., reading the assessment items to a student selected for a reading assessment).
<b>62</b>	<b>ELL – Cannot be assessed.</b> Student whose English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
<b>63</b>	<b>ELL – Required accommodation not permitted.</b> Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not permitted (e.g., a bilingual booklet for a student selected for the reading assessment).
<b>64</b>	<b>SD &amp; ELL – Cannot be assessed.</b> Student whose cognitive functioning and/or English language proficiency is so limited that he/she cannot be included in the assessment even with an accommodation.
<b>65</b>	<b>SD &amp; ELL – Required accommodation not permitted.</b> Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which required accommodation was not permitted.
<b>66</b>	<b>Excluded, but assessed.</b> Students who the school deemed should be excluded from the assessment but the school requested that they participate anyway.
<b>67</b>	<b>SD – Required accommodation not available.</b> Student cannot be included in the session due to a disability for which a required accommodation was not available (e.g., a scribe or other accommodation supplied by the school).
<b>68</b>	<b>ELL – Required accommodation not available.</b> Student cannot be included in the session due to limited proficiency in the English language for which a required accommodation was not available (e.g., a bilingual dictionary or other accommodation supplied by the school).
<b>69</b>	<b>SD &amp; ELL – Required accommodation not available.</b> Student cannot be included in the session due to a mental/physical disability and limited English proficiency for which a required accommodation was not available.

**3B. Enter an Administration Code of 52 for all unassigned booklets.**

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

**3C. Complete the Summary Box.**

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

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

Grade: <u>8</u>		Original session scheduled for: Day/Date: <u>Wed, Feb. 4</u> Time: <u>9:00 a.m.</u> Location: <u>Cafeteria</u>	Makeup session scheduled for: Day/Date: _____ Time: _____ Location: _____	If Makeup Needed Makeup Held <input type="radio"/> Makeup Not Held <input type="radio"/>	Bundle #'s 1005 1006																		
Middle School Silvia Thomas		<table border="1"> <tr> <td># Withdrawn &amp; Ineligible (Admin. Codes 51, 54 &amp; 55)</td> <td><u>2</u></td> <td># Absent (Admin. Codes 40-45, &amp; 48)</td> <td>_____</td> <td># Assessed (Original Session)</td> <td>_____</td> </tr> <tr> <td># Excluded (Admin. Codes 60-69)</td> <td><u>1</u></td> <td># Refused (Admin. Codes 46, 47 &amp; 49)</td> <td>_____</td> <td># Assessed (Makeup Session)</td> <td>_____</td> </tr> <tr> <td colspan="2">TO BE ASSESSED</td> <td colspan="2">TOTAL ASSESSED</td> <td colspan="2">TOTAL ASSESSED</td> </tr> </table>			# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	<u>2</u>	# Absent (Admin. Codes 40-45, & 48)	_____	# Assessed (Original Session)	_____	# Excluded (Admin. Codes 60-69)	<u>1</u>	# Refused (Admin. Codes 46, 47 & 49)	_____	# Assessed (Makeup Session)	_____	TO BE ASSESSED		TOTAL ASSESSED		TOTAL ASSESSED		Session Number RS0803
# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	<u>2</u>	# Absent (Admin. Codes 40-45, & 48)	_____	# Assessed (Original Session)	_____																		
# Excluded (Admin. Codes 60-69)	<u>1</u>	# Refused (Admin. Codes 46, 47 & 49)	_____	# Assessed (Makeup Session)	_____																		
TO BE ASSESSED		TOTAL ASSESSED		TOTAL ASSESSED																			
"K" Final	"L" Final	"M" New Entries 1 = Yes 2 = No	"N" Planning Code	"O" Original Booklet	"P" Accommodation ID #	"Q" Admin.	"R" A																

**1** Record the number of students who were to be assessed, but who were absent in the # Absent space. This includes students with Administration Codes **40-45**, and **48** in column **Q**.

**2** Next, enter the total number of parent, student, and session refusals. This includes Administration Codes **46, 47**, and **49** in column **Q**. This total is entered in the # Refused space.

**3** Finally, enter the # Assessed (Original Session). This is the total of the students with Administration Codes **10-14** and **71-82** in column **Q**.

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After you have checked that all the necessary items on the Administration Schedule have been correctly filled in, give the Administration Schedule to your AC. He/she will calculate and determine whether a makeup session is needed at the school.

#### **“Not In Sample” Students, Administration Code 56**

Sometimes, for convenience purposes, a school will require some students to be included in the assessment even though they were not sampled. In this case, the AC will have added the students’ names to the bottom of the Administration Schedule prior to the assessment. Because no information on these students is required, their birth date, gender, race/ethnicity, etc., may not have been recorded on the Administration Schedule. It is acceptable for this information to be missing for these nonsampled students. In column **Q** on the Administration Schedule, your AC will enter Administration Code **56 = Not In Sample** for these students.

Not In Sample students should not be counted in the **# Assessed (Original Session)** at the top of the Administration Schedule.

You will also need to record Administration Code **56** on the booklet covers of Not In Sample students.

### **Procedure 4. Code the Booklet Covers**

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To code the booklet covers, complete the following steps. A checklist of these tasks is also provided in the Quick Checks section of this manual.



Your AC will conduct a QC check of this task and record the result in the Assessment QC Record.

#### **4A. Organize all booklets back into Administration Schedule order.**

Ensure that all booklets, including those separated before the assessment, are back in Administration Schedule order. If an accommodation booklet was assigned, the original booklet should be placed above the accommodation booklet in the stack of booklets.

#### **4B. Verify that student ID labels are removed from booklets.**

All student ID labels must be removed from the booklets. You must verify that this was completed by the students. If any were left on the booklet covers (including those booklets assigned to students who did not attend the assessment), remove them now, unless these students will be invited to participate in a makeup session. Failing to do so compromises the confidentiality of NAEP.

#### 4C. Ensure that all ancillary materials are removed from booklets.

At the end of the assessment, the script will instruct students to return all ancillary materials, both used and unused, to you. You are responsible for collecting the materials and making sure that students did not place any ancillaries inside their booklet cover. If any student did this, make sure you remove all ancillary materials from the booklets before you code the booklets.

#### 4D. Ensure that each booklet has the correct school ID number.

On each grade 4 booklet cover, enter the seven-digit school ID number from the Administration Schedule in the boxes labeled **School #**. Grade 8 and 12 students should have entered the school ID number; if not, enter it now.

#### 4E. Verify that the students recorded their teacher numbers.

All students in grades 4 and 8 must record a teacher number on their booklet. Verify that these students have entered this number on their booklet.

Students in accommodations sessions may have written their teacher's name on the front cover of the booklet. You are responsible for recording the corresponding teacher number from the Roster of Questionnaires for these students and erasing the teacher name from the booklet cover.

#### 4F. Transfer the Administration Codes to the student booklet covers.

You will have recorded an Administration Code for each student listed and any unassigned booklets on the Administration Schedule. You must transfer each code from the Administration Schedule (column **Q**) to the **Admin. Code** boxes located on the front cover of the corresponding booklet, as shown on the following page.



#### 4G. Write an explanation on the booklet cover.

The Administration Codes **12–14**, **22–24**, and **48** all require, by definition, an explanation of the individual situation. For each of these codes, you should have documented the details on the Session Debriefing Form. Use that information to write a clear explanation on the booklet cover for each student given one of these codes. Remember, do not write in the booklet timing tracks (down the left side of the cover) or on the boxes with recorded information.

#### 4H. Transfer the Planning Codes to the student booklet covers.

Transfer the Planning Code your AC recorded on the Administration Schedule (column **N**) to the **Planning Code** box on the booklet cover. Only your AC is authorized to make changes to this code.

For all students requiring accommodations, your AC will have recorded a Planning Code of **2** or **3** in the **Planning Code** (column **N**) box. You will also code the accommodations on the booklet cover, as described below.

#### 4I. Code accommodations on the booklet cover.

In order to collect all of the information about the students assessed with accommodations, a place to record **all Accommodations Offered** has been added to the student booklet cover. Note that you are to record all offered accommodations regardless of whether the accommodation was used.

You will find accommodation information for students on your Assessment Information Form for each school. For students requiring one or more accommodations, you must shade the “Y” oval meaning “yes” next to each accommodation the student was offered, as shown on the next page. Because accommodation information is only being captured on the student booklet cover, it is critical that you code this information accurately. The Westat home office will be performing data checks on the booklet covers and the Administration Schedule to make sure the information is recorded correctly. Your supervisor and AC will be notified of any errors found so they may be corrected.

## Example of Using the Assessment Information Form to Code Accommodations on the Student's Booklet Cover

ACCOMMODATION SESSION INFORMATION					
STUDENT INFORMATION					
GROUP	SESSION	LINE	SUBJECT	ACCOMMODATIONS (Circle all that apply)	NOTES
1	R50801	10	S	BDR BIB BID REA BRL LRG MAG SCR SMG ONE SBA EXT BRK OTH	
1	R50802	10	S	BDR BIB BID REA BRL LRG MAG SCR SMG ONE SBA EXT BRK OTH	
2	R50803	5	M	BDR BIB BID REA BRL LRG MAG SCR SMG ONE SBA EXT BRK OTH	
2	R50803	14	M	BDR BIB BID REA BRL LRG MAG SCR SMG ONE SBA EXT BRK OTH	
3	R50803	11	M	BDR BIB BID REA BRL LRG MAG SCR SMG ONE SBA EXT BRK OTH	



**2009** SECCIÓN / SECTION  
**Grado 8** / SECTION  
**Grade 8** / SECTION

Admin Schedule Line # 11 from Section # R50803  
**Folleto Matemáticas**  
**/Mathematics Book**  
**M901-BL**  
**Bilingüe/Bilingual**

Información de escuelas y maestros  
 School and Teacher Information  
 ESCUELA/SCHOOL # 9921220 MAESTRO(A) # /TEACHER #

This booklet is part 1 of 2.



901-678912-4

DO NOT USE  


Planning Code (CAL, R)     
 Admin. Code (CAL, G)     
 If Code R or G, complete the next section.  
 Accommodations Offered in Regular or Separate Session (Code All That Apply)  
 BDR  
 BIB  
 BID  
 REA  
 BRL  
 LRG  
 MAG  
 SCR  
 SMG  
 ONE  
 SBA  
 EXT  
 BRK  
 OTH  
 If Extended Time (EXT) is coded above, enter the total time used below:

PLACE LABEL HERE

#### 4J. Code the “Total Time for Accommodation (EXT)” boxes for extended time accommodations.

If a student has been offered the extended time accommodation either in the regular session or a separate accommodation session, you must enter the total number of minutes the student took to complete the cognitive sections in the **Total Time for Accommodation (EXT)** boxes on his/her booklet cover. You will have recorded this information on the Assessment Information Form during the session, as shown on the following page.

Extended time information must be recorded regardless of whether or not the extended time was actually used. The standard timing of the cognitive sections is 25 minutes per section, or 50 minutes total. The minimum time you should enter if the student took no additional time is 050. The maximum time allowed is three times the cognitive section time ( $3 \times 050 = 150$  minutes).

#### 4K. Band the booklets together and place the Administration Schedule on top of the stack.

Using a rubber band, band the booklets together and place the correct Administration Schedule on top. Do not band the Administration Schedule with the booklets. This will tear the edges.

#### 4L. Provide materials to your AC for a quality control QC check.

If time allows prior to your AC's check of your booklets, conduct an initial QC check by switching your stack of booklets with another AA.



After you prepare your stack of booklets and the 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.

## Process for Coding Extended Time on Booklet Cover

ACCOMMODATION SESSION INFORMATION									
STUDENT INFORMATION									
GROUP#	SESSION#	LINE#	SUBJECT	ACCOMMODATION(S) (circle all that apply)	NOTES	EXT: COG SECT I START/END	EXT: COG SECT II START/END	EXT: COG SECT III START/END	EXT: COG SECT IV START/END
1	RS0801	10	S	BDR BIB BID (REA) BRL LRG MAG SCR (SMG) ONE SSA (EXT) BRK OTH		12:40	1:10	1:12	1:37
1	RS0802	10	S	BDR BIB BID (REA) BRL LRG MAG SCR (SMG) ONE SSA (EXT) BRK OTH		12:40	1:05	1:12	1:32
2	RS0803	5	M	BDR BIB BID (REA) BRL LRG MAG SCR (SMG) ONE SSA (EXT) BRK OTH		9:10	9:35	9:37	10:02
2	RS0803	14	M	BDR BIB BID (REA) BRL LRG MAG SCR (SMG) ONE SSA (EXT) BRK OTH		9:10	9:35	9:37	10:02
3	RS0803	11	M	BDR (BIB) BID REA BRL LRG MAG SCR SMG ONE SSA (EXT) BRK OTH		9:10	9:40	9:45	10:15
				BDR BIB BID REA BRL LRG MAG SCR SMG ONE SSA EXT BRK OTH					
				BDR BIB BID REA BRL LRG MAG SCR SMG ONE SSA EXT BRK OTH					
				BDR BIB BID REA BRL LRG MAG SCR SMG ONE SSA EXT BRK OTH					

Admin Schedule Line # 11, Item Section # RS0803

**Folleto Matemáticas / Mathematics Book**  
**M901-BL**  
**Bilingüe/Bilingual**

2009 SECCIÓN / SECTION 1 | M8  
**Grado 8 / Grade 8**

Información de escuelas y maestros  
 School and Teacher Information

ESCUELA/SCHOOL # 0921220  
 MAESTRO(A) # /TEACHER # 17

Reserva (P/N) 3  
 Años (C/N) 10

# Grupos por Sesión (Total de Grupos) 1

Accommodations Offered in Regular or Separate Session (Circle All That Apply)

BDR  
 BIB  
 BID  
 REA  
 BRL  
 LRG  
 MAG  
 SCR  
 SMG  
 ONE  
 SSA  
 EXT  
 BRK  
 OTH

# Extended Time (EXT) recorded above, enter total time used below

060

901 - 678912 - 4

DO NOT USE

PLACE LABEL HERE

- Using the start and end times you recorded on the back of the Assessment Information Form, determine the total amount of time the student used to complete the cognitive sections of the booklet.
- Record the total time in the EXT boxes on the booklet cover.
- If the student did not use any extra time, record "050" on the booklet cover.

## Procedure 5. Pack the Session Box and Return Additional Materials to Your AC



Next, you will pack the Session Box and return the additional materials to the AC according to the procedures below. Your AC will conduct a QC check of this task and record the results on the Assessment QC Record.

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

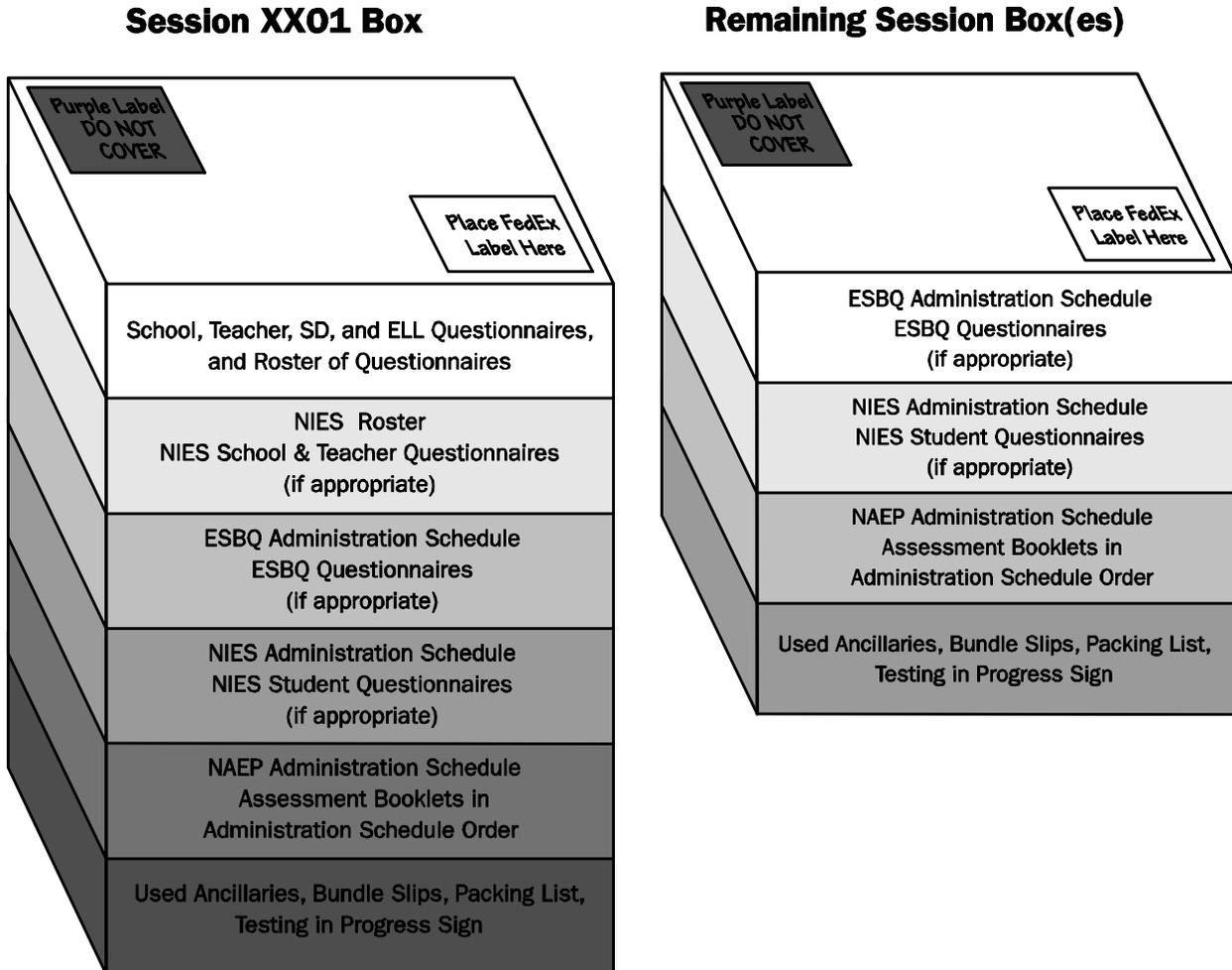
### 5A. Pack the Session Boxes according to Pearson procedure.

Prepare the first Session Boxes (i.e., the Session Number ending in 01) according to the following instructions and illustrations.

1. On the bottom of the box, place all used ancillary materials that are not to be given to your AC and all miscellaneous materials such as packing lists and Bundle Slips and the Testing in Progress sign.
2. Next, place all used and unused booklets in Administration Schedule order. Used accommodation booklets should be placed with the original assessment booklets in the order in which they appear on the Administration Schedule. If a large-print accommodation booklet was used in the session, it can be folded and placed on top of the stack of booklets. All booklets should be banded together.
3. Next, place the original (blue) Administration Schedule(s) in the box, with student names removed.
4. Next, if the NIES was administered, place the NIES booklets in NIES Administration Schedule order in the box. On top of the stack of NIES booklets, place the NIES Administration Schedule with student names removed.
5. Next, if the Extended Student Background Questionnaire (ESBQ) was administered, place the stack of ESBQ booklets in ESBQ Administration Schedule order in the box. On top of the stack, place the ESBQ Administration Schedule with student names removed.
6. Next, if the NIES was administered, place the NIES Roster of Questionnaires with names removed and the completed NIES School and Teacher Questionnaires in the box.
7. Next, if you have the box with the materials from the first session, obtain from your AC the Roster of Questionnaires (without names) and the completed School, Teacher, SD and/or ELL Questionnaires and place them in the box.
8. Use the pillow pack that came in the box as filler if necessary.

All remaining assessment materials must be repacked in their original boxes and returned to Pearson.

Prepare the remaining Session Boxes following the illustration below:



Your AC will ship the completed assessment materials. On occasion, however, you may be asked to assist with this task. If so, your AC will provide you with complete instructions for doing so.

**5B. Provide leftover session materials to your AC.**

Following the assessment, you should return any leftover materials to your AC. These materials include

- used mathematics ancillaries,
- used reading ancillaries,
- used science ancillaries,
- unused ancillaries,
- all calculators,
- extra pencils, and
- session timer.

If your AC provided you with extra copies of the Administration Schedules, Rosters of Questionnaires, or student lists with student names, return them to your AC before leaving the school.

**5C. Provide the Session Box to your AC for the final QC check of session materials.**

Return the Session Box to your AC, who will then verify that all materials are in the Session Box and that the box was packed according to Pearson procedure.

## Procedure 6. Finalize the Session Debriefing Form

Immediately following the assessment and while the session is fresh in your mind, finalize the Session Debriefing Form. Go back and make sure you answered all the questions and have detailed information on problems or questions that came up during the session. It is important for Westat to demonstrate that all data are collected under standard conditions and that any anomalies are carefully documented.

Follow the steps below to make sure you complete the form accurately.

Make sure the session information in the top of the form has been recorded.

Place an "X" in the Yes or No column for each of the 13 items. Record any comments or explanations about the item in the column labeled "Details."

In this section, we are interested in your opinion of the attitude of the students, the school staff, and any other observers who attended the session.

AC Initials \_\_\_\_\_

SESSION DEBRIEFING FORM				
<b>COMPLETE THIS FORM FOR EACH SESSION - REGULAR, ACCOMMODATION, NIES, AND MAKEUP.</b>				
Session Date: <u>February 4, 2009</u>		Region #: <u>FL2</u>		
School Name: <u>Dixon Middle School</u>		School ID #: <u>092-122-0</u>		
Person Completing Form: <u>Sylvia Thomas</u>		AC: <u>Gally Richardson</u>		
Other NAEP Staff Assisting with Session: <u>Janet Rojas, Mary Gardner</u>				
Other Observers Present: <u>Sam Stewart (School Coordinator)</u>				
Session Number: <u>RS0903</u>				
This session was: <input checked="" type="checkbox"/> Regular Session <input type="checkbox"/> Accommodation Session <input type="checkbox"/> NIES Survey Session <input type="checkbox"/> Makeup Regular Session <input type="checkbox"/> Makeup Accommodation Session <input type="checkbox"/> Makeup NIES Survey Session				
<b>SESSION SUMMARY</b> (Be sure to provide as much detail as possible.)				
ITEM	YES	NO	N/A	DETAILS
Were there any problems setting up for this session?		X		
Were there any problems getting students to this session?		X		
Were there any problems with the session timing?		X		
Were there any problems with the session materials (including the distribution and use of ancillary items)?		X		
Were there any student refusals?		X		
Were there any students who left the session?		X		
Were there any problems using the NAEP calculators?		X		
Were students cooperative and orderly during the session?	X			
Were there any problems with accommodations given in this session?		X		
Were there any students still working when the timer rang?		X		
Were there any problems with the location?	X			The testing location was very hot.
Were there any interruptions?		X		
Other, specify		X		
<b>REACTION TO SESSION</b>				
AUDIENCE	ATTITUDE		COMMENTS/COMPLAINTS	
Students	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative	<input type="checkbox"/> Mixed/Indifferent <input type="checkbox"/> Can't say		
School Staff	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative	<input type="checkbox"/> Mixed/Indifferent <input type="checkbox"/> Can't say		
Other Observers	<input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative	<input type="checkbox"/> Mixed/Indifferent <input type="checkbox"/> Can't say		

Here, record your view of how well the session went, and document any pertinent details about the session not mentioned on the previous page.

Overall, how well did this session go?

- Very well
- Satisfactory
- Unsatisfactory

If "Unsatisfactory," record comment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Record any UNUSUAL circumstances in this session not previously mentioned:

None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Record any questions that students asked during the session. Be sure to include the subject and booklet number for questions about items.

Subject	Booklet ID #	Student Question
R	4011934997	Student asked how to spell the word "fancy"

Record any unusual circumstances you encountered while administering the session, and that were not noted previously on the form, in this section.

Record any questions that students asked during the session. Include general questions about the assessment and specific questions about particular assessment items or background questionnaire items.

RETURN THIS COMPLETED FORM TO YOUR AC.

Give the completed Session Debriefing Form to your AC. He/she will review each form and discuss with you any problems or unusual situations that arose during the session.



## Test Your Knowledge

**Instructions:** Place an “X” next to each task AAs must complete **after** the assessment.

- \_\_\_\_\_ 1. Code additional accommodations offered on the booklet cover.
- \_\_\_\_\_ 2. Record an Administration Code on the Administration Schedule for every student listed.
- \_\_\_\_\_ 3. Complete the Summary Box at the top of the Administration Schedule.
- \_\_\_\_\_ 4. Transfer Administration Codes to the student booklet covers.
- \_\_\_\_\_ 5. Set out the supplies needed for the session.
- \_\_\_\_\_ 6. Pack the Session Box.
- \_\_\_\_\_ 7. Go to the location where the assessment team will work.
- \_\_\_\_\_ 8. Account for all materials used.
- \_\_\_\_\_ 9. Write teacher names and teacher numbers on the board.
- \_\_\_\_\_ 10. Remove ancillary materials from the booklets.
- \_\_\_\_\_ 11. Finalize the Session Debriefing Form.
- \_\_\_\_\_ 12. Collect calculators appropriately.

Answers: 1. X, 2. X, 3. X, 4. X, 5. ---, 6. X, 7. X, 8. X, 9. ---, 10. X, 11. X, 12. ---.