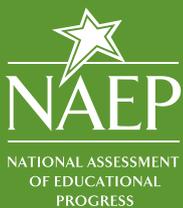
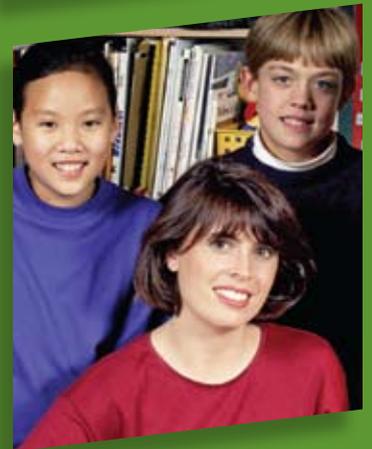


COORDINATE

A MANUAL FOR ASSESSMENT COORDINATORS



2009

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 COORDINATOR MANUAL

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Appendix A

Preassessment Packet Materials A.1

Appendix B

Preassessment Visit Materials..... B.1

Appendix C

Assessment Materials C.1

Appendix D

NIES Materials D.1

Appendix E

Working with Private Schools E.1

There are a series of icons used throughout the manual. The table below identifies the icons and their meanings.



This icon indicates a quality control check or “QC check” will be required.



This icon indicates the NAEP materials you are working with must be kept secured and/or confidential.



This icon indicates the data must be entered in the School Control System (SCS) website.



This icon indicates the task or materials are related to NIES.



This icon indicates the task or materials are related to the ESBQ.



This icon indicates information regarding the ordering of additional assessment materials from Westat. Detailed instructions for using the Westat MOS are provided in the *Westat MOS User's Guide* (Appendix A).



This icon indicates the Pearson SchoolHouse Materials Ordering and Pearson Materials Tracking System.



Voices of Experience: These boxes offer tips and practical advice from experienced NAEP staff who have honed their skills in the field.



This icon indicates the system used for tracking the hours worked by the assessment team.

January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2008						
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21	22	23	24	25	26	27
28	29	30	31			

February 2009						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
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January 2009						
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25	26	27	28	29	30	31

March 2009						
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22	23	24	25	26	27	28
29	30	31				

March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2009						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
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26	27	28	29	30		