
Procedure 3. Meet With the School Coordinator

This year, only students eligible for NIES who take the NAEP assessment will be surveyed in NIES. Therefore, if during the preassessment visit in **Procedure 3E**, you and the school coordinator determine that students eligible for NIES will be excluded from the NAEP assessment, these students should not be surveyed for the NIES. Assign these students the appropriate EXCUSED FROM NIES Administration Code from the NIES Administration Schedule.

The EXCUSED FROM NIES Codes on the NIES Administration Schedule are as follows:

- **60** = SD - cannot be surveyed
- **62** = ELL - cannot be surveyed
- **64** = SD & ELL - cannot be surveyed

On the NAEP Administration Schedule, you will notice there are several choices for assigning an excluded code. However, for the NIES, the categories are collapsed, and you will have to assign the most appropriate EXCUSED FROM NIES Code based on the choices provided on the NIES Administration Schedule. For example, if an SD student is excluded from the regular assessment because his accommodation is not permitted, you will assign a code of **61** (SD required accomm. not permitted) in column **Q** on the Administration Schedule. The same student will receive a code of **60** (SD - cannot be surveyed) on the NIES Administration Schedule. An example of this is shown on page 9.15.

Any student excluded from NAEP is **not** eligible to participate in the NIES. Students are identified as excluded in **Procedure 3E-1** during your visit with the school coordinator. When a student is excluded, you are instructed in **Procedure 3E-1** to line through the student's name on the Administration Schedule and assign an excluded code. If the school is NIES, you will also line through the student's name on the NIES Administration Schedule and assign an appropriate excused code of **60, 62, or 64**.

NOTE: The NIES is a survey and not a test of cognitive abilities, so any type of accommodation is allowed. You will not code or collect any accommodation information for students participating in the NIES.

The NIES discussion with the school coordinator takes place toward the end of the preassessment visit in **Procedure 3H**. At this point in the visit, set aside materials not related to the NIES and have the materials available, as described at the beginning of **Procedure 3H**.

If any student is identified as "5" in column G (Race/Ethnicity) and not withdrawn, ineligible, not enrolled, or excluded on the Administration Schedule, the NIES Survey will need to be conducted.

To complete this task, you'll need:

- to have prepared the NIES School Questionnaire;
- to have prepared the grade-appropriate NIES Teacher Questionnaires;
- a copy of the prepared NIES Roster of Questionnaires;
- the NIES Administration Schedule; and
- the generic NIES packet (for schools identified as NIES during visit).

3H-1.

Check the appropriate box:



- | | |
|--|---|
| <input type="checkbox"/> This school is not NIES.* | ▪ Skip to Procedure 3I . |
| <input type="checkbox"/> This school <u>was</u> identified as NIES before the visit and is still eligible. | ▪ Continue with Procedure 3H-2 . |
| <input type="checkbox"/> This school was <u>not</u> NIES before the visit and is now eligible. | ▪ Skip to Procedure 3H-4 . |

In **Procedure 3H-1**, check the appropriate NIES status and update the status for every school in your assignment. Your choices are as follows:

- This school is not NIES. If the school is not NIES, there is nothing else for you to do in **Procedure 3H**, and you will skip to **Procedure 3I**.
 - If the school was previously identified as NIES and is no longer NIES (has no eligible AI/AN students), inform the school coordinator.
- This school was identified as NIES before the visit and is still eligible. If the school was identified as NIES before the visit and is still eligible, continue on with **Procedure 3H-2**.

- This school was not NIES before the visit and is now eligible. If the school was not NIES before the visit and is now eligible, you will skip to **Procedure 3H-4** and introduce the NIES Survey to the school coordinator.



Update **Procedure 3H-1** in the Preassm't tab of the SCS for every school in your assignment, regardless of whether it is NIES or not. The default option is "Not Answered," and you must update this status to one of these three options:

- This school is not NIES,
- This school was NIES before the visit and is still eligible, or
- This school was not NIES before the visit and is now eligible.

For a school previously identified as NIES, start with **Procedure 3H-2**. If the school is newly identified as NIES, you will start with **Procedure 3H-4**.

3H-2. IF SCHOOL WAS IDENTIFIED AS NIES BEFORE THE PREASSESSMENT VISIT AND IS STILL ELIGIBLE: Next, we're going to discuss the National Indian Education Study survey that will be administered. ____ (*number*) student(s) who [*have/has*] been selected for NAEP [*is/are*] identified as American Indian or Alaska Native. Typically, the NIES sessions are conducted after the NAEP sessions, but we will discuss that in a few minutes.

In **Procedure 3H-2**, inform the school coordinator of the number of students eligible to participate and that the sessions are typically conducted after the NAEP sessions.

3H-3. Because students will participate in the NIES Survey, a short questionnaire will be administered to the principal and reading and mathematics teachers of [those/that] student(s).
Using the teacher names you provided on the NIES Student Information Report, I prepared these NIES Teacher Questionnaires for you to distribute to the correct teachers.
Please distribute this NIES School Questionnaire to the principal. Both the NIES Teacher and School Questionnaires can be completed online or in the hardcopy form.

- Hand the school coordinator the prepared NIES School and Teacher Questionnaires and the copy of the NIES Roster of Questionnaires.

Use this Roster of Questionnaires to keep track of the Teacher and School Questionnaires that you distribute to school staff. I'll collect the completed hardcopy form on assessment day.

- Skip to **Procedure 3H-5**.

In **Procedure 3H-3**, distribute the prepared NIES School and Teacher Questionnaires, along with a copy of the NIES Roster of Questionnaires. If you did not have the NIES

teacher names before the visit, collect the names of missing reading and mathematics teachers for students confirmed with a Race Code of **5**. You will prepare the questionnaires after the visit, but before you leave the school. Point out to the school coordinator that these questionnaires can be completed either on hardcopy or online and that you will collect them on the day of the assessment. Skip to **Procedure 3H-5**.

3H-4. IF SCHOOL WAS NOT NIES BEFORE THE VISIT AND IS NOW ELIGIBLE IDENTIFIED AS NIES AT THE PREASSESSMENT VISIT: During this visit, we identified _____ (number) student(s) who [have/has] been selected for NAEP who [is/are] identified as American Indian or Alaska Native.

A short survey will be administered to [that/those] student(s), their reading and mathematics teachers, and the principal. This survey is part of the National Indian Education Study (NIES), and it focuses on Indian education and the role of Indian culture in education. A brochure is included in this envelope that provides details about the study. Typically, the NIES sessions are conducted after the NAEP sessions, but we will discuss that in a few minutes. (**PROVIDE NIES PACKET.**)

(SHOW NIES SAMPLE QUESTIONS BOOKLET): The student survey questions will take 15 to 20 minutes and will include questions about students' familiarity with and exposure to their native cultures, as well as questions about students' general school experiences. Here is a copy of the questions and their rationales for you to share with school staff or parents who may be interested.

(IF NOT PREVIOUSLY COMPLETED, HAND SCHOOL COORDINATOR THE NIES STUDENT INFORMATION REPORT): Please verify that these students have a Race Code of **5**, and fill in their reading and math teachers' names. I will prepare the NIES Questionnaires for these teachers and the principal, and give them to you before I leave today.

For schools newly identified as NIES, begin your discussion with the school coordinator at **Procedure 3H-4**. Discuss the number of students identified as AI/AN. Introduce the NIES to the school coordinator and provide him/her with the generic NIES packet of materials and briefly go over its contents. Also provide the school coordinator with the *NIES Sample Questions Booklet* and explain that the survey will take 15–20 minutes. Finally, hand the school coordinator the NIES Student Information Report and ask him/her to verify that the students have a Race Code of **5**. The school coordinator will need to complete the NIES Student Information Report by filling in the reading and mathematics teachers of the confirmed NIES students.

Before leaving the school, you will need to prepare the NIES School and Teacher Questionnaires and give them back to the school coordinator along with a copy of the NIES Roster of Questionnaires. Continue with **Procedure 3H-5**.

3H-5. IF GRADE 8: Would you prefer the survey questions be read aloud to the students or that the students read and answer the questions silently?	
<input type="checkbox"/> Read survey aloud.	▪ Note "Yes" on cover of QCB.
<input type="checkbox"/> Do not read survey aloud.	▪ Note "No" on cover of QCB.

In grade 4 schools, the NIES Survey is read aloud to the students. In grade 8 schools, the school coordinator should decide whether the NIES Survey should be read aloud to students or if the students should read the survey silently. Check which method the school coordinator prefers in **Procedure 3H-5** and make a note of it on the cover of the QCB.

3H-6. NIES Participation—Check the appropriate status:	
	<input type="checkbox"/> Cooperating —The school will participate in NIES. <input type="checkbox"/> Pending —Default disposition. Update this status when a school provides a decision. Enter a callback date and time: _____ <input type="checkbox"/> Refusal —The school has said that they will not participate in the survey. Record reasons: _____ After the visit, contact your supervisor immediately. <input type="checkbox"/> Ineligible —Has sampled grade, but no eligible AI/AN students. Use this code if the school was identified as NIES, but it was determined after the visit that there are no AI/AN students who will take NAEP.

Procedure 3H-6 is the NIES participation status check. There are four possible participation statuses:

- **Cooperating.** The school will participate in the NIES.
- **Pending.** Check this default status if the school has not decided at the preassessment visit if they will participate in the NIES. Record a callback date and time to obtain a final decision.
- **Refusal.** The school refuses to participate in the NIES (after the visit, contact your supervisor, if this is checked).
- **Ineligible.** The school has the sampled grade, but no eligible students, or it is determined after the visit that a school is not eligible.



After the preassessment visit, you will need to update the status of pending to reflect the decision of the school coordinator; enter this information into the Special Studies tab of the SCS. **Procedure 3H** is now complete.

3A. Make assessment arrangements.

3J-7. IF NIES WILL BE HELD: We will also be conducting the NIES Survey with _____ (number) students. The survey will take approximately 15 to 20 minutes. When do you want the NIES to be conducted?

After the session.

Later in the day.

- Record the start time and location for each NIES session on the front cover of the QCB.
- If the school coordinator does not want to conduct the NIES Survey on the day of the assessment, record the suggested survey day and time below and speak with your supervisor about scheduling staff to return to the school:
Date/Time: _____

We plan to notify students of their selection of the NIES at the end of the regular session by distributing an appointment card. The NAEP representative administering the regular session will place an appointment card on the student's desk. The appointment card provides information to the student about his/her selection in the NIES and the date, time, and the location the student should go to attend.

- If the school coordinator objects to using the NIES appointment cards to notify students, ask the school coordinator how he/she would like to notify the student.

When scheduling the NIES, there are two options you will offer the school coordinator for when the NIES will be conducted:

- immediately after all the NAEP regular sessions have been completed, or
- later on assessment day (i.e., after lunch).

In **Procedure 3J-7**, make arrangements for the NIES session. Record the start time and the location on the front cover of the QCB. If the school coordinator wants to schedule the NIES on a day other than the assessment day, record the suggested day and time and speak with your supervisor about scheduling after the visit. The choice of when the NIES will be conducted is left up to the discretion of the school coordinator. The same holds true for how students are notified of their selection in the NIES. The school coordinator knows the students and whether or not extra precautions need to be put in place to avoid singling out students selected for the NIES. The standard practice for notifying NIES students this year is for the assessment administrator (AA) to distribute an NIES appointment card at the end of the regular session. Thus, student names are never called out loud, and students can be notified in a sensitive way. If the school coordinator prefers not to use the appointment cards, inquire about how he/she plans to notify the students and honor the request. However the school coordinator decides to transition students from the regular session to the NIES session should be communicated clearly to your AAs both on the Assessment Information Form and in person.

3J-8. Teacher support for NAEP is very important. We find that the more teachers are aware of NAEP, the better our student attendance is for the assessments. Before I leave today, I will provide you with a Teacher Notification Letter and a list of the students selected for NAEP. This letter briefly explains NAEP and lists the date, time, and location of the assessment.

Please distribute this letter to your [4th/8th/12th]-grade teachers along with the names of the selected students, so the teachers can plan accordingly. I also have a supply of the *Teacher's Guide to NAEP* publication that you can distribute to teachers. This guide provides detailed information about NAEP that is of specific interest to teachers.

We also suggest that you announce NAEP at your next faculty meeting, so teachers will not assign a test or activity during NAEP assessment time.

- Provide as many *Teacher's Guides* as there are Teacher Questionnaires.



If NIES: Before I leave today, I will provide you with a Listing of Sampled Students for NIES to give to the teachers of students selected for the NIES.

In **Procedure 3J-8**, let the school coordinator know that you will provide him/her with a Listing of Sampled Students for the NIES before you leave.

3B. Complete NIES activities before leaving the school.

For all NIES schools:

- Prepare questionnaires for newly identified schools.
- Record the Teacher Number on the NIES Administration Schedule.
- Record session information on the Teacher Notification Letter and update the Listing of Sampled Students for NIES.
- Make a photocopy of the NIES Administration Schedule and the NIES Roster of Questionnaires. Place these items in the NAEP Storage Envelope.
- Place the NIES Student Information Report in the NAEP Storage Envelope.

Procedure 4. Update the NIES Administration Schedule

4A. Record the NIES Teacher Numbers from the NIES Roster onto the NIES Student Information Report.

For each eligible NIES student, record their reading and mathematics teacher numbers onto the NIES Administration Schedule. To do this, use your prepared NIES Roster, and record the corresponding NIES Teacher Number next to the appropriate teacher name on the NIES Student Information Report (shown below).



This form must be completed in No. 2 pencil.



NIES 2009
Roster of Questionnaires

SCHOOL #: 992 - 122 - 0

I. NIES School Questionnaire

Distributed to: Mrs. Bernard

NIES Student Information Report

School Name: Dixon Middle School NAEP ID#: 992-122-0

All students sampled for NAEP who are classified as American Indian or Alaska Native (AI/AN) are eligible to be surveyed for the National Indian Education Survey (NIES), which is a component of NAEP. Please see the enclosed NIES Brochure and *NIES Sample Questions Booklet* for more information.

School Coordinator Instructions:
Review the list of students sampled for NAEP who are classified as AI/AN (NAEP race code = 5 in column C below).

- If the race code is correct, record "Yes" in column D. Also, record the student's
 - reading teacher name in column E, and
 - mathematics teacher name in column F.
- If the race code is incorrect, record "No" in column D and update the race on the NAEP Student Information Report for this student.
 - Leave columns E and F blank.
- Place the completed NIES Student Information Report in the NIES Envelope to give to the NAEP representative at the preassessment visit.

Session # RS0893

NAEP Line #	A NIES Line #	B Student Name	C NAEP Race Code	D Is this student's race code correct in column C?	E Reading Teacher	F Mathematics Teacher
6	01	Qualls, Kimberly	5	Yes	Mr. Thomas 01	Mr. Brown
13	02	Rogers, Daniel	5	Yes	Mr. Thomas 01	Ms. Pierce
15	03	Sanders, Tina	5	No		
18	04	Scott, Edwin	5	Yes	Mrs. Smith 02	Ms. Pierce
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	07					
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4B. Transfer the NIES Teacher Number onto the NIES Administration Schedule.

At this point, you have recorded the appropriate NIES Teacher Number next to the teacher name on the NIES Student Information Report. The NIES Student Information Report now links the teacher name to the student. Your next step is to transfer the NIES Teacher Number from the NIES Student Information Report onto the NIES Administration Schedule (shown below).

This form must be completed in No. 2 pencil.

NIES 2009 Administration Schedule

School #: 992-122-0 Grade: 6
 School Name: Dixon Middle School
 Administrator's Name: _____
 Original session scheduled for: Day/Date: _____ Time: _____ Location: _____
 Makeup session scheduled for: Day/Date: _____ Time: _____ Location: _____
 If Makeup Needed: Makeup Held Makeup Not Held

Admin. (PTA)	Student Name	NAEP Session # / Line #	Original Student Booklet ID # (Column "O" on Admin. Schedule)	NIES Student Questionnaire ID # (Barcode ID # on NIES Student Questionnaire Cover)	NIES Reading Teacher #	NIES Math Teacher #	NIES Admin. Code
01	Qualls, Kimberly	RS0803 06	202 103478 2	99	01	15	
02	Rogers, Daniel	RS0803 13	502 322019 0	99	01	16	
03	Sanders, Tina	RS0803 15		00			
04	Scott, Edwin	RS0803 18					

NIES Administration Codes
 SURVEYED IN ORIGINAL NIES SESSION
 10 = In session full time
 11 = No response in booklet
 12 = In session part time
 13 = Session incomplete
 14 = Other; specify on cover
 SURVEYED IN MAKEUP NIES SESSION
 20 = In session full time
 21 = No response in booklet

NIES Student Information Report

School Name: Dixon Middle School NAEP ID#: 992-122-0

All students sampled for NAEP who are classified as American Indian or Alaska Native (AI/AN) are eligible to be surveyed for the National Indian Education Survey (NIES), which is a component of NAEP. Please see the enclosed NIES Brochure and *NIES Sample Questions Booklet* for more information.

School Coordinator Instructions:
 Review the list of students sampled for NAEP who are classified as AI/AN (NAEP race code = 5 in column C below).

- If the race code is correct, record "Yes" in column D. Also, record the student's
 - reading teacher name in column E, and
 - mathematics teacher name in column F.
- If the race code is incorrect, record "No" in column D and update the race on the NAEP Student Information Report for this student.
 - Leave columns E and F blank.
- Place the completed NIES Student Information Report in the NIES Envelope to give to the NAEP representative at the preassessment visit.

Session # RS0803

NAEP Line #	A NIES Line #	B Student Name	C NAEP Race Code	D Is this student's race code correct in column C?	E Reading Teacher	F Mathematics Teacher
6	01	Qualls, Kimberly	5	Yes	Mr. Thomas 01	Mr. Brown 15
13	02	Rogers, Daniel	5	Yes	Mr. Thomas 01	Ms. Pierce 16
15	03	Sanders, Tina	5	No		
18	04	Scott, Edwin	5	Yes	Mrs. Smith 02	Ms. Pierce 16
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Procedure 5. Prepare the NIES Student Surveys and NIES Appointment Cards

It is the responsibility of the AC to prepare the NIES Student Questionnaires. The cover of the questionnaire for each grade is printed in a different color ink for easy distinction. The covers look similar to the covers of the NAEP assessment booklets, but can easily be identified by the NIES logo in the upper-right corner.

The NIES Student Questionnaires will be shipped to you in the Session Box(es) for schools that were previously identified during the sampling as NIES. Each bundle of NIES Surveys contains three booklets. You will receive enough surveys for the sampled students identified as AI/AN in the session. You will receive a set of salmon-colored student ID labels in the Session Box that you will affix to the questionnaire covers. These student ID labels will also have “NIES” printed on them. For schools that are identified during the preassessment visit, you will need to use the grade-appropriate NIES Surveys, the blank NIES Administration Schedule, and the removable labels from your Pearson bulk supplies.

To prepare the NIES Student Questionnaires, you will need the following materials:

- the NIES Administration Schedule (from the School Folder),
- a blank NIES Student Questionnaire for each student listed on the NIES Administration Schedule (this includes students who are withdrawn, ineligible, or excluded), and
- the preprinted (or blank) salmon-colored removable student ID labels.

To prepare the questionnaires:

- Affix a salmon-colored ID label to each questionnaire cover (complete the label if it is blank). This will make it easier for you to match the student with the correct teacher number(s) and to distribute the booklets to the correct student during the session.
- Enter the NAEP Administration Schedule Line# from the Administration Schedule, and
- Enter the NAEP Session Number at the very top of the questionnaire.

An example of a completed Grade 8 NIES Student Questionnaire cover is shown on page 9.25.

Do not complete any of the information in the box labeled “For NAEP Staff Use Only.” You will record this information after the NIES session.

For any NIES students coded as withdrawn or ineligible (**51–56**) and excluded (**60, 62, 64**), you still must prepare an NIES Student Questionnaire.

Every line of the NIES Administration Schedule that has a pre-printed or handwritten NAEP Student Booklet ID will need to have a NIES Student Questionnaire assigned and an Administration Code filled in.

Grade 8 NIES Student Questionnaire Cover

NAEP Admin Schedule Line # 06 from NAEP Session # RS0803

National Indian Education Study

Grade 8 Student Questionnaire



ies NATIONAL CENTER FOR
EDUCATION STATISTICS
Institute of Education Sciences

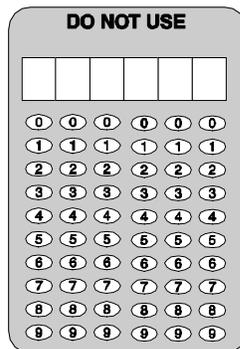
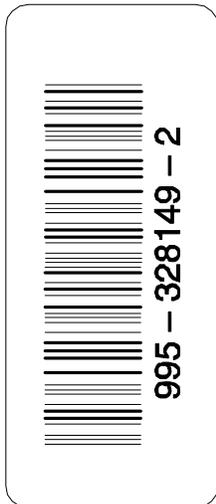
Q-995

For NAEP Staff Use Only

School #

Teacher # **NIES Admin Code**
M R

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



992-122-0 RS0803 SEQ# 00001
202 103478 2 ADMIN SCHED LINE# 6
Qualls, Kimberly NIES

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 1850-0789. The time required to complete this information collection is estimated to average 15 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. 20202-4951. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 1990 K Street N.W., Washington, D.C. 20008-5651.

A project of the National Center for Education Statistics, Institute of Education Sciences sponsored by the Office of Indian Education, Office of Elementary and Secondary Education, U.S. Department of Education.
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. 1850-0789 • Approval Expires 05/31/2010
Mark Reflex® forms by Pearson NCS E86-170067-001-1:864321 Printed in U.S.A.

5A. Record the NIES Barcode ID Number onto the NIES Administration Schedule.

Once you prepare the NIES Student Surveys, update the NIES Administration Schedule by recording the NIES **Barcode ID #** on the NIES Administration Schedule.

5B. Prepare the NIES Appointment Cards.

Next, prepare the NIES Appointment Cards from your bulk supplies. Record when the survey will take place (immediately after NAEP or later), and the date, time, and room.

Procedure 6. Prepare to Conduct the NIES Student Survey

As has been done in previous years, the AC is responsible for administering and monitoring the NIES Survey to eligible students. Typically, the NIES will be administered following the regular NAEP session. However, if a school schedules the NIES on a different day than the NAEP assessment, the AC is still required to return to that school and administer the NIES.

6A. AA distributes NIES Appointment Card at the end of NAEP session.

You will have discussed with the school coordinator when and where the NIES will be administered, and you will communicate this to your AAs on the Assessment Information Form. Although you are responsible for administering the NIES Survey, your AAs are responsible for informing the students about the survey and distributing the NIES Appointment Cards.

As the AAs walk around the room collecting the student ID labels, they will place the NIES Appointment Cards on the upper-right corner of the students' desks who will be asked to participate in the survey. Every effort must be made on the part of the AA to be sensitive to the students' feelings, and to not do anything to make the students feel singled out when being asked to participate in the NIES.

6B. Transition student from NAEP to the NIES Survey.

The script (shown on page 9.27) instructs the AAs to invite the selected students to participate in the NIES. Depending on when the NIES will be conducted, the AA follows the script using the appropriate option to invite the students to participate in the survey.

Option 1: NIES to be administered immediately following the NAEP assessment.

The AA will ask the students, to whom the AAs distributed the NIES Appointment Cards, to remain in the room after the other students have been dismissed. If necessary, they will escort the students to the location where the NIES will be administered.

Option 2: NIES to be administered at a later time.

You will inform the students, to whom the AAs distributed the NIES Appointment Cards, that later in the day, they will be taking part in a special survey and should refer to their appointment card for the time and location where the survey will take place.

Script for Transitioning Students to the NIES

NIES Student Survey, If Required

Option 1: NIES to Be Administered Immediately Following the NAEP Assessment

Some of you have been invited to take a special survey after the NAEP assessment. If you have an appointment card on your desk, please remain here when I dismiss the other students. The survey should only take 15–20 minutes and then you can return to class.

- When all of the other students have left and you have accounted for all of the session materials, escort those students to the location where the NIES will be administered, if necessary.

Option 2: NIES to Be Administered at a Later Time

If you have an appointment card on your desk, you have been invited to take a special survey after the NAEP assessment. Please refer to your appointment card for the time and location where the survey will take place. The survey should only take 15–20 minutes and then you can return to class.

6C. Begin the session.

Before the session begins, make sure you have a signed Teacher Observer Letter for any classroom teacher or school staff member who intends to remain in the room during the NIES Survey. The observer must read and sign the letter and return it to you before the session begins. School staff that remain in the room may not answer any questions that students ask, talk to anyone during the survey, or provide assistance on the assessment items.

6D. Use the correct session script to conduct the NIES Survey.

Once all of the students have arrived at the survey location and have been seated, you will conduct the survey by following the NIES Survey Script for the appropriate grade level. There is one grade 4 script and one grade 8 script. The NIES Session Scripts and the NIES Question-by-Question Specifications (QxQs) for each grade's NIES Student Questionnaire are located in the back of the *AA Manual*.

Procedure 7. Follow the Session Script

7A. Read the session script verbatim.

Since you will be conducting the NIES Survey sessions, you must become thoroughly familiar with each script and be able to read each fluently. The script should be read word for word (with expression) to make sure that all survey sessions for a given grade are administered the same way throughout the country.

7B. Distribute the questionnaires and take attendance.

After you read the introduction, the script instructs you to distribute the NIES Student Questionnaires and pencils. There are special NIES pencils to give the students in these sessions. Do not use the NAEP pencils.

There are several methods for distributing the NIES Student Questionnaires:

- The first is to call the students to the front of the room individually in the order they are listed on the NIES Administration Schedule. Hand each student his/her preassigned questionnaire and an NIES pencil. In most schools, this is how you will distribute the questionnaires, because you will have very few students in the session, or students will have already been assembled for the regular session.
- Another method for distributing materials is to place a preassigned questionnaire and a pencil at each student's desk.

As you distribute the questionnaires, record each student's attendance status for the survey by writing a check mark (✓) for present or an **A** for absent in the Atten. column on the NIES Administration Schedule. If a student is absent, also record an **A** on the student's questionnaire cover and place the booklet to the side to avoid giving an assigned questionnaire to the wrong student.

“Who me? I’m not American Indian.”

If a student arrives at the survey session and tells you that he/she is neither of American Indian nor Alaska Native heritage, you should ask the student if he/she would mind completing the survey anyway, and then determine the student’s correct race/ethnicity with the school coordinator after the session.

If you and the school find that the student’s race was coded incorrectly on the NIES Administration Schedule, and the student is not American Indian or Alaska Native, give the student an Administration Code of “Ineligible, not AI/AN” on both the NIES Administration Schedule and the student’s questionnaire cover. If the school determines that the student’s race is correctly recorded as AI/AN but the student refuses to complete the survey, give the student an Administration Code of “Student refusal.” Administration Codes for the NIES Survey are discussed in detail later in this chapter.

7C. Instruct students to remove the student ID label from the cover of their questionnaires.

After all of the students have received a questionnaire, the script instructs you to tell the students to remove the student ID label from the cover of their questionnaire and place it on the corner of their desk. This will assist you in monitoring the session, because you will be able to ascertain the student’s name simply by glancing at the label on the desk.

7D. For grade 4, read the questionnaire directions aloud.

For grade 4 sessions, you will read aloud the entire survey to the students. The directions for using the NIES Student Questionnaires are presented on the first page of the questionnaires and are also printed for you in the session script. Read these directions aloud to the students in all grade 4 sessions.

7E. For grade 8, read the questionnaire directions and survey aloud, as instructed by the script.

Read the questionnaire directions aloud for grade 8 students. However, grade 8 NIES schools have the option of having the student survey read aloud to the students or having the students complete the questions silently to themselves. Refer to **Procedure 3H-6** in the QCB to determine if the school coordinator requested you read all of the survey questions and answer choices aloud to the students.

How to Handle Latecomers to NIES Sessions

- Ask students who arrive during the questionnaire distribution to wait at the front of the room while you finish. Then check in the students, give each his/her assigned questionnaire and a pencil, and direct each student to a seat.
- If you have a large session and four or more students listed on the NIES Administration Schedule are not present after you have checked in students who have arrived, wait a few minutes before beginning the session. While you are waiting, you may informally ask those present if the missing students are absent from school that day. If a school staff member is present, discuss the possibility of finding the missing students. Proceed with the survey if it is determined that missing students are, in fact, absent, or after 5 minutes have passed. Do not, under any circumstances, allow another student to substitute for a sampled student who is absent from the session.
- **Students may be admitted to the survey session at any time.** Because the survey is not timed and we want to include as many selected students as possible, do not turn away a student who arrives after the other students have begun answering the questionnaire items. If a student arrives late to a grade 4 session or a grade 8 session where you are reading all the questions aloud, ask the student to begin working on the question the rest of the students are on. If the school schedule allows, the late student may stay to complete the questionnaire after the others have been dismissed. If a student arrives late to a grade 8 session where students are working at their own pace, direct the late student to begin working from the beginning of the questionnaire. If the student needs extra time to complete the questionnaire after the other students have finished and the school schedule allows, he/she may stay after the others have been dismissed.

Procedure 8. Administer the NIES Survey

The Grade 4 NIES Survey Script, found in the *AA Manual*, contains all of the questions and answer choices you must read aloud to students in grade 4 sessions.

Grade 4 and grade 8 NIES Survey sessions are expected to take about 15–20 minutes, depending on whether the questions are read aloud. These times include distributing the materials and checking attendance, administering the questionnaire, collecting materials, and dismissing the students. The actual reading of the survey questions is not timed. You should allow all the time needed, within reason, for all students in a session to complete the questionnaire in order to obtain the best possible data on the survey. In past years, most students completed the set of NIES Survey questions within 10–15 minutes. An example of the NIES Survey Scripts are shown below.

4th

2009 NATIONAL INDIAN
EDUCATION STUDY

SURVEY SCRIPT: GRADE 4

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a special survey for American Indian and Alaska Native students in the United States.

8th

2009 NATIONAL INDIAN
EDUCATION STUDY

SURVEY SCRIPT: GRADE 8

Introduction

Good morning/afternoon, everyone! My name is (YOUR NAME). Today you are participating in a special survey for American Indian and Alaska Native students in the United States. This survey is part of a study called the National Indian Education Study. The survey collects information on the educational experiences of American Indian and Alaska Native students like you and the role of Indian culture in your education. To make sure that all students receive the same instructions, I will be reading them to you from this script.

In this survey, you will be asked questions about you, your family, and your school experiences. Do not write your name on your survey booklet. You will not get a grade on this work. When the study is over, your answers will be combined with information from other American Indian and Alaska Native students from all over the country. The results of this study will help government leaders work with states, schools, and Indian tribes to strengthen educational programs for American Indian and Alaska Native students across the country.

Distribute Materials

Option 1: Booklets and Pencils Not Previously Distributed

Before I hand out your materials, please clear your desks. As I call your name, please come forward to get a booklet and pencil. After you get your booklet, place it face up on your desk and do not open it until I tell you to.

- Read students' names in NIES Administration Schedule order to distribute booklets and NIES pencils.
- Record a "✓" or an "A" in column A (Attend.) of the NIES Administration Schedule.

1.1

NIES SURVEY SCRIPTS
3.1