

## CHAPTER 11

# RESPONSIBILITIES AFTER LEAVING THE SCHOOL

*Shipping the completed assessment materials is one of your most important tasks.*

This chapter describes the procedures that must be completed following each assessment. Your responsibilities include conducting a quality control (QC) check of any makeup session materials, shipping Session Boxes to Pearson, entering assessment information into the School Control System (SCS), and finalizing School Folders. At the conclusion of this chapter, you should be familiar with all the guidelines for completing the tasks described above.

# 11

## Responsibilities After Leaving the School

### **Procedure 1. Conduct a Quality Control (QC) Check of Makeup Session Materials, If Necessary**

If a makeup session was held, it is your responsibility to conduct a QC check of the assessment administrator's (AA's) work with the makeup session materials before you prepare the session materials for shipping.

The AA will enter the results from the makeup session on the Administration Schedules. On each Administration Schedule, complete the following steps:

1. Make sure the **Makeup Held** oval is shaded.
2. Verify that the AA changed the Administration Code for each student who participated in the makeup session. The AA should have erased the initial absent code and entered one of the ASSESSED IN MAKEUP codes (**20–24**).
3. Check that the AA completed the remaining entries in the Summary Box. The number of students who participated in the makeup session should be written on the line labeled **# Assessed (Makeup Session)**. This number should be added to the line labeled **# Assessed (Original Session)** and the sum written on the line labeled **TOTAL ASSESSED**.
4. After you finish checking the Administration Schedules, check the booklet covers. Using the information from the Administration Schedules, review the booklet covers for all of the students invited to attend the makeup session. Ensure that the covers are coded correctly, according to the same procedures for coding booklet covers in a regular session (as described in the *AA Manual*).
5. Repeat the above procedures for any Extended Student Background Questionnaire (ESBQ) makeup sessions, if one was conducted.

### The Makeup Session Process

1. Mark students attending the makeup session by putting a checkmark in the Attendance (✓/A) column.
2. Shade in the Makeup Held oval at the top of the Administration Schedule.

This form must be completed in No. 2 pencil.

**NAEP 2009 Administration Schedule**

1 = Assessed and eligible  
2 = Assessed and participating  
3 = Assessed and absent  
4 = Assessed and absent  
5 = Assessed and absent  
6 = Assessed and absent  
7 = Assessed and absent  
8 = Assessed and absent  
9 = Assessed and absent  
0 = Assessed and absent

School #: 992-122-0    Grade: 8

School Name: Dixon Middle School

Administrator's Name: Silvia Thomas

Original session scheduled for: Day/Date: Wed, Feb. 4 Time: 8:00 a.m. Location: Cafeteria

Makeup session scheduled for: Day/Date: Thurs, Feb. 5 Time: 8:00 a.m. Location: Cafeteria

Makeup Held:  Yes  No

Session Number: 1006 1008

Original Booklet ID # 28    Assessed (Original Booklet) 24

Assessed (Makeup Session) 25    TOTAL ASSESSED 25

Student Name	Grade	Session	Assessed	Original Booklet ID #	Assessed (Original Booklet)	Assessed (Makeup Session)	TOTAL ASSESSED	Administration Codes
✓ Peters, Mark	232	R 0 4 9 5	1 1 1 4	401 193489 7	2	2	1	1 0
✓ Phillips, Susan	232	MC 0 2 9 5	2 3 1 1	101 023578 1	2	2	2	1 0
Pierce, Tim	232	S 0 6 9 4	1 1 2 4	201 993461 4	2	2	1	1 0
✓ Pryce, Carol	232	R 1 0 9 4	2 1 1 4	501 110376 0	2	2	1	1 0
✓ Putnam, April	232	MC 1 1 9 4	2 2 1 1	102 910456 2	2	2	3	1 0
✓ Qualls, Kimberly	232	S 0 9 9 4	2 5 1 4	202 103478 2	2	2	1	1 0
✓ Ramos, Marisol	232	R 0 1 9 5	2 3 3 4	001 004051 9	1	2	1	2 0
✓ Randal, Tyrone	232	MC 0 5 9 5	1 2 1 4	2	2	1	1	1 0
Reed, Julie	232	S 0 7 9 4	2 2 1 4	203 267931 5	2	2	4	3 4
✓ Reynolds, Michael	232	R 0 9 9 4	1 1 1 2 4	402 245719 4	2	2	1	1 0
✓ Rivera, Pedro	232	M 1 2 9 4	1 3 2 4	104 721487 1	2	2	3	1 0
✓ Robins, Sang	232	S 1 0 9 4	1 4 1 4	204 101456 6	1	2	1	1 0
✓ Rogers, Daniel	232	R 0 6 9 5	1 5 1 1	2	2	4	2	1 1
✓ Rowe, Christina	232	M 0 2 9 5	2 1 1 1	105 005061 3	2	2	3	1 0
✓ Sanders, Tina	178	S 1 0 9 4	2 5 1 4	205 123579 1	2	2	1	1 0

3. Change the Administration Code for participating students to the appropriate Assessed in Makeup Session codes (20–24) on the Administration Schedule. Do this by erasing the initial code and entering the Assessed in Makeup Administration Code outlined in the table below.
4. Complete the Summary Box at the top of the Administration Schedule as follows:
  - enter the number of students assessed on the line labeled # Assessed (Makeup Session) and
  - add the numbers assessed in the original and makeup sessions to obtain the TOTAL ASSESSED.

Assessed in Makeup Session Administration Codes	
<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 the 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. Use this code when the makeup session was interrupted and no student was able to complete the booklet (e.g., fire drill).
<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.

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## **Procedure 2. Ship Session Boxes to Pearson**

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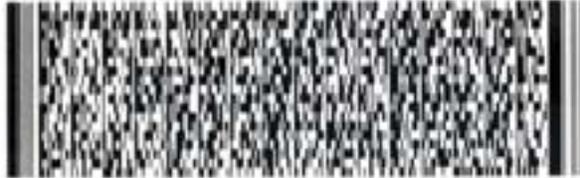
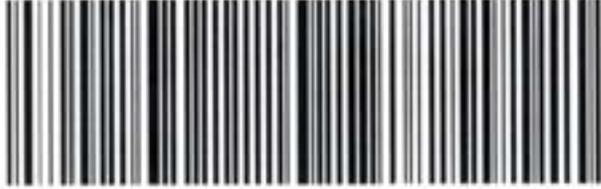
You are responsible for shipping the completed materials to Pearson as soon after the session as possible and no later than 1 day after the assessment or makeup session. Follow these next steps for preparing and shipping boxes.

### **2A. Attach the FedEx return labels to the boxes.**

Place a prepaid, preaddressed FedEx Express 2-day return label on each box that is to be returned (see example on the next page).

The FedEx tracking number is scanned at the time of pickup, so do not make any alterations to the label or use a photocopied label. FedEx will not accept packages with altered or photocopied return labels. If you do not have enough FedEx return labels (one is required for each box), call Pearson at 1-888-627-6237.

FedEx Return Label

ORIGIN ID: GAIA (301)251-1500 MIDDLE SCHOOL #1 ASSESSMENT COORD 1650 RESEARCH BLVD 992-122-0 HS0803 ROCKVILLE, MD 20850 UNITED STATES US	EstWgt: 1 LB SYSTEM#: 9784022/ESDS0400  BILL THIRO PARTY	Part # 156697-434 SAGRT 1207 *
<b>o PAT STEARNS</b> <b>PEARSON</b> <b>2510 NORTH DODGE ST</b>  <b>IOWA CITY IA 52200</b>		
(319)41-4712 PGMSSN:015092 NAEP 2009		SEQ:00000
		
		<b>FedEx</b> Express 
<b>FEDEX RETURNS AA</b>		
TRK# 0221	<b>7900 4838 0420</b>	<b>** 2DAY **</b>
<b>TT PROA</b>		<b>52200</b> IA-US <b>CID</b>
		
TRK: 7900 4838 0420		
TO SCHEDULE PICKUP CALL FEDEX AT 800-463-3339, ENTER 9 AT PROMPT THEN ENTER ACCOUNT NUMBER 341175662 FOR CUSTOMER SERVICE		

**2B. Complete the purple label on each box.**

Each Session Box will arrive from Pearson with a purple label on the side that says “Important NAEP Materials.” On the “Box \_\_\_ of \_\_\_” line, fill in the number sequence of the boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, etc.). These numbers are important because they help to confirm that all of the boxes have been received at Pearson. If the purple label becomes damaged, replace it with the extra label provided in the Session Box.

992-122-0 RS0803	DIXON MIDDLE SCHOOL	SEQ:	15
<b>IMPORTANT NAEP MATERIALS</b>			
NAEP ASSESSMENT 2510 NORTH DODGE STREET IOWA CITY, IA 52245		BOX _____ OF _____	
			
815-862-000 0006316715 ANS			
- -			

## 2C. Arrange for FedEx to pick up the boxes.

You may drop off the boxes at any FedEx location or call 1-800-GOFEDEX (1-800-463-3339) to schedule a pickup. You may give the sealed boxes to an AA to drop off at a FedEx location, if necessary.



Do not leave the boxes unattended for pickup. Do not leave the boxes at the school or at any other FedEx pickup location unattended.

If you call FedEx for a scheduled pickup, have the following information available when you call:

- **Shipping type, Express or Ground:** This is critical, as FedEx has different business units for ground and air, which do not overlap. Express will be used for session shipments. Ground will be used for returning bulk materials at the end of your assessment period;
- contact name;
- contact telephone number;
- pickup address;
- Zip Code (the representative will then verify the city by the Zip Code that you provide);
- the number of boxes you are shipping; and
- the average package weight (use 8 pounds per Session Box, 15 pounds per bulk box).

FedEx will give you a confirmation number and the date of the pickup. In most cases, your pickup will be scheduled for the following business day or the date you requested. In some large metropolitan areas, if you call FedEx early in the day, your pickup may be scheduled for that same day.

## 2D. Destroy the remaining labels.

After returning your materials for this project, any remaining FedEx labels must be destroyed. These are project-specific labels and cannot be reused.

### Procedure 3. Record Shipping Information on the School Folder and the *Quality Control Booklet* (QCB)

At the bottom of the FedEx return shipping label, there is a small, peel-off label preprinted with the tracking number.

Peel off the label with the tracking number and affix it to the back cover of the School Folder. Then, in the space provided next to the tracking number, record the date you shipped the box.

RETURN SHIPMENT TO PEARSON TRACKING			
	DATE:	TRACKING NUMBER LABEL:	NOTES:
1	2/6/09	1Z65901W3810046753	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Enter the Makeup Session Status and the Session Box Shipping Information on the back cover of the QCB.

Makeup Session Status	Session Box Shipping Information
Record <u>one</u> makeup session status below.	Have <u>all</u> Session Boxes been shipped to Pearson?
1 <input type="checkbox"/> Not Required	1 <input checked="" type="checkbox"/> Yes
2 <input checked="" type="checkbox"/> Required and Completed	Shipping Dates Entered into the MTS:
Date(s) _____	2/6/09
3 <input type="checkbox"/> Required and Not Completed	2 <input type="checkbox"/> No
Explain: _____	Explain: _____
_____	_____
_____	_____
_____	_____


**When all scheduled and makeup sessions are complete, enter the session results in the SCS and the session shipping information in the Pearson Materials Tracking System (MTS).  
Put the completed Quality Control Booklet in the School Folder and return to your supervisor.**

## Procedure 4. Enter Assessment Information Into the School Control System (SCS) and the Pearson Materials Tracking System (MTS)



The following table outlines the information you need to enter into the SCS and MTS. The *SCS User's Guide* and the *Pearson MTS User's Guide in Systems: The AC Guide to Using NAEP Systems* have details on how to enter this information.



### SCS and MTS Entries

Session Disposition/Type	SCS Entry	MTS Entry
<b>Makeup session is scheduled</b>	Enter scheduled makeup date.	N/A
<b>Completed NAEP session</b>	From the Summary Boxes of the Administration Schedules in the School Folder, enter the: <ul style="list-style-type: none"> <li>● number of students in the new enrollee sample;</li> <li>● number of withdrawn, ineligible, excluded, and absent students;</li> <li>● number of refusals (parent, student, and session/subject); and</li> <li>● number of students assessed in the regular and makeup sessions.</li> </ul>	From the School Folder, enter: <ul style="list-style-type: none"> <li>● the shipping date for each Session Box, and</li> <li>● the tracking number for each Session Box.</li> </ul>
	From the Summary Boxes of the ESBQ Administration Schedule(s), enter the total: <ul style="list-style-type: none"> <li>● number of newly added students;</li> <li>● number of withdrawn, ineligible, excluded, and absent students;</li> <li>● number of refusals (parent and student); and</li> <li>● total number of students assessed in the regular session and makeup session.</li> </ul>	
	From the Grade 12 Strategies Form, enter the data into the Special Studies tab.	

## SCS and MTS Entries (Continued)

Session Disposition/Type	SCS Entry	MTS Entry
	<p>From Summary Boxes of the NIES Administration Schedule(s), enter the total:</p> <ul style="list-style-type: none"> <li>● number of newly added students;</li> <li>● number of withdrawn, ineligible, excluded, and absent students;</li> <li>● number of refusals (parent and student); and</li> <li>● total number of students surveyed in the regular session and makeup session.</li> </ul>	<ul style="list-style-type: none"> <li>● Not applicable if the NIES Survey was conducted on the assessment day.</li> <li>● If the NIES Survey materials were shipped separately from the NAEP Session Boxes: <ul style="list-style-type: none"> <li>- mark the box of materials not used in the MTS,</li> <li>- enter the shipping date, and</li> <li>- enter the tracking number of the NIES shipment (envelope or box).</li> </ul> </li> </ul>
<p><b><u>All</u> sessions for this school are complete</b></p>	<p>Update the "Assessment Complete?" field from <b>No</b> to <b>Yes</b>.</p>	<p>N/A</p>

### Procedure 5. Finalize School Folders

At this point, the names of students should not be on any document, on the QCB, or on any form sent to your supervisor in the School Folder. As a reminder, no student names should be written anywhere on the documents sent with the finalized School Folders.

Finalize each School Folder by referring to the School Folder Transmittal Form. Put your initials over each item in the AC to Supervisor column, on the School Folder Transmittal Form, and then keep a copy for your files.

As a general rule of thumb, when in doubt, leave any form not listed in the School Folder Transmittal Form in the School Folder. If you are unsure about whether a document or note should be left in the School Folder, follow this guideline as long as student names are not listed on the document in question. A sample of a completed School Folder Transmittal Form is shown below.

School Folder Transmittal Form – NAEP 2009				
School Name: <u>Dixon Middle School</u>		ID #: <u>992-122-0</u>		
INSTRUCTIONS TO SUPERVISORS AND ACS: Initial in the appropriate column to indicate the documents you are including in the School Folder.				
DOCUMENT	SUPERVISOR TO AC	AC TO SUPERVISOR	SUPERVISOR TO FM	COMMENTS/NOTES
Private School Folder	(If applicable)	(If applicable)	(If applicable)	
Field Sampling Line Numbers Form	(If applicable) <b>GL</b>	(If applicable) <b>SR</b>	(If applicable)	
New Enrollee Sampling Line Numbers Form	<b>GL</b>	<b>SR</b>	Printout	
New Enrollee Listing Form	<b>GL</b>	<del>N/A</del>	<del>N/A</del>	
Original List of Students Submitted for Sampling	<b>GL</b>	<del>N/A</del>	<del>N/A</del>	
SD/ELL Roster of Questionnaires	(If applicable) <b>GL</b> Original, Grades 4/8	(If applicable) <b>SR</b> Photocopy, without names	(If applicable) Photocopy, without names	
Grade 12 Roster of Questionnaires	Original	Photocopy, without names	Photocopy, without names	
Preassessment Packet FedEx Airbill	<b>GL</b>	<b>SR</b>	Receipt	
White name labels for student certificates	Grade <b>GL</b> /12	<del>N/A</del>	<del>N/A</del>	
Quality Control Booklet	<del>N/A</del>	Completed	Completed	
Administration Schedule	<b>GL</b>	Photocopy, without names <b>SR</b>	Photocopy, without names	
Inclusion Worksheet	(If applicable) <b>GL</b> Printout	(If applicable) <b>SR</b> Photocopy, Without names	(If applicable) Photocopy, Without names	
SD/ELL Online Questionnaire Summary	<del>N/A</del>	(If applicable) <b>SR</b> Printout	(If applicable) Printout	
Student Sampling Summary Report	(If applicable)	(If applicable)	(If applicable)	
<b>IF ESBQ, ESBQ Administration Schedule</b>	<b>GL</b>	Photocopy, without names <b>SR</b>	Photocopy, without names	
<b>IF NIES, NIES Administration Schedule</b>	<b>GL</b>	Photocopy, without names <b>SR</b>	Photocopy, without names	
<b>IF NIES, NIES Roster of Questionnaires</b>	<b>GL</b>	Photocopy, without names <b>SR</b>	Photocopy, without names	
<b>IF NIES, NIES School Questionnaire</b>	<b>GL</b>	<del>N/A</del>	<del>N/A</del>	
<b>IF NIES, NIES Teacher Questionnaire(s)</b>	<b>GL</b>	<del>N/A</del>	<del>N/A</del>	
School/Teacher Roster of Questionnaires	<b>GL</b>	Photocopy, without names <b>SR</b>	Photocopy, without names	
Dated Parent Notification Letter sent by School	<del>N/A</del>	Copy <b>SR</b> School	Copy from School	
Student Booklet ID labels	If completed after 12/25 <b>GL</b>	<del>N/A</del>	<del>N/A</del>	
Assessment Information Form	<del>N/A</del>	Completed <b>SR</b>	Completed	
NAEP 2009 Listing of Sampled Students	By <b>GL</b>	<del>N/A</del>	<del>N/A</del>	
School Certificate of Appreciation and folder	<b>GL</b>	<del>N/A</del>	<del>N/A</del>	
Signed Teacher Observer Letter(s)	<del>N/A</del>	(If applicable) <b>SR</b> White copy only	(If applicable) White copy only	
Signed Accommodation Teacher Letter(s)	<del>N/A</del>	(If applicable) <b>SR</b> White copy only	(If applicable) White copy only	
Session Debriefing Forms	<del>N/A</del>	Completed, 1 per session <b>SR</b>	Completed, 1 per session	
Grade 12 Strategies Form	<del>N/A</del>	(If applicable) Completed	(If applicable) Completed	
Telephone Follow-Up QC Form	<del>N/A</del>	<del>N/A</del>	(If applicable)	
In-Person QCF	<del>N/A</del>	<del>N/A</del>	(If applicable)	
School Folder QC Checklist	<del>N/A</del>	<del>N/A</del>	Completed	
<b>FIELD MANAGER:</b> Be sure all AC Supervisor documents above are included before final shipment to Westat.		<b>FM Initials</b>	<b>Comments</b>	

WHITE: SCHOOL FOLDER    PINK: FIELD MANAGER    BLUE: SUPERVISOR    GOLD: AC    GREEN: SUPERVISOR

The School Folder must contain all required information, because Westat staff will frequently refer to the contents during booklet processing and statistical checks. If the photocopy of the final Administration Schedule for each session or the Roster of Questionnaires is not included in the School Folder, your supervisor may ask you to return to the school to obtain it.

It is important to note that once your supervisor receives the School Folder, he/she will check each folder using the School Folder Quality Control Checklist. The checks on this QC checklist are used to ensure that all the documents in the School Folder are completed accurately.

**NOTE:** If any data on the forms in the School Folder are incorrect or missing, this will be documented in your personnel file.

<b>School Folder Quality Control Checklist</b>	
AC Name: _____	
School Name: _____ NAEP ID: _____	
<b>1. Check the Front and Back Covers of the Folder</b>	
<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	<input type="checkbox"/> Has all necessary information been filled in on the front cover? If no, list what's missing: _____
<input type="checkbox"/>	<input type="checkbox"/> Have the tracking numbers been entered on the back cover?
<b>2. Verify the School Folder contains all of the necessary materials.</b> Use the School Folder Transmittal Form to make sure all necessary materials are included. Do not discard any items from the folder, including private school recruitment documents.	
<input type="checkbox"/>	<input type="checkbox"/> Are all of the required items included in the folder? If no, list what's missing: _____
<input type="checkbox"/>	<input type="checkbox"/> Is the correct NAEP ID on all documents?
<input type="checkbox"/>	<input type="checkbox"/> Have any documents with student or staff names been left in the folder? (If yes, remove and destroy names before sending folder in.)
<b>3. Review the Administration Schedule</b>	
<input type="checkbox"/>	<input type="checkbox"/> Are all demographic boxes (columns E-M) and planning codes (column N) filled in? If no, list what's missing: _____
<input type="checkbox"/>	<input type="checkbox"/> Do the summary box entries match the Admin Code counts? (If no, make the corrections in red pen and check the SCS to make sure the entries are correct.)
<b>4. Review the Rosters of Questionnaires</b> Scan all rosters for completeness and accuracy.	
<input type="checkbox"/>	<input type="checkbox"/> Have the rosters been filled in completely and correctly? If no, list what's missing/inaccurate: _____
<b>5. Review Accommodations using Inclusion Worksheet and Admin Schedule</b>	
<input type="checkbox"/>	<input type="checkbox"/> Have the planning codes been assigned correctly?
<input type="checkbox"/>	<input type="checkbox"/> Do the planning codes on the Inclusion Worksheet match the planning codes on the Admin Schedule?
<input type="checkbox"/>	<input type="checkbox"/> Do students who are noted as no longer SD and/or ELL on Inclusion Worksheet have an updated SD and/or ELL code on the Admin Schedule?
<b>6. Review the QCB</b> Thumb through the QCB to verify that the AC has entered all of the necessary information. Make copies of those pages that have missing or incorrect data and place them in the AC's personnel file.	
<input type="checkbox"/>	<input type="checkbox"/> Has all necessary information been entered on front cover? If no, list what's missing: _____
<input type="checkbox"/>	<input type="checkbox"/> Has all necessary information been entered on back cover? If no, list what's missing: _____
<input type="checkbox"/>	<input type="checkbox"/> Are all required parts of the QCB filled in? If no, list what's missing: _____
<input type="checkbox"/>	<input type="checkbox"/> Review the AA Assessment QC Records. Flag pages that document positive and negative feedback. Follow up with the AC to make sure copies of those pages have been made for the AAs' personnel files.
<b>7. ESBQ Schools</b>	
<input type="checkbox"/>	<input type="checkbox"/> Has the ESBQ Admin Schedule been filled in completely and correctly? If no, list what's missing/inaccurate: _____
<b>8. NIES Schools</b>	
<input type="checkbox"/>	<input type="checkbox"/> Has the NIES Admin Schedule been filled in completely and correctly? If no, list what's missing/inaccurate: _____
<input type="checkbox"/>	<input type="checkbox"/> Has the NIES Roster of Questionnaires been filled in completely and correctly? If no, list what's missing/inaccurate: _____
<input type="checkbox"/>	<input type="checkbox"/> Are the teachers listed on the NIES Roster also listed on the NAEP Teacher/School Roster of Questionnaires?
<input type="checkbox"/> I reviewed missing/incorrect items with the AC on _____ (date).	

White: School Folder      Yellow: Supervisor

## Procedure 6. Ship School Folders to Your Supervisor

During the first week of your assessments, ship the first two or three School Folders on Thursday for FedEx overnight delivery to arrive to your supervisor on Friday. After the first shipment, send the School Folders every Friday for delivery on Tuesday (2-day FedEx).

**NOTE:** Use blank FedEx labels to send the folders to your supervisor, not the preprinted FedEx labels that you use to return the Session Boxes to Pearson.

There are two options for getting your package to FedEx:

- The courier will come to your house or other designated location and pick up the package. To request a pickup time or to get a list of FedEx locations, call 1-800-GO-FEDEX or go to their website at: <http://www.fedex.com/us>.
- Drop off your package at any FedEx location.

Below is an example of how the FedEx label to your supervisor needs to be completed.



FedEx Tracking Number: 8566 1493 9870

Form ID No. **0200** Sender's Copy +

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**1 From** Please print and press hard.

Date: 02/06/09 Sender's FedEx Account Number: 1290-1574-8

Sender's Name: Sally Richardson Phone: 301,251-1500

Company: \_\_\_\_\_

Address: 1212 Pleasant Pkwy. Dept./Floor/Suite/Room: \_\_\_\_\_

City: Anytown State: MD ZIP: 12356

**2 Your Internal Billing Reference** 8533.42.09.41

**3 To**

Recipient's Name: Larry Supervisor Phone: 301,555-1234

Company: \_\_\_\_\_

Recipient's Address: Small Town St. Dept./Floor/Suite/Room: \_\_\_\_\_

We cannot deliver to P.O. boxes or P.O. ZIP codes.

Address: \_\_\_\_\_

To request a package be held at a specific FedEx location, print FedEx address here.

City: Small Town State: MD ZIP: 12345

**4a Express Package Service**

FedEx Priority Overnight Next business morning\* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

FedEx Standard Overnight Next business afternoon.\* Saturday Delivery NOT available.

FedEx First Overnight Earliest next business morning delivery to select locations.\* Saturday Delivery NOT available.

FedEx 2Day Second business day\* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

FedEx Express Saver Third business day.\* Saturday Delivery NOT available.

\* To most locations.

**4b Express Freight Service**

FedEx 1Day Freight\* Next business day.\*\* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

FedEx 2Day Freight Second business day.\*\* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.

FedEx 3Day Freight Third business day.\*\* Saturday Delivery NOT available.

\* Call for Confirmation: \_\_\_\_\_ \*\* To most locations.

**5 Packaging**

FedEx Envelope\*  FedEx Pak\*  FedEx Box  FedEx Tube  Other

\* Includes FedEx Small Pak, FedEx Large Pak, and FedEx Sturdy Pak. \*\* Declared value limit \$500.

**6 Special Handling**

SATURDAY Delivery NOT Available for FedEx Standard Overnight, FedEx First Overnight, FedEx Express Saver, or FedEx 2Day Freight.

HOLD Weekday at FedEx Location Not available for FedEx First Overnight, FedEx Priority Overnight and FedEx 2Day to select locations.

HOLD Saturday at FedEx Location Not available for FedEx Priority Overnight and FedEx 2Day to select locations.

Does this shipment contain dangerous goods? Classified by the shipper.

No  Yes See per attached Shipper's Declaration  Yes Shipper's Declaration not required  Dry Ice Dry Ice, UN 1845 x \_\_\_\_\_ kg

Dangerous goods (including dry ice) cannot be shipped in FedEx packaging.  Cargo Aircraft Only

**7 Payment Bill to:** Enter FedEx Acct. No. or Credit Card No. below.

Sender  Recipient  Third Party  Credit Card  Cash/Check

FedEx Acct. No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Credit Card No. \_\_\_\_\_

**Total Packages** \_\_\_\_\_ **Total Weight** \_\_\_\_\_ **Total Declared Value\*** \$ \_\_\_\_\_ .00

\*Our liability is limited to \$100 unless you declare a higher value. See back for details. By using this Airbill you agree to the service conditions on the back of this Airbill and in the current FedEx Service Guide, including terms that limit our liability. FedEx Use Only

**8 NEW Residential Delivery Signature Options** If you require a signature, check Direct or Indirect.

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## Chapter 11 Summary

At the conclusion of this chapter, you should be familiar with the following:

- how to perform QC procedures for makeup sessions,
- how to enter assessment information into the SCS and the MTS,
- how to report assessment progress to your supervisor,
- how to finalize School Folder contents, and
- how to pack and ship the Session Boxes back to Pearson.



## Test Your Knowledge

**Instructions:** Select the answer that best completes the statement.

1. When conducting a QC check of makeup session materials, the AA should have erased the initial absent code on the Administration Schedule and entered \_\_\_\_\_.
  - a. one of the other codes (**51–56**)
  - b. one of the Assessed in Original Session codes (**10–14**)
  - c. one of the Assessed in Makeup Session codes (**20–24**)
  - d. the AA should not have erased the initial absent code
  
2. Two to three School Folders from the assessments conducted during the first week must be shipped to your supervisor \_\_\_\_\_.
  - a. on Thursday for overnight delivery
  - b. within 2 days
  - c. every Friday
  - d. as soon as possible
  
3. When you make arrangements for shipping the Session Boxes to Pearson, \_\_\_\_\_.
  - a. have FedEx pick up the boxes from the school
  - b. use express shipping (air) only
  - c. use ground shipping only
  - d. mark all of the boxes “Confidential”
  
4. When finalizing a School Folder, use the \_\_\_\_\_ to account for all documents:
  - a. the QCB
  - b. the School Folder Transmittal Form
  - c. the Westat School Folder Form
  - d. the School Folder Quality Control Checklist
  
5. When you ship the session materials to Pearson, peel off the tracking number from the FedEx shipping label and affix it to the \_\_\_\_\_.
  - a. the Administration Schedule
  - b. the School Information Form
  - c. the back cover of the School Folder
  - d. the QCB

Answers: 1-c, 2-a, 3-b, 4-b, 5-c

## CHAPTER 12

### ACTIVITIES AFTER TRAINING

*After attending the AC Training, you may be asked to assist your supervisor with post-training activities.*

This chapter provides the schedule of events you will follow after AC Training, including assisting your supervisor with sampling and preparing Preassessment Packets, receiving your School Folders, developing a schedule for assessment administrators (AAs), receiving assessment materials, participating in AA Training, and communicating weekly with your supervisor. At the conclusion of this chapter, you should understand your post-training tasks.

# 12

## Activities After Training

After you return home from training, your assessment coordinator (AC) responsibilities will begin immediately. These include several preliminary activities that you will complete both on your own and with your supervisor. Be sure to prepare yourself for every facet of your assignment by rereading this manual and familiarizing yourself with the forms and materials you will be working with on a regular basis.

### **Procedure 1. Assist With Sampling Activities, If Necessary**

From late November through December 2008, your supervisor will select the sample of students to be assessed in schools in your area if the state, district, or school did not send an electronic list of students for sampling. Your supervisor may enlist your help with the tasks involved in sampling students for the assessment at these schools.

These activities will require you to

- review and prepare the student lists for selection, and
- enter the sampled students' names and other demographic information into a tracking system called the Student Data System (SDS) on your supervisor's computer.

Your participation in these activities will depend on the sampling activities completed in your area before you begin your assignment. Your supervisor will provide details about your responsibilities with regard to student sampling and provide further instruction.

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## Procedure 2. Prepare Preassessment Packets With Your Supervisor

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Your role in this task is to work with your supervisor to compile materials for the Preassessment Packets according to standard NAEP procedures.

**Preparing the Preassessment Packets with your supervisor gives you an opportunity to become familiar with the materials you will be using to communicate with the schools.**

Throughout December 2008, you and your supervisor will assemble the Preassessment Packets that are mailed to participating schools. The Preassessment Packets contain important information, instructions, and materials the school coordinators need to prepare for the preassessment visit and the assessment process.

The supervisors will send the Preassessment Packets to the schools via FedEx on January 2, 2009. Your supervisor will coordinate a time, date, and location with you for preparing the Preassessment Packets. He/she will also have all of the materials needed to prepare the packets and will provide instructions on packet assembly.

The documents included in the Preassessment Packet are listed in chapter 1 and in Appendix A, Preassessment Packet Materials. One of the most important documents included in the Preassessment Packet is the Parent/Guardian Notification Letter. The letter is generic or, in some states, the state has prepared a specific letter. Only one letter is posted per state in Step 2 of the MySchool website. It is important that the correct letter is included in each school's Preassessment Packet.

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## Procedure 3. Receive the School Folders From Your Supervisor

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It is the AC's role in this task to

- ensure you receive one School Folder for each school in your assignment, and
- review the contents of the School Folders.

**The School Folder contains the most critical set of documents in the assessment process.** You may receive the School Folders from your supervisor in a few different ways. In some cases, your supervisor may ask you to help prepare School Folders in your area. If you assist in assembling, your supervisor may choose to give them to you at that time; otherwise, your supervisor will mail them to you. If you do not receive the School Folders by the end of December 2008, contact your supervisor.

The School Folders will contain many different documents, and the contents may vary from school to school. When you receive them, it is your responsibility to check that every School Folder contains the documents listed at the top of the School Folder Transmittal Form, which is also included in the folder. Your supervisor will initial each document listed on the School Folder Transmittal Form.



**You are required to sign for each box of assessment materials delivered to you.** Do not sign for all the boxes delivered to you from FedEx until you have verified that all the boxes on the list are in the shipment. If you sign for a box that is not in the shipment, it will be much more difficult to track that box since FedEx considers it as delivered.

## **Procedure 4. Develop a Tentative Schedule for Assessment Administrators (AAs) With Your Supervisor**

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You are responsible for scheduling the AAs on your team. Typically, there are three to five AAs per team. The number of AAs on your team depends on the

- geographic size of your area,
- anticipated number and size of the sessions, and
- schedule of the assessments.

You will work with your supervisor in December 2008 and January 2009 to develop a tentative schedule for your AAs. Be prepared to give each AA his/her schedule at the AA In-Person Training in January. After each preassessment visit, once you know whether accommodation sessions will be necessary and the time and location of each one, you will review and revise this schedule as necessary.

Instructions for scheduling AAs using standard NAEP procedures are included in chapter 5, *After the Preassessment Visit*. Please read this chapter carefully before developing your tentative schedule, and again as you revise your schedule after the preassessment visits.

## **Procedure 5. Receive and Secure Assessment Materials From Pearson**

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Beginning January 5, 2009, Pearson will send you via FedEx the materials needed to conduct all the assessments in your area. The boxes will be sent to your home address unless you have informed Pearson, by updating the Pearson Materials Tracking System (MTS) before December 17, 2008, that a different name or address should be used.

Proper handling and storage of all assessment materials and supplies are very important parts of your job.

Your role in this task is to determine that you have received

- all of the boxes of assessment materials in your assignment, and have organized the boxes by school to prepare the inventory of their contents; and
- the bulk supply boxes, and have inventoried their contents.

**Calculate the number of boxes you receive.** In order to plan effectively, after AC Training, calculate the number of boxes that you should receive. To calculate the maximum number of boxes that you will receive, use the following equation:

$$([\# \text{ of schools}] \times [\# \text{ of sessions}]) + (6 \text{ bulk supply boxes}) = \text{total } \# \text{ of boxes}$$

You will most likely have many boxes to organize and store. Therefore, you will need to separate the boxes by school to inventory their contents.

As soon as you receive all of the boxes:

- Verify that you have received the correct number of Session Boxes for each school (a master packing list in box 1 lists all schools and sessions).
- Verify that you have received the bulk supply shipment.
- Inventory the contents of the bulk supply boxes at the time they arrive, because some of the materials will be needed during the preassessment visit.

The packing slips will indicate the number of boxes in each shipment. If you do not receive all of the boxes in a shipment, or if you do not receive an expected shipment, contact your supervisor immediately.



In the MTS, you will need to record

- when you have received all materials shipped to you, and
- each time you receive an additional shipment.

Details on using the MTS to inventory your assessment materials are provided in your home study and in *Systems: The AC Guide to Using the NAEP Systems*.

## Procedure 6. Participate in AA Training

Each state will have one or more AA Trainings, generally held during the first 3 weeks of January 2009. A small number of AA Training sessions will be held in December, shortly after the AC Training. One of your responsibilities as an AC is to attend the AA Training in your area. At that training, you will review each AA's home study quiz and monitor your team as it completes training exercises.

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Before your first assessment, you will also meet with your team of AAs to review a few post-training items, including the session scripts and the contents of the Session Boxes. During this meeting, you will also prepare the assessment booklets for the first week. Be sure to reinforce the activities that will take place before, during, and after the assessment sessions at this meeting. This short follow-up training will provide a place for your AAs to ask questions and develop as a team. It will also reinforce the information that was presented at the AA Training.

Additional details will be provided about your role in both of these training sessions after your AC Training in December.

## **Procedure 7. Communicate Weekly With Your Supervisor**

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**It is critical that you and your supervisor stay in close contact during the preassessment period.** Once the assessments start, the weekly telephone calls you conduct with your supervisor will change from reporting the status of your preassessment calls and visits, to reporting your assessment progress. Have the School Folders and all other materials you will need ready for the call.

At this stage of the assessment process, your call with your supervisor will include reporting

- the schedule of AAs assigned to upcoming assessments,
- the performance of AAs (see next page),
- troubleshooting needs,
- the shipment of assessment materials,
- the status of SCS entries,
- observations conducted by NAEP staff, and
- staffing or other problems you have or may encounter.



### **Voices of Experience: Addressing Important Questions or Issues**

If you have a question or issue that requires immediate attention, including staff hours and management issues, do not wait for your scheduled call to contact your supervisor. If he/she is unavailable, contact your field manager or the NAEP staff Help Desk at 1-888-283-NAEP (6237).

### Discussing AA Performance With Your Supervisor

If you are experiencing performance problems with an AA, as discussed in the *Leadership* magazine, you will first want to discuss the problem directly with the AA. Document the problem, any discussions you have with him/her, and the situation's resolution or outcome. It is a good idea to put this documentation in the form of an e-mail to your supervisor.

Your weekly report call is the time to inform or update your supervisor about the problem and discuss the actions you have taken so far. Your supervisor is required by a new Westat corporate policy to complete a Documentation Log for any performance problems with a field staff member (both ACs and AAs). Your supervisor will use the information you provide to complete this form.

If you are unsure about how to proceed with an AA with whom you are experiencing difficulties, discuss the situation with your supervisor as soon as possible. Your supervisor can offer valuable suggestions for working with your team of AAs, especially in problematic situations. Do not delay discussing AA problems with your supervisor. The NAEP field period is very short, and most problems can be corrected quickly and will provide you with a quality and effective team member for the remainder of the assessment period.

At the conclusion of the assessment period, you and your supervisor will complete an evaluation form for each AA. If you report problems with an AA's performance on this form, you and your supervisor are required to have written documentation to back up the ratings you give the AA. Therefore, you must document in writing all performance problems with an AA and discuss them with your supervisor at the time the problem arises—not at the end of the assessment period.

Your role in this task is to prepare your questions and materials to ensure a productive weekly report call with your supervisor. Your supervisor will plan this activity with you during the AC Training. The first call will be scheduled for the week after training. In preparation for the call, gather the following materials:

- Log of Schools (if provided by your supervisor) on which you have recorded the status of activities for each school;
- School Folders for the schools you are currently working on;
- Administration Schedule (if postassessment, this will be the copy without names);
- *Quality Control Booklets* (QCBs) for the schools you are currently working on;
- the assessment and staff assignment calendar;
- notes or questions pertaining to your assignment;
- notes of any issues with particular staff; and
- notes to discuss National Indian Education Study (NIES) schools.

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During the weeks where you are conducting preassessment visits and before the assessment field period begins, the weekly telephone call with your supervisor will include reporting about

- **Review of schools.** Supervisors will review the requirements for schools in your assignments, including the contents of the School Folder and missing demographic information from key NAEP documents such as the Administration Schedule. Your supervisor will also discuss any Student Sampling Summary Reports (SSSRs) for each of your schools and discuss how to talk about the data checks from this report with the school coordinator.
- **Private schools.** Schools that have a sticker on the cover of a private School Folder require extra attention. Your supervisor will review documents from the private School Folder with you and point out any special requests such as wearing a headdress or matching the gender of the AA to the gender of the students. If during your preassessment visit at a private school any requests are made by the administrator, you should bring them to the attention of your supervisor during this call. Some private schools decide to drop out of NAEP, and if they do, attempt to find out a reason from the administrator.
- **Scheduling telephone calls.** Discuss the progress of the Scheduling Calls in your assignment and inform the supervisor of any scheduling conflicts with the preassessment visit dates that have been set. Your supervisor will also inquire about whether or not you are up to date with entering the preassessment visit date and time in the School Control System (SCS).
- **Confirmation telephone calls.** Discuss the status of the Confirmation Call and inform your supervisor of any problems.
- **Preassessment visits.** Your supervisor will be asking about the preassessment visits and the results of any discussions about special studies the school is sampled for. For grade 12 schools, your supervisor will ask how, overall, the discussion with the school coordinator went by using the *Best Practices for Improving Twelfth-Grade NAEP Participation*.
- **Preparing for assessments.** For the assessments in the upcoming week, you will review the arrangements for booklet preparation, the requirements for each school, and discuss staffing arrangements and the schedule of AAs.

As the assessment period gets underway, topics related to the assessment and post-assessment will be discussed, including:

- **Results of assessment day.** You will also discuss the assessments that are completed, including any makeup sessions. Your supervisor will review the schools selected for the NIES or the Extended Student Background Questionnaire (ESBQ), as well as any grade 12 strategies that were implemented. Provide your supervisor with an update of your postassessment SCS entries.
- **Personnel issues.** The reporting call is also a time for you to discuss any personnel issues about your AAs both individually and as a team. This includes informing your supervisor of any situations where you had to intervene in a session (e.g., if your AA left materials unattended) or you had to retrain AAs on a procedure.
- **Postassessment activities.** Under this topic, your supervisor will ask about any session materials missing at Pearson (4 days after shipment) and will check to see if your SCS entries are current.
- **Administrative tasks.** Finally, your supervisor will review past and upcoming hours charged by you and your team of AAs, and will ensure that your Hours Tracking System (HTS) entries are current.

If you have questions or problems that require immediate attention, do not wait for your scheduled call to address them; call your supervisor immediately. If your supervisor is not available, contact your field manager or the NAEP Help Desk at 1-888-499-NAEP (6237).

Once the assessment period begins, you will discuss a somewhat different list of issues with your supervisor during this weekly call.

## Chapter 12 Summary

Upon completing this chapter, you should be able to

- understand the activities you will complete after training,
- familiarize yourself with the activities your supervisor may need assistance completing,
- understand your responsibilities regarding AA Training, and
- prepare for the weekly call with the supervisor.