

APPENDIX A

PREASSESSMENT PACKET MATERIALS

A

Appendix A. Preassessment Packet Materials

The materials described in this section are used to prepare the Preassessment Packet. Each school will be sent one packet of materials prior to the preassessment visit. Supervisors will prepare the packets and may ask for your assistance in the process.

Instructions for the School Coordinator Brochure

This brochure (page A.2) is included in the Preassessment Packet and provides the school coordinator with the list of items included in the packet and instructions for what needs to be done prior to the preassessment visit. During the Confirmation Call, you need to review this brochure with the school coordinator.

This year, there are three versions of the *Instructions for the School Coordinator* brochure: a combined one for grades 4 and 8, one for grade 12, and one with information related to the National Indian Education Study (NIES) at grades 4 and 8. Each version of the brochure has information specific to the grade level being assessed, and you should become familiar with the information in all three of them.

Instructions for the School Coordinator Brochure

INSTRUCTIONS

FOR THE SCHOOL COORDINATOR

Grades 4, 8, and NIES

COMPLETING PREASSESSMENT ACTIVITIES FOR NAEP 2009

We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2009 assessment program. We are pleased that you are serving as the coordinator for NAEP activities at your school. In order for the visit to take the least amount of your time, we ask that you read these instructions carefully.

If you receive this Preassessment Packet before then, I can be contacted through the MySchool website at www.myschool.com or the information below. If you need immediate assistance, please call the NAEP Help Desk at 1-800-283-NAEP (6237).

INSTRUCTIONS

FOR THE SCHOOL COORDINATOR

Grade 12

COMPLETING PREASSESSMENT ACTIVITIES FOR NAEP 2009

We greatly appreciate your support of the National Assessment of Educational Progress (NAEP) and the participation of your school in the 2009 assessment program. We are pleased that you are serving as the coordinator for NAEP activities at your school. In order for the visit to take the least amount of your time, we ask that you read these instructions carefully.

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INSTRUCTIONS

FOR THE SCHOOL COORDINATOR

Grades 4 and 8

COMPLETING PREASSESSMENT ACTIVITIES FOR NAEP 2009

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I will call you shortly after you receive this Preassessment Packet. If you have questions before then, I can be contacted through the MySchool website at www.myschool.com or the information below. If you need immediate assistance, please call the NAEP Help Desk at 1-800-283-NAEP (6237).

The preassessment visit is scheduled for

_____ at _____ a.m./p.m.

I will arrive at your school an hour or so before our preassessment visit to gather the materials listed below and work in a designated space until our scheduled appointment.

Please have these materials ready for me upon my arrival:

- Completed Student with Disabilities (SD) and English Language Learner (ELL) Questionnaires and/or the SD/ELL Online Questionnaire Summary for those that were completed online
- Updated NAEP Student Information Report(s)
- Printed list of current students in selected grade
- Completed Logistics Questionnaire (Optional)

NAEP is scheduled to take place in your school on _____

We look forward to a successful assessment!

Sincerely,

NAEP Representative

E-mail address

Telephone number

_____ is scheduled for

_____ at _____ in

_____ an hour or so before our preassessment visit to gather the materials listed below and work in a designated space until our scheduled appointment.

Materials ready for me upon my arrival:

- Completed Student with Disabilities (SD) and English Language Learner (ELL) Questionnaires and/or the SD/ELL Online Questionnaire Summary for those that were completed online
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NAEP is scheduled to take place in your school on _____

We look forward to a successful assessment!

Sincerely,

NAEP Representative

E-mail address

Telephone number

Student Information Report

The Student Information Report (shown below) is a session-level document that contains the sampled student names and all of the demographic information that the Administration Schedule contains. Your supervisor will print out and provide you with one Student Information Report for each session.

On the *Instructions for the School Coordinator* brochure, the school coordinator is asked to review the Student Information Report and update any missing demographic data.

August 12, 2008									
NAEP 2009 STUDENT INFORMATION REPORT									
Dixon Middle School 9921220						Session # RS0803			
-A-	-B-	-C-	-E-		-F-	-G-	-H-	-I-	-K-
LINE #	STUDENT NAME	HOME ROOM	MOB	YOB	SEX	RACE/ ETHNICITY	NSLP	SD	ELL
1	Peters, Mark	232	4	1995	1	1	1	4	2
2	Phillips, Susan	232	2	1995	2	3	1	1	2
3	Pierce, Tim	232	6	1994	1	1	2	4	2
4	Price, Carol	232	10	1994	2	1	1	4	2
5	Putnam, April	232	11	1994	2	2	1	1	2
6	Qualls, Kimberly	232	9	1994	2	5	1	4	2
7	Ramos, Marisol	232	1	1995	2	3	3	4	12
8	Randal, Tyrone	232	5	1995	1	2	1	4	2
9	Reed, Julia home-schooled	232	7	1994	2	2	1	4	2
10	Reynolds, Michael	232	9	1994	1	1	1	24	2
11	Rivera, Pedro	232	12	1994	1	3	2	4	1
12	Robins, Sang	232	10	1994	1	4	1	4	12
13	Rogers, Daniel	232	6	1995	1	5	1	1	2
14	Rowe, Christina	232	2	1995	2	1	1	1	2
15	Sanders, Tina	178	10	1994	2	5 1	1	4	2
16	Safford, Karen	178	9	1995	2	1	1	4	2
17	Sanchez, Roberto	178	5	1995	1	3	3	4	2
18	Scott, Edwin	178	2	1994	1	5	1	4	2
19	Smith, Paige	178	11	1995	2	1	1	4	2
20	Stewart, Elena	178	10	1994	2	3	2	4	2
21	Taylor, Daniel	178	12	1994	1	1	3	4	2
22	Thomas, Chris	178	6	1994	1	1	1	4	2
23	Tucker, Tony	178	9	1994	1	1	3	4	2
24	Vann, James	178	11	1995	1	1	1	4	2
25	Walker, Brian moved - withdrawn	178	3	1995	1	1	1	4	2
26	William, Aamir	178	7	1994	1	1	2	4	2
27									
28									
29									

STUDENT DEMOGRAPHIC CODES		
Sex: 1=Male; 2=Female	SD: 1=Yes, IEP; 2=Yes, 504; 3=Yes, IEP/504 plan in process; 4=No, not SD; 9= Information unavailable	ELL: 1=Yes; 2=No; 3=Formerly ELL; 9=Information unavailable
Race/Ethnicity 1=White, not Hispanic 2=Black, not Hispanic 3=Hispanic 4=Asian/Pacific Islander	5=American Indian/Alaska Native 6=Other 7=School does not collect this information 9=Information unavailable	National School Lunch Program (NSLP) 1=Student not eligible 2=Free lunch 3=Reduced price lunch 4=School not participating 9=Information unavailable

SD and ELL Questionnaires

Students who have disabilities (SD) and/or who have been identified as English language learners (ELL) require an additional questionnaire to be completed by the school staff member most knowledgeable about their testing ability. School staff members are asked to complete two types of questionnaires:

- SD Questionnaire; and
- ELL Questionnaire.

These questionnaires (page A.5) will be used to collect additional information for NAEP and to assist the school coordinator in making informed decisions about how SD and ELL students will be assessed. The school coordinator or staff member most knowledgeable about the SD and/or ELL student has the option of completing the questionnaire either on **hardcopy** or **online**.

The school coordinator's instructions for distributing and collecting SD and/or ELL Questionnaires are printed on the right side of the SD/ELL Roster of Questionnaires. You will collect the completed hardcopy questionnaires and the blank questionnaires for those completed online during the preassessment visit. Then you will transcribe the results of the hardcopy questionnaires onto the Inclusion Worksheet.

SD and ELL Questionnaires



2009
English Language Learner (ELL) Questionnaire

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

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

Math Reading Science
 Civics, Geography, or U.S. History

To complete this questionnaire:

- Choose the method (mark one)
 - Online (<http://www.naepq.com>)
 - This hardcopy (use #2 pencil)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your school coordinator by ___ / ___.



2009
Student with Disabilities (SD) Questionnaire

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

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

Math Reading Science
 Civics, Geography, or U.S. History

To complete this questionnaire:

- Choose the method (mark one)
 - Online (<http://www.naepq.com>)
 - This hardcopy (use #2 pencil)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by ___ / ___.

DO NOT USE

A	B	C	D	E
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

DO NOT USE

A	B	C	D	E	F
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

For NAEP Staff Use Only

School #

Student Demographic Information
(from columns E and F on Administration Schedule)

Birth Date Sex
 1 = Male
 Month Year 2 = Female

Student Booklet ID
(from column O on Administration Schedule)

Session Number Admin Sched

Line #

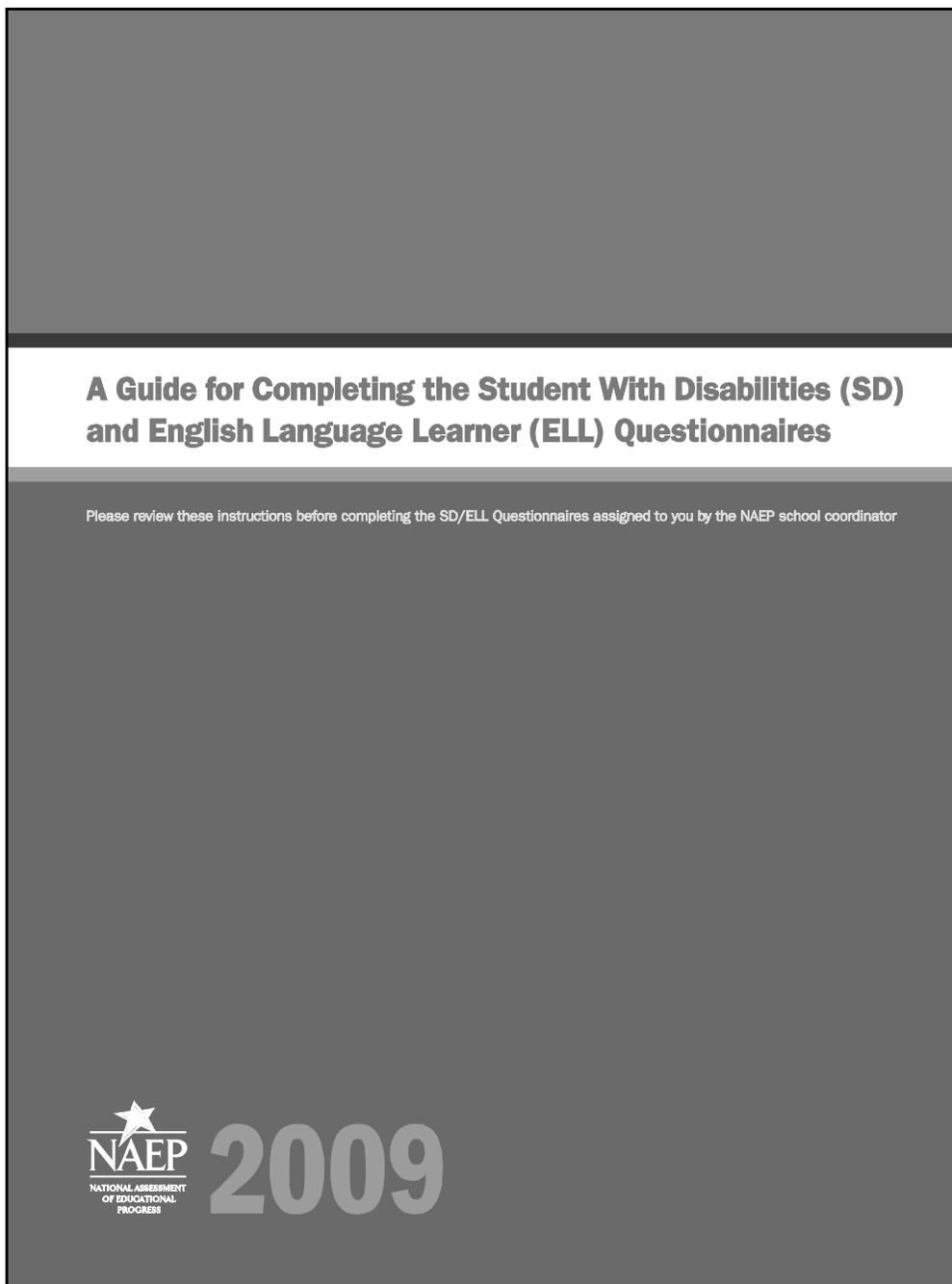
PLACE LABEL HERE

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is 1820-0790. The time required to complete this information collection is estimated to average 50 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 regarding the accuracy of the time estimate(s) or suggestions for improving this form, please write the U.S. Department of Education, Washington, D.C. 20202-4051. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Dept. of Education, Washington, D.C. 20202-4051.

Agreement of the Institute of Education Sciences: This report is authorized by law (PL 107-110, 50 U.S.C. 8601G). 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. 1820-0790 - Approval Expires 06/30/10. Mark Hallinan Terms by Pearson HCB 888-777228-0118/0421. Printed in U.S.A.

Guide for Completing the Student With Disabilities (SD) and English Language Learner (ELL) Questionnaires

The *Guide for Completing SD/ELL Questionnaires* (shown below) provides step-by-step information on filling out the SD and ELL Questionnaires. The person completing the SD and ELL Questionnaires is provided with detailed instructions on how to answer each question within the questionnaire. Your supervisor may also have inserted into this guide state-specific SD/ELL guidelines for each state in your assignment.



The SD/ELL Roster of Questionnaires—Grades 4 and 8

There is one combined SD/ELL Roster of Questionnaires available for grade 4 and grade 8 schools. The Roster of Questionnaires (shown below) is the document that links the completed NAEP school staff questionnaires to the principals and teachers of sampled students. Therefore, it is important that the rosters are completed correctly to ensure that questionnaire data are linked to the correct teachers and schools. If incorrect information is recorded on the roster, the final NAEP results will not be accurate. Your supervisor will include a copy in the Preassessment Packet.

There are four versions of the rosters:

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



NAEP 2009
SD/ELL Roster of Questionnaires

SCHOOL #: - -



NAEP 2009
Grade 8 Roster of Questionnaires

SCHOOL #: - -



NAEP 2009
Grade 4 Roster of Questionnaires
(School and Teacher Questionnaire Tracking Form)

SCHOOL #: - - Page of

I. NAEP School Questionnaire Distributed to:

II. Teacher Questionnaire	II. NAEP Teacher Questionnaire	Return Status
Teacher Name	Teacher Questionnaire ID #	Hardcopy Online Not Completed
01	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
02	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
03	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
04	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
05	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
06	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
07	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
08	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
09	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
10	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
11	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
12	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
13	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>
14	97	<input type="radio"/> <input type="radio"/> <input type="radio"/>

Return Status: Hardcopy Online Not Completed

SCHOOL NAME: _____ CITY/STATE: _____

School Coordinator Instructions for Distributing and Collecting Questionnaires

Give the School Questionnaire to the principal.

- Encourage him/her to complete it online.
- Point out the date (listed on the front cover) by which it should be completed and returned to you.*

Distribute the Teacher Questionnaires.

- Give one questionnaire to each teacher who teaches reading, mathematics, or science to fourth-grade students.
- Encourage teachers to complete them online.
- Point out the date (listed on the front cover) by which they should be completed and returned to you.*

Mark the appropriate "Return Status" oval.

- As each hardcopy is returned to you, mark the "Return Status" (Hardcopy or Online) on this Roster of Questionnaires based on how it was completed.
- If a questionnaire is not returned to you, mark the "Not Completed" oval.

Keep this Roster and all completed questionnaires together.
The NAEP Representative will collect them from you on assessment day.

*School staff who complete the questionnaires online should return the blank hardcopy questionnaires to you with the "online" oval shaded on the front cover.

The Grade 12 School Questionnaire

The NAEP School Questionnaire is the only document used to collect detailed background information from principals or school administrators. Since there are no Grade 12 Teacher Questionnaires, supervisors will prepare a Grade 12 School Questionnaire and send it with any required prepared SD and/or ELL Questionnaires to each grade 12 school along with the Grade 12 Roster of Questionnaires in the Preassessment Packet. Principals may complete the questionnaire using **one** method: online or hardcopy. Online questionnaires are located at www.naepq.com.



NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

**2009
Grade 12**

**School A
Questionnaire**
(School Characteristics and Policies)

Q-967

Directions For School Staff

To complete this questionnaire:

- Choose the method (mark one)
 - Online (<http://www.naepq.com>)
 - This hardcopy (use #2 pencil)
- Answer each question to the best of your ability.
- Return the questionnaire – either blank if done online or the completed hardcopy – to your NAEP school coordinator by ___ / ___ .

For NAEP Staff Use Only

School #

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DO NOT USE

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

PLACE LABEL HERE

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 1850-0790. The time required to complete this information collection is estimated to average 90 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. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCES, U.S. Department of Education, 1080 K Street N.W., Washington, D.C. 20008-6861.

A project of the Institute of Education Sciences.
This report is authorized by law (PL-107-110, 20 U.S.C. §5010). 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. 1850-0790 - Approval Expires 05/31/2010
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Printed in U.S.A.

ASSESSMENT COORDINATOR MANUAL

A.9