

Teacher Observer Letter

NAEP encourages the teacher and/or the school coordinator to remain in the classroom during the assessment to observe and assist in classroom control. NAEP has developed a Teacher Observer Letter (shown below), printed on two-part paper, which provides instructions to school staff observers on their role during the assessment.

Since the staff members observing the assessment sessions have access to the assessment booklets and data, there is a nondisclosure statement located at the bottom of the letter for school staff to sign. You will provide this letter to school staff observers and collect the signed letter just prior to the assessment. Give the top copy to the teacher, and place the bottom copy in the School Folder.

NAEP 2009 TEACHER OBSERVER LETTER

We welcome you to the NAEP assessment!

The National Assessment of Educational Progress (NAEP) is often referred to as the "Nation's Report Card." NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For 40 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

We appreciate your assistance in NAEP!

By being present during the assessment, you will help emphasize to the students the importance of them taking their test seriously. You have the advantage of knowing some or all of the students and the protocols of the school. The NAEP staff person may ask for your assistance in these areas.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

- 1. Please do not answer any questions that any of the students may ask you about his/her test.**

The NAEP staff is thoroughly trained to administer the tests to students to ensure the highest level of validity of the test results. They have a script they must read to the students verbatim to maintain the consistency of the instructions to students across the nation. The NAEP staff has been directed not to answer any questions the students may ask about their test questions but to encourage the students to do the best they can. In talking to a student about his/her test, you may be inadvertently compromising the results.

- 2. Please do not talk to anyone during the assessment, even the NAEP staff member.**

Any conversation could be disruptive to a student and may affect his/her ability to concentrate on the test.

- 3. Please do not look at the students' test booklets.**

The security of the test items is a very important part of NAEP. No one other than the student who is assigned a particular booklet is to read the questions. You are welcome to look over the Sample Questions Booklet which provides the background questions and examples of test questions asked in previous years. Our staff has signed a security affidavit and, since you have access to the test booklets, we ask the same of you.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

- use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;
- make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or
- permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

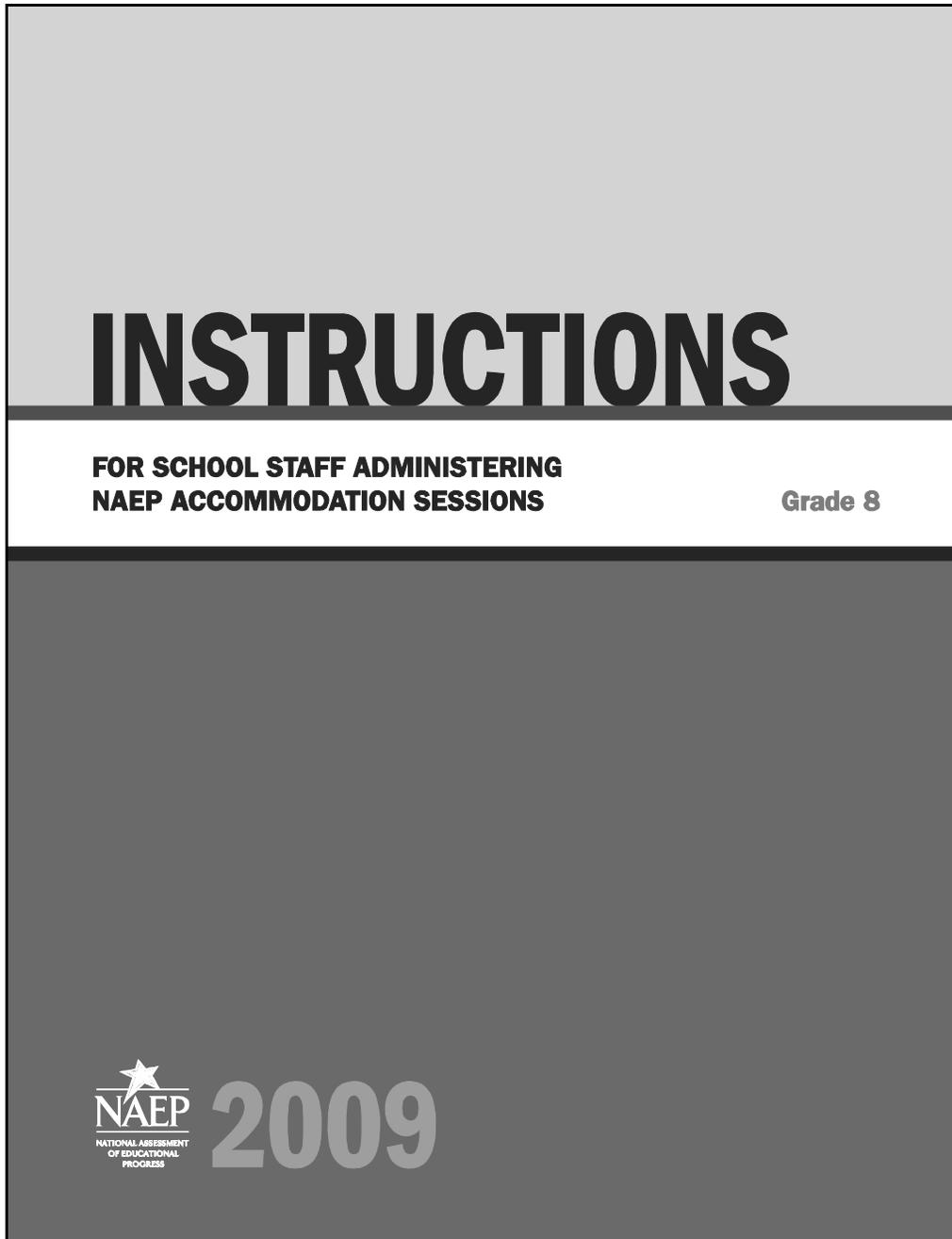
(Signature) _____
(Job Title) _____
(Date) _____

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

White: School Folder Yellow: Teacher

Instructions for School Staff Administering Accommodations

To accommodate the teachers administering separate accommodation sessions, a copy of the session scripts have been made available for assessment coordinators (ACs) to distribute to the school coordinator. During the preassessment visit, if it is determined that a school staff member will administer the session, provide a copy of the session script to the school coordinator. You will be sent a supply in your bulk supplies. Have extra copies on hand in case there is more than one staff member administering a session.



Accommodation Teacher Letter

NAEP has developed an Accommodation Teacher Letter (shown below) that school staff who assist or administer an accommodation session must sign. This letter provides instructions to school staff on their role during the assessment.

Since these staff members have access to the assessment booklets and data, the Accommodation Teacher Letter also contains a nondisclosure statement. The letter is printed on two-part paper. On assessment day, you will provide this letter to school staff administering or assisting in an accommodation session. After the teacher has signed the letter, you will give the white copy to the teacher and keep the yellow copy to be placed in the School Folder.

NAEP 2009 ACCOMMODATION TEACHER LETTER

We welcome you to the NAEP assessment!

NAEP monitors what American students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to American educators and citizens. NAEP is the only ongoing nationally representative assessment to chart trends in students' achievement across our nation. For 40 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

We appreciate your assistance in NAEP!

By conducting or assisting with the assessment, you will help emphasize to the students the importance of them taking their test seriously. You have the advantage of knowing some or all of the students and the protocols of the school.

While participating in NAEP, we respectfully ask your cooperation in following these important guidelines to ensure the validity of the tests.

If conducting an accommodation session, you may:

- make minor modifications to the script to shorten or simplify the introductory statements;
- encourage the student to review his/her answers upon completion of a section;
- allow students to take a break between sections when the NAEP representative indicates they can; or
- answer student questions regarding the general background section of the booklet, the booklet directions, and the recording of answers.

You may not:

- provide assistance on assessment items. (Students may seek validation on certain items; you may not indicate verbally or nonverbally your recommendations. Instead you are encouraged to remind them to answer the questions to the best of their ability.) Or,
- allow any student to use accommodations/adaptations on the assessment that are not indicated in his/her IEP or that are not normally used by the student during testing.

AFFIDAVIT OF NONDISCLOSURE

I, _____, do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not –

(i) use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others including secure assessment booklets or items, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;

(ii) make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or

(iii) permit anyone other than the individuals authorized by the Commissioner of the National Center for Education Statistics to examine the individual reports.

(Signature) _____
(Job Title) _____
(Date) _____

(The penalty for unlawful disclosure is a fine of not more than \$250,000 (under 18 U.S.C. 3571) or imprisonment for not more than five years (under 18 U.S.C. 3559), or both. The word "swear" should be stricken out whenever it appears when a person elects to affirm the affidavit rather than to swear to it.)

White: School Folder Pink:Teacher

The Bulk Security Checklist

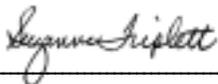
The Bulk Security Checklist (shown below) is used to keep track of the booklets included in your bulk supplies. You are required to fill out this checklist and send it to your supervisor at the conclusion of the assessment period in the School Folder.

NAEP 2009 Bulk Security Checklist					
Supervisor:	Mr. Smith			Seq. #	001
Region #:	IA01				
<u>Bundle #</u>	<u>Received</u>	<u>Date Issued</u>	<u>School/Session</u>	<u>Date/Time Returned</u>	<u>Tracking Number</u>
Book ID's					
90001					
2310000091	_____	_____	_____	_____	_____
0010000000	_____	_____	_____	_____	_____
1900000001	_____	_____	_____	_____	_____
2040000060	_____	_____	_____	_____	_____
0900450680	_____	_____	_____	_____	_____
1157534689	_____	_____	_____	_____	_____
0091123794	_____	_____	_____	_____	_____
2171234567	_____	_____	_____	_____	_____
1360005594	_____	_____	_____	_____	_____
0340023364	_____	_____	_____	_____	_____
2340078532	_____	_____	_____	_____	_____
1310000666	_____	_____	_____	_____	_____
0160011189	_____	_____	_____	_____	_____
2043333365	_____	_____	_____	_____	_____
0204444835	_____	_____	_____	_____	_____
1360452189	_____	_____	_____	_____	_____
2333333789	_____	_____	_____	_____	_____
80001					
2320000091	_____	_____	_____	_____	_____
0020000000	_____	_____	_____	_____	_____
1910000001	_____	_____	_____	_____	_____
2050000060	_____	_____	_____	_____	_____
0910450680	_____	_____	_____	_____	_____
1167534689	_____	_____	_____	_____	_____
0101123794	_____	_____	_____	_____	_____
2181234567	_____	_____	_____	_____	_____
1350005594	_____	_____	_____	_____	_____
0360023364	_____	_____	_____	_____	_____
2320078532	_____	_____	_____	_____	_____
1300000666	_____	_____	_____	_____	_____
0170011189	_____	_____	_____	_____	_____
2053333365	_____	_____	_____	_____	_____
0214444835	_____	_____	_____	_____	_____
1370452189	_____	_____	_____	_____	_____
2343333789	_____	_____	_____	_____	_____

Instructions: This form is for your use only. Do not return to Pearson.
 The "Received" column is to record the date you received the books from Pearson
 The "Date Issued" column is to record the date you used book.
 The "School/Session" column is to record school number and session number.
 The "Date/Time Returned" column is to record date returned to Pearson.
 The "Tracking Number" column is to record the tracking number used to return the book(s).

Certificate of Community Service

For grade 12 schools (and some grade 8 private schools), a Certificate of Community Service (shown below) is offered to students after the session. The certificate is good for 1½ hours toward community service, which students sometime need to fulfill. The AC should provide these to students at the conclusion of the assessment.

	CERTIFICATE OF COMMUNITY SERVICE
	<p>This is to verify that _____ <small>(Name of Student)</small></p> <p>has completed 1½ hours of community service by participating in the National Assessment of Educational Progress (NAEP). NAEP is the only national report of what students in the United States know and can do in the subjects taught in school. Since each sampled student represents many others throughout the state and country, each student's participation is critical to NAEP's success.</p> <p style="text-align: center;">  _____ Senior Program Manager for NAEP Operations </p> <p style="text-align: center;"> _____ <small>(Date)</small> </p>