

2. Quality Control Booklet (QCB)

The QCB is your guide throughout the assessment process at each school. It is the only document that tracks your work with the school throughout the entire process of planning and supervising assessment activities. As an AC, you are required to complete a QCB for each school in your assignment. The QCB has been developed to ensure that accurate and consistent data are collected for each school.

NAEP 2009 QUALITY CONTROL BOOKLET					
School Information				Contact Summary	
School ID #: _____ Region: _____ Area: _____				<u>AC:</u> _____	
Assessment Date: _____				<u>PAV Conducted By:</u> _____	
School Name: _____				<u>Date PAV Completed:</u> _____	
School Address: _____ _____				<u>Assigned AAs:</u> _____ _____ _____ _____ _____	
Telephone #: _____					
Principal: _____					
School Coordinator: _____					
Telephone #: _____					
Sessions: _____ _____					
NIES: YES / NO					
ESBQ: YES / NO					
HSTS: YES/NO					
Take-All: YES / NO					
Student Sampling Summary Report? YES / NO					
Schedule for Regular Assessment Sessions					
Session #	# of Students	Date	Time	Location	Assigned AA
Schedule for Accommodation Sessions					
Group #	# of Students	Date	Time	Location	Assigned AA
Schedule for NIES Survey Sessions					
# of Students	If Grade 8: Read Aloud?	Date	Time	Location	Administrator

The Critical Role of the QCB in the NAEP Process

You will receive one QCB for each of the schools in your assignment and use it to record all communication with the school coordinator and to document tasks related to the preassessment visit and assess activities in the school. Each QCB will have a label on the front cover unique to the school. If multiple grades in a school are selected, you will complete one QCB per grade. The information you record in the QCB will be used to provide reports for various NAEP Alliance members. It is critical that you complete each QCB accurately and completely.

The QCB is organized into six parts:

- **Part 1** contains scripts for you to follow as you conduct the preassessment visit Scheduling and Confirmation Calls;
- **Part 2** consists of a script for you to follow as you conduct the preassessment visit and instructions for completing your preassessment visit activities;
- **Part 3** contains the Booklet Preparation QC Record, used to evaluate each AA's preparation of the assessment booklets;
- **Part 4** contains the Assessment QC Record, used to evaluate the performance of each AA during assessment activities at the school;
- **Part 5** contains the Makeup Session Worksheet and the NIES and ESBQ Worksheet; and
- **Part 6** consists of a questionnaire for conducting the School Coordinator Debriefing Interview after the assessment.

It is your responsibility to familiarize yourself with the QCB format and its content before you begin your preassessment contacts with your schools. Failure to do so could result in difficult and lengthy interactions with the school coordinators.

You will use the QCB in tandem with your AC Quick Checks to complete your preassessment tasks. The AC Quick Checks contain all of the checklists you will need to prepare for the preassessment calls and the visit.

After the AC Training, you will receive one QCB for each school in your assignment in your Westat bulk supplies. QCB labels will be given to ACs at AC Training. An example of the QCB label is shown on the following page. On the front cover of the QCB, you will affix a label that contains the following information:

- the school ID number, region, and area;
- the assessment date;
- school name;
- address;
- telephone number;
- the name of the principal;
- the name of the school coordinator;
- the school coordinator telephone number; and
- the session number(s).

The label will also indicate whether the school:

- is participating in the National Indian Education Study (NIES),
- has been selected for the Extended Student Background Questionnaire (ESBQ),
- has been selected for the High School Transcript Study (HSTS); (grade 12 only),
- has selected the Take-All option, or
- has a Student Sampling Summary Report.

If the school is NIES, ESBQ, or HSTS, you will affix a corresponding color-coded sticker onto the front of the QCB cover, as an easy way to identify if the school has been selected for one of these special studies.

Example of QCB Label

School ID #: 992-122-0 Region: FL Area: 2

Assessment Date: 02/04

School Name: DIXON MIDDLE SCHOOL

School Address: 12399 EASTERN AVENUE
OAKLAND, FL 12345

Telephone # (309) 755-5234

Principal: MARILYN BERNARD

School Coordinator: SAM STEWART

Telephone # (309) 755-5234

Sessions: RS0801, RS0802, RS0803

NIES: YES

ESBQ: YES

HSTS: NO

Take All: NO

Student Sampling Summary Report? YES

3. Assessment Information Form

Effective communication between you and your AAs is crucial to NAEP's success. The Assessment Information Form (page 1.25) has been developed for ACs to communicate specific information to the AAs about their assignment. You will either mail your Assessment Information Forms to your AAs or give them to your AAs in person 1–2 weeks before each assessment. Upon receipt of the form, the AAs should review the accommodation information thoroughly and become familiar with the logistics and the school protocols to be followed on assessment day.

The general assessment information is provided at the top of the Assessment Information Form. A school's participation in the Extended Student Background Questionnaire (ESBQ) and/or the National Indian Education Study (NIES) will also be noted here. For more information about these studies, refer to *Overview* magazine and chapter 9 of this manual for information about the NIES.

The next part of the Assessment Information Form is a table that shows the session information for all sessions in the school. Beneath the session information, record directions to the school, parking information, and instructions for when and where your team will meet. If NIES sessions are to be conducted, record information for transitioning and dismissing students here.

On the front of the form, you will record the following:

- the assessment date;
- the time the AAs should arrive at the school;
- the school name and NAEP school ID number;
- the school address;
- the school coordinator's name and telephone number;
- the principal's name;
- a check mark in the appropriate box(es) if the ESBQ and/or NIES Survey will be administered;
- the NAEP session number(s) and accommodation group numbers assigned to each AA;
- whether or not the session is a regular or an accommodation session;
- the room(s) where the session(s) will be held;
- the time each session will be held;
- information about accommodations offered in the regular sessions, the Administration Schedule number of each student requiring accommodations and the abbreviation of these accommodation definitions;

- directions to the school and where to park once the AAs arrive at the school;
- instructions for meeting the assessment team;
- any other pertinent information, such as the policy for dismissing students, as well as handling persistently disruptive students and students who arrive after the session has begun; and
- if NIES, instructions for dismissing students for the NIES session.

It is important that you communicate to your AAs any protocols that the team must follow while working with the school, including the policies for dismissing students at the end of the session and handling students who arrive after the session has begun. Your AAs should also be informed of how to handle ill or persistently disruptive students, as explained in *Strategies* magazine.

On the back of the Assessment Information Form, there is space for you to record information about the separate accommodation sessions (if any) that will be held at the school.

For each student in an accommodation session, use the Inclusion Worksheet to record the student's

- Group #,
- Session #,
- Line #, and
- Subject #.

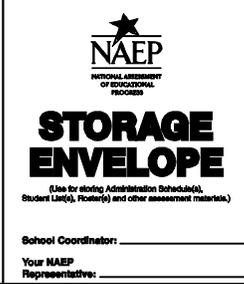
Circle all accommodations that apply. If "OTH" is circled, specify which accommodation the student is offered in the NOTES sections.

4. Preassessment Packet

All schools will receive a Preassessment Packet during the first week of January 5, 2009. The school coordinator will use packet materials to prepare for your preassessment visit. It is important that you familiarize yourself with this packet of materials. You will reference and update many of the forms included during the preassessment visit. You should also be aware that you may be called upon to work with your supervisor in December to compile the materials for these packets.

The items in the Preassessment Packet are shown on page 1.27. A table listing the contents of the packets, including the name, quantity, and purpose of each, is shown on page 1.28. More detailed information about each form can be found in Appendix A and throughout this manual.

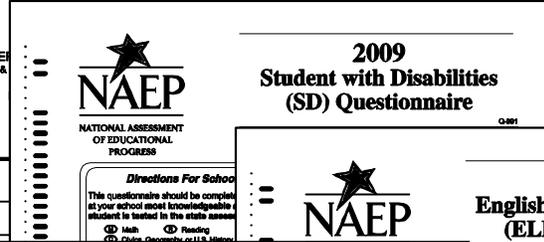
Preassessment Packet



STORAGE ENVELOPE
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

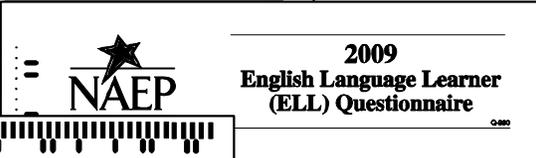
(Use for storing Administration Schedules, Student List(s), Poster(s) and other assessment materials.)

School Coordinator: _____
Your NAEP Representative: _____



2009 Student with Disabilities (SD) Questionnaire
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Directions For School: This questionnaire should be completed at your school most knowledgeable student is tested in the state assessment.



2009 English Language Learner (ELL) Questionnaire
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

NAEP 2009 Grade 4 Roster of Questionnaires

SCHOOL # **9911-3211-1** Page **1** of **1**

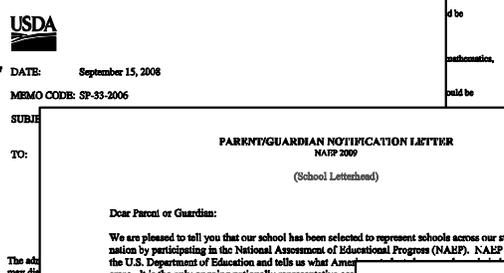
SCHOOL NAME: **Ryder Elementary** CITY/STATE: **Caldwell, FL**

NAEP School Questionnaire | NAEP School Questionnaire ID#

NAEP 2009 STUDENT INFORMATION REPORT

Dixon Middle School 9921228 Session # RB0803 August 12, 2008

LINE #	STUDENT NAME
1	Patterson, Mark
2	Peterson, Susan
3	Peterson, Tim
4	Peterson, Carol
5	Peterson, April
6	Quinn, Kimberly
7	Rosen, Martina
8	Rosen, Tyrone
9	Shelton, Julie
10	Shelton, Michael
11	Rivers, Pedro
12	Rosen, Sara
13	Rosen, Daniel
14	Rosen, Christina
15	Sanders, Tina
16	Schiffert, Karen
17	Schiffert, Roberto
18	Scott, Edwin
19	Smith, Paige
20	Stewart, Elena
21	Teodor, Daniel
22	Thomas, Chris
23	Trickett, Tony
24	Vann, James
25	Walker, Brian
26	William, Aamir
27	
28	
29	



USDA United States Department of Agriculture

DATE: September 15, 2008

MEMO CODE: SP-53-2006

PARENT/GUARDIAN NOTIFICATION LETTER
NAEP 2009

(School Letterhead)

Dear Parent or Guardian:

We are pleased to tell you that our school has been selected to represent schools across our state and nation by participating in the National Assessment of Educational Progress (NAEP). NAEP is given by the U.S. Department of Education and tells us what America's students know and can do in various subjects. It is the only ongoing nationally representative assessment given in schools for nearly 40 years. Your school is one of the schools selected to participate in the NAEP assessment. The results are published in a report that provides information to educators, parents, and the public.

INSTRUCTIONS FOR THE SCHOOL COORDINATOR

Grade 4 and 5

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.

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.naep.gov or the information below. If you need immediate assistance, please call the NAEP Help Desk at 1-800-888-NAEP (6277).

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 _____ at _____.

We look forward to a successful assessment! Sincerely, _____ NAEP Representative

Email address: _____ Telephone number: _____

NAEP 2009 LOGISTICS QUESTIONNAIRE

What team members and I will be participating in the assessment? (List names and roles)

When are you scheduled to begin the assessment?

Where will the assessment be held? (Check in at the main office, etc.)

How long will the assessment last? (Check in at the main office, etc.)

When will you be finished with the assessment? (Check in at the main office, etc.)

How will you be notified when the assessment is over and when to return to work?

When will you be notified when the assessment is over and when to return to work?

When will you be notified when the assessment is over and when to return to work?

A GUIDE FOR COMPLETING THE STUDENT WITH DISABILITIES (SD) AND ENGLISH LANGUAGE LEARNER (ELL) QUESTIONNAIRES

Please review these instructions before completing the SD/ELL Questionnaires assigned to you by the NAEP school coordinator.

Preassessment Packet Materials		
Document Name	Quantity	Purpose of Document
<i>Instructions for the School Coordinator</i> brochure	One per school (grade 4/8, grade 4/8 NIES, or grade 12)	Instructions to the school coordinator for preparing NAEP materials and coordinating assessments with the supervisor.
Student Information Report	One per session	Master list of students selected for the assessment.
SD/ELL Roster of Questionnaires (copy of the original)	One for each grade 4 and grade 8 school with assigned SD and/or ELL Questionnaires	Used to assign and track each of the SD and ELL Questionnaires.
Grade 12 Roster of Questionnaires (copy of the original)	One for each grade 12 school	Used to assign and track each of the SD and ELL Questionnaires and the Grade 12 School Questionnaire.
Grade 12 School Questionnaire	One for each grade 12 school	Used to collect data about school characteristics for NAEP.
SD Questionnaire	One for each student on the Administration Schedule identified as having a disability	Collects important information about a student's disability.
<i>A Guide for Completing the Student With Disabilities (SD) and English Language Learner (ELL) Questionnaires</i>	One per SD and/or ELL Questionnaire	Instructions for the person completing an SD or ELL Questionnaire.
ELL Questionnaire	One for each student on the Administration Schedule classified as an English language learner	Collects important information about a student's English language proficiency.
U.S. Department of Agriculture Letter	One per school	Authorizes the disclosure of the NSLP information for the selected students.
Parent/Guardian Notification Letter (generic or state-specific version)	One per school	Notifies and explains the assessment and its importance to the parents or guardians of students selected for the assessment.
Logistics Questionnaire	One per school, also found in the QCB	Collects information to arrange assessment day logistics.
NAEP Storage Envelope	One per school (grade 4/8—red or grade 12—blue)	Used by the school to hold the NAEP material needed by the NAEP team on assessment day and for storage of the material at the school following the assessment.
NIES Envelope (if necessary)	One per school that has one or more American Indian or Alaska Native students selected for NAEP	Contains the NIES Brochure, parent letter, the NIES Student Information Report that lists the students selected to participate, and the <i>NIES Sample Questions Booklets</i> .
"Destroy By" Postcard	One per school	Alerts Westat that the NAEP Storage Envelope and its contents has been destroyed.