

5. School Folder

The School Folder is designed for your use and contains the most critical set of documents in the assessment process. There are three versions of the School Folder, one for each grade. For easy identification, grade 4 folders are bright green, grade 8 folders are bright yellow, and grade 12 folders are bright blue.

The folders will contain many different documents, and the contents may vary from school to school. You will receive the School Folders for schools in your assignment from your supervisor no later than the end of December 2008.

The items contained in the School Folders are shown below. A table listing the contents of the folders including the name, quantity, and purpose of each item is then shown on pages 1.30 and 1.31.

The image displays three overlapping forms for the NAEP 2008 School Folder, one for each grade level: 12th, 8th, and 4th. Each form is designed to collect school and assessment information and list required questionnaires.

12th GRADE NAEP 2008 SCHOOL FOLDER

Fields include: PLACE LABEL HERE, TERRITORY, REGION, AREA, ASSESSMENT DATE, SCHOOL TYPE (PUBLIC/Nonpublic), SCHOOL NAME, SCHOOL ID#, ADDRESS, PRINCIPAL, SCHOOL COORDINATOR, PHONE, FAC, E-MAIL, SESSION NUMBERS, COMMENTS.

Supervisor information fields: SUPERVISOR, ASSESSMENT COORDINATOR, SPECIAL STUDIES (HSTS, ESBQ, NONE), STUDENT LIST TYPE (E-FILE, FAXMAIL, COLLECTED BY NSC).

Questionnaires required for this school:

Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL
1	SCHOOL Grade 12
	SD Questionnaire
	ELL Questionnaire

8th GRADE NAEP 2008 SCHOOL FOLDER

Fields include: PLACE LABEL HERE, TERRITORY, REGION, AREA, ASSESSMENT DATE, SCHOOL TYPE (PUBLIC/Nonpublic), SCHOOL NAME, SCHOOL ID#, ADDRESS, PRINCIPAL, SCHOOL COORDINATOR, PHONE, FAC, E-MAIL, SESSION NUMBERS, COMMENTS.

Supervisor information fields: SUPERVISOR, ASSESSMENT COORDINATOR, SPECIAL STUDIES (NIES, ESBQ, NONE), STUDENT LIST TYPE (E-FILE, FAXMAIL, COLLECTED BY NSC).

Questionnaires required for this school:

Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL
1	SCHOOL Grade 8
	SD Questionnaire
	ELL Questionnaire
	READING TEACHER Grade 8
	MATHEMATICS TEACHER Grade 8
	SCIENCE TEACHER Grade 8

4th GRADE NAEP 2008 SCHOOL FOLDER

Fields include: PLACE LABEL HERE, TERRITORY, REGION, AREA, ASSESSMENT DATE, SCHOOL TYPE (PUBLIC/Nonpublic), SCHOOL NAME, SCHOOL ID#, ADDRESS, PRINCIPAL, SCHOOL COORDINATOR, PHONE, FAC, E-MAIL, SESSION NUMBERS, COMMENTS.

Supervisor information fields: SUPERVISOR, ASSESSMENT COORDINATOR, SPECIAL STUDIES (NIES, ESBQ, NONE), STUDENT LIST TYPE (E-FILE, FAXMAIL, COLLECTED BY NSC).

Questionnaires required for this school:

Qty.	QUESTIONNAIRES REQUIRED FOR THIS SCHOOL
1	SCHOOL Grade 4
	SD Questionnaire
	ELL Questionnaire
	TEACHER Grade 4
	NIES SCHOOL Grade 4 (if NIES to be administered)
	NIES TEACHER Grade 4 (if NIES to be administered)

AC: Complete this information before sending to supervisor:
 PREASSESSMENT DATE: _____ TIME: _____
 MAKEUP REQUIRED (circle one): YES NO REFUSED DATE: _____
 NUMBER OF REGULAR SESSIONS: _____
 NUMBER OF SEPARATE ACCOMMODATION SESSIONS: _____
 NUMBER OF AAs: _____

SHIPMENT TRACKING ON BACK OF FOLDER

School Folder Materials		
Document Name	Quantity	Purpose of Document
School Folder Transmittal Form	One per folder	Used to track of the School Folder items that should be in the folder at various times during the assessment period.
Private School Folder	One per school (private schools only)	Contains all of the documents that were used during the school recruitment phase.
Field Sampling Line Numbers Form	One per session type (schools sampled in the field only)	Lists the line numbers that were used to conduct the student sample for schools that were sampled in the field.
New Enrollee Sampling Line Numbers Form	One per session type	Lists the line numbers that are to be used to select the new enrollee sample.
New Enrollee Listing Form	One per school	Used to record the names of the newly enrolled students and their sampling status.
Original List of Students Submitted for Sampling	One per school	Is the original list of students that the school submitted to NAEP to select the student sample.
SD/ELL Roster of Questionnaires	(Quantity depends on the numbers of SD and/or ELL students)	Used for grades 4 and 8 schools to keep track of the SD and ELL Questionnaires for each SD and/or ELL student.
Grade 12 Roster of Questionnaires	(Quantity depends on the numbers of grade 12 SD and/or ELL students)	Used to keep track of the School, SD, and ELL Questionnaires distributed at grade 12 schools.
Preassessment Packet FedEx Airbill	One per folder	Retained as documentation that the packet was sent and to track the package, if necessary.
Preprinted white labels for preparing the Student Appreciation Certificates	Quantity depends on the number of students sampled (grades 8 and 12 only)	Used to place on the back of the Student Appreciation Certificates for grades 8 and 12.
<i>Quality Control Booklet (QCB)</i>	One per school (unless school has multiple grades)	Used to document all communication with the school coordinator throughout the preassessment and assessment period.
Administration Schedule(s)	One per session	Lists each of the students selected for NAEP, along with their demographic information and their assigned NAEP booklet.

School Folder Materials (continued)		
Document Name	Quantity	Purpose of Document
Inclusion Worksheet	(Quantity depends on the number of SD and/or ELL students)	Used to record the accommodations required for each SD and/or ELL student.
Student Sampling Summary Report	One per school, if necessary	Lists any errors in the demographic data that were detected when the student sample went through the data checks.
If ESBQ , ESBQ Administration Schedule	One per NAEP session (ESBQ schools only)	Used to link the students to their ESBQ and NAEP booklet numbers.
If NIES , NIES Administration Schedule	One per NAEP session (NIES schools only)	Used to link the students to their NIES and NAEP booklet numbers.
If NIES , NIES Roster of Questionnaires	One per school, if necessary	Used to keep track of NIES School and Teacher Questionnaires that are distributed at the school.
If NIES , NIES School Questionnaire	One per school	Distributed during the preassessment visit.
If NIES , NIES Teacher Questionnaire	(Quantity depends on the number of AI/AN students and their teachers)	Distributed during the preassessment visit.
If NIES , Listing of Sampled NIES Students	One per school	Distributed during the preassessment visit to the teachers of students sampled for the NIES.
Student booklet ID labels	One per student (schools sampled in the field)	Used to label the student booklets for schools that were sampled in the field. Pearson will not provide pre-printed labels for these schools.
School/Teacher Roster of Questionnaires	One per school (grades 4 and 8 only)	Used for grades 4 and 8 schools to keep track of the School and Teacher Questionnaires distributed at the school.
NAEP 2009 Listing of Sampled Students	One per session	Lists the students selected for NAEP provided to the school coordinator to inform teachers and handed out to AAs on assessment day to aid in directing students to the correct session.
School Appreciation Certificate and Folder	One per school	Given to school coordinators at the end of the assessment to thank them for their participation.
School ID labels	10 per school	An optional tool that you can use on any form so you do not have to hand-write the school name and ID. Used to place on the various documents in the School Folder.

Chapter 1 Summary

Upon completing this chapter, you should be able to

- recognize and understand how to use key NAEP forms,
- recognize the contents of the Preassessment Packet, and
- recognize the contents of the School Folders.



Test Your Knowledge

1. The _____ is the only document that links students selected for the NAEP sample to their demographic data.
 - a. Administration Schedule
 - b. *Quality Control Booklet*
 - c. Assessment Information Form
 - d. School Folder

2. After meeting with the school coordinator during the preassessment visit, what code will you assign in column **N** of the Administration Schedule for every student?
 - a. Demographic data
 - b. Attendance information
 - c. Planning Code
 - d. Birth date

3. It is acceptable to use a pen when filling out the Administration Schedule.
 - a. True
 - b. False

4. _____ is the only document that tracks your work with the school throughout the entire process of planning assessment activities.
 - a. Administration Schedule
 - b. *Quality Control Booklet*
 - c. Assessment Information Form
 - d. School Folder

5. Which form is used to communicate information to the assessment administrators about their assignment?
 - a. Preassessment Packet
 - b. Administration Schedule
 - c. Assessment Information Form
 - d. *Quality Control Booklet*

6. You will send the Preassessment Packet to every school in your assignment.
 - a. True
 - b. False

Answers: 1.a, 2.c, 3.b, 4.b, 5.c, 6.b