

CHAPTER 3

BEFORE THE PREASSESSMENT VISIT

During your telephone calls with the school coordinator, maintain a good rapport by being courteous and professional.

In this chapter, you will learn about the activities that take place before the preassessment visit. These activities include making a Scheduling Call to schedule the preassessment visit, making a Confirmation Call to confirm the preassessment visit, and preparing the School Questionnaire, the Teacher Questionnaire, and the Roster of Questionnaires. At the conclusion of the chapter, you should be familiar with the steps needed to complete the activities mentioned above as well as how **Part 1** of the *Quality Control Booklet* (QCB) fits into this task.

3

Before the Preassessment Visit

1. Overview of Preassessment Activities

You will conduct your preassessment visits during the month of January. Most of these visits should be completed before the assessment period begins on January 26th. Use **Part 1** of the *Quality Control Booklet* (QCB) to document your preassessment scheduling activities with each school. Once you are ready to begin your contacts with the schools, prepare each QCB by reviewing the information on the label and highlighting or making notes where appropriate throughout the appropriate section(s). **Part 1** encompasses two procedures that are required to schedule preassessment activities. These procedures include:

In order to prepare for the Scheduling and Confirmation Calls, reference the AC Quick Checks.	
Procedure 1: Conduct the Scheduling Call	pg. 1.2
Procedure 2: Conduct the Confirmation Call.....	pg. 1.4

Procedure 1. Conduct the Scheduling Call

Before making the preassessment visit, you will conduct two telephone calls with the school coordinator. The Scheduling Call is first. The purpose of this call is to confirm the assessment date and schedule a date and time for your preassessment visit. The second call is a Confirmation Call. The purpose of this call is to verify receipt of the Preassessment Packet and to review what needs to be ready when you arrive at the school. You will follow the instructions in **Part 1** of the QCB as you conduct and document the two preassessment telephone calls with each school.

Begin scheduling the preassessment visits immediately after the assessment coordinator (AC) Training. Scheduling telephone calls for all of the schools in your assignment must be completed by Friday, December 19, 2008. If you are unable to reach the school coordinator by December 19th, report this to your supervisor immediately.

Steps to Prepare for the Scheduling Call

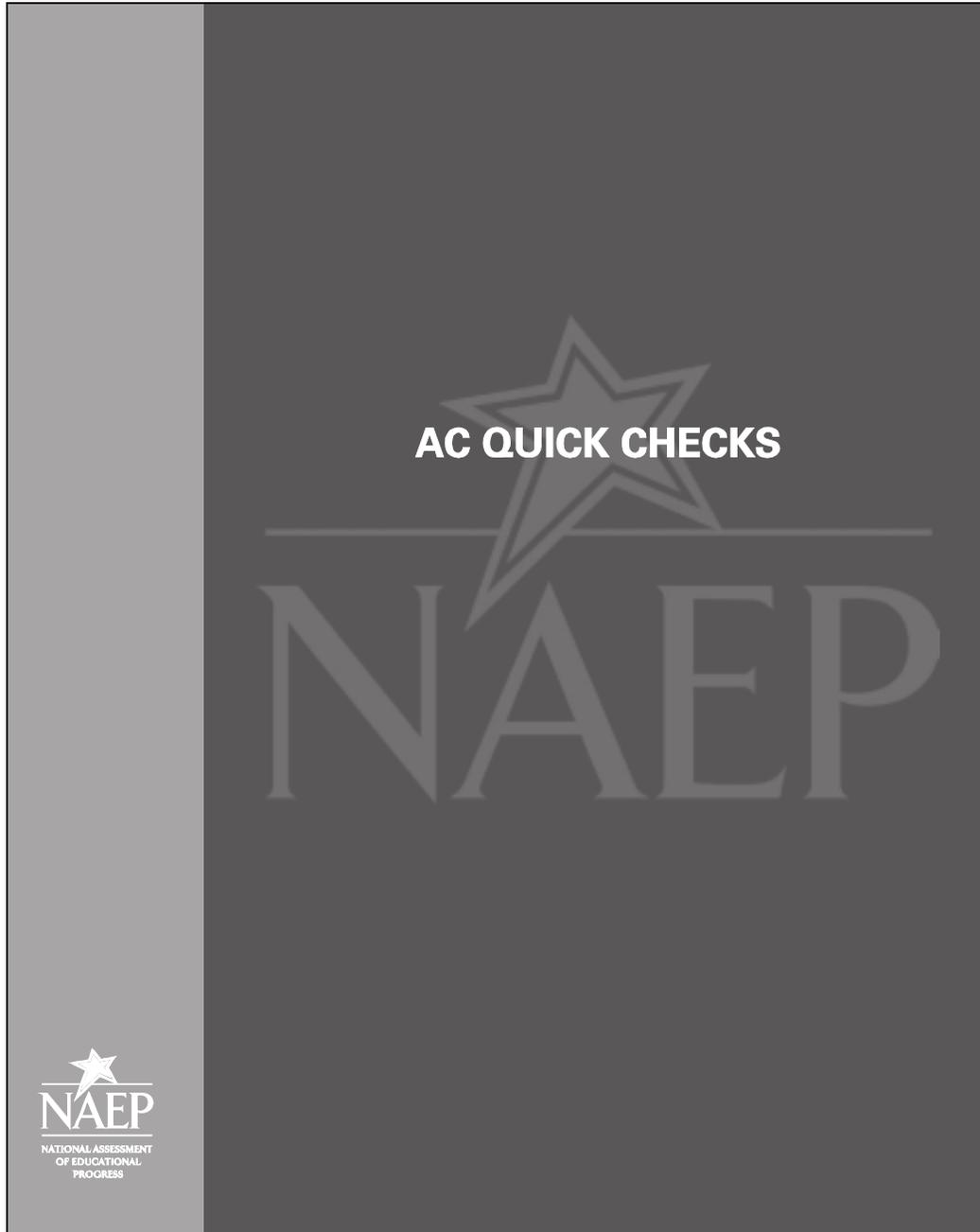
The steps to prepare for the Scheduling Call are outlined in the AC Quick Checks and are as follows:

- Review the QCB label and the School Control System (SCS) to determine the following:
 - the sessions to be conducted at the school,
 - the school coordinator's name and contact information, and
 - the assessment date.
- Determine the approximate length of the preassessment visit. You will need approximately 1 hour of the school coordinator's time for the preassessment visit. This does not include the hour you will need to arrive before the visit to work independently, or the time it will take to complete your activities after the visit at the school. Add additional time if there are many students identified as students with disabilities (SD) and/or English language learners (ELL), substantial information is missing on the Administration Schedule(s), or the school is participating in the National Indian Education Study (NIES).
- Identify several dates and times that you will be available to conduct the preassessment visit.
 - Schedule small schools with few (or no) SD and/or ELL first, beginning on January 5, 2009.
- Fill in the blanks and circle or highlight the appropriate text where options are listed in parentheses in **Procedure 2**, Conduct the Scheduling Call.

Have your calendar, School Folder, and other reference materials ready for the call.

In most cases, you will take one assessment administrator (AA) along to help you with your preassessment visits. If the number of students being assessed at a school is very small, you should be able to conduct the visit by yourself. For all other schools, plan to bring the same AA with you to each preassessment visit. Choose one AA from your team who you think will be best at working with you on this task.

AC Quick Checks



Immediately after AC Training, you must begin contacting each school in your assignment to confirm the assessment date and schedule the preassessment visit. When calling the school, use the script in **Procedure 1** in **Part 1** of the QCB.

Contact the schools in your area with the earliest assessment dates first. This telephone call should take no longer than 10 minutes per school, so all of your telephone calls should be completed within a few days. Begin the call by introducing yourself, NAEP, and the grade level to be assessed.

Hello, _____ (*name of school coordinator*). My name is _____ and I represent the National Assessment of Educational Progress, or NAEP. How are you today? As you know, NAEP will be assessing your [4th/8th/12th]-grade students on _____ (assessment date). I'm calling today to schedule a date and time for our preassessment visit.
On January 5th, (*or the first date the school is in session*) you'll receive a packet of important materials from NAEP. As soon as you receive the packet, please open it and read the *Instructions for the School Coordinator* brochure that outlines the activities you'll need to complete right away. On the day of our scheduled visit, I'll arrive at the school about an hour before our appointment time to gather some materials from you and then work in a designated space until our meeting.

At this stage, it is unlikely that the school will want to change an assessment date. However, if the school coordinator wants to change the date, your response will depend on your schedule. If you cannot agree on a date when you can cover the assessment with your staff, tell the school coordinator you will need to check with your supervisor. This will give you time to review your schedule with your supervisor and determine what other options are available.

At this time, you will also discuss receipt of the Preassessment Packet and the *Best Practices for Improving Twelfth-Grade NAEP Participation (Best Practices Guide)*; if this is a grade 12 school. Tell the school coordinator that you will arrive an hour or so before your scheduled appointment to gather some completed materials and work in a designated space until the time of your meeting.

1-1. Now, let's set a date and time for the preassessment visit. This visit should take approximately _____ hour(s). Will _____ (date) work for you?



- Continue suggesting dates/times until a mutually convenient schedule is established.

Preassessment visit date: _____
Preassessment visit time: _____
(This is the appointment time with the school coordinator.)
Preassessment visit arrival time: _____
(This is the time you will arrive at the school to gather the materials and work independently until your appointment.)

Suggest a date and time for the preassessment visit (continue suggesting dates and times until you establish a mutually convenient schedule). Record the date and the arrival and visit times in the spaces provided in the QCB.

1-2. As I mentioned, I'll need about an hour before our appointment time to review and prepare materials. So, if I arrive at _____, would that be okay? Is there a space for my team and I to work before our meeting that day?

Work space: _____

Arrange for a work area to complete the independent work you (and your AA) will be doing before the visit. Record the location in the space provided in **Part 1, Procedure 1-2** of the QCB.

1-3. I will call you shortly after you receive the packet of materials to review the contents and the activities you'll need to complete before the visit. I'll also answer any questions you may have at that time.

In **Procedure 1-3**, alert the school coordinator that you will be calling after he/she receives the Preassessment Packet to review the contents, answer questions, and confirm the preassessment visit date and time.

1-4. Do you have a direct telephone number and e-mail address that I may use to contact you?


School Coordinator Direct Telephone Number: _____
School Coordinator E-mail Address: _____

- Prompt for spelling and repeat to confirm accuracy.

Click on the General tab in the SCS to enter this information after the call.

Next, in **Procedure 1-4**, ask the school coordinator for his/her direct telephone number and e-mail address. Be sure to confirm the spelling of the e-mail address. You will need to enter this information in the SCS after the call.

1-5. Are you generally available by e-mail or telephone? _____
 When is the best time to contact you? _____

In **Procedure 1-5**, inquire about the best method to contact the school coordinator and the best time he/she can be reached.

Finally, make sure the school coordinator has your full name, contact telephone number, and/or e-mail address.



After the call, send the “Scheduling Call” e-mail that is located at the bottom of the Preassm’t Tab in the SCS.

After the Scheduling Call Sample E-Mail Template

Dear [SCHOOL COORDINATOR NAME],

This is to confirm our meeting on [PREASSESSMENT VISIT DATE] at [PREASSESSMENT VISIT TIME] to finalize plans for the NAEP assessment in your school. You will be receiving a Preassessment Packet from NAEP on January 5, 2009. Be sure to open it immediately and review the *Instructions for the School Coordinator* brochure. This brochure provides instructions on what to complete before, during, and after our visit.

As a reminder, I will be arriving at the school at [TIME] to work in the [ROOM] until our scheduled appointment.

Please call or e-mail me if you have questions.

Thank you,

[ASSESSMENT COORDINATOR NAME]
 NAEP Assessment Coordinator
 [ASSESSMENT COORDINATOR E-MAIL]
 [ASSESSMENT COORDINATOR PHONE NUMBER]



After the call is over, mark any callback dates on your calendar and enter the following information into the SCS:

- the preassessment visit date and time, and
- the school coordinator’s direct telephone number and e-mail address, if available.

Procedure 2. Conduct the Confirmation Call

Beginning on Monday, January 5, 2009, you must conduct a Confirmation Call with each school. To prepare for the Confirmation Call, refer to your AC Quick Checks. The following are the steps to prepare for the Confirmation Call:

1. Verify the Preassessment Packet was delivered by either calling FedEx or using the FedEx website.
2. Review the SCS for the number of teachers who teach reading, mathematics, or science (grades 4 and 8). You will confirm this number during the call and ask for the teachers' names in order to prepare the questionnaires.
3. Record the teacher names onto the fourth- or eighth-grade Roster of Questionnaires as the school coordinator reads them to you.
4. Check the QCB cover to determine if any students will participate in the NIES Survey. If so, fill in the blanks in the call script and have the NIES Administration Schedule and an NIES Generic Packet ready.
5. Fill in the blanks and circle or highlight the appropriate text in the call script to ensure the flow of the call goes more smoothly.
6. Determine if you'll need to ask the school coordinator for more detailed directions to the school.
7. Have the appropriate *Instructions for the School Coordinator* brochure out and ready for review.
8. Remember to have your calendar open when you place the call.

Because the supervisors will ship the Preassessment Packets via FedEx to all school coordinators on January 2, 2009, you must begin calling the schools on January 5, 2009.

Hello, _____ (school coordinator's name), this is _____ (your name) representing the National Assessment of Educational Progress, or NAEP. We spoke in December and scheduled a preassessment visit for _____ (date/time). I'm calling to confirm that you received the Preassessment Packet from NAEP and to review with you the activities that need to be completed before the visit.

Introduce yourself and remind the school coordinator of your last telephone call and the date and time of the preassessment visit.

2-1. Did you receive the Preassessment Packet of materials that was delivered by FedEx?

FedEx tracking number _____ Signed by _____

Yes Continue.

No Describe the packet and tracking information they received from FedEx.

If the packet still cannot be located, arrange to call the school coordinator back and contact your supervisor.

Callback date: _____ Time: _____

Next, verify that the school coordinator has received the Preassessment Packet. If the school coordinator has not received it, describe what it looks like. If the packet still cannot be located, look at the tracking information you recorded in **Procedure 2-1** of the QCB and let the school coordinator know the date and time of delivery and the name of the person who signed for it. If the packet still cannot be located, verify the school coordinator's shipping address and contact your supervisor immediately to send another Preassessment Packet. You will need to reschedule the preassessment visit if there is not enough time for the school coordinator to receive the packet prior to the visit.

2-2. Please locate the packet now so we can review the materials. First, locate the brochure titled *Instructions for the School Coordinator*. Open the brochure, and let's review the panel on the left titled "Activities to Complete Before the Preassessment Visit."

Locate the correct version of the school coordinator brochure

- Grade 4 and 8, not NIES (yellow);
- Grade 4 and 8, NIES (blue); or
- Grade 12 (purple).

It is very important that you discuss all the items in the brochure so that the school coordinator can properly prepare for the visit.

Once the school coordinator has located the packet, ask him/her to locate the *Instructions for the School Coordinator* brochure.

Since the information you collect at the preassessment visit varies between school and grade level, three versions of the *Instructions for the School Coordinator* brochure have been developed. These versions include

- Grade 4 and 8, not NIES;
- Grade 4 and 8, NIES; and
- Grade 12.

Have the appropriate version of the *Instructions for the School Coordinator* brochure open for the Confirmation Call. This brochure includes many topics, all of which will help ensure the school coordinator and the AC have a successful preassessment visit. Beginning with the panel titled *Activities to Complete Prior to the Preassessment Visit*, review each item (shown below) in detail with the school coordinator, so that he/she can prepare for the visit.

- Distribute and collect the SD and/or ELL Questionnaires;
- Review *A Guide for Completing the Student's With Disabilities (SD) and English Language Learners (ELL) Questionnaires*;
- Provide instructions for printing the SD/ELL Online Questionnaire Summary;
- Review and update the Student Information Report;
- Request a current list of students be ready, and ask that the list be printed in alphabetical order by last name;
- Send the dated Parent/Guardian Notification Letter; and
- Complete the Logistics Questionnaire.

After you review the steps the school coordinator needs to accomplish before the preassessment visit, you will review the materials he/she needs to have ready for you when you arrive at the school. You and an AA will work with these materials for about 1 hour or so prior to meeting with the school coordinator.



In addition to the tasks described above, if NIES, you will also discuss the following additional item and task:

- The NIES Envelope and its contents, and
- Review and update the NIES Student Information Report according to the instructions at the top of the form.

The contents in the NIES Envelope include the NIES Brochure, the NIES Student Information Report, the *NIES Sample Questions Booklet*, and the NIES Parent/Guardian Notification Letter.

To complete the NIES Student Information Report, the school coordinator will need to verify that each student listed is American Indian/Alaska Native, and record the reading and/or mathematics teacher for these students.

2-3. IF GRADE 4 OR 8: Next, I need to verify the number of teachers who teach reading, mathematics, or science to [4th/8th]-grade students, and then I need their names so I can prepare the NAEP Teacher Questionnaires.



- Verify the number of teachers and then record their names on the Roster of Questionnaires.
- If the number of teachers in the SCS and the actual number differs, prompt the school coordinator for accuracy.

Teacher type	SCS # of teachers	Actual # of teachers	Teacher names
Grade 4 Reading/mathematics/science			RECORD ON ROSTER OF QUESTIONNAIRES
Grade 8 Reading			
Grade 8 Mathematics			
Grade 8 Science			

Are these all of the teachers, including any resource, special education, or nongrade-level teachers, who may teach reading, mathematics, or science to students in the [4th/8th] grade?

Ask for the names of all reading, mathematics, and science teachers so you can prepare the NAEP Teacher Questionnaires before the visit. As the school coordinator gives you the names, record them in the Teacher Name column on the Roster of Questionnaires. For grade 4, record all the teacher names you are given, starting on side 1. For grade 8, record the reading teachers on side 1, and the mathematics and science teachers on side 2 (an example is shown on page 3.18).

If the number of teachers in the SCS differs from the actual number provided by the school coordinator, prompt the school coordinator to be sure your information is accurate. You do not need to update the teacher numbers in the SCS.

2-4. IF GRADE 12: In the fall your principal was sent a copy of the *Best Practices for Improving Twelfth-Grade NAEP Participation*, which is a binder that includes strategies for encouraging student participation and motivation on NAEP.

The *Best Practices Guide* can also be accessed online through the MySchool website at www.mynaep.com. Prior to my visit, please look through the online version or the hardcopy binder, so that we can discuss motivating students selected for NAEP.

Procedure 2-4 is specific to grade 12 schools. The script introduces the grade 12 challenge and the *Best Practices Guide*. The *Best Practices Guide*, available as a hardcopy binder or online, was sent to every grade 12 public school in the fall. However, the school coordinator may not be aware of the binder or may not have received it from the principal. Let the school coordinator know that the *Best Practices Guide* can also be accessed through the MySchool website, located at www.mynaep.com, and encourage him/her to look at the binder prior to

the preassessment visit. During the preassessment visit, you and the school coordinator will review the binder together and discuss strategies for securing grade 12 participation.

2-5. Do you have any questions about the packet of materials you received or the materials I will need from you when I arrive?

Finally, wrap up the call by

- answering any other questions the school coordinator has,
- verifying the work area for the independent work you (and your AA) will be doing during the visit,
- asking where you will be able to collect the materials upon your arrival, and
- making sure the school coordinator has your full name and contact telephone number.

2-6. As a reminder, I'll be arriving 1 hour before our visit and working in _____ (room) until our scheduled appointment. Where should I go to collect the materials I'll need when I arrive?

Materials location: _____



Be sure to enter the updated preassessment visit date and time into the SCS, if necessary.

After the call is completed, plan to send the “Confirmation Call” e-mail that is located at the bottom of the Preassm’t Tab in the SCS. The text in the Confirmation Call e-mail template is tailored to the grade of the selected school, and whether or not the school is NIES. Feel free to modify the text in the e-mail template as appropriate.



After the Confirmation Call E-Mail Template

Dear [SCHOOL COORDINATOR NAME],

This is to confirm our meeting on [PREASSESSMENT VISIT DATE] at [PREASSESSMENT VISIT TIME] to finalize plans for the NAEP assessment in your school. Per our conversation, please have the following materials ready for me when I arrive:

- Completed hardcopy SD and ELL Questionnaires. If any were completed online, please print the SD/ELL Online Questionnaire Summary. We will use the data in the questionnaires to determine what, if any, accommodations each SD and/or ELL student will receive on NAEP.
- Updated NAEP Student Information Report. Review the demographic student data for accuracy and fill-in any missing data. Revisions should be made directly on the report. Also identify any students who are withdrawn or graduated, are ineligible because they do not attend classes on-site, or who are neither enrolled nor attend the school in the [FOURTH / EIGHTH / TWELFTH] grade.
- [IF NIES, SHOW THE FOLLOWING:] Updated NIES Student Information Report. Follow the school coordinator instructions at the top of the form that describe how to review the student’s race codes and record the names of each student’s reading and math teacher. Updates should be written directly on the form.
- Printed list of all students currently enrolled in the [FOURTH / EIGHTH / TWELFTH] grade. This list should include all the students in alphabetical order, by last name, and their birth dates.
- Completed Logistics Questionnaire (optional). Your answers provide important information regarding proper protocol in your school. By completing this questionnaire ahead of time, it will make our visit shorter.

As a reminder, I will be arriving at the school at [TIME] to work in the [ROOM] until our scheduled appointment. Please call or e-mail me if you have questions.

Thank you,
 [ASSESSMENT COORDINATOR NAME]
 NAEP Assessment Coordinator
 [ASSESSMENT COORDINATOR E-MAIL]
 [ASSESSMENT COORDINATOR PHONE NUMBER]

If the school coordinator does not have e-mail, and you think it is necessary, you may call again to remind him/her of the visit.

Procedure 3. Prepare for the Preassessment Visit

After the Confirmation Call, you will prepare for the preassessment visit by completing **Procedures 3A–3M**.

You can also refer to the AC Quick Checks for the tasks associated with preparing for the preassessment visit.

3A. Prepare the NAEP School Questionnaires (grades 4 and 8 only).

School and Teacher Questionnaires will be sent to you by your supervisor in late December along with the prepared School Folders. Note that grade 12 schools will have already received their School Questionnaires in the Preassessment Packet.

Using the school staff names that you received during the Confirmation Call and recorded on the roster, you will need to complete the information on the front of the School and Teacher Questionnaire covers before the preassessment visit.

To prepare the School Questionnaire cover, you will do the following:

- Write the school ID number in the box labeled **School #**.
- Record the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
- Place a blank removable label in the lower-right corner of the cover. Write the principal's name on the label (if available in the SCS).

An example is shown on the next page.

Example of a Prepared School Questionnaire



NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

**2009
Grade 8**

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

Q-964

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 02 / 03.

For NAEP Staff Use Only

School #

9	9	2	1	2	2	0
---	---	---	---	---	---	---



964 – 200051 – 1

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

Mrs. Bernard

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 1850-0780. The time required to complete this information collection is estimated to average 30 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. 20202-4851. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAEP/NCEES, U.S. Department of Education, 1000 K Street N.W., Washington, D.C. 20008-5651.

A project of the Institute of Education Sciences.
This report is authorized by law (PL-107-110, 20 U.S.C. §9010). 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. 1850-0780 • Approval Expires 05/31/2010
Mark Response forms by Pearson NCS EIM-177229-001-854821
Printed in U.S.A.

3B. Prepare NAEP Teacher Questionnaires (grades 4 and 8 only).

The NAEP Teacher Questionnaires will be distributed as follows:

- Grade 4—Teachers of grade 4 students will be asked to complete one Teacher Questionnaire, which covers all the subjects being assessed (reading, mathematics, and science).
- Grade 8—Teachers will be asked to complete a subject-specific Reading Teacher Questionnaire, a Mathematics Teacher Questionnaire, and/or a Science Teacher Questionnaire.
- Grade 12—There are no Teacher Questionnaires at this grade.

To prepare the covers, take out the correct number of grade-appropriate Teacher Questionnaires from your bulk supplies.

- For each questionnaire, you will do the following:
 - Write the NAEP school ID number on the questionnaire cover.
 - Record the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).
 - Record the teacher ID number from the Roster of Questionnaires on the line where you recorded the teacher's name during the Confirmation Call.
 - Place a blank removable label in the lower-right corner of the cover.
 - Record the teacher's name on the label.

An example is shown on the next page.

Be sure to bring extra grade-appropriate questionnaires to the preassessment visit in case the list of teacher names you obtained during the Confirmation Call is incorrect. In this case, you will need to prepare new Teacher Questionnaires while at the school for the preassessment visit.

Example of Prepared NAEP Teacher Questionnaire

This form must be completed in No. 2 pencil.

NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

NAEP 2009
Grade 8 Roster of Questionnaires
(School and Teacher Questionnaire Tracking Form)

SCHOOL #: **9**

NAEP School Questionnaire distributed to: **Mrs. Bernard**

I. NAEP School Questionnaire ID# (Barcode ID # on Cover) **964-200051-1**

Return Status		
Hardcopy	Online	Not Completed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SCHOOL NA
CITY/ST.

I. Teacher Questionnaire	II. NAEP Teacher Questionnaire		Return Status		
	Teacher Name	Teacher Questionnaire ID #	Hardcopy	Online	Not Completed
1 Mr. Thomas	01 986-530162-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2 Mrs. Smith	02 986-363015-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3 Mr. ...	03 986-721230-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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) completed and returned to *

NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2009
Grade 8

Teacher Questionnaire
(Reading) Q-986

Directions For School Staff

To complete this questionnaire:

- Choose the method (mark one)
 - Online (preferred method) (<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 02 / 03.

For NAEP Staff Use Only

School #

TEACHER #



986-530162-1

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

Mr. Thomas

According to the Paperwork Reduction Act of 1996, 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 1800-0786. The time required to complete this information collection is estimated to average 20 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 or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4051. If you have comments or concerns regarding the value of your individual submission of this form, write directly to: NAEP/NCER, U.S. Department of Education, 1800 K Street N.W., Washington, D.C. 20006-5601.

A project of the Institute of Education Sciences. This report is authorized by law (E.L. 107-110, 20 U.S.C. §9010). 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. 1800-0786 • Approval Expires 05/31/2010 Mark Return# forms by Pearson ICS 026-17728-001484821 Printed in U.S.A.

3C. Prepare the Roster of Questionnaires.

In addition to preparing the questionnaires, you will also need to prepare a Roster of Questionnaires for each school before the preassessment visit. All rosters are preprinted by Pearson with each school's name and ID number. You will receive the appropriate school-specific roster from Pearson to place in the School Folder. The rosters for grades 4 and 8 are as follows:

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

To complete the grade 4 or grade 8 rosters (as shown in the exhibit below):

- Record the School Questionnaire ID number on the roster.
- Record the principal's name in the space provided on the roster (if available in the SCS).
- For grade 4, enter the Teacher Questionnaire ID number for each Teacher Questionnaire prepared for the school on the corresponding Teacher Questionnaire ID number line.
- For grade 8, enter the Teacher Questionnaire ID number for each Teacher Questionnaire prepared for the school on the corresponding Teacher Questionnaire ID number line. The name of the reading teacher is recorded on the front of the roster, and the names of the mathematics and science teachers are recorded on the back of the roster.



NAEP 2009
Grade 8 Roster of Questionnaires
(School and Teacher Questionnaire Tracking Form)

This form must be completed in No. 2 pencil.

SCHOOL #: 992 - 122 - 0

Page 1 of 1

SCHOOL NAME: Dixon Middle School

CITY/STATE: Oakland, FL

I. NAEP School Questionnaire
Distributed to: Mrs. Bernard

I. NAEP School Questionnaire ID#
(Barcode ID # on Cover) 964-2000051-1

Return Status		
Hardcopy	Online	Not Completed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

II. Teacher Questionnaire		II. NAEP Teacher Questionnaire							Return Status				
Line	Teacher Name	Reading							Hardcopy	Online	Not Completed		
		Teacher Questionnaire ID #											
01	Mr. Thomas	01	986-	5	3	0	1	6	2	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
02	Mrs. Smith	02	986-	3	6	3	0	1	5	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
03	Mr. Williams	03	986-	3	2	5	3	8	4	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
04		04	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
05		05	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
06		06	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
07		07	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
08		08	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
09		09	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10		10	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11		11	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12		12	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13		13	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14		14	986-								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 a subject appropriate questionnaire to each teacher who teaches reading, mathematics, or science to eighth-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.

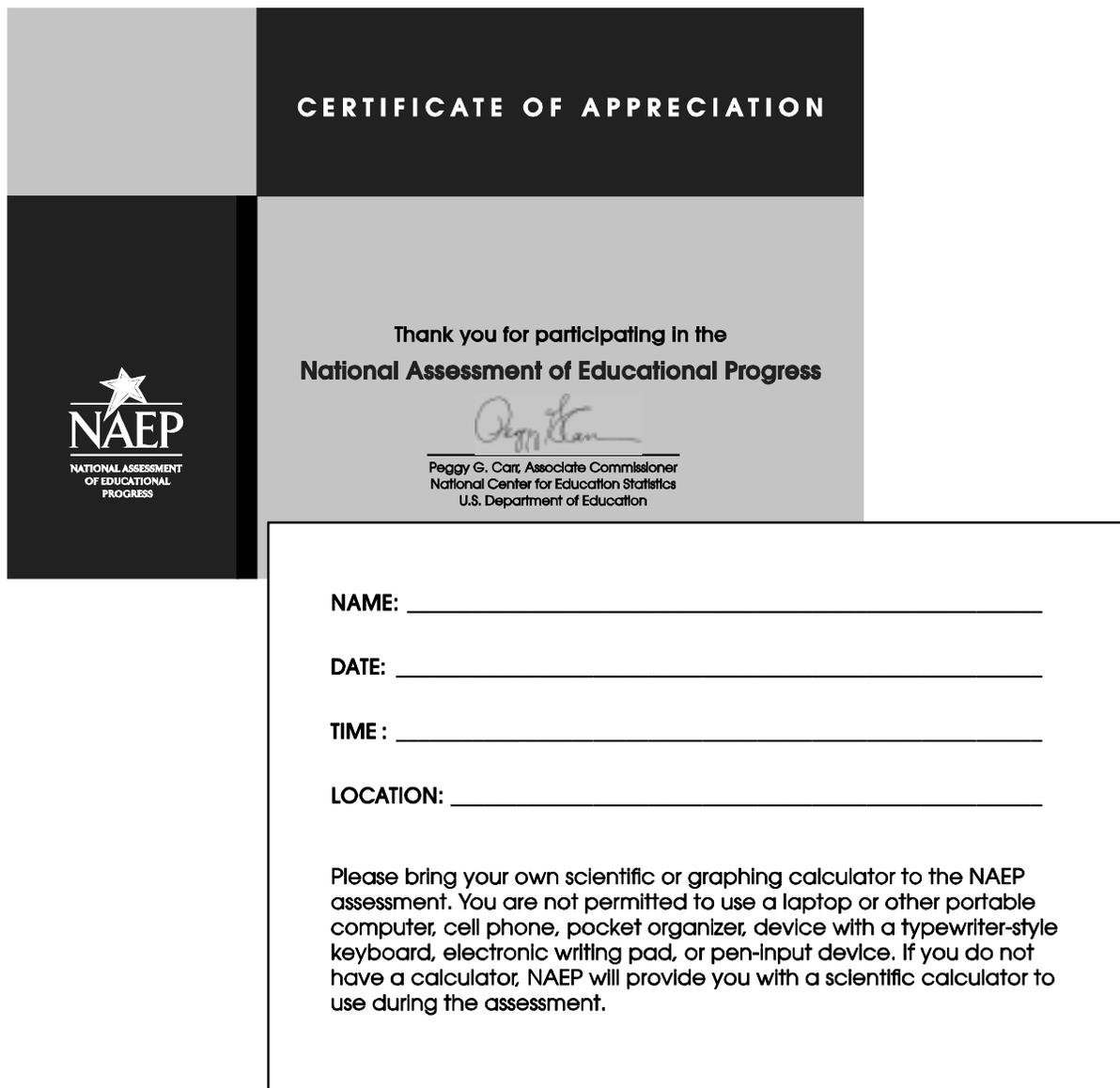
- As each hardcopy is returned to you, mark the "Return Status" (Hardcopy or Online) on this Roster of Questionnaires based on how it was completed.
- If a questionnaire is not returned to you, mark the "Not Completed" oval.

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.

3D. Prepare the Student Appreciation Certificates (grades 8 and 12 only).

The Student Appreciation Certificates are distributed to students to express appreciation for their participation in NAEP. Schools may use these certificates as an appointment card to remind grade 8 and 12 students of the assessment date and location. You will pass out the certificates to the grade 4 students at the end of the assessment session as a “Thank You,” so these do not need to be prepared in advance.



CERTIFICATE OF APPRECIATION

Thank you for participating in the
National Assessment of Educational Progress


NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS


Peggy G. Carr, Associate Commissioner
National Center for Education Statistics
U.S. Department of Education

NAME: _____

DATE: _____

TIME: _____

LOCATION: _____

Please bring your own scientific or graphing calculator to the NAEP assessment. You are not permitted to use a laptop or other portable computer, cell phone, pocket organizer, device with a typewriter-style keyboard, electronic writing pad, or pen-input device. If you do not have a calculator, NAEP will provide you with a scientific calculator to use during the assessment.

Students selected for mathematics with a section requiring a calculator will receive an appointment card with instructions for bringing a scientific or graphing calculator to the assessment. There will be a preprinted message on the back of the certificate for students selected in mathematics who need a calculator. Check column **C** on the Administration Schedule for the letters “MC”—an indication that the student has a mathematics booklet with

a section requiring a calculator. If students do not bring a calculator on the day of the assessment, you will provide one for them.

Students are not permitted to bring the following:

- a laptop or portable computer,
- a pocket organizer,
- a device with a typewriter-style keyboard,
- an electronic writing pad,
- a pen-input device, or
- a cell phone.

Prepare all the eighth- and twelfth-grade certificates by affixing the white student-specific name/ID label to the back of the certificate. Only the students with an MC indicator on the Administration Schedule need the special calculator certificates. If you prefer, this task can be done by the AA during the preassessment visit.

3E. Prepare the Teacher Notification Letter.

The purpose of the Teacher Notification Letter is to tell teachers which students have been selected for the assessment and when the assessment is taking place in their school. Prepare one copy of the Teacher Notification Letter for each school. You will provide it to the school coordinator during the preassessment visit, with instructions that copies should be made and distributed to each of the teachers who have students in their class(es) selected for NAEP, if they wish to do so.

Prepare the letter by filling in

- the date,
- the grade in the “TO:” line,
- your name in the “FROM:” line, and
- the Session Numbers for each session scheduled at the school.



You will fill in the time and location for regular and accommodation sessions during the preassessment visit. If the school is participating in the NIES, you will fill in the date, time, and location for the NIES Survey session(s) during the preassessment visit as well.

An example of the Teacher Notification Letter is shown on the next page.

Example of a Prepared Teacher Notification Letter

NAEP 2009 TEACHER NOTIFICATION LETTER

Date: 01/14/09

TO: Grade 8 Teachers

FROM: Sally Richardson, NAEP Representative

SUBJECT: National Assessment of Educational Progress (NAEP)

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent hundreds of thousands of students across our country by participating in the 2009 administration of the National Assessment of Educational Progress (NAEP).

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 more than 35 years, NAEP has been successful because of the support of teachers whose students participated in the assessment.

Each NAEP assessment session will take about 90 minutes. The assessments are scheduled for:

SESSION #	DATE	TIME	LOCATION
<u>RS0801</u>	_____	_____	_____
<u>RS0802</u>	_____	_____	_____
<u>RS0803</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Another important component of NAEP is the National Indian Education Study (NIES), which is administered to all American Indian and Alaskan Native (AI/AN) students who are sampled for NAEP. In your school:

the AI/AN students sampled for NAEP will complete the NIES Questionnaire (20-30 minutes) on the following day and time:

DATE	TIME	LOCATION
_____	_____	_____

there are no AI/AN students sampled for NAEP.

It is very important to the results of the study that all students selected for NAEP attend the correct session. Each attached list of students indicates the session each student must attend. Please assist us by seeing that students attend the sessions on time.

Please contact your school's NAEP school coordinator for additional information about the assessment. For background information, sample questions, and NAEP publications, please visit the NAEP website at <http://nces.ed.gov/nationsreportcard/>.

We look forward to working with you, and we thank you for helping us to show the world the achievement of American students.

3F. Review the QCB label to determine if the school is a “Take-All” school.

The “Take-All” option is in schools that assess all students in the grade. In most cases, these will be grade 4 schools, and the students’ names will be printed on the Administration Schedule(s) in alphabetical order. If the school has chosen the “Take-All” option, check the Administration Schedules to see if column **C**, Homeroom or Other Locator, has been completed (since that is often how the students will be grouped for the assessment).

3G. Review the QCB label to determine if there is a Student Sampling Summary Report.

Determine if there is a Student Sampling Summary Report that must be reviewed with the school coordinator. If the school has this report, it will be indicated on the QCB label, and the report should be in the School Folder. If this is the case, verify that the report is in the School Folder. An example of this report is in Appendix B, pages B.22–B.23.

**3H. Review the QCB label to determine if the ESBQ will be conducted at the school.**

Bring the *ESBQ Sample Questions Booklet* if the QCB label indicates the ESBQ will be conducted at the school. Refer to *Overview* magazine for more information about the ESBQ study.

**3I. Review the QCB label to determine if the NIES will be conducted in the school.**

If the school is not NIES, bring the generic packet of NIES materials in case any students are identified with a Race Code of **5** (American Indian/Alaska Native). Refer to *Overview* magazine for more information about the NIES study.

3J. Verify that the NAEP 2009 New Enrollee Sampling Line Numbers Form is in the School Folder.

You will use the NAEP 2009 New Enrollee Sampling Line Numbers Form in **Part 2, Procedure 2** during the preassessment visit. Make sure it is in the School Folder. A blank New Enrollee Listing Form will accompany the instructions. If these documents are not in the School Folder, contact your supervisor in time for him/her to send them to you before the preassessment visit. An example of these documents is in Appendix B, pages B.19–B.20.

3K. Review Part 2 of the QCB.

To help prepare you for the preassessment visit, fill in the blanks and circle or highlight the appropriate text in **Part 2** of the QCB, where options are listed in parentheses.

3L. Review the State Information Form to determine if you will need to bring additional publications to the school.

The State Information Form indicates if you will need to bring a supply of *Frameworks* or *NAEP Sample Questions Booklets* to the school. If so, record the information in **Procedure 3J-9** of the QCB.

3M. Gather and organize materials for the visit.

Next, gather the materials you will need to bring with you to the visit. A list of these materials is found in your AC Quick Checks and described below.

The School Folder contains all the materials listed on the School Folder Transmittal Form, including:

- *Quality Control Booklet*;
- Original Administration Schedule for each session;
- Original ESBQ Administration Schedule for each session, if applicable;
- Preprinted Inclusion Worksheet;
- Grade 12, Roster of Questionnaires, if applicable;
- New Enrollee Sampling Line Numbers Form;
- New Enrollee Listing Form;
- Original List of Students Submitted for Sampling;
- NAEP 2009 Listing of Sampled Students;
- Student Sampling Summary Report (if applicable);
- If grade 8 or 12, white name labels for use on the Student Appreciation Certificates;
- If grade 4 or 8, School and Teacher Questionnaires and Roster of Questionnaires;
- If grade 4 or 8, SD/ELL Roster of Questionnaires (if applicable);
- If grade 12, Certificates of Community Service;
- Teacher Notification Letter;
- If grade 8 or 12 only, the NAEP Student Appreciation Certificates;
- State-specific Parent/Guardian Notification Letter or NAEP generic Sample Parent/Guardian Notification Letter (for private schools and public schools that do not have a state-specific letter);
- *Frameworks* and *NAEP Sample Questions Booklets*, if applicable;

- If grade 12, bring the *Best Practices for Improving Twelfth-Grade NAEP Participation (Best Practices Guide)*;
- *Measure Up*;
- *Locating Private School Results on the Web*;
- *ESBQ Sample Questions Booklets*, if applicable;
- *Teacher's Guide to NAEP*;
- School staff accommodation scripts;
- Extra U.S. Department of Agriculture Letters;
- Extra grade-appropriate School, Teacher, SD, and ELL Questionnaires;
- Your calendar;
- Directions to the school; and
- Basic office supplies.



If the school is NIES, bring the NIES Administration Schedule, the NIES Roster of Questionnaires, and the NIES School and NIES Teacher Questionnaires.

Chapter 3 Summary

Upon completing this chapter, you should be able to

- describe what you must do to prepare for and conduct the preassessment visit Scheduling Calls and Confirmation Calls,
- demonstrate how to use the QCB to complete activities before making the preassessment visit, and
- understand the materials preparation before making the preassessment visit.



Test Your Knowledge

Instructions: Determine if the statements below are true (t) or false (f).

1. _____ The purpose of the Scheduling Call is to confirm the assessment date and schedule the preassessment visit.
2. _____ During the Confirmation Call, it is optional to review the *Instructions for the School Coordinator* brochure.
3. _____ You do not have to reschedule the preassessment visit if the school coordinator does not have time to receive the Preassessment Packet before the visit.
4. _____ During the Confirmation Call, you will receive the names of the school staff who will fill out the Teacher Questionnaires.
5. _____ The Roster of Questionnaires for each school should be prepared before the preassessment visit.
6. _____ If the school is not identified as NIES, it is not necessary to bring the generic NIES packet of materials to the preassessment visit.

Answers: 1. T, 2. F, 3. F, 4. T, 5. T, 6. F