

3

Preparing for the Assessment

Task 1

Review Your Manual and Attend the In-Person Training

Before attending the in-person training, you will need to carefully review this manual in its entirety so that you will be prepared to attend the training session. The in-person training session will give an overview of your tasks as an assessment administrator (AA). However, you are responsible for learning the details associated with each task. In addition, the procedures for completing your timesheet (described on pages 5.1-5.11) will not be covered at the in-person training. You should bring any questions you may have to the training session so they can be discussed with the trainer or your supervisor.

The in-person training will combine a multimedia presentation, group discussions, and practice exercises to help teach the procedures and provide experience with the forms and materials. It will also give you the opportunity to become acquainted with your supervisor and AC and the other assessment teams in your state. **At the training session, the contents of this manual will be reviewed, so please bring it with you.**

Task 2

Understand the Assessment Materials

A

The Administration Schedule

The Administration Schedule, shown on page 3.3, is the central document that will be used during the assessment to keep track of the selected students. As part of the NAEP sampling process, your supervisor and AC prepared an Administration Schedule for each session. An important part of your job is to record the results of each session you conduct on the Administration Schedule. Only students whose names appear on the Administration Schedules may participate in the assessment (except if the school requires a nonsampled student to participate). When you receive the Administration Schedules, they will contain each selected student's name, birth date, sex, and indicators of student with disability (SD) and/or limited English proficiency (LEP) status. They may also include the student's homeroom or other locating information, race/ethnicity, and an indication of the student's eligibility for the National School Lunch Program (NSLP)¹ and Title I services.²

The **NAEP School ID Number** appears at the top center of the Administration Schedule. This number is unique for each school and should be used on all NAEP materials for that school.

¹ The National School Lunch Program (NSLP) is a Federally assisted meal plan that provides low-cost or free lunches to eligible students.

² Title I, formerly Chapter 1, assists economically and educationally disadvantaged students in achieving academically at the same level as their peers.

The **Session Number** appears at the top left and top right of the Administration Schedule. The first two letters indicate the subject(s) being assessed. There will be an **RM** for Reading/Math Sessions in grades 4 and 8 public schools and a **PR** for Reading/Math Sessions in grades 4 and 8 nonpublic schools. All grade 12 schools will use the session indicator **RM**. Next to the subject indicators will be two numerals—04, 08, or 12—this is the grade indicator. The last two numerals are used to identify the session because there may be more than one session in a school. For example, a grade 4 public school with three sessions would have three Administration Schedules: one Administration Schedule for session RM0401, the second for session RM0402, and the third for session RM0403.

Column **B**, labeled **Homeroom or Other Locator**, is used to locate the students on assessment day.

Although sessions contain both reading and math assessments, each student will be assessed in only one subject. Therefore, column **C**, labeled **Line #/Subject**, is used to indicate the subject of each student's assessment booklet. There will either be an **R** for Reading or an **M** for Math in this column. This is important because there are additional materials associated with certain booklet numbers, which are discussed in detail on pages 4.6-4.7. School staff will also refer to this subject indicator when determining student accommodations.

Column **D**, labeled **Birth Date**, is used to record each student's month and year of birth.

Column **E**, labeled **Sex**, is used to record each student's sex.

Column **F**, labeled **SD**, is used to record each student's disability status.

Column **G**, labeled **Final SD Code**, will be used to record a student's SD status if it has changed from what was originally recorded on the Administration Schedule.

Column **H**, labeled **LEP**, is used to record each student's limited English proficiency status.

Column **I**, labeled **Final LEP Code**, will be used to record a student's LEP status if it has changed since it was originally recorded on the Administration Schedule.

Column **J**, labeled **Race/Eth.**, is used to record each student's race/ethnicity.

Column **K**, labeled **School Lunch**, is used to record each student's eligibility status in the National School Lunch Program (NSLP).

Column **L**, labeled **Title I**, is used to record each student's Title I status.

Column **M**, labeled **New Enrollee**, will be used to identify each student selected from the list of new enrollees.

In column **N**, labeled **Original Booklet ID #**, assessment booklets have been assigned to each selected student. The number printed in this column opposite each student's name corresponds to the assessment booklet the student must receive. This number is used to track the booklet from the time it leaves the warehouse until it is returned and processed. **All booklets must be accounted for throughout the assessment process.**

Column **O**, labeled **Accommodation Booklet ID #**, will be used when a student identified as SD or LEP must be reassigned a special accommodation booklet.

Following the session, you will use column **P**, labeled **Admin. Code**, to record each student's participation status. The two-digit Admin. Codes or Administration Codes used in this column are listed along the right-hand side of the Administration Schedule in column **R**. The Administration Codes are further defined on pages 4.37-4.40.

On assessment day, you will use column **Q**, labeled **Atten.**, to indicate whether a student was present or absent for the assessment.

The Administration Schedule is perforated, so student names can be removed before it is sent to NAEP. Due to NAEP's pledge of confidentiality, **under no circumstances should a student's name appear on any assessment materials leaving the school.**

School Questionnaire

(School Characteristics and Policies)

Q-094

Mr. Maxwell

2003
Grade 8

Complete this questionnaire online (preferred).
(see instructions below)

OR

Use a #2 pencil to complete this questionnaire.

SCHOOL #

1 0 2 1 0 2 1

Please complete this questionnaire online.
Gain access via your "My School" web page by clicking on the School Questionnaire link OR by keying <http://www.naep.com> on the Internet. Begin by keying in the following information at the login screen:
Your 10-digit booklet ID# is: 094 003768 2
Your 7-digit school ID number is: 102 102 1
Please complete the questionnaire (either online or this hard copy) by: 2 / 4 / 2003.

DO NOT USE

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

ADMIN USE ONLY

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

094 - 003768 - 2

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 1850-0028 and 1850-0758. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review the 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 these time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4211. 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, 1200 K Street, N.W., Washington, D.C. 20004-9501.

A project of the Office of Educational Research and Improvement. This report is authorized by law (PL 107-110, 20 U.S.C. §6950). While you are not required to respond, 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. 1850-0028 and OMB No. 1850-0758 - Approval Expires 10/31/2005. Mark Return to: NCS Cat: 162889-001-154321 Printed in U.S.A.

C School Questionnaire

The School Questionnaire is designed to collect information about school characteristics, staff, and instructional programs. The principal or someone designated by the principal should complete it.

The example on this page shows a completed School Questionnaire and Roster. When the school coordinator receives the School Questionnaire, your AC or supervisor will have already completed most of the information on the cover and Roster. As shown in this example, the seven-digit ID number from the lower left-hand corner of the questionnaire should have been recorded in Section I of the Roster. The questionnaire should have the school ID number and information for completing the questionnaire online recorded on the cover.

On the assessment day, the AC will collect the completed questionnaire and record how the questionnaire was completed in the **Returned** column on the Roster. If the school coordinator wrote the name of the person completing the questionnaire on the removable label (as shown in the top left of this example), the AC will need to remove the label prior to shipping the material back to NCS Pearson.

This form must be completed in No. 2 Pencil.

The Nation's Report Card

NAEP 2003 — Grade 8

Roster of Questionnaires

(School, SD/LEP, and Teacher Questionnaire Tracking Form)

SC

I. School Questionnaire	I. School Questionnaire	Returned		
Distributed to: <u>Mr. Maxwell</u>	Questionnaire ID # (Barcode ID# on Cover) 094 - <u>003768-2</u>	Yes	No	Completed Electronically
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

II. SD/LEP Questionnaire	II. SD/LEP Questionnaire	Questionnaire ID #

D

Teacher Questionnaires

There are three Teacher Questionnaires: one for fourth-grade reading and math teachers, one for eighth-grade math teachers, and one for eighth-grade English teachers. All teachers in the selected grade will be asked to complete a questionnaire. The first part of each questionnaire is a section on background characteristics and educational training. The remainder of each questionnaire surveys the teacher's instructional practices. The example on the next page shows a completed Grade 8 Reading Teacher Questionnaire cover and Roster.

When the school coordinator receives the Teacher Questionnaires, your supervisor will have already recorded the unique eight-digit ID number for each questionnaire in the **Teacher Questionnaire ID #** column on the Roster. On the questionnaire cover, your supervisor recorded the two-digit teacher number, the school ID number, the information for completing the questionnaire online, and the date the questionnaire is to be returned to the school coordinator.

The school coordinator will write the name of the teacher who received the corresponding Teacher Questionnaire under **Teacher's Name** on the Roster. If the school coordinator chooses, he/she can use the removable label affixed to the questionnaire cover to write the name of the teacher who was given the questionnaire, as shown in the example on the next page.

The AC will collect the completed questionnaires on assessment day and record how each questionnaire was completed in the **Returned** column on the Roster. If the school coordinator wrote the name of the person completing the questionnaire on the removable label (as shown on the following page), the AC will remove the label prior to shipping the material back to NCS Pearson.

III. Teacher Questionnaire		III. Teacher Questionnaire		SCHOOL #: 102-102-1			O NCS Use Only							
Teacher's Name	Teacher #	Teacher Questionnaire ID #							Returned			Instructions for Distributing Questionnaires		
		Yes	No	Completed Electronically		Yes	No	Completed Electronically						
01 Mrs. Brown	01	09	7	0	0	0	9	9	2	7				Instructions for Distributing Eighth-Grade Teacher Questionnaires Ask all eighth-grade teachers who teach English to fill out a Reading
02 Mr. Fisher	02	09	7	0	0	1	2	5	3	1				
03 Ms. Marshall	03	09	8											
04 Mr. ...	04	09	8											



2003 Grade 8 Reading Teacher Questionnaire

Q-097

The Nation's Report Card



Please mark how you complete this questionnaire.

Complete this questionnaire online (preferred). (see instructions to left) OR

Use a #2 pencil to complete this questionnaire.

SCHOOL # TEACHER #

1 0 2 1 0 2 1 0 1

Please complete this questionnaire online.

Gain access via your MySchool web page by clicking on the School Questionnaire link OR by keying <http://www.naepq.com> on the Internet. Begin by keying in the following information at the login screen.

Your 10-digit booklet ID# is: 097-000992-7

Your 7-digit school ID number is: 102-102-1 Your teacher ID# is: 01

Please complete the questionnaire (either online or this hard copy) by: 2 / 4 / 2003.

DO NOT USE

ADMIN USE ONLY



097 - 000992 - 7

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 1850-0628 and 1850-0758. 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(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-1651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NAE/PNCES, U.S. Department of Education, 1950 K Street, N.W., Washington, D.C. 20006-9551.

A project of the Office of Educational Research and Improvement. This report is authorized by law (P.L. 107-110, 20 U.S.C. 9610). Write your name not required to respond, 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. 1850-0628 and OMB No. 1850-0758 Approval Expires 10/31/2005. Mark Released by NCS EM-16228-001-1-664321 Printed in U.S.A.



E

SD/LEP Questionnaire

For every student identified on the Administration Schedule as SD and/or classified as LEP, an SD/LEP Questionnaire must be filled out by the staff member most knowledgeable about that student. A questionnaire should be completed for each student, regardless of whether or not that student will be assessed. The SD/LEP Questionnaire can be completed online or in the hard-copy version.

When the school coordinator receives the SD/LEP Questionnaires, your supervisor will have entered the following information on each **SD/LEP Questionnaire cover**:

- The NAEP School ID;
- The date the questionnaire should be returned;
- The 10-digit student booklet ID (from the Administration Schedule);
- The student's demographic information (from the Administration Schedule);
- The student's line number and session number (from the Administration Schedule); and
- The name of the student for whom the questionnaire needs to be completed (on the removable label).

Your supervisor will have entered the following in **Section II of the Roster**:

- The student's name;
- The 10-digit booklet ID (from the Administration Schedule); and
- The SD/LEP Questionnaire ID (from the SD/LEP Questionnaire cover).

When the AC collects the completed questionnaires on assessment day, he/she will record how each questionnaire was completed in the **Returned** column on the Roster. The AC will also need to remove the label bearing the student's name from the questionnaire cover prior to shipping the material back to NCS Pearson. If there is any information missing from the cover or Roster, the AC will need to enter it after the assessment.

Example of Preparing an SD/LEP Questionnaire

NAEP 2003 — Grade 8 Roster of Questionnaires
(School, SD/LEP, and Teacher Questionnaire Tracking Form)

SCHOOL #: **102-102-1**
SCHOOL NAME: Central Middle School
CITY/STATE: Washington, DC

I. School Questionnaire
Questionnaire ID #: 094 - **003768-2**

II. SD/LEP Questionnaire

Student's Name	Distributed To (Staff Name)	Student Booklet ID # (Column "N" on Admin. Schedule)	Returned		Instructions for Distributing Questionnaires
			Yes	No	
01 Wes Block	Mrs. Wilson	01020524411	0	0	<p>Instructions for Distributing School Questionnaire Give the School Questionnaire to the principal. On the cover of the questionnaire, record the date it is to be returned. Once it is returned, grid in the oval in the Returned column.</p> <p>Instructions for Distributing SD/LEP Questionnaires Every student identified on the NAEP Administration Schedule as SD and/or classified as LEP should be listed in the column on the left. An SD/LEP Questionnaire must be completed for each student by the teacher most knowledgeable about that student, regardless of whether or not the student will be assessed. Before distributing each SD/LEP Questionnaire, you will need to do the following:</p> <ol style="list-style-type: none"> On each SD/LEP Questionnaire cover, write the name of the school staff member most knowledgeable about the student on the removable label. Record the date the questionnaire needs to be returned to you. On this roster, write the name of the staff member to whom the questionnaire will be given. As the questionnaires are returned, grid in the oval in the Returned column.
02 Paul Hernandez	Mr. Cox	020052100016	0	0	
03 Sarah Kruger	Mr. Cox	03070000319	0	0	
04 Tim Dublin	Mr. Cox	04040435692	0	0	
05			0	0	
06			0	0	
07			0	0	
08			0	0	
09			0	0	
10			0	0	
11			0	0	
12			0	0	
13			0	0	
14			0	0	

2003 SD/LEP Questionnaire

Please complete this questionnaire online.
Gain access via your MySchool web page by clicking on the SD/LEP Questionnaire link OR by keying <http://www.naep.gov> on the Internet.
Begin by keying in the following information in the login screen:
Your 10-digit booklet ID #: **095002287**
Your 7-digit school ID #: **102021**

IMPORTANT NOTE
If you access or respond to the questionnaire, you must complete all fields. Also, you must include the student demographic information in the right-hand column of the questionnaire. Thank you.

DO NOT USE (Grid of 0-9 ovals)

ADMIN USE ONLY (Grid of 0-9 ovals)

This form must be completed in No. 2 pencil.

NAEP 2003 Administration Schedule

School #: **102-102-1** Grade: **8**
School Name: **Central Middle School**
Administrator's Name: **Mary Jones**

Original session scheduled for: Day/Date: **Tues, Feb 6**
Time: **8:05**
Location: **Rm 121**

Makeup session scheduled for: Day/Date: _____ Time: _____ Location: _____

Makeup Needed: None 1 2 3 4 5 6 7 8 9 10

Bundle #s: **01001 01002**

Session Number: **RM0801**

Race/Ethnicity Codes
1 = White non-Hispanic
2 = Black non-Hispanic
3 = Hispanic Heritage
4 = Asian/Pacific Islander
5 = American Indian/Alaskan Native
6 = Other

National School Lunch Program
1 = Student not eligible
2 = Reduced-price lunch
3 = Free lunch
4 = Information not available
5 = American Indian/Alaskan Native
6 = School not participating

Student's Name	Grade	Sex	Birth Date	Year	SD	LEP	Other	Original Booklet ID #	Accommodation Booklet ID #	Admin. Code	Admin. Codes
01 Mark Atley	10	M	04 9 0 1 2	2	2	2	2	101 000293 4			ASSESSED IN ORIGINAL
02 Beky Bates	10	R	02 9 0 1 2	2	2	2	2	001 054006 1	5	1	ASSESSED IN MAKEUP
03 Wes Block	10	M	06 9 0 1 2	2	2	2	2	102 005241 1			ASSESSED IN MAKEUP
04 Angela Burns	10	F	10 9 0 2 2	2	2	2	2	002 000043 8			ASSESSED IN MAKEUP
05 Nicki Campbell	12	M	11 9 0 2 2	2	2	2	2	103 006922 1			ASSESSED IN MAKEUP
06 Nancy Cordaro	12	F	09 9 0 2 2	2	2	2	2	003 000841 2			ASSESSED IN MAKEUP
07 Tim Dublin	10	M	01 9 1 1 1	2	1	3	2	104 043569 2			ASSESSED IN MAKEUP
08 Kimberly Frank	12	F	05 9 0 2 2	2	2	1	2	004 005301 1			ASSESSED IN MAKEUP
09 Carla Grahams	10	M	07 9 0 2 2	2	2	1	2	105 210021 3			ASSESSED IN MAKEUP
10 Paul Hernandez	10	F	09 9 0 1 2	1	3	1	2	005 210001 6			ASSESSED IN MAKEUP
11 Beky Hooeke	10	M	12 9 0 2 2	2	2	4	2	106 073201 2	5	5	ASSESSED IN MAKEUP
12 Daniel Jasmer	12	M	01 9 0 1 2	2	2	2	2	006 002407 7			ASSESSED IN MAKEUP
13 Sarah Kruger	12	M	06 9 0 2 2	1	2	2	2	107 000031 9			ASSESSED IN MAKEUP
14 Penny Lowe	12	F	02 9 1 2 2	2	2	1	2	007 076206 0			ASSESSED IN MAKEUP
15 Paul Lucas	10	M	10 9 0 1 2	2	2	3	1	108 076206 5			ASSESSED IN MAKEUP

F

Assessment Booklets

Your AC will be shipped one box of materials for each scheduled session. These are referred to as session boxes. Your AC will give you the session box needed to conduct your session on assessment day. The session box will contain the assessment booklets and most of the other materials you will need to conduct the session. Some of the math booklets require the use of additional or ancillary materials such as a ruler, a set of paper shapes, or a calculator. Detailed information on assessment booklets and a complete list of additional assessment materials along with the procedures for preparing the booklets with these materials can be found in Chapter 4.

G

Guidelines for Completing Scannable Documents

When entering pertinent information onto the Administration Schedule, Roster of Questionnaires, questionnaire covers, and assessment booklet covers, you must adhere to the following guidelines:

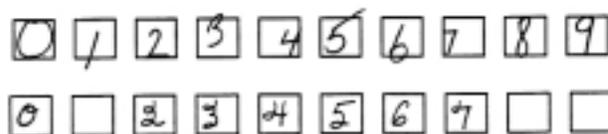
- Use only No. 2 pencils;
- Print all information neatly within the boxes. Numbers should be written clearly in the center and should not touch the sides of the boxes;
- Right justify all numerals entered in multicolumn blocks;
- Erase completely and clearly to correct entries. Do not cross out or strike through numbers entered incorrectly; and
- Other than single-digit birth date months, blocks for which no entry is needed may be left blank.

Shown below are examples of acceptable and unacceptable writing styles for completing scannable documents.

The following are **acceptable** writing styles:



The following examples are **unacceptable** due to edges touching the sides of the box and extraneous loops on characters:




**Task
3**

Your Assessment Schedule

Your AC will formulate a schedule for each AA on your team. You will receive a preliminary schedule at the AA training in January. This schedule will be reviewed frequently and possibly revised by your AC.

Prior to hiring, AAs committed to working a minimum of 30 hours per week. AAs will be guaranteed pay for 20 hours per week, but will be expected to work at least 30 hours if the work is available for them. Your AC may ask you to work up to 40 hours per week, if necessary. You will be paid on an hourly basis for the actual number of hours you work above 20 per week.


A

Effective Communication with Your AC

Effective communication between you and your ACs is crucial to NAEP's success. The Assessment Information Form (shown on the following page) has been developed for ACs to communicate specific information to the AAs about their assignment. Your AC will either mail your Assessment

Information Forms or give the forms to you in person. The form will contain the following:

- The school name and NAEP ID;
- The school address and telephone number;
- The assessment date and time;
- The session number you are assigned;
- The room where the session will be held;
- The school coordinator's name;
- Directions to the school and where to park at the school;
- Information about accommodations, such as the number and types in the session;
- Instructions for meeting the assessment team; and
- Any other pertinent information, such as the policy for dismissing students, how to handle persistently disruptive students, and students who arrive after the session has begun.

This form will be distributed to you 1-2 weeks before each assessment.

AC: Barbara Smith
Phone Number: 703-555-2222

AA: Winston Jones
Region/Area: VA2

ASSESSMENT INFORMATION FORM

SCHOOL: Central Middle School ID #: 102-102-1

ADDRESS: 3800 Washington Blvd.
Vienna, VA 22180

PHONE #: 703-555-2249

SCHOOL COORDINATOR: Chris Thomas

ASSESSMENT DATE: Feb 6, 2003 TIME: 8:05 a.m.

SESSION NUMBER: RM0801 ROOM: 121

DIRECTIONS TO SCHOOL: Take 495 to exit 46A – Rt 123 W. Take 123W to Old
Courthouse Rd. Make right on Old Courthouse Rd. School is one block up on the right.

PARKING: Park in visitor spaces only!

ACCOMMODATIONS INFORMATION: There is one student on your Administration
Schedule who requires a large-print booklet accommodation. His teacher said he
can be assessed in the regular session but may need extra time.

INSTRUCTIONS FOR MEETING ASSESSMENT TEAM: All AAs are to meet AC outside
main entrance door at 7:00 a.m. sharp!

OTHER INFORMATION (Policy for dismissing students, how to handle latecomers, etc.): _____
Notify teacher when assessment is finished so he/she can dismiss students.

*****REMEMBER – ARRIVE ONE HOUR BEFORE ASSESSMENT TIME*****

Notes:



Notes:



