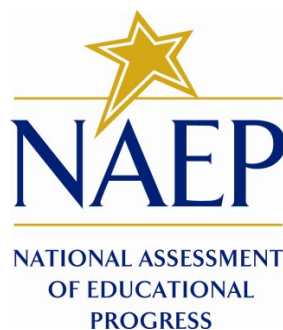


NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*Volume I
Appendices*

*Request for Clearance for Cognitive Interview Study of
NAEP 2011 Cognitive Items*

*OMB# 1850-0803 v.45
(Generic Clearance for Cognitive, Pilot and Field Test Studies)*



March 2, 2011

Volume I: Appendices

Request for Clearance for Cognitive Interview Study of 2011 Cognitive Items for Students

Contents

Appendix A: E-mail for Recruiting Parents of Student Participants.....1

Appendix B: Phone Script for Recruiting and Screening—Parents.....2

Appendix C: Phone Script for Recruiting and Screening—Grade 4 and Grade 8 Students.....4

Appendix D: Confirmation Letter to Student Participants.....5

Appendix E: Confirmation and Consent Letter to Parents of Student Participants.....6

Appendix F: Confirmation Phone Script for Students.....7

Appendix G: Thank You Letter to Student Participants.....8

Appendix H: Thank You Letter to Parents of Student Participants.....9

Appendix A: E-mail for Recruiting Parents of Student Participants

E-mail subject line: Seeking Student Participants for Item Tryouts

Dear <NAME>;

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting interviews with <fourth-, eighth->grade students about new test items for the National Assessment of Educational Progress (NAEP). NCES needs to know if the tasks on the test are clear. Your child's input will help NCES improve the test so that students like your child will understand it.

The interviews will take place in <LOCATION> and will last approximately <60/90> minutes. Your child will be asked to complete a task. NCES simply wants to know how they would do the task if it were an actual test. These sessions will be recorded. All of your child's answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

These interviews are an important stage of the NAEP test development process. The comments students provide help NCES improve the test items to make the best test possible. If selected, your child will be given a \$25 gift card as thanks for their time. In addition, you will be given a \$25 gift card for your time to bring the participating student to and from the interview site.

If you and your child are interested in participating in this research project, please call <PHONE NUMBER> or e-mail <E-MAIL ADDRESS>.

Thank you,

<COMPANY REPRESENTATIVE>

<COMPANY NAME>

Appendix B: Phone Script for Recruiting and Screening—Parents

Good morning/afternoon. May I please speak to <NAME OF PARENT> about the National Assessment of Educational Progress or NAEP Assessments?

Good morning/afternoon. My name is <NAME> from <COMPANY> calling on behalf of the National Center for Educational Statistics or NCES, part of the U.S. Department of Education. Thank you for contacting us about the possibility of your child participating in a project to help develop test questions for NAEP.

First, I want to collect some additional information about your child to be certain they are a good fit for participating. If so, then I'll tell you more about what <she, he> will be asked to do.

1. *What is your child's name?*
2. *What grade is <STUDENT NAME> currently in?*
3. *Is <STUDENT NAME> either of Hispanic or Latino origin?*
4. *Is <STUDENT NAME>:*
 - *American Indian or Alaska Native*
 - *Asian*
 - *Black or African American*
 - *Native Hawaiian or Other Pacific Islander, or*
 - *White?**(You may select one or more)*
5. *[For TEL only] Has <STUDENT NAME> had any formal instruction in technology and engineering?*
6. *And has <STUDENT NAME> said <she'd, he'd> be interested in participating in the interview session which will take <60/90> minutes?*

In the session, we will be asking <STUDENT NAME> to respond to test items. NCES needs to make sure that students will understand what the test item is asking them to do.

Participation is entirely voluntary and your child's answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law.

Your child's input will help NCES improve the test that will be administered nationwide. To thank <STUDENT NAME>, <she, he> will receive a \$25 gift card. In addition, you will receive a \$25 gift card for your time to bring the participating student to and from the interview site.

The interview will last approximately <60/90> minutes and will be recorded. It will take place in <TEST LOCATION>.

Do you have any questions?

[Answer any questions.]

Do you think <STUDENT NAME> would like to participate?

[If No] *Thank you for taking the time to speak with us today about this important project.*

[If Yes] *And would you be willing to sign a form indicating your approval for <STUDENT NAME> to participate?*

[If No] *Thank you for taking the time to speak with us today about this important project.*

[If Yes]

In the next day or so, we will call <her, him> to be sure <STUDENT NAME> understands what we're asking <her, him> to do, confirm that <STUDENT NAME> is still interested, and schedule a time for the session. What would be the best phone number to call and time of day to call?

If you or <STUDENT NAME> have any questions before then, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this very important research project.

Appendix C: Phone Script for Recruiting and Screening—Grade 4 and Grade 8 Students

Good morning/afternoon. May I please speak to <NAME OF STUDENT> about the National Assessment of Educational Progress or NAEP Assessment interview?

Good morning/afternoon. My name is <NAME> from <COMPANY NAME>. I am calling on behalf of the National Center for Educational Statistics or NCES, part of the U.S. Department of Education. We have spoken with your <mother, father> and we are pleased that you and <she, he> have agreed that you can help in developing test questions for NAEP.

Before we schedule your session, I need to make sure we have the correct information about you and tell you more about what you'll be asked to do.

- 1. What grade are you currently in?*
- 2. Are you of either Hispanic or Latino origin?*
- 3. Are you:*
 - American Indian or Alaska Native*
 - Asian*
 - Black or African American*
 - Native Hawaiian or Other Pacific Islander, or*
 - White?**(You may select one or more)*
- 4. And are you male or female?*
- 5. [For TEL only] Have you had any classes in technology or engineering?*

In the session, we will be asking you to respond to test questions. NCES needs to make sure that students like you will understand what the test is asking you to do. Your input will help NCES improve the test that will be given to students in the nation. To thank you for your time, you will receive a \$25 gift card.

The interview will last about <60/90> minutes and will be recorded. It will take place in <TEST LOCATION>. Your participation is totally voluntary. Your responses and all other session materials are confidential. This means that no one else will see them and we will not use your name to identify you.

Do you have any questions?

[Answer any questions.]

Would you like to participate?

[If No] *Thank you for taking the time to speak with us today about this important project.*

[If Yes] *We would like to schedule your session for <DATE, TIME>. Is that day and time ok? Can you put your parent on the phone to confirm that this time would be ok?*

[For Parents] *We just wanted to confirm that we plan to see your child at <TIME> on <DATE>. If you or your child has any questions before then, please call <PHONE NUMBER>.*

Thank you again for agreeing to be part of this very important research project.

Appendix D: Confirmation Letter to Student Participants

<DATE>

Dear <NAME>;

Thank you for agreeing to help try out new test questions for the National Assessment of Educational Progress (NAEP). Before giving the new test questions to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know if the questions are clear. Your input will help NCES improve the test questions so students like you understand all of them. Your participation is totally voluntary. All of your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002, 20 U.S.C §9573]..

You have been scheduled for an interview at <TIME> on <DATE>. The interview will last about <60/90> minutes. You will be asked to complete a few tasks. To thank you for your time, you will receive a \$25 gift card.

The interviews will take place at:
<LOCATION>

These interviews are an important stage of the NAEP test development process. Your comments, along with the comments of other students, will help NCES improve its test questions.

Thank you for volunteering in this very important research for NAEP. Our interviewer is looking forward to meeting with you. If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<COMPANY REPRESENTATIVE>
<COMPANY NAME>

Appendix E: Confirmation and Consent Letter to Parents of Student Participants

<DATE>

Dear <NAME>;

Thank you for agreeing to allow your child to help try out new test items for the National Assessment of Educational Progress (NAEP). Before giving the new test items to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know if the test items are clear. Your child's input will help NCES improve the test items so all students understand the items.

All the information your child provides may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

Your child has been scheduled for an interview at <TIME> on <DATE>. The interview will last approximately <60/90> minutes. Your child will receive a \$25 gift card as a token of appreciation for his or her time. In addition, you will receive a \$25 gift card for your time to bring the participating student to and from the interview site.

The interviews will take place at:
<LOCATION>

These interviews are an important stage of the NAEP test development process. Your child's comments, along with the comments of other students, will help NCES improve the test items.

Thank you for volunteering in this very important research for NAEP. Our interviewer is looking forward to meeting with your child. If you have any questions, please contact <CONTACT INFORMATION>.

Please sign and return the lower portion of this letter, granting consent for your student to participate in the NAEP interview. Without your consent, your child will not be able to participate in the interview.

Thank you,

<COMPANY REPRESENTATIVE>
<COMPANY NAME>

I hereby give my permission for _____ to
(Student's Name)
participate in the NAEP test item interview.

Signature

Date

Appendix F: Confirmation Phone Script for Students

Good morning/afternoon. May I please speak to <STUDENT NAME> about the National Assessment of Educational Progress (or NAEP) test items interview?

Good morning/afternoon. My name is <NAME> from <COMPANY NAME> calling about the National Assessment of Educational Progress (or NAEP) test interview. We are so pleased that you agreed to help us develop the best possible test questions. We have scheduled you for <TIME> on <DATE>.

The interview will last about <60/90> minutes. It will take place at <LOCATION>.

We will be asking you about test questions. We need to make sure that students like you will understand what the test is asking you to do. Your input will help us improve the test questions that will be asked in the nation. To thank you for your time, you will receive a \$25 gift card.

Do you have any questions at this time?

[Answer any questions.]

We plan to see you at <TIME> on <DATE>. If you have any questions before then, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this very important research project.

Appendix G: Thank You Letter to Student Participants

<DATE>

Dear <NAME>;

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, I would like to thank you for your participation in our test question research. Thanks to you, we are better able to develop the best possible test questions for the National Assessment of Educational Progress (NAEP).

Your assistance helped us better understand how students think about and do test questions. Your open, honest, and intelligent comments were very helpful.

Again, thank you for your assistance.

Sincerely,

<COMPANY REPRESENTATIVE>

<COMPANY NAME>

Appendix H: Thank You Letter to Parents of Student Participants

<DATE>

Dear <NAME>;

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing your child to participate in our test item research study. Your child's input helped us improve test items for the National Assessment of Educational Progress (NAEP). It helped us to better understand how students approach test items. The assistance provided by your child, combined with input from other students, was incredibly useful and informative.

Again, thank you for your assistance.

Sincerely,

<COMPANY REPRESENTATIVE>

<COMPANY NAME>