

**Request for Approval under the
“Generic Clearance for the Collection of Routine Customer Feedback”
(OMB Control Number: 1880-0542; ICRAS# 1795.49)**

TITLE OF INFORMATION COLLECTION:

NAEP Teacher and School Online Questionnaires Feedback 2014

PURPOSE:

The National Assessment of Educational Progress (NAEP) is a federally authorized survey of student achievement at grades 4, 8, and 12 in various subject areas, such as mathematics, reading, writing, science, U.S. history, civics, geography, economics, and the arts, and is administered by the National Center for Education Statistics (NCES). NAEP is designed to provide achievement and education contextual information about the nation, geographic regions, states, select large districts, and groups of students, and also to collect information that serves to fulfill reporting requirements of federal legislation and to provide a context for reporting student performance. The school questionnaire, completed by the principal or another school official, is used to gather information concerning school administration, staffing patterns, curriculum, and student services. The teacher questionnaires, completed by the subject-specific teachers of assessed students, are used to gather information about years of teaching experience, frequency of assignments, and use of teaching materials. Prior to 2014, NAEP teacher and school questionnaires were offered both online and in hard copy format. In 2014, NAEP moved to providing these questionnaires online only, but with the option to print out and complete the questionnaire in a hardcopy format. This request is to conduct interviews to determine why some teachers and principals who participated in NAEP 2014 did not start, complete, or use the online questionnaire, determine any technical issues with accessing the online questionnaire, and the reasons why completing a hardcopy of the questionnaire was their preference. The interviews will also provide respondents with an opportunity to suggest ways in which NAEP might make the online questionnaire easier to complete. This information will help NCES evaluate how to proceed with online teacher and schools questionnaires in future years.

DESCRIPTION OF RESPONDENTS:

The study will include 60 teachers and principals who participated in NAEP 2014 and did not start, complete, or use their respective online questionnaire.

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Respondent Feedback</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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Personally Identifiable Information:

- 1. Is personally identifiable information (PII) collected? Yes No
- 2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
- 3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Type of Respondent	Maximum Number of Respondents	Burden Hours Per Respondent	Total Hours
Initial contact	120	.033 (2 minutes)	4
Phone interview	60*	.083 (5 minutes)	5
Total	120		9

* Subset of the previous line (this study estimates a total of 120 respondents and 180 responses).

FEDERAL COST: The estimated annual cost to the Federal government is \$5,000.

If you are conducting a focus group, survey, or will employ statistical methods, provide answers to the following questions:

The selection of your targeted respondents

- 1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Participants will be selected from among the school administrators and teachers who took part in NAEP 2014 and who:

- Did not start the online questionnaire (10 administrators and 10 teachers);
- Started but did not complete the online questionnaire (10 administrators and 10 teachers); and
- Completed the questionnaire in hardcopy format (10 administrators and 10 teachers).

If selected respondent declines to participate or cannot be reached within 6 attempts, a replacement respondent will be selected from the same response category.

Administration of the Instrument

- 1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain E-mail
- 2. Will interviewers or facilitators be used? Yes No