



# NAEP 2010 • Grade 12 In Your School

## Timeline

- ▶ **May 2009**—Schools are notified of their selection for NAEP 2010.
- ▶ **June 2009**—Schools are notified of their assessment date. Dates should be entered on the school calendar.
- ▶ **Early Fall 2009**—Schools receive a packet of materials from their NAEP State Coordinator with details on the school coordinator responsibilities.
- ▶ **September 2009**—Schools register for the MySchool website and the school coordinator completes the NAEP School Data Collection Form.
- ▶ **October–November 2009**—School coordinator, if requested, submits the list of grade-eligible students.
- ▶ **October 2009–January 2010**—School coordinator notifies parents/guardians about NAEP.
- ▶ **Early January 2010**—School coordinator receives the Preassessment Packet and instructions for preparing for the assessment. Prior to the pre-assessment visit with the NAEP representative, the school coordinator ensures that the worksheets for students with disabilities and English language learners are completed.
- ▶ **January 2010**—The NAEP representative and the school coordinator meet to review the Preassessment Packet of materials and make final arrangements for the assessment day.
- ▶ **January 25–March 5, 2010 (Assessment Day)**—NAEP staff administer the assessment.

## School Coordinator Responsibilities

**As the school coordinator, you are the liaison for all NAEP assessment activities in your school.**

.....

### In the fall, your responsibilities will be:

#### **Register for the MySchool website.**

MySchool provides information for schools about what to expect throughout the NAEP assessment process. An unlimited number of school staff may register to access the site and receive e-mail notifications about upcoming assessment activities. To register for MySchool, go to [www.mynaep.com](http://www.mynaep.com) and complete the registration form.

#### **Access strategies for motivating grade 12 students.**

Within the MySchool website, you have access to the *Best Practices for Improving Twelfth-Grade NAEP Participation*. The guide includes strategies and tips for: preparing and scheduling NAEP, motivating students, working with teachers, and informing parents about NAEP. The *Best Practices Guide* also includes resources such as PowerPoint presentations, NAEP videos, and tools to customize for promoting NAEP in your school. In the past few years, high school principals and NAEP school coordinators have implemented ideas found in the guide to increase grade 12 participation in NAEP. Grade 12 student participation rates on NAEP increased from 66 percent in 2005 to 79 percent in 2007. There is still room for improvement, but your encouragement of students and your implementation of strategies make a difference.

#### **Complete and submit the NAEP School Data Collection Form.**

The NAEP School Data Collection Form collects the information needed to select the student sample and begin assessment preparations. This form can be completed electronically via the MySchool website or in hard copy. Your NAEP State Coordinator will provide you with instructions on how to submit this information.

.....



For more information about NAEP, visit:  
<http://nces.ed.gov/nationsreportcard>

---

**If requested, provide the NAEP State Coordinator with a list of grade-eligible students.**

NAEP requires a complete list of students in the selected grade in order to select a random sample of students to participate in the assessment and to provide demographic information about students who will be assessed. This list is usually submitted electronically and may be prepared by the school, district, or state. Your NAEP State Coordinator will inform you if you need to submit this list. Student names will always be kept confidential and individual student responses or scores are never reported.

**Before the assessment date, your responsibilities will be:**

**Receive the Preassessment Packet and begin final preparations for the assessment.**

In early January, you will receive a Preassessment Packet that contains the list of selected students, and instructions on how to make the final preparations for NAEP. Your school's NAEP representative will call you within days of receiving the materials to confirm the day and time for the preassessment visit and to answer any questions about the materials. The packet will also contain the worksheets for students identified as English language learners and/or students with disabilities. Review the instructions for distributing and completing these worksheets and then distribute them to the staff person(s) most knowledgeable about how these students are tested on their state assessment. It is important that you review all the items and complete the necessary tasks described in the Preassessment Packet prior to the visit.

**Inform parents/guardians.**

By law, parents/guardians of children selected to participate in NAEP must be informed, prior to administering the assessment, that their child may

be excused from participation for any reason, is not required to finish the assessment, and is not required to answer all test questions. Your NAEP State Coordinator will provide a Sample Parent/Guardian Notification Letter and additional information about how this requirement should be fulfilled. These details will also be provided through the MySchool website ([www.mynaep.com](http://www.mynaep.com)).

**Meet with the NAEP representative during the scheduled preassessment visit.**

In January, you will meet with the NAEP representative to review the Preassessment Packet contents and go over logistics for the NAEP administration. During the meeting, you will review the list of selected students to verify that their demographic information is accurate and complete. Details for the assessment day will be finalized, such as which students will require accommodations, how NAEP will be administered, the time and locations of the assessment, and how students and teachers will be notified.

**On assessment day, your responsibilities will be:**

**Ensure that students attend the session.**

Prior to the assessment start time, you will need to be available to ensure that students attend the sessions. You and/or teachers of the selected students are encouraged to remain in the room during the assessment. NAEP staff will bring all assessment materials to the school, including laptop computers for any computer-based assessments, and will conduct the session(s). It is very important that attendance rates are as high as possible to avoid the need for makeup sessions. If attendance is less than 90 percent, a makeup session will be needed, and the NAEP representative will schedule another date and administer the assessment to the absent students.

---

**We thank you in advance for your help preparing for this important assessment!**