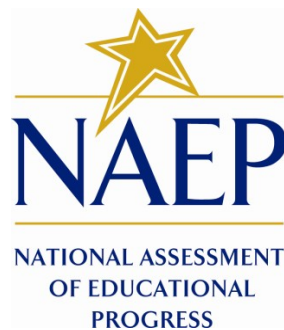


*NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS  
NATIONAL CENTER FOR EDUCATION STATISTICS*

*Appendices*

*Request for Clearance for Cognitive Interview Study of  
NAEP Cognitive Items for the Accessible Booklet Study in Reading*

*OMB# 1850-0803 v.58  
(NCES Generic Clearance for Cognitive, Pilot and Field Test Studies)*



November 15, 2011

**Volume I: Appendices**

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

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

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E-mail subject line: U.S. Department of Education needs your input: Seeking Student Participants for Item Tryouts

Dear <NAME>;

The National Center for Educational Statistics is conducting interviews with <fourth-, eighth->grade students about new test items for the National Assessment of Educational Progress. Your child's input will help the U.S. Department of Education improve the test so that students like your child will understand it.

The interviews will take place in <LOCATION> and will last approximately 60 minutes. (Some students may be invited to come back for a second interview session, which would also last approximately 60 minutes.) During the interview(s) your child will be asked to complete a couple of reading tasks. We will ask your child to think out loud while reading and answering the questions. These sessions will be recorded for the researchers on this study to review. No one else will hear the recording. All of your child's answers may only be used 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 us improve the test items to make the best test possible.

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,

Lizanne DeStefano  
Director, Illinois Science, Technology, Engineering, and Mathematics Education  
Initiative (I-STEM)  
Fox Family Professor of Education  
Professor, Educational Psychology  
704 S. Sixth St  
Champaign, IL 61820  
Phone: 217-333-8520  
E-mail: [destefan@illinois.edu](mailto:destefan@illinois.edu)

## **Appendix B: Phone Script for Recruiting and Screening—Parents**

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*Good morning/afternoon. May I please speak to <NAME OF PARENT> about NAEP?*

*Good morning/afternoon. My name is <NAME> calling on behalf of the National Center for Educational Statistics.*

*Thank you for contacting us about the possibility of your child participating in a project to help develop test questions for the National Assessment of Educational Progress.*

*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*
  - *White*
  - *Student with Disabilities*
  - *English Language Learner**(You may select one or more)*
5. *And has <STUDENT NAME> said <she'd, he'd> be interested in participating in the interview session?*

*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 only be used 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.*

*The interview will last approximately 60 minutes and will be recorded for the researchers on this study to review. No one else will hear the recording. It will take place in <TEST LOCATION>. After the interview, some students may be invited to come back for a second interview, which would also last about 60 minutes.*

*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]**

Is <STUDENT NAME> available now?

**[If Yes]** May we speak with him/her to be sure <STUDENT NAME> understands what we're asking and to confirm that <STUDENT NAME> is still interested? We can also schedule a time for the session.

**[If No]** In the next day or so, we will talk to <her, him> at school 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.

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

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

## **Appendix C: Phone/In Person Script for Recruiting—Grade 4 and Grade 8 Students**

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Good morning/afternoon. My name is <NAME> on behalf of the National Center for Educational Statistics. 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 want tell you more about what you'll be asked to do.

In the session, we will be asking you to respond to test questions. You will not be graded on your work. We just 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 that will be given to students in the nation.

The interview will last about 60 minutes and will be recorded for the researchers on this study to review. No one else will hear the recording. It will take place in <TEST LOCATION>. After the interview, we may invite you to come back for another interview, which would also take about 60 minutes. You don't have to agree to the second interview right now. Your participation is voluntary and your answers may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law. This means that in our reports 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>. Your school says this is a good time. Is the day and time ok with you? **[If by Phone]** 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**

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<DATE>

Dear <NAME>;

Thank you for agreeing to help try out new test questions for the National Assessment of Educational Progress. Before giving the new test questions to all students, the National Center for Education Statistics (NCES) needs to know if the questions are clear. Your input will help us improve the test questions so students like you understand all of them. Your participation is totally voluntary. All of your answers may only be used 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 minutes. You will be asked to complete a couple of reading tasks.

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. You will not be graded on your work.

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,

Lizanne DeStefano  
Director, Illinois Science, Technology, Engineering, and Mathematics Education  
Initiative (I-STEM)  
Fox Family Professor of Education  
Professor, Educational Psychology  
704 S. Sixth St  
Champaign, IL 61820  
Phone: 217-333-8520  
E-mail: [destefan@illinois.edu](mailto:destefan@illinois.edu)

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

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<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. Before giving the new test items to all students, the National Center for Education Statistics (NCES) 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 only be used 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 minutes. After the interview, some students may be invited back for a second interview, which would also last approximately 60 minutes.

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(s). Without your consent, your child will not be able to participate in the interview.

Thank you,

Lizanne DeStefano  
Director, Illinois Science, Technology, Engineering, and Mathematics Education Initiative (I-STEM)  
Fox Family Professor of Education  
Professor, Educational Psychology  
University of Illinois

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**

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*Good morning/afternoon. May I please speak to <STUDENT NAME> about the NAEP test items interview?*

*Good morning/afternoon. My name is <NAME> on behalf of the National Center for Educational Statistics, calling about the 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 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 given to students across the nation. You will not be graded on your work.*

*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**

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<DATE>

Dear <NAME>;

On behalf of the University of Illinois and the National Center for Education Statistics (NCES) 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 respond to test questions. Your open, honest, and intelligent comments were very helpful.

Again, thank you for your assistance.

Sincerely,

Lizanne DeStefano  
Director, Illinois Science, Technology, Engineering, and Mathematics Education  
Initiative (I-STEM)  
Fox Family Professor of Education  
Professor, Educational Psychology  
University of Illinois

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**Appendix H: Thank You Letter to Parents of Student Participants**

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<DATE>

Dear <NAME>;

On behalf of the University of Illinois and the National Center for Education Statistics (NCES), I would like to 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,

Lizanne DeStefano  
Director, Illinois Science, Technology, Engineering, and Mathematics Education  
Initiative (I-STEM)  
Fox Family Professor of Education  
Professor, Educational Psychology  
University of Illinois