Appendix D

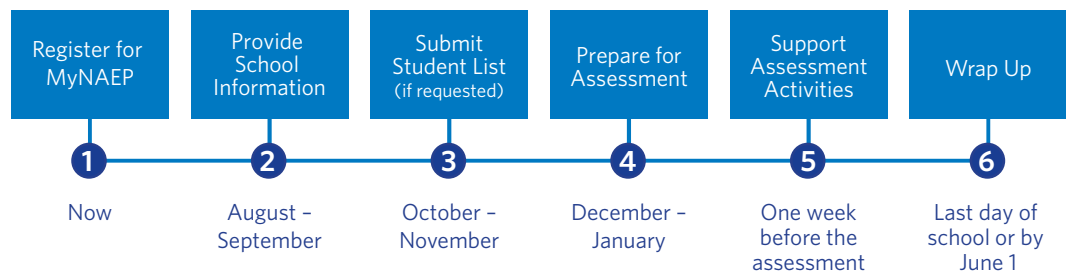## School Coordinator Responsibilities

2014

School Coordinator Responsibilities: A Guide to MyNAEP

The MyNAEP website provides participating schools and districts with a convenient way to prepare for the upcoming National Assessment of Educational Progress (NAEP).

- MyNAEP will serve as your primary resource and action center throughout the assessment process.
- Previously, school coordinators prepared for NAEP by completing paperwork and holding an in-person preassessment visit with NAEP representatives. MyNAEP offers school coordinators an electronic way to complete the same tasks at their own pace.
- The MyNAEP menu is a virtual checklist of all activities that school coordinators will need to complete throughout the school year, so it is important to check in regularly to make sure your school is on track with preparations.
- Visit the MyNAEP website to get started: **www.mynaep.com**.

Each school participating in NAEP 2014 has a designated staff member to serve as its NAEP school coordinator. You have been selected to serve as coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!

MyNAEP Activity Timeline

Register for MyNAEP	Provide School Information	Submit Student List (if requested)	Prepare for Assessment	Support Assessment Activities	Wrap Up
1	**2**	**3**	**4**	**5**	**6**
Now	August – September	October – November	December – January	One week before the assessment	Last day of school or by June 1

In the fall, you will be responsible for the following:

- **Registering for the MyNAEP website.** MyNAEP will provide you with all of the information your school needs to participate in NAEP, including information about what to expect at each stage. Multiple school staff may register to access the site, but only school coordinators will have full access. Register at **www.mynaep.com** by entering the registration ID assigned by your NAEP State or Trial Urban District Assessment (TUDA) Coordinator. For detailed instructions on how to register, refer to page 3.
- **Completing and submitting school information.** Go to the **Provide School Information** page on MyNAEP to enter and submit your school's contact and characteristic information, including your school's name, address, and the number of students enrolled in the selected grade. Providing up-to-date information about your school ensures that materials can be accurately prepared for the assessment.

- **Preparing and submitting a list of your school's students in the selected grade level (if requested).** NAEP requires a complete list of students in the selected grade. This ensures that a random sample of students can be selected to participate in the assessment and demographic information about these students can be collected. Visit the **Submit Student List** page on MyNAEP to determine if you will need to prepare and upload this list. Student names will always be kept confidential, and individual student responses and scores on NAEP are never reported.

In December, your NAEP representative responsible for administering NAEP in your school will contact you and discuss how to complete these tasks listed under the Prepare for Assessment **menu:**

- **Updating student information and preparing for the assessment of students with disabilities and English language learners (SD/ELL).** Visit the **Update List of Sampled Students** page to review the student sample and identify any withdrawn or ineligible students who need to be removed. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information on the **Include Students** page about how SD/ELL students will participate in the assessment and the accommodations they will receive.
- **Informing parents/guardians of student participation.** By law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment. An electronic copy of the Parent/Guardian Notification Letter is available on the **Notify Parents** page for downloading, printing, and distributing.

Other Prepare for Assessment **menu tasks will become available in January:**

- **Submitting a current roster of students.** For NAEP to obtain an accurate picture of student achievement, all eligible students must have an opportunity to be selected. You will need to visit **Submit Current Roster of Students** and upload an Excel file of students currently enrolled in the selected grade.
- **Managing the completion of questionnaires by school staff.** You will be responsible for distributing and ensuring the completion of online questionnaires designed to help provide contextual information for the assessment results. These questionnaires may be accessed, distributed, and monitored for completion through the **Manage Questionnaires** page on MyNAEP.
- **Promoting the importance of NAEP with school staff and students.** Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP will represent thousands of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available on the **Encourage Participation** page.
- **Finalizing assessment arrangements.** Assessment day details, including the location(s) and start time of the assessment, the ways students and teachers will be notified, and SD/ELL student accommodation logistics, will need to be entered via the **Finalize Assessment Arrangements** page.

On the assessment date, you will meet your NAEP representative and assessment team, and be responsible for the following:

- **Ensuring that students attend the session.** Prior to the assessment start time, you will need to be available to ensure that students attend the sessions. Appointment cards can

be created and printed from the **Support Assessment Activities** page. You and the teachers of selected students are encouraged to remain in the room during the assessment. If attendance of sampled students is less than 90 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the students who were absent After the assessment, please safeguard all NAEP materials until the last day of school. Visit the **Wrap Up** page to confirm that all materials have been shredded.

How to Register for and Access MyNAEP

1 Go to **www.mynaep.com**. On the right side of the screen, select **Please register.**
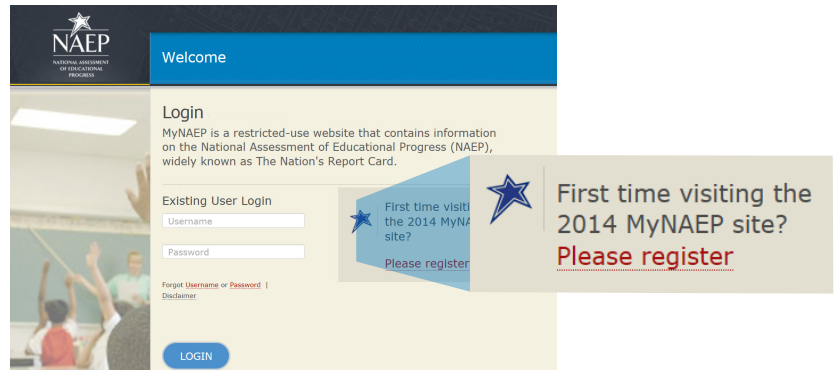
2 Enter the MyNAEP registration ID included in the letter or e-mail sent by your NAEP State or TUDA Coordinator and select **Continue**. If you cannot locate your registration ID, please contact your Coordinator or the NAEP help desk at 800-283-6237 or **naephelp@westat.com**. Multiple district and school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.
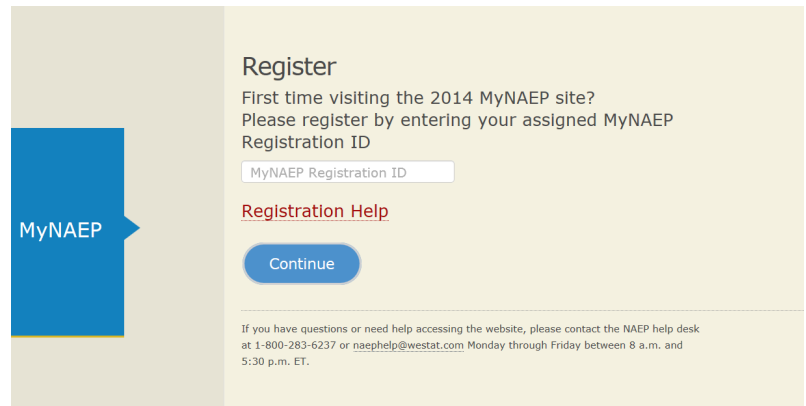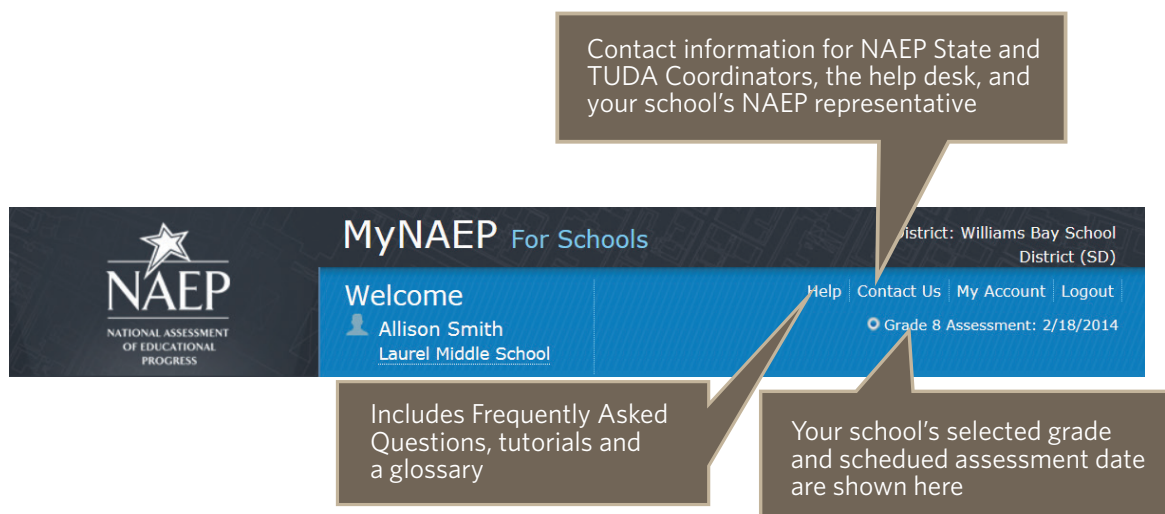

3 Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a confidentiality agreement. A username will be automatically generated and e-mailed to you. Links are available on the login page in case you forget your username or password.
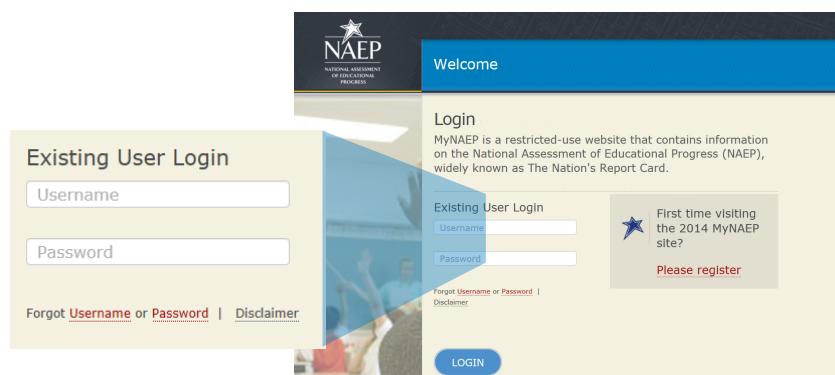
MyNAEP Resources

Although the website is designed for quick and easy use, MyNAEP offers a variety of support options. The **Contact Us** menu in the website banner allows users to reach the NAEP help desk by phone, e-mail, or live chat. The **Help** menu offers tutorials that demonstrate how to quickly enter information for each task and explain why NAEP collects information from every school.

The NAEP help desk and NAEP State and TUDA Coordinators are available to help year round. Your school's NAEP representative will be available starting in early December. Your NAEP representative will be responsible for administering the assessment in your school and will also assist you with the tasks listed under the **Prepare for Assessment** menu.

Contact information for NAEP State and TUDA Coordinators, the help desk, and your school's NAEP representative

MyNAEP For Schools

District: Williams Bay School District (SD)

Welcome
Allison Smith
Laurel Middle School

Help | Contact Us | My Account | Logout
Grade 8 Assessment: 2/18/2014

Includes Frequently Asked Questions, tutorials and a glossary

Your school's selected grade and scheduled assessment date are shown here

MyNAEP also includes helpful resources from other NAEP websites so that information can be easily accessed from one place.

Online Resources

|	
Introducing NAEP to Teachers	http://nces.ed.gov/nationsreportcard/videos/teachervideo
Introducing NAEP to Students	http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx
What Every Parent Should Know About NAEP	http://nces.ed.gov/nationsreportcard/videos/parentvideo
Sample Questions Booklets	http://nces.ed.gov/nationsreportcard/about/booklets.aspx
NAEP Questions Tool	http://nces.ed.gov/nationsreportcard/itmrlsx/landing.aspx
Information for Parents	http://nces.ed.gov/nationsreportcard/parents
Information for Selected Schools	http://nces.ed.gov/nationsreportcard/about/schools.aspx
Assessment Frameworks	http://www.nagb.org/publications/frameworks.html

Appendix E:

Sample MyNAEP System Instructions for Completion of SD and ELL Inclusion Information (from 2014 Version)

Include Students

At the left-hand navigation bar, beneath **Prepare for Assessment**, click on the **Include Students** link.
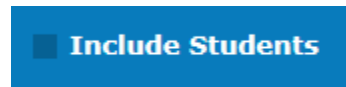
These next tasks are related to students with disabilities and English Language learners, and how best to include these students in the NAEP assessment.

There are several items of note on this main landing page. First, clicking the **Review Inclusion Policy** link will take you to your state's specific SD and ELL inclusion guidelines. It will be useful to review these before completing the SD and ELL inclusion tasks.

Next, you have the ability to provide access to MyNAEP for up to two other people at your school who can provide more specific, detailed information about students selected for NAEP who have disabilities or are English Language Learners. If you are not the best source of knowledge about the disabled or limited English students selected for NAEP and the accommodations they require, you can designate a language specialist or a special education teacher to provide the information about these students that NAEP requires to accommodate their participation in the assessment. You do not have to delegate this task, but you can if you deem it appropriate, and we will cover how to do so in a moment.

In the tan box under the title **Additional Resources**, there are a few documents that you may want to review. First, the **Inclusion on NAEP Fact Sheet** and **the Letter from the Department of Education Encouraging Inclusion** explain why inclusion is so important in the NAEP assessment. Also in this section are two documents that list all the information you'll need to include students with disabilities and English Language Learners in NAEP.

Let's look at the process for providing access to other school staff members so that they can complete the SD and/or ELL tasks. Click the link labeled **Provide Access for SD and/or ELL Specialists**. When you do, you'll see this screen:

Provide Access for SD and/or ELL Specialists

The person(s) most familiar with how students with disabilities and English language learners are tested should provide the information for these students. If you want to provide access to the Include Students page for one SD and one ELL specialist, please complete and submit the information below.

For confidentiality reasons, access is limited to two additional school staff.

First Name	Last Name	Email Address	Access
Janice	Wiles	JLWiles@WMS.TS.edu	☑ SD access only ☐ ELL access only ☐ Both SD and ELL access
Christopher	Sanchez	CRSanchez@WMS.TS.edu	☐ SD access only ☐ ELL access only ☐ Both SD and ELL access

Close   Save   Send Email

In this screen, you will type in the first name, last name, and email address of the person or people you are designating as the SD/ELL specialist(s). Then, you need to check the box beside the access the person(s) should have.

Remember that NAEP strives to keep student data confidential, so limiting access to that data is crucial. You, as the NAEP School Coordinator, have a role in this responsibility. You should always place any NAEP confidential data that has been printed in the red NAEP storage envelope, and store the envelope in a secure location at your school. You should not share your School Coordinator login credentials with anyone else.

Instead, you can grant access for SD specialists, and they will only have access to students who were selected for NAEP and designated as having a disability. If you grant access to an ELL specialist, that person will only have access to the students selected for NAEP who are English language learners. These specialists will not have access to other sections of the MyNAEP website.

When you have entered the names and email addresses of your SD and ELL specialists, click the **Send Email** button. An email will be sent to the person(s) you designated as SD/ELL specialist(s). Your email address will appear in the From: field so that these teachers recognize the familiar sender. You will see this pop-up window:
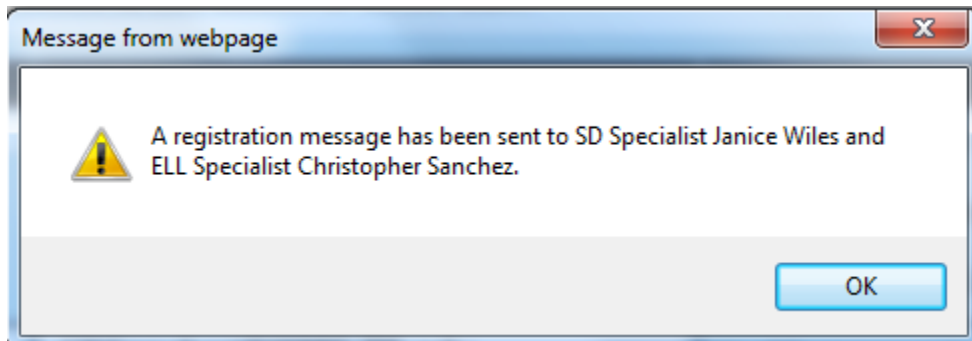
The email message will contain your school's MyNAEP registration ID and instructions for registering at the MyNAEP web site.

Once you have finished providing access to SD/ELL specialists, click the **Close** button to return to the main **Include Students** landing page.

Include Students: Provide Information for Students with Disabilities

Next, you'll provide information about the students with disabilities selected for NAEP. Click the **Provide Information for Students with Disabilities** link.

You will see this screen:

The students who were designated as SD IEP or SD 504 appear on this list. Check the box for each student that best describes the disability each student has. You may select more than one box. Click the **Save and Continue** button when you have finished.

If you selected "**Other Health Impairment (specify)**", your next screen will ask you to specify that disability. For each student listed, type your answer in the white box. Do not go into detail here about what is required to accommodate this impairment. You will be asked about this later. Click the **Save and Continue** button when you have finished.

Provide Information for Students with Disabilities

Record the other health impairment for each student listed below.

Last Name	First Name	SD Classification	Other health impairment (Specify)
REED	CHRISTIAN	Yes, IEP	Diabetic

Back   Save   Save and Continue   Exit

Next, you are asked to select the degree of severity of each student's disability. The choices are Mild, Moderate, Profound/Severe, and Don't Know. Select the appropriate choice from the drop-down list, and use the scroll bar at the right to see all students. Click the **Save and Continue** button when you have finished.

Provide Information for Students with Disabilities

What is the degree of each student's disability?

Last Name	First Name	SD Classification	Disability	Other health impairment (Specify)	What is the degree of this student's disability(ies)?
CARR	TATYANNA	Yes, 504	Orthopedic impairment		Mild
COX	GABRIEL	Yes, IEP	Specific learning disability		Profound/Severe
DELEON	KENDRICK	Yes, IEP	Speech or language impairment		Moderate
RANGEL	CHRISTOPHER	Yes, IEP	Autism		Moderate
REED	CHRISTIAN	Yes, IEP	Other	Diabetic	Moderate
SALAS	JOSHUA	Yes, IEP	Intellectual disability		Mild
TAPIA	DAVID	Yes, IEP	Visual impairment/blindness		Mild
WILSON	TONY	Yes, IEP	Emotional disturbance		Moderate

Back   Save   Save and Continue   Exit

Next, you will see a screen asking you to indicate at what grade level each student performs in a specific subject. The choices are: At or above grade level, One year below grade level, Two or more years below grade level, Not receiving Instruction in this subject, and Don't know.

These questions will vary based on the subject(s) for which your school has been selected:

If your school has been selected for TEL, you will *only* be asked at what grade level each student performs in Science. Click **Save and Continue** when you are finished.

If your school has been selected to test in multiple subjects, the subjects will be divided on different screens. For example, all students sampled to take Social Studies will be grouped together on one screen. There, you'll be asked at what grade level each student performs in Social Studies. Once you click **Save and Continue**, you will then be asked at what grade level each student performs in another subject.

Provide Information for Students with Disabilities

At what grade level does this student perform in **Social Studies**?

Last Name	First Name	SD Classification	Subject	At what grade level does this student perform?
COX	GABRIEL	Yes, IEP	Civics	At or above grade level ▾
DELEON	KENDRICK	Yes, IEP	Geography	One year below grade level ▾
SALAS	JOSHUA	Yes, IEP	Geography	At or above grade level ▾

Back   Save   Save and Continue   Exit

Your next screen (below) will ask how, according to each student's IEP or Section 504 Plan, each student listed is assessed on the State/Standardized test in a specific subject.

Again, if your school has been selected to test in multiple subjects, you will be asked about each subject on its own screen. Click **Save and Continue** when you are finished.

If your school is a public school, please read the additional instructions regarding Alternate and Modified Assessments carefully. Your options are Without accommodations, With accommodations, With (your state's) Modified Assessment, and With (your state's) Alternate Assessment.

If your school is a private school, your options are Without accommodations, With accommodations, With simplified or adapted test, and With Portfolio review.

Provide Information for Students with Disabilities

According to each student's IEP or Section 504 Plan, how is this student assessed on the state test in **Social Studies**?

If a student takes the Georgia Alternate Assessment for **any** subject, select Georgia Alternate Assessment from the drop-down box for that student.

If a student takes the Georgia Modified Assessment for **any** subject, select Georgia Modified Assessment from the drop-down box for that student.

If Georgia does not offer a state test in **Social Studies**, base the response on how the student is assessed in the classroom in **Social Studies**.

Last Name	First Name	SD Classification	Subject	How is this student assessed?
COX	GABRIEL	Yes, IEP	Civics	Without accommodations ▾
DELEON	KENDRICK	Yes, IEP	Geography	Without accommodations ▾
SALAS	JOSHUA	Yes, IEP	Geography	With accommodations ▾

Back   Save   Save and Continue   Exit

Without Accommodations:

If, on the previous screen(s), you indicated that one or more students is assessed on the State/Standardized test for a specific subject *without* accommodations, your next screen (shown below), will ask if these students should *also* be tested on NAEP in that subject without accommodations.

Again, if your school has been selected to test in multiple subjects, you will be asked about each subject on its own screen.

For each student listed, click in the box under either **Yes** or **No**. Next, click **Save and Continue**.

If you selected **No** for any student, you will then be asked you how each student should be tested on NAEP in that subject. To view a list of accommodations accepted by NAEP, place your mouse over the words "list of allowed accommodations." In the drop-down list under the column **How should this student be tested on NAEP?** select either **With accommodations allowed by NAEP**, or **Do not test**. Click **Save and Continue**.

If you selected **With accommodations allowed by NAEP**, skip the next few paragraphs; your next screen will ask you to select which accommodations each student requires.

If you selected **Do not test** for any student, your next screen will prompt you to indicate why each student cannot be tested on NAEP in that specific subject. In the column labeled **Why can student not be tested on NAEP?**, select either **Requires Accommodation(s) Not Allowed by**

NAEP, Takes the (State) Modified Assessment, Takes the (State) Alternate Assessment, or **Other Reason (specify)**.

If your school is a private school, your options here will be **Requires Accommodation(s) Not Allowed by NAEP**, **Takes the Simplified or adapted test**, **Takes the Portfolio review**, and **Other Reason (specify)**.

Click **Save and Continue**.

If you selected **Other Reason (specify)**, your next screen will ask you to type in the reason why each student cannot be tested on NAEP in that subject. When you have done so, click **Save and Continue**.

If you selected **Requires Accommodation(s) Not Allowed by NAEP**, your next screen will ask you to specify which accommodations each student requires that are not allowed. Then click **Save and Continue**.

If you selected **Requires another accommodation (specify)**, your next screen will ask you to type in that other accommodation. Click **Save and Continue** to move on.

Provide Information for Students with Disabilities

What is the other accommodation that each student requires to be tested on NAEP in **Science**?

Last Name	First Name	SD Classification	Subject	Other accommodation (specify)
WILSON	TONY	Yes, IEP	Science	

[Back] [Save] [Save and Continue] [Exit]

With Accommodations:

If you indicated that one or more students is assessed on the State/Standardized test for a specific subject *with* accommodations, your next screen will ask you to specify the accommodations that each student receives when he or she is tested in a specific subject.

To begin, click on a student's name.

Provide Information for Students with Disabilities

Listed below are the students who require accommodations to be tested in **Social Studies**. Click on each student's name to record the accommodations each student receives when tested in **Social Studies**.

Student Name	All Accommodations	Other accommodation (specify)	How is this student assessed?
JOSHUA SALAS			With accommodations

[Back] [Save] [Save and Continue] [Exit]

If your school has been selected for Paper and Pencil, you will see the white box below. Check all accommodations that apply. To read more details about what an accommodation includes, place your cursor over the name of each accommodation, and a description will appear.

What accommodations does **JOSHUA SALAS** receive on the state test for **Social Studies**?
If a student is not assessed on the state test in **Social Studies**, base the response on how the student is assessed in the classroom in **Social Studies**.

NOTE: For a description of how each accommodation is conducted on NAEP, place your cursor over the name of each accommodation. Choose all that apply.

- [ ] Student does not receive any accommodations
- [x] Extended time
- [ ] Small group
- [ ] One on one
- [ ] Read aloud in English - directions only
- [ ] Read aloud in English - occasional
- [ ] Read aloud in English - most or all
- [ ] Breaks during testing
- [ ] Must have an aide administer the test
- [ ] Large print version of the test
- [ ] Magnification
- [ ] Uses template/special equipment/preferential seating
- [ ] Presentation in Braille
- [ ] Response in Braille
- [ ] Presentation in sign language
- [ ] Response in sign language
- [ ] Other (specify)

Save   Close   Reset

Note that several of the accommodations will ask you to specify additional information. If, for example, a student requires as an accommodation an aide or familiar person to administer the test, or cueing to stay on task, you will be prompted to provide the name and email address of a person at your school who can administer the test or provide cueing to this student. We ask for the email address because we will email that aide or teacher directly with information about administering the assessment.

If you indicate that a student will require breaks during the test, you're asked about how often the student may need a break. If you choose **Other**, you will be asked to specify what other accommodation this student requires that is not on the list.

When you have finished, click **Save**. The accommodations window should close, and the accommodation(s) you selected for this student should show up in the column labeled **All Accommodations**.

When you have finished selected accommodations for all students listed, click **Save and Continue**. If your school has been selected to test in more than one subject for NAEP, you will next be asked to record accommodations each student receives in that specific subject.

Provide Information for Students with Disabilities

Listed below are the students who require accommodations to be tested in **Social Studies**. Click on each student's name to record the accommodations each student receives when tested in **Social Studies**.

Student Name	All Accommodations	Other accommodation (specify)	How is this student assessed?
JOSHUA SALAS	Other (specify)	Takes test over several days.	With accommodations

Back   Save   Save and Continue   Exit

If your school has been selected for TEL, you will be asked about the accommodations each student receives when using computers or in Science. Click on each student's name to select the appropriate accommodations.

What accommodations or universal design elements does **Sean Forseth** receive when tested using computers in any subject? If **Sean Forseth** is not tested using a computer, what accommodations/universal design elements does **Sean Forseth** receive when tested on state test for **Science**?

If the student is not assessed on the state **using computers** or in **Science**, base the response on how the student is assessed in the classroom **using computers** or in **Science**.

NOTE: For a description of how each accommodation is conducted on NAEP, place your cursor over the name of each accommodation. Choose all that apply.

- ☐ Student does not receive any accommodations

Universal Design Elements

- ☐ Adjusting font size
- ☐ Small group
- ☐ One on one
- ☐ Read aloud in English - directions only (text to speech)
- ☐ Read aloud in English - occasional (text to speech)
- ☐ Read aloud in English - most or all (text to speech)
- ☐ Using a computer to respond
- ☑ Adjusting or providing high contrast
- ☐ Highlighter tool
- ☐ Eliminating answer choice tool

Accommodations

- ☑ Extended time
- ☐ Breaks during testing
- ☐ Must be tested in separate session
- ☐ Must have an aide present in the testing room
- ☐ Magnification
- ☐ Uses template/special equipment/preferential seating
- ☐ Cueing to stay on task
- ☐ Responds orally to a scribe
- ☐ Presentation in sign language
- ☐ Response in sign language
- ☐ Hearing impaired version of the test
- ☐ Low mobility version of the test
- ☐ Other (specify)

Save   Close   Reset

You'll notice that this list is slightly different from the list above for Social Studies, because it includes Universal Design Elements. Click the check box beside each necessary accommodation, and then click **Save** to close the window. The accommodations(s) you selected for this student will show up to the right of his or her name.

When you have finished specifying accommodations for each student on the list, click **Save and Continue**.

Next, you will see a grid showing you the students selected for NAEP who require accommodations in a specific subject (Science, in the example below) and the accommodations you indicated that they require. Here, you are asked whether or not each student can take NAEP with *only* the accommodations allowed by NAEP. Click either **Yes** or **No**, and then **Save and Continue**.

Provide Information for Students with Disabilities

Below is the list of students who require accommodations on NAEP in **Science**.
Can each student be tested on NAEP in **Science** with **only** these accommodations?

Last Name	First Name	SD Classification	Subject	Accommodations allowed by NAEP	Yes	No
CARR	TATYANNA	Yes, 504	Science	Extended time	☑	☐
RANGEL	CHRISTOPHER	Yes, IEP	Science	Breaks during testing Extended time	☑	☐
REED	CHRISTIAN	Yes, IEP	Science	Extended time One on one	☑	☐
TAPIA	DAVID	Yes, IEP	Science	Extended time Read aloud in English - most or all	☑	☐

Back   Save   Save and Continue   Exit

If you had clicked **No** for any student, your next screen would ask you how each student *should* be tested on NAEP in that subject. Your options would be **Without Accommodations** and **Do Not Test**. If you select **Do Not Test** and advance to the next screen, you will be asked to select a reason why: **Requires Accommodation(s) Not Allowed by NAEP**, **Takes the (State) Modified Assessment**, **Takes the State Alternate Assessment**.

Provide Information for Students with Disabilities

How should each student be tested on NAEP in **Science**?

Last Name	First Name	SD Classification	How should this student be tested on NAEP?
TAPIA	DAVID	Yes, IEP	Do not test ▾

Back   Save   Save and Continue   Exit

Note: If you selected **Do Not Test** and your school is a private school, your options on the following screen will be **Requires Accommodations Not Allowed by NAEP**, **Takes the Simplified or adapted test**, **Takes the Portfolio review**, and **Other Reason (specify)**.

If you selected **Requires Accommodations Not Allowed by NAEP**, you will be asked to specify which accommodation(s) each student requires that is not allowed. Click the drop-down list in the column labeled **Accommodations Not Allowed**, and select your answer. Your options are: **Requires taking NAEP over several days**, **Requires questions reworded or simplified**, **Requires tape recording answers**, **Requires dictionary/thesaurus/spelling/grammar software**, **Requires another accommodation (specify)**.

If you selected **Requires another accommodation (specify)** and advance to the next screen, you will be asked to type the other accommodation that is not allowed by NAEP.

Click **Save and Continue** to move on.

In our example, since we selected an Other accommodation (Takes test over several days) for Joshua Salas, we next see the following screen:

Provide Information for Students with Disabilities

The students listed below require other accommodations that may or may not be allowed by NAEP for the specified subject. Your NAEP representative will review these accommodations and let you know if they are allowed by NAEP.

Last Name	First Name	SD Classification	Subject	Other accommodation (specify)
SALAS	JOSHUA	Yes, IEP	Geography	Takes test over several days.

Back   Save   Save and Continue   Exit

If you selected an Other accommodation for any student, you will see this screen, which tells you that the listed accommodation may or may not be allowed by NAEP for the specified subject. You are told that your NAEP representative will review this accommodation and let you know if it is allowed by NAEP.

Click **Save and Continue** to move on.

Next, you are shown a summary screen that asks you to confirm how each student listed will be assessed on NAEP in the specified subject. In our example below, the top grid displays the three students who will be assessed on NAEP *without* accommodations in the regular session. The bottom grid displays the one student who will be assessed *with* accommodations in the regular session. To confirm each student, click in that student's row under the column labeled **Confirmed**. When you are finished, click **Save and Continue**.

Provide Information for Students with Disabilities

Below is a summary of how the students with disabilities will be assessed on NAEP in the specified subject. Students requiring "other" accommodations that need to be determined if they are allowed or not allowed are not included in the summary below. Confirm that each student is correct.

The students listed below will be assessed on NAEP in the specified subject **without accommodations** in the regular session.

Last Name	First Name	SD Classification	Subject	Not Confirmed	Confirmed
COX	GABRIEL	Yes, IEP	Civics	☐	☑
DELEON	KENDRICK	Yes, IEP	Geography	☐	☑
WILSON	TONY	Yes, IEP	Science	☐	☑

The students listed below will be assessed on NAEP in the specified subject **with accommodations** in the regular session.

Last Name	First Name	SD Classification	Subject	Accommodations allowed by NAEP	Other accommodation (specify)	Not Confirmed	Confirmed
CARR	TATYANNA	Yes, 504	Science	Extended time		☑	☐

The students listed below will be assessed on NAEP in the specified subject **with accommodations** in separate accommodation sessions.

Last Name	First Name	SD Classification	Subject	Accommodations allowed by NAEP	Not Confirmed	Confirmed
RANGEL	CHRISTOPHER	Yes, IEP	Science	Breaks during testing Extended time	☐	☑
REED	CHRISTIAN	Yes, IEP	Science	Extended time One on one	☐	☑
TAPIA	DAVID	Yes, IEP	Science	Extended time Read aloud in English - most or all	☐	☑

[Back] [Save] [Save and Continue] [Exit]

If you wish to change a student's accommodations or how he or she will be tested on NAEP, click in the **Not Confirmed** column in his or her row. In our example, let's assume that we forgot to add an additional accommodation for Tatyanna Carr. We'll select **Not Confirmed** for Tatyanna, but **Confirm** the other students listed. Clicking **Save and Continue** will advance you to a screen (below) where you'll be able to make corrections. Here, you'll be able to edit how a student is assessed on state/standardized tests, how he or she should be assessed on NAEP, and you'll also be able to edit any accommodations. To edit Tatyanna's accommodations, we'll click on the **Edit** link in the column labeled "Do the accommodations need to be revised?"

Provide Information for Students with Disabilities

The following student(s) were not confirmed in the previous screen. Make any corrections to the student(s) listed below.

Last Name	First Name	SD Classification	Subject	How is this student assessed on the state test?	How should each student be assessed on NAEP?	Accommodations allowed by NAEP	Do the accommodations need to be revised?
CARR	TATYANNA	Yes, 504	Science	With accommodations ▼	With accommodations allowed by NAEP ▼	Extended time	Edit

[Back] [Save] [Save and Continue] [Exit]

Clicking the **Edit** link brings up the white accommodations box, where you can select any additional accommodations for that student. Click **Save** when you are finished.

What accommodations does **TATYANNA CARR** receive when tested for **Science**?

NOTE: For a description of how each accommodation is conducted on NAEP, place your cursor over the name of each accommodation. Choose all that apply.

- ☐ Student does not receive any accommodations
- ☑ Extended time
- ☐ Small group
- ☐ One on one
- ☐ Read aloud in English - directions only
- ☐ Read aloud in English - occasional
- ☑ Read aloud in English - most or all
- ☐ Breaks during testing
- ☐ Must have an aide administer the test
- ☐ Responds orally to a scribe
- ☐ Large print version of the test
- ☐ Magnification equipment
- ☐ Uses template/special equipment/preferential seating
- ☐ Cueing to stay on task
- ☐ Presentation in sign language
- ☐ Response in sign language
- ☐ Other (specify)

Save   Close   Reset

Once you are finished with all revisions for all students listed, click the **Save and Continue button**.

Provide Information for Students with Disabilities

The following student(s) were not confirmed in the previous screen. Make any corrections to the student(s) listed below.

Last Name	First Name	SD Classification	Subject	How is this student assessed on the state test?	How should each student be assessed on NAEP?	Accommodations allowed by NAEP	Do the accommodations need to be revised?
CARR	TATYANNA	Yes, 504	Science	With accommodations	With accommodations allowed by NAEP	Extended time Read aloud in English - most or all	Edit

Back   Save   Save and Continue   Exit

Since all students have been confirmed, you will next see the last page for this section, instructing you to click **Finish** to return to the **Include Students** landing page.

Provide Information for Students with Disabilities

Thank you.

Click the Finish button to return to the Include Students page.

Back   Save   Finish   Exit

Once you return to the **Include Students** landing page, you will notice a white check mark next to the link for **Provide Information for Students with Disabilities**.

Complete the following:
☑ Provide Information for Students with Disabilities
▪ Provide Information for English Language Learners

Include Students: Provide Information for English Language Learners

Click on the link for **Provide Information for English Language Learners**.

The first screen displays a table with the sampled English Language Learners. In the far right column labeled **What is the student's primary language**, you are asked to indicate what each student's primary language is. Click on the drop-down list and select either **Spanish** or **Other**. Do this for each student, and when you are finished, click **Save and Continue**.

If you selected **Other** for a student's primary language, your next screen will ask you to specify that language. If you did not select **Other** for any students, you will skip this screen. In the column labeled **Other primary language (Specify)**, click in the white box and type each student's primary language. When you have finished, click **Save and Continue**.

Next, you are asked how long, including this year, each student has been receiving **Academic Instruction Primarily in English** (You'll notice this phrase is underlined. To read more about what academic instruction primarily in English means, place your cursor over the underlined

words). In the column labeled **Academic Instruction Primarily in English**, click on the drop-down list and select **Does not receive academic instruction primarily in English**, **Less than 1 year**, **1 to 2 years**, **2 to 3 years**, **3 years or more**, or **Don't know**. When you have done this for each student, click **Save and Continue**.

Provide Information for English Language Learners

Including this year, how long has this student been receiving academic instruction primarily in English?

Last Name	First Name	ELL Classification	Academic Instruction Primarily in English
BLACKBURN	KITANA	Yes, ELL	Less than 1 year ▼
FAGOAGA	TYLER	Yes, ELL	Less than 1 year ▼
VASQUEZ	ANGELA	Yes, ELL	1 to 2 years ▼

Back   Save   Save and Continue   Exit

The next screen asks you at what grade level each student performs in a given subject. The phrase "grade level" is also underlined. Use your cursor to hover over the phrase and read about what is meant by grade level.

As in the SD section, if your school has been selected for multiple subjects, you will be asked about each subject on its own screen. That is, the students sampled to take one subject will be grouped together on one screen, while other students sampled to take another subject (if applicable) will be grouped together on another screen. Since the three ELL students in our example have all been selected to take Social Studies, we are asked at what grade level each performs in Social Studies.

Under the column labeled **At what grade level does this student perform?**, click on the drop-down list and select at what grade level each student performs in the specified subject. Your options are: **At or above grade level**; **One year below grade level**; **Two or more years below grade level**; **Not receiving instruction in this subject**; **Don't know**. When you have selected an answer for each student listed, click **Save and Continue**.

Provide Information for English Language Learners

At what grade level does this student perform in **Social Studies**?

Last Name	First Name	ELL Classification	Subject	At what grade level does this student perform?
BLACKBURN	KITANA	Yes, ELL	Geography	At or above grade level
FAGOAGA	TYLER	Yes, ELL	U.S. History	One year below grade level
VASQUEZ	ANGELA	Yes, ELL	U.S. History	Two or more years below grade level

Back   Save   Save and Continue   Exit

The next screen asks you to characterize each student's English proficiency for each category listed: Listening comprehension in English, Reading English, Speaking English, and Writing English. To read more about what is meant by "English proficiency," use your cursor to hover over the underlined phrase.

Select the drop-down list in each column and select each student's level of English proficiency for that category. For each item, the levels of English proficiency are: **ELL advanced**, **ELL intermediate**, **ELL beginning**, **No proficiency**, and **Don't know**. When you have finished, click **Save and Continue**.

Provide Information for English Language Learners

For each item listed below, how would you characterize this student's English proficiency? Select one answer for each student from the drop-down box.

Last Name	First Name	ELL Classification	Listening comprehension in English	Reading English	Speaking English	Writing English
BLACKBURN	KITANA	Yes, ELL	ELL intermediate	ELL beginning	ELL intermediate	ELL beginning
FAGOAGA	TYLER	Yes, ELL	ELL intermediate	ELL intermediate	ELL intermediate	ELL intermediate
VASQUEZ	ANGELA	Yes, ELL	ELL beginning	ELL beginning	ELL beginning	ELL beginning

Back   Save   Save and Continue   Exit

Next, you are asked to indicate how long each student has been enrolled in U.S. schools, keeping in mind that one full academic year is defined as one full school year before the assessment. In the column labeled **How long has this student been enrolled in U.S. schools?**, click on the drop-down list and select either **1 full academic year or more before the NAEP assessment** or **Less than 1 full academic year before the NAEP assessment**. When you have finished, click **Save and Continue**.

Provide Information for English Language Learners

How long has each student been enrolled in U.S. schools?
One full academic year is defined as one full school year before the assessment. For example, if a student is currently in fourth grade, he or she would have attended school in the U.S. for all of third grade.

Last Name	First Name	ELL Classification	How long has this student been enrolled in U.S. schools?
BLACKBURN	KITANA	Yes, ELL	Less than 1 full academic year before the NAEP assessment ▼
FAGOAGA	TYLER	Yes, ELL	1 full academic year or more before the NAEP assessment ▼
VASQUEZ	ANGELA	Yes, ELL	Less than 1 full academic year before the NAEP assessment ▼

Back   Save   Save and Continue   Exit

If you selected that a student has been enrolled in U.S. schools for less than one full year before the NAEP assessment, your next screen will ask if that student should be tested on NAEP. According to NAEP's inclusion policy, these students should be excluded from NAEP. Click in the column under **No** and then **Save and Continue**.

Provide Information for English Language Learners

The students listed below have been enrolled for less than 1 full academic year before the NAEP assessment.
Should each student be tested on NAEP in **Social Studies**?

Last Name	First Name	ELL Classification	Subject	Yes	No
BLACKBURN	KITANA	Yes, ELL	Geography	☐	☑

Back   Save   Save and Continue   Exit

Next, you are asked to specify whether or not each ELL student needs accommodations to be tested in the specified subject.

Again, if your school has been selected for more than one subject, you will be asked about each subject on separate screens.

For each student, click in the box for either the **Yes** or **No** column. When you are finished, click **Save and Continue**.

Provide Information for English Language Learners

Does each student need accommodations to be tested in **Social Studies**?

Last Name	First Name	ELL Classification	Subject	Yes	No
FAGOAGA	TYLER	Yes, ELL	U.S. History	☑	☐
VASQUEZ	ANGELA	Yes, ELL	U.S. History	☐	☑

Back   Save   Save and Continue   Exit

If you selected **No**, indicating that a student does *not* need accommodations to be tested in a particular subject, you will next be asked if that student should be tested on NAEP in that subject without accommodations. Click in the box for either **Yes** or **No**, and then click **Save and Continue**.

Provide Information for English Language Learners

In Georgia, the following students are tested in **Social Studies** without accommodations.
Should each student be tested on NAEP in **Social Studies** without accommodations?

Last Name	First Name	ELL Classification	Subject	Yes	No
VASQUEZ	ANGELA	Yes, ELL	U.S. History	☑	☐

Back   Save   Save and Continue   Exit

If you selected **Yes** for the screen pictured above, skip ahead in the guide to the bottom of page 74.

If you selected **No** for the screen pictured above, you will next be asked *how* that student should be tested on NAEP. In the drop-down list, your options are **With accommodations allowed by NAEP**, and **Do not test**. Click **Save and Continue**.

Provide Information for English Language Learners

How should each student be tested on NAEP in **Social Studies**?
View the list of allowed accommodations for **Social Studies**.

Last Name	First Name	ELL Classification	Subject	How should this student be tested on NAEP?
VASQUEZ	ANGELA	Yes, ELL	U.S. History	▾

Back   Save   Save and Continue   Exit

If you selected **Do not test**, your next screen will ask you to provide a reason why. Your options are **Requires Accommodation(s) Not Allowed by NAEP**, **Enrolled in U.S. schools less than 1 full academic year**, and **Other reason (specify)**. Click **Save and Continue**.

Provide Information for English Language Learners

Why can each student not be tested on NAEP in **Social Studies**?

Last Name	First Name	ELL Classification	Subject	Why can student not be tested on NAEP?
VASQUEZ	ANGELA	Yes, ELL	U.S. History	▾

Back   Save   Save and Continue   Exit

If you selected **Other reason (specify)**, your next screen will ask you to type that reason in the white box. Click **Save and Continue** when you have done so.

Provide Information for English Language Learners

What is the other reason that each student cannot be tested on NAEP in **Social Studies**?

Last Name	First Name	ELL Classification	Subject	Other Reason (specify)
VASQUEZ	ANGELA	Yes, ELL	U.S. History	

Back   Save   Save and Continue   Exit

If you selected **Requires Accommodation(s) Not Allowed by NAEP**, your next screen will ask you to specify which accommodation that a student requires that is not allowed. Select your answer from the drop-down list and click **Save and Continue**. If you selected **Requires another accommodation (specify)**, your next screen will ask you to type that other accommodation in the white box.

Provide Information for English Language Learners

Which accommodation(s) does each student require that is not allowed?

Last Name	First Name	ELL Classification	Subject	Accommodations Not Allowed
VASQUEZ	ANGELA	Yes, ELL	U.S. History	

Back   Save   Save and Continue   Exit

If you indicated that a student *does* need accommodations to be tested in a particular subject, you will next be asked to specify those accommodations. To begin, click on a student's name.

Provide Information for English Language Learners

Listed below are the students who require accommodations to be tested in **Social Studies**. Click on each student's name to record the accommodations each student receives when tested in **Social Studies**.

Student Name	All Accommodations	Other Accommodation Specify	How Assessed
TYLER FAGOAGA			With accommodations

Back   Save   Save and Continue   Exit

Check all accommodations that apply. To read more details about what an accommodation includes, place your cursor over the name of each accommodation, and a description will appear.

What accommodations does **TYLER FAGOAGA** receive on the State test for **Social Studies**?
If a student is not assessed on the State test in **Social Studies**, base the response on how the student is assessed in the classroom in **Social Studies**.

NOTE: For a description of how each accommodation is conducted on NAEP, place your cursor over the name of each accommodation.
Choose all that apply

- [ ] Student Does Not Receive any Accommodations
- [ ] Extended Time
- [ ] Small Group
- [ ] One on One
- [ ] Read Aloud in English - Directions Only
- [ ] Read Aloud in English - Occasional
- [ ] Read Aloud in English - Most or All
- [ ] Breaks during Testing
- [ ] Must have an Aide Administer the Test
- [ ] Cueing to Stay on Task
- [ ] Bilingual Dictionary (in any language)
- [ ] General Directions Only Read Aloud in Spanish
- [ ] Spanish/English Version of the Test
- [ ] Test Items Read Aloud in Spanish
- [ ] Other (specify)

[Save] [Close] [Reset]

As with the previous section regarding students with disabilities, note that several of the accommodations here will ask you to specify additional information. If you choose **Other**, you will be asked to specify.

Also note that if your school has been selected for TEL, you will see a different list of accommodations:

What accommodations or universal design elements does **Karina Nelson** receive when tested using computers in any subject? If **Karina Nelson** is not tested using a computer, what accommodations/universal design elements does **Karina Nelson** receive when tested on state test for **Science**?

If the student is not tested **using computers** or in **Science**, base the response on how the student is tested in the classroom **using computers** or in **Science**.

NOTE: For a description of how each accommodation is conducted on NAEP, place your cursor over the name of each accommodation. Choose all that apply

☐ Student does not receive any accommodations

Universal Design Elements

☐ Adjusting font size
☐ Small group
☐ One on one
☐ Read aloud in English - directions only (text to speech)
☐ Read aloud in English - occasional (text to speech)
☐ Read aloud in English - most or all (text to speech)
☐ Using a computer to respond
☐ Adjusting or providing high contrast
☐ Highlighter tool
☐ Eliminating answer choice tool

Accommodations

☐ Extended time
☐ Breaks during testing
☐ Must be tested in separate session
☐ Must have an aide present in the testing room
☐ Cueing to stay on task
☑ Bilingual dictionary (in any language)
☑ Other (specify)

    Describe the "other" accommodation(s) this student requires.

    read aloud to self

Save   Close   Reset

When you have finished, click **Save**. The accommodations window should close, and the accommodation(s) you selected for this student should show up in the column labeled **All Accommodations**. (For TEL, this column will be titled **All Accommodations and Universal Design Elements**.)

When you have finished selecting accommodations for all students listed, click **Save and Continue**. Again, if your school has been selected to test in more than one subject for NAEP, you will next be asked to record accommodations each sampled student receives in that specific subject.

If you selected an **Other** accommodation that may or may not be allowed by NAEP for a specific subject, your next screen will tell you that your NAEP representative will review this accommodation with you and let you know if it is allowed. Click **Save and Continue** to move on.

If you did not select an **Other** accommodation in the previous screen(s), you're next asked if each student listed can be tested on NAEP in a specific subject with *only* the allowed accommodations. Click either **Yes** or **No** for each student, and then **Save and Continue**.

Provide Information for English Language Learners

Below is the list of students who require accommodations on NAEP in **Social Studies**.
Can each student be tested on NAEP in **Social Studies** with **only** these accommodations?

Last Name	First Name	ELL Classification	Subject	Accommodations allowed by NAEP	Yes	No
FAGOAGA	TYLER	Yes, ELL	U.S. History	Bilingual dictionary (in any language) Extended time	☑	☐

Back   Save   Save and Continue   Exit

If you selected **Yes**, that a student can be tested on NAEP in that subject with only those accommodations, your next screen will summarize how the ELL students will be assessed on NAEP in the specified subject. You are asked to confirm that each student listed is correct.

In our example, Angela Vasquez will be assessed on NAEP in U.S. History without accommodations in the regular session. Tyler Fagoaga will be assessed on NAEP in U.S. History with accommodations in the regular session, and lastly, Kitana Blackburn will be excluded from NAEP in accordance with NAEP inclusion policy. For each student, click under the column for either **Not Confirmed** or **Confirmed**. Next, click **Save and Continue**.

Provide Information for English Language Learners

Below is a summary of how the English Language Learners will be assessed on NAEP in the specified subject. Students requiring "other" accommodations that need to be determined if they are allowed or not allowed are not included in the summary below. Confirm that each student is correct.

The students listed below will be assessed on NAEP in the specified subject **without accommodations** in the regular session.

Last Name	First Name	ELL Classification	Subject	Not Confirmed	Confirmed
VASQUEZ	ANGELA	Yes, ELL	U.S. History	☐	☑

The students listed below will be assessed on NAEP in the specified subject **with accommodations** in the regular session.

Last Name	First Name	ELL Classification	Subject	Accommodations allowed by NAEP	Other accommodation (specify)	Not Confirmed	Confirmed
FAGOAGA	TYLER	Yes, ELL	U.S. History	Bilingual dictionary (in any language) Extended time		☐	☑

The students listed below will be excluded from NAEP **in accordance** with the NAEP inclusion policy.

Last Name	First Name	ELL Classification	Subject	Why is this student excluded from NAEP?	Not Confirmed	Confirmed
BLACKBURN	KITANA	Yes, ELL	Geography	Enrolled in U.S. schools less than 1 full academic year	☐	☑

Back   Save   Save and Continue   Exit

If you selected **Not Confirmed** for any student, your next screen will allow you to make any corrections to his or her information. Click the drop-down list in the column for which you'd like to edit information. When you have made all corrections, click **Save and Continue**. Your next screen will thank you, and instruct you to click **Finish** to return to the **Include Students** landing page.

If you selected **Confirmed** for all students listed, you will advance directly to the thank you page. Click **Finish** to return to the **Include Students** landing page.

If you selected **No**, that a student cannot be tested on NAEP in that subject with only those accommodations, your next screen will ask how the listed student(s) should be tested on NAEP in that subject. In the column labeled **How should this student be tested on NAEP**, click the drop-down list and select either **Without accommodations** or **Do not test**. Next, click **Save and Continue**. You will then see the thank you screen, instructing you to click **Finish**.

Once you have clicked **Finish**, you will notice a white check mark beside the **Provide Information for English Language Learners** link.

Complete the following:

☑ Provide Information for Students with Disabilities

☑ Provide Information for English Language Learners

Since you have completed this entire section, you will have a white check mark beside Include Students on the left-hand navigation bar.

√ Include Students