Appendix D

School Coordinator Responsibilities
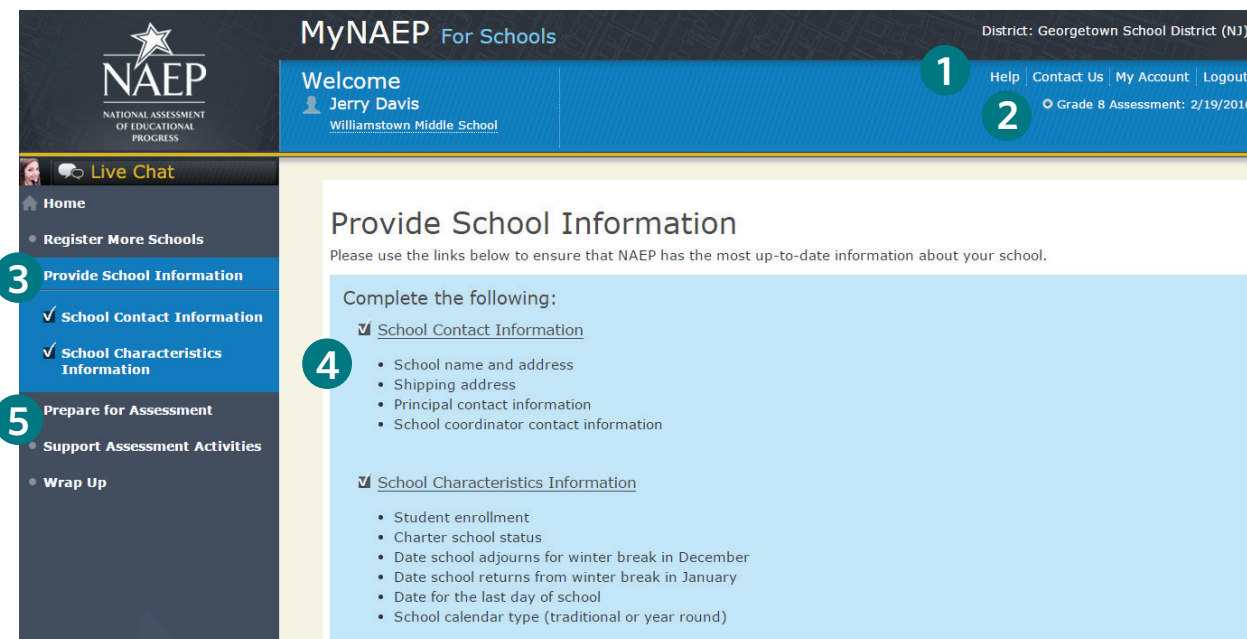
MyNAEP Features

The diagram below identifies key features that will help you update information easily throughout the school year.

1. The Help and Contact Us links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
2. Your school's selected grade(s) and scheduled assessment date are shown in the blue banner.
3. Use the Provide School Information page to confirm your school's address, contact information, and other characteristics.

4. Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information.
5. The Prepare for Assessment menu has seven key tasks for the weeks leading up to the assessment. These tasks will become available starting in December.
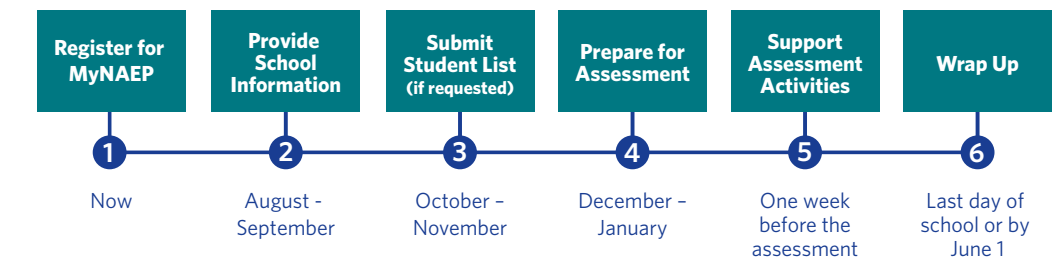
NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

School Coordinator Responsibilities
A Guide to MyNAEP

2016

The MyNAEP website provides participating schools 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.
- MyNAEP offers school coordinators an electronic way to prepare for the assessment 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 2016 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 members may register to access the site, but only school coordinators and principals 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.

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

Find us on: [Facebook] [Twitter] [YouTube]

MyNAEP For Schools

District: Georgetown School District (NJ)

Welcome
Jerry Davis
Williamstown Middle School

Help | Contact Us | My Account | Logout
Grade 8 Assessment: 2/19/2016

Live Chat

- Home
- Register More Schools
- Provide School Information
  - ✓ School Contact Information
  - ✓ School Characteristics Information
- Prepare for Assessment
- Support Assessment Activities
- Wrap Up

Provide School Information

Please use the links below to ensure that NAEP has the most up-to-date information about your school.

Complete the following:

☑ School Contact Information
- School name and address
- Shipping address
- Principal contact information
- School coordinator contact information

☑ School Characteristics Information
- Student enrollment
- Charter school status
- Date school adjourns for winter break in December
- Date school returns from winter break in January
- Date for the last day of school
- School calendar type (traditional or year round)

Online Resources

Information for selected schools	http://nces.ed.gov/nationsreportcard/about/schools.aspx
Introducing NAEP to Teachers Video	http://nces.ed.gov/nationsreportcard/videos/teachervideo
Introducing NAEP to Students Video	http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx
What Every Parent Should Know About NAEP Video	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/nqt
Information for parents	http://nces.ed.gov/nationsreportcard/parents
Assessment frameworks	http://www.nagb.org/publications/frameworks.html

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 that demographic information about these students can be collected. The **Submit Student List** page will appear for schools that 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, the 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:

Reviewing student information and preparing for the assessment of students with disabilities and English language learners (SD/ELL).

Visit the **Review and Verify List of Students Selected for NAEP** page to review the student sample and identify any students who cannot take the assessment. 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 **Complete SD/ELL Student Information** 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:

Identifying any newly enrolled 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 the **Identify Newly Enrolled Students** page and upload an Excel file of students currently enrolled in the selected grade or add newly enrolled students to NAEP's fall roster. NAEP will draw a random sample of newly enrolled students to select students who were not enrolled in the fall.

Managing the completion of questionnaires by school staff.

You will be responsible for ensuring the completion of online questionnaires designed to provide contextual information for the assessment results. You can assign, email, and monitor questionnaires for completion through the **Manage Questionnaires** page on MyNAEP.

Planning assessment day logistics.

Assessment day details, including the location(s) and start time of the assessment, how students and teachers will be notified, and SD/ELL student accommodation logistics, will need to be entered via the **Plan for Assessment Day** page.

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.

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 email sent by your NAEP representative and select **Continue**. If you cannot locate your registration ID, please contact your NAEP representative or the NAEP help desk at 800-283-6237 or **naephelp@westat.com**. Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.
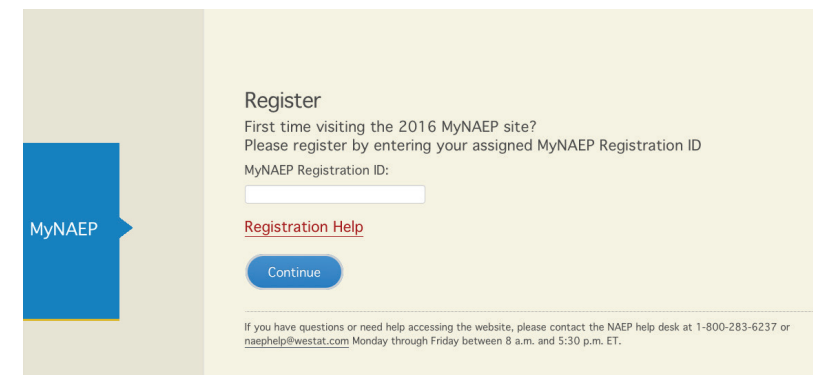
3 Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a confidentiality agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password.
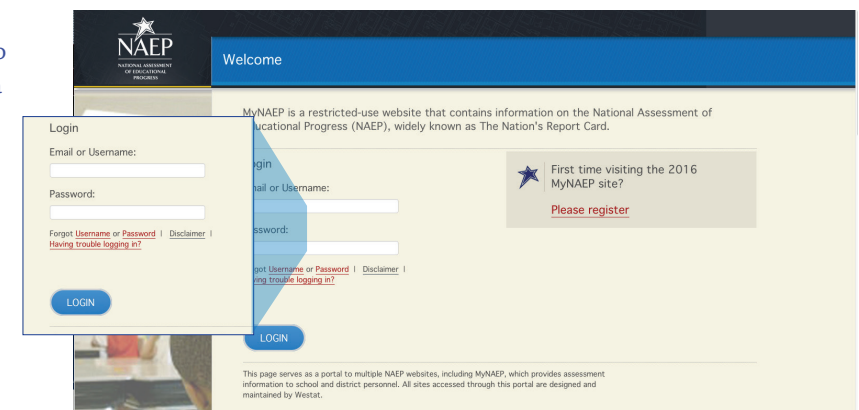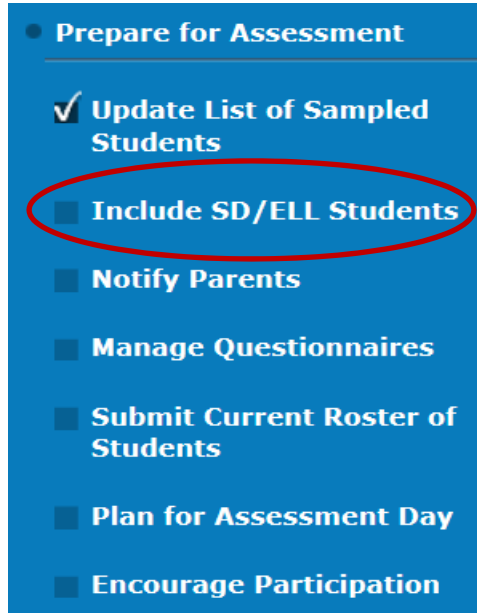
Appendix E:

Sample MyNAEP System instructions for Completion of SD and ELL Inclusion Information (from 2017 version)

4.2 Include SD/ELL Students

The next section is **Include SD/ELL Students**.

These next tasks are related to students with disabilities and English language learners and how best to include them in the NAEP assessment. To begin, school coordinators should select this link on the left-hand navigation bar, shown above.

In this section, shown on the previous page, school coordinators have the ability to provide access to MyNAEP for up to two other people at their school who can provide more specific, detailed information about students selected for NAEP who have disabilities or are English language learners. If school coordinators are not the best source of knowledge about the disabled or limited English students selected for NAEP and the accommodations they require, they 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. School coordinators do not have to delegate this task but can if deemed appropriate; this task will be reviewed in section 4.2.2.

In the tan box at the bottom of the screen, there are several reports and additional resources available to school coordinators, including the following:

- **SD Only Confirmation** – ACs use this link to prepare for the preassessment review call. Both school coordinators and ACs use this link to review the data in this section during the preassessment review call.

- **ELL Only Confirmation** – ACs use this link to prepare for the preassessment review call. Both school coordinators and ACs use this link to review the data in this section during the preassessment review call.

- **Both SD and ELL Confirmation** – If there are sampled students who are classified as both SD and ELL, these students' data will be reviewed in this link during the preassessment review call, instead of in the previous two links.

- **SD/ELL Summary Report** – This is a useful report that contains all of the SD and ELL students, their session, line, and group numbers, classifications, subject, how they will be assessed on NAEP, and their accommodations.

- **Exclusion Report (PDF)** – This report displays the SD/ELL students whom the school coordinator has excluded from the NAEP assessment.

- **Inclusion on NAEP Fact Sheet** – This fact sheet explains NAEP's inclusion policy for students with disabilities and English language learners.

- **Letter from Department of Education Encouraging Inclusion** – This letter from the Department of Education asks for the school coordinator's assistance in including students with disabilities and English language learners in NAEP.

The first task school coordinators must complete in the **Include SD/ELL Students** section is the **Watch Tutorial and Get Started** link.

4.2.1   Watch Tutorial and Get Started

School coordinators should begin by selecting the **Watch Tutorial and Get Started** link.

School coordinators should watch the tutorial and review the informational documents on this page before completing the tasks in this section. Note that this page contains a link to the state's inclusion policy. When school coordinators have finished reviewing all of the information in this link, they should select the **Finish** button to move on to the other tasks in this section.

When school coordinators select the **Finish** button, a green check mark will appear next to the link. They then have the option of either providing access to SD and/or ELL specialists to complete the rest of this section, or school coordinators may complete this section themselves.

4.2.2   Provide Access for SD and/or ELL Specialists

School coordinators may opt to provide access to the SD and/or ELL sections to teachers or other staff members who are more knowledgeable about the school's SD and/or ELL students. To provide access to other school staff members so that they can complete the SD and/or ELL tasks, school coordinators should select the link labeled **Provide Access for SD and/or ELL Specialists**.

First Name	Last Name	Email Address	Access
			☐ SD access only
			☐ ELL access only
			☐ Both SD and ELL access
			☐ SD access only
			☐ ELL access only
			☐ Both SD and ELL access

Close   Save

On the screen above, school coordinators will enter the first name, last name, and email address of the person or people they are designating as the SD/ELL specialist(s). Then, they check the box beside the access the person(s) should have.

NAEP strives to keep student data confidential, so limiting access to that data is crucial. NAEP school coordinators have a role in this responsibility and 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 the school. School coordinators should not share their login credentials with anyone else.

Instead, school coordinators 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 school coordinators 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 the names and email addresses of the SD and/or ELL specialist(s) have been entered, school coordinators should select the **Save** button.
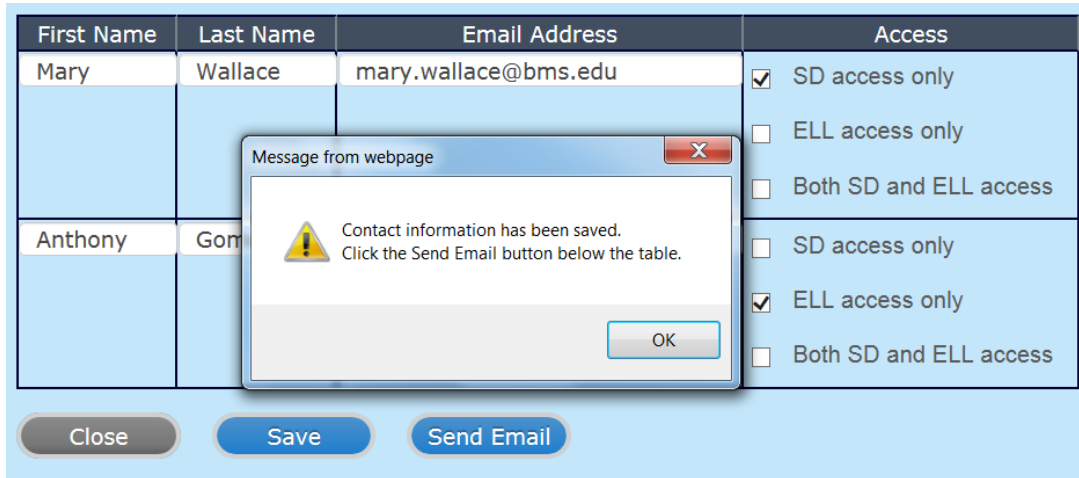
A pop-up window will appear, as shown above. The school coordinator should select the **OK** button and then select the **Send Email** button.

Another pop-up window will appear, confirming the registration messages. An email will be sent to the person(s) designated as the SD/ELL specialist(s), shown below. The school coordinator's email address will appear in the "From:" field so that these teachers recognize the familiar sender.

From:	katiejanis@bms.edu
To:	Kathryn Janis
Cc:	katiejanis@bms.edu
Subject:	MyNAEP Registration Instructions for SD and ELL Specialists

Sent: Mon 9/22/2014 10:08 AM

Hello Anthony Gomez,

Your NAEP school coordinator, Katie Janis, designated you to provide information for the English language learners (ELL) selected to take the National Assessment of Educational Progress (NAEP) this year. To ensure that NAEP reflects the educational progress of all students, these students must be included to the fullest extent possible. The information that you will provide indicates how students will participate in NAEP and the accommodations they will receive.

Please register for the MyNAEP website (https://www.mynaep.com) to access and complete the **Include Students** section by following these simple steps:

1. Go to https://www.mynaep.com.
2. Select "**Please register**" on the right side of the screen.
3. Enter the following MyNAEP registration ID: 99999948
4. Select "**Continue**" and complete the registration form (for detailed instructions, select **Registration Help**).
5. After completing the registration form you will be prompted to accept a confidentiality agreement. Please read and accept the agreement as MyNAEP is a secure site with confidential student information which must be kept secure.
6. You will then have access to the MyNAEP site. Please select **Prepare for Assessment** on the left-hand menu to access the **Include Students** page. This is where you will enter information for students at your school.
7. The only link under **Prepare for Assessment** that you will have access to is **Include Students**.

The MyNAEP website provides participating schools and districts with a convenient way to prepare for the NAEP assessment. If you have questions or need help accessing the website, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com Monday through Friday between 8 a.m. and 5:30 p.m. ET.

The email message will contain the school's MyNAEP registration ID and instructions for registering at the MyNAEP website.

Once school coordinators have finished providing access to SD/ELL specialists, they should select the **Close** button to return to the main **Include SD/ELL Students** landing page.

The next task, to be completed by either school coordinators or designated specialists, is to provide information about students with disabilities.

4.2.3   Provide Information for Students with Disabilities

Complete the following:
☑ Watch Tutorial and Get Started

◼ Provide Access for SD and/or ELL Specialists (**optional**)

◼ Provide Information for Students with Disabilities

◼ Provide Information for English Language Learners

School coordinators (or designated specialists) should select the third link on the landing page, **Provide Information for Students with Disabilities**.

Provide Information for Students with Disabilities

IDEA Categories

Which of the following IDEA categories best describes each student's identified disability? Select all that apply.

Last Name	First Name	SD Classification	Specific learning disability	Hearing impairment/ deafness	Visual impairment/ blindness	Speech or language impairment	Intellectual Disability	Emotional disturbance	Orthopedic impairment	Traumatic brain injury	Autism	Developmental delay (age 9 or younger)	Other health impairment (Specify)
CHACON-VARGAS	VICTORIA	Yes, IEP	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
KELLER	BRETT	Yes, IEP	☐	☐	☐	☐	☐	☐	☑	☐	☑	☐	☐
ULERY	JUSTIN	Yes, IEP	☐	☐	☑	☐	☑	☐	☐	☐	☐	☐	☐

Save   Save and Continue   Exit

The students who were designated as **SD IEP**, **SD 504** or **Not SD, Other** appear on this list. School coordinators should check the box for each student that best describes the disability each student has. They may select more than one box. They should then select the **Save and Continue** button when finished.

Provide Information for Students with Disabilities

Other Health Impairment

Record the other health impairment for each student listed below.

Last Name	First Name	SD Classification	Other health impairment (Specify)
KELLER	BRETT	Yes, IEP	

Back to Beginning   Back   Save   Save and Continue   Exit

If **Other Health Impairment (specify)** was checked for any student(s), the next screen, shown above, will ask the school coordinator to specify that disability. For each student listed, school coordinators should enter the answer in the white box. School coordinators should not go into detail here about what is required to accommodate this impairment; they will be asked about this later. School coordinators should select the **Save and Continue** button when they have finished.

Provide Information for Students with Disabilities

Degree of Disability

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)?
CHACON-VARGAS	VICTORIA	Yes, IEP	Specific learning disability		Moderate
KELLER	BRETT	Yes, IEP	Orthopedic impairment Autism		Moderate
ULERY	JUSTIN	Yes, IEP	Visual impairment/blindness Intellectual disability		Mild

Back to Beginning   Back   Save   Save and Continue   Exit

Next, school coordinators are asked to select the degree of severity of each student's disability, shown above. The choices are **Mild**, **Moderate**, **Profound/Severe**, and **Don't Know**. School coordinators should select the appropriate choice from the drop-down list and use the scroll bar at the right to see all students (if applicable). They should select the **Save and Continue** button when they have finished.

Provide Information for Students with Disabilities

Grade Level Performance in Math

At what grade level does this student perform in **Math**?

Last Name	First Name	SD Classification	Subject	At what grade level does this student perform?
CHACON-VARGAS	VICTORIA	Yes, IEP	Math	One year below grade level ▼
KELLER	BRETT	Yes, IEP	Math	Two or more years below grade level ▼

Back to Beginning	Back	Save	Save and Continue	Exit

Next, school coordinators indicate at what grade level each student performs in a specific subject.

The students will be grouped based on which subject they have been selected to take. For example, all students sampled to take math will be grouped together on one screen. There, school coordinators are asked at what grade level each student performs in math. Once school coordinators have selected **Save and Continue**, they will then be asked at what grade level each student performs in reading, and then in science.

Provide Information for Students with Disabilities

How Assessed on Math State or Standardized Test

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

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

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

Last Name	First Name	SD Classification	Subject	How is this student assessed?
CHACON-VARGAS	VICTORIA	Yes, IEP	Math	With accommodations ▼
KELLER	BRETT	Yes, IEP	Math	With accommodations ▼

Back to Beginning	Back	Save	Save and Continue	Exit

The next screen, shown above, 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, students are grouped according to which subject they have been selected to take. School coordinators should select **Save and Continue** when they are finished.

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

If the school is a private school, the options are **Without accommodations**, **With accommodations**, **With simplified or adapted test**, and **With portfolio review**.

4.2.3.1   Without Accommodations

If, on the previous screen(s), school coordinators indicate that one or more students is assessed on the state/standardized test for a specific subject without accommodations, the next screen (shown above), will ask if these students should also be tested on NAEP in that subject without accommodations.

Again, students are grouped according to which subject they have been selected to take.

For each student listed, school coordinators should click in the box under either **Yes** or **No**, then select **Save and Continue**.

Provide Information for Students with Disabilities

How to Assess on NAEP in Math - Without Accommodations

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

Last Name	First Name	SD Classification	Subject	How should this student be tested on NAEP?
KELLER	BRETT	Yes, IEP	Math	[▼]

(Back to Beginning) (Back) (Save) (Save and Continue) (Exit)

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

If school coordinators select **With accommodations allowed by NAEP**, their next screens will ask them to select which accommodations each student requires in a specific subject.

Provide Information for Students with Disabilities

Reason for Exclusion

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

Last Name	First Name	SD Classification	Subject	Why can student not be tested on NAEP?
KELLER	BRETT	Yes, IEP	Math	[▼]

(Back to Beginning) (Back) (Save) (Save and Continue) (Exit)

If school coordinators select **Do not test** for any student, the next screen, shown above, will prompt them 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?**, school coordinators should select either **Requires Accommodation(s) Not Allowed by NAEP**, **Takes the (State Modified) Assessment**, **Takes the (State Alternate) Assessment**, or **Other Reason (specify)**.

If the school is a private school, the 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)**. School coordinators should then select **Save and Continue**.

Provide Information for Students with Disabilities

Reason for Exclusion - Other Reason

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

Last Name	First Name	SD Classification	Subject	Other Reason (specify)
KELLER	BRETT	Yes, IEP	Math	

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **Other Reason (specify)**, the next screen, shown above, will ask them to type in the reason why each student cannot be tested on NAEP in that subject. When they have done so, school coordinators should select **Save and Continue**.

Provide Information for Students with Disabilities

Reason for Exclusion - Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Last Name	First Name	SD Classification	Subject	Accommodations Not Allowed
✎	KELLER	BRETT	Yes, IEP	Math	

Back to Beginning   Back   Continue   Exit

If school coordinators select **Requires Accommodation(s) Not Allowed by NAEP**, the next screen, shown above, will ask them to specify which accommodations each student requires that are not allowed. They should select the pencil icon in the **Edit** column.

A white box will pop up that lists many common accommodations that are not allowed on NAEP. School coordinators should select the accommodation(s) the student requires. If the accommodation(s) the student requires is not listed, they should select the box for **Requires another accommodation (specify)** and type in the accommodation(s) in the text boxes that appear. They should then select **Save**.

Provide Information for Students with Disabilities

Reason for Exclusion - Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Last Name	First Name	SD Classification	Subject	Accommodations Not Allowed
✏	KELLER	BRETT	Yes, IEP	Math	Other (specify) - Uses a glossary of science terms.

Back to Beginning   Back   Continue   Exit

School coordinators will return to the main page after selecting **Save**. When they have selected all of the accommodations each student requires that are not allowed, they should select **Continue** to move on.

4.2.3.2   With Accommodations

If school coordinators indicate that one or more students is assessed on the state/standardized test for a specific subject <u>with</u> accommodations, their next screen will ask them to specify the accommodations that each student receives when he or she is tested in a specific subject.

Provide Information for Students with Disabilities

Accommodations - Math

Listed below are the students who require accommodations to be tested in **Math**. Click on the pencil icon to the left of each student's name to record the accommodations each student receives when tested in **Math**.

Make any updates in the pop-up box and click **Save**. When finished with all updates, click **Continue**.

Edit	Student Name	All Accommodations	Other accommodation (specify)	How is this student assessed?
✎	VICTORIA CHACON-VARGAS			With accommodations

<div align="center">

(Back to Beginning)   (Back)   (Continue)   (Exit)

</div>

To begin, school coordinators must select the pencil icon next to the student's name.

What accommodations does **VICTORIA CHACON-VARGAS** receive when tested for **Math**?

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
- ☐ Calculator version of the test
- ☐ 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 Braille
- ☐ Response in Braille
- ☐ Presentation in sign language
- ☐ Response in sign language
- ☐ Other (specify)

<div align="center">

(Save)   (Close)   (Reset)

</div>

A white box will appear with a list of accommodations available for the student's subject (shown on the previous page). Note that the list of allowed accommodations will vary, based on the student's subject. School coordinators should check all accommodations that apply to the student. To read more details about what an accommodation includes, school coordinators can place their cursor over the name of each accommodation, and a description will appear.

Note that several of the accommodations will ask school coordinators 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, school coordinators are prompted to provide the name and email address of a person at the school who can administer the test or provide cueing to this student. NAEP asks for the email address because information about administering the assessment will be emailed directly to that aide or teacher.

If school coordinators choose **Other (specify)**, another list of common accommodations will appear below it, along with whether it is an allowed accommodation in the subject on NAEP. If the other accommodation does not appear on the new list, school coordinators will need to specify what other accommodation this student requires that is not on the list.

When school coordinators have finished, they should select **Save**. The accommodations window will close, and the accommodation(s) selected for the student will show up in the column labeled **All Accommodations**.

Provide Information for Students with Disabilities

Accommodations - Math

Listed below are the students who require accommodations to be tested in **Math**. Click on the pencil icon to the left of each student's name to record the accommodations each student receives when tested in **Math**.

Make any updates in the pop-up box and click **Save**. When finished with all updates, click **Continue**.

Edit	Student Name	All Accommodations	Other accommodation (specify)	How is this student assessed?
✏	VICTORIA CHACON-VARGAS	Read aloud in English - occasional Calculator version of the test		With accommodations

Back to Beginning   Back   Continue   Exit

When school coordinators have finished selecting accommodations for all students listed, they should select the **Continue** button.

Provide Information for Students with Disabilities

How to Assess on NAEP in Science - With Allowed Accommodations

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
ULERY	JUSTIN	Yes, IEP	Science	Magnification equipment	☑	☐

Back to Beginning   Back   Save   Save and Continue   Exit

Next, the table shows the students selected for NAEP who require accommodations in a specific subject (science, in the example above) and the accommodations that they require. Here, school coordinators indicate whether or not each student can take NAEP with *only* the accommodation(s) listed that are allowed by NAEP. They should select either **Yes** or **No** and then **Save and Continue**.

Provide Information for Students with Disabilities

How to Assess on NAEP in Science

How should each student be tested on NAEP in **Science**? The students listed below require accommodations in **Science** that are not allowed by NAEP.

Last Name	First Name	SD Classification	How should this student be tested on NAEP?
ULERY	JUSTIN	Yes, IEP	⌄

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **No** for any student, the next screen asks them how each student should be tested on NAEP in that subject. The options are **Without Accommodations** and **Do Not Test**.

If **Do Not Test** is selected, when school coordinators advance to the next screen, they will be asked to select a reason why: **Requires Accommodation(s) Not Allowed by NAEP**, **Takes the (State Modified) Assessment**, or **Takes the (State Alternate) Assessment**.

Note: If **Do Not Test** is selected and the school is a private school, school coordinators' options on the following screen are **Requires Accommodations Not Allowed by NAEP**, **Takes the simplified or adapted test**, **Takes the portfolio review**, and **Other Reason (specify)**.

Provide Information for Students with Disabilities

Reason for Exclusion - Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Line #	Sessid	Last Name	First Name	SD Classification	Subject	Accommodations Not Allowed
✏️	17	RS0803	ULERY	JUSTIN	Yes, IEP	Science	

Back to Beginning   Back   Continue   Exit

If school coordinators select **Requires Accommodations Not Allowed by NAEP**, they will be asked to specify which accommodation(s) each student requires that is not allowed. They should select the pencil icon on the left-hand side of the table.

- ☐ Tape-recording answers (not allowed)
- ☐ Taking the test over multiple days (not allowed)
- ☐ Use of an abacus, arithmetic tables, graph paper, or non-NAEP ruler (not allowed)
- ☐ Rewording or simplifying test questions (not allowed)
- ☐ Use of a dictionary, thesaurus, or any spelling- or grammar-checking software (not allowed)
- ☐ Requires a snack during testing (allowed)
- ☐ Requires a whisper phone (allowed)
- ☑ Requires another accommodation (specify)

Save   Close   Reset

In the white box that pops up, school coordinators should place a check mark next to the accommodations. If **Requires another accommodation (specify)** is selected, note that three boxes will appear to allow school coordinators to enter up to three other accommodations not in the list. When they have selected the accommodation(s), they should select the **Save** button.

Provide Information for Students with Disabilities

Reason for Exclusion - Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Line #	Sessid	Last Name	First Name	SD Classification	Subject	Accommodations Not Allowed
✏	17	RS0803	ULERY	JUSTIN	Yes, IEP	Science	Other (specify) - Requires use of a glossary of science terms.

[Back to Beginning] [Back] [Continue] [Exit]

School coordinators should select **Continue** to move on.

Provide Information for Students with Disabilities

How to Assess on NAEP

According to the NAEP inclusion policy for students with disabilities, the student(s) listed below should participate in NAEP with accommodations allowed by NAEP.

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

Last Name	First Name	SD Classification	Subject	How should this student be tested on NAEP?
ULERY	JUSTIN	Yes, IEP	Science	⌄

[Back to Beginning] [Back] [Save] [Save and Continue] [Exit]

School coordinators will again be asked how each student should be tested on NAEP. The options here are **Without accommodations**, **With accommodations allowed by NAEP**, and **Do not test**. They should then select **Save and Continue**.

Provide Information for Students with Disabilities

Decision to Exclude

The following students are being excluded contrary to NAEP policy. Is the decision to exclude each student a school decision or a parent/student decision?

Last Name	First Name	SD Classification	Subject	Whose Decision
ULERY	JUSTIN	Yes, IEP	Science	⌄

[Back to Beginning] [Back] [Save] [Save and Continue] [Exit]

If school coordinators select **Do not test**, they will see the screen shown on the previous page. Since the student is being excluded <u>contrary</u> to NAEP policy, school coordinators must indicate whether the decision to not test the student is the school's decision or the parent's/student's decision. After indicating whether it is the school's or parent's/student's decision, they should select **Save and Continue**.

Provide Information for Students with Disabilities

The students listed below are being excluded contrary to the NAEP inclusion policy for students with disabilities. View Florida's <u>inclusion policy</u> for NAEP.

Your NAEP State Coordinator may contact you to discuss these exclusions. You can print a list of these excluded students from the Include Students landing page.

Make any updates by clicking on the pencil and click Save. When finished with all updates, click Continue.

Edit	Last Name	First Name	SD Classification	Subject	How should this student be tested on NAEP?	Why can student not be tested on NAEP?	Accommodations Not Allowed	Other Reason (specify)
✏️	ULERY	JUSTIN	Yes, IEP	Science	Do not test	Requires Accommodation(s) Not Allowed by NAEP	Other (specify) - Uses a glossary of science terms.	

    (Back to Beginning)   (Back)   (Continue)   (Exit)

School coordinators will see the screen shown above stating that their NAEP State Coordinator may contact them to discuss the exclusion. They should select **Continue**.

Provide Information for Students with Disabilities

Other Accommodations

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)
CHACON-VARGAS	VICTORIA	Yes, IEP	Math	Requires use of a glossary of math terms.

    (Back to Beginning)   (Back)   (Continue)   (Exit)

If school coordinators indicate that a student needs an **Other** accommodation and has manually typed in the accommodation, the system notifies them that the accommodation has to be confirmed by their NAEP representative.

Provide Information for Students with Disabilities

Students who are Both SD and ELL

The following students have been classified as both SD and ELL. You will wait until your review call with your NAEP representative to confirm how they will be assessed on NAEP.

Last Name	First Name	SD Classification	ELL Classification	Subject	Accommodations allowed by NAEP
CHACON-VARGAS	VICTORIA	Yes, IEP	Yes, ELL	Math	Read aloud in English - occasional Calculator version of the test

<div align="center">
Back to Beginning   Back   Continue   Exit
</div>

If any students are classified as both SD and ELL, school coordinators will see the above screen next, informing them that they will review how the student(s) will be assessed with their NAEP representative during the preassessment review call.

Provide Information for Students with Disabilities

Summary

Below is a summary of how the students with disabilities will be assessed on NAEP in the specified subject. Confirm that each student's information is correct.

Students requiring "Other" accommodations are not listed. Your NAEP representative will confirm whether or not NAEP allows those accommodations, and then discuss with you how these students will be tested on NAEP.

Students who are both SD and ELL are not included below. You will wait until your review call with your NAEP representative to confirm how they will be assessed on NAEP.

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
KELLER	BRETT	Yes, IEP	Math	☐	☐

The students listed below will be **excluded contrary to the NAEP inclusion policy**.

Last Name	First Name	SD Classification	Subject	Why is this student excluded from NAEP?	Not Confirmed	Confirmed
ULERY	JUSTIN	Yes, IEP	Science	Uses a glossary of science terms.	☐	☐

<div align="center">
Back to Beginning   Back   Save   Save and Continue   Exit
</div>

Next, the system asks school coordinators to confirm how each student listed will be assessed on NAEP in the specified subject.

In the example above, the top table displays the student who will be assessed on NAEP <u>without</u> accommodations in the regular session. The bottom table displays the one student who is being excluded contrary to NAEP policy.

To confirm each student, school coordinators click in that student's row under the column labeled **Confirmed** and then select **Save and Continue**. Note that if any

students are classified as SD <u>and</u> ELL, they will not appear on this confirmation screen. They will be reviewed with the NAEP representative during the preassessment review call.

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.

Edit	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	Why is this student excluded from NAEP?	Accommodations Not allowed by NAEP
✏	ULERY	JUSTIN	Yes, IEP	Science	With accommodations	Do not test	Magnification equipment	Uses a glossary of science terms.	

<p style="text-align:center">Back to Beginning   Back   Continue   Exit</p>

If school coordinators wish to change a student's accommodations or how he or she will be tested on NAEP, they should select **Not Confirmed** in his or her row. Selecting **Save and Continue** will advance school coordinators to a screen (above) where they will be able to make corrections. To do this, they need to select the pencil icon to the left of the student's name.

Last Name	ULERY
First Name	JUSTIN
SD Classification	Yes, IEP
Subject	Science
How is this student assessed on the state test?	With accommodations
How should each student be assessed on NAEP?	Do not test
Why can student not be tested on NAEP?	Requires Accommodation(s) Not Allowed by NAEP

☐ Tape-recording answers (not allowed)
☐ Taking the test over multiple days (not allowed)
☐ Use of an abacus, arithmetic tables, graph paper, or non-NAEP ruler (not allowed)
☐ Rewording or simplifying test questions (not allowed)
☐ Use of a dictionary, thesaurus, or any spelling- or grammar-checking software (not allowed)
☐ Requires a snack during testing (allowed)
☐ Requires a whisper phone (allowed)
☑ Requires another accommodation (specify)

Uses a glossary of science terms.

Whose Decision	School decision

Edit SD Accommodations

<p style="text-align:center">Save   Close   Reset</p>

In the white box that pops up, shown on the previous page, school coordinators can edit how a student is assessed on state/standardized tests, how he or she should be assessed on NAEP, and any accommodations. They should select **Save** when they are finished.

Once school coordinators are finished with all revisions for all students listed, they should select the **Continue** button.

Provide Information for Students with Disabilities

Thank you.

Click the Finish button to return to the Include SD/ELL students page.

| Back to Beginning | Back | Save | Finish | Exit |

When all students have been confirmed, school coordinators will see the last page for this section, instructing them to select **Finish** to return to the **Include SD/ELL Students** landing page.

Complete the following:
☑ Watch Tutorial and Get Started

☐ Provide Access for SD and/or ELL Specialists (**optional**)

☑ Provide Information for Students with Disabilities

☐ Provide Information for English Language Learners

There is now a white check mark next to the link for **Provide Information for Students with Disabilities**.

4.2.4   Provide Information for English Language Learners

The next task is **Provide Information for English Language Learners**.

The first screen asks school coordinators to record each student's primary language using the drop-down list in the column labeled **What is the student's primary language**. When they are finished, they should select **Save and Continue**.

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

Provide Information for English Language Learners

Length of Academic Instruction in English

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
CHACON-VARGAS	VICTORIA	Yes, ELL	3 years or more ⌄
DOMINGUEZ	JOACIM	Yes, ELL	2 to 3 years ⌄
RIVERA CALDERON	KENDLE	Yes, ELL	Less than 1 year ⌄
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	2 to 3 years ⌄

(Back to Beginning) (Back) (Save) (Save and Continue) (Exit)

Next, school coordinators are asked how long, including this year, each student has been receiving **Academic Instruction Primarily in English.** (This phrase is underlined. To read more about what academic instruction primarily in English means, school coordinators can place their cursor over the underlined words.) In the column labeled **Academic Instruction Primarily in English**, they should select 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 they have done this for each student, school coordinators should select **Save and Continue**.

Provide Information for English Language Learners

Grade Level Performance in Math

At what grade level does this student perform in **Math**?

Last Name	First Name	ELL Classification	Subject	At what grade level does this student perform?
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	At or above grade level ⌄
DOMINGUEZ	JOACIM	Yes, ELL	Math	One year below grade level ⌄
RIVERA CALDERON	KENDLE	Yes, ELL	Math	Two or more years below grade level ⌄
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	Math	At or above grade level ⌄

(Back to Beginning) (Back) (Save) (Save and Continue) (Exit)

The next screen asks school coordinators at what grade level each student performs in a given subject. The phrase "grade level" is also underlined. School coordinators can use their cursor to hover over the phrase and read about what is meant by grade level.

As in the SD section, students are grouped according to which subject they have been selected to take. 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 four ELL students in the examples shown have all been selected to take math, all four students appear on the same screen.

Under the column labeled **At what grade level does this student perform?**, school coordinators should click on the drop-down list and select at what grade level each student performs in the specified subject. The 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**; and **Don't know**. When they have selected an answer for each student listed, school coordinators should select **Save and Continue**.

Provide Information for English Language Learners

English Proficiency

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
CHACON-VARGAS	VICTORIA	Yes, ELL	ELL advanced	ELL intermediate	ELL intermediate	ELL intermediate
DOMINGUEZ	JOACIM	Yes, ELL	ELL beginning	ELL beginning	No proficiency	ELL beginning
RIVERA CALDERON	KENDLE	Yes, ELL	ELL intermediate	ELL intermediate	ELL intermediate	ELL intermediate
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	ELL beginning	ELL intermediate	ELL intermediate	ELL beginning

(Back to Beginning)   (Back)   (Save)   (Save and Continue)   (Exit)

The next screen asks school coordinators 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," school coordinators can use their cursor to hover over the underlined phrase.

School coordinators should 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 finished, school coordinators should select **Save and Continue**.

Provide Information for English Language Learners

Length of Time Enrolled in U.S. Schools

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?
CHACON-VARGAS	VICTORIA	Yes, ELL	1 full academic year or more before the NAEP assessment ⌄
DOMINGUEZ	JOACIM	Yes, ELL	Less than 1 full academic year before the NAEP assessment ⌄
RIVERA CALDERON	KENDLE	Yes, ELL	1 full academic year or more before the NAEP assessment ⌄
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	1 full academic year or more before the NAEP assessment ⌄

Back to Beginning Back Save Save and Continue Exit

Next, school coordinators 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?**, school coordinators should 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 they have finished, they should select **Save and Continue**.

Provide Information for English Language Learners

How to Assess on NAEP-Enrolled Less than 1 Full Academic Year before NAEP Assessment

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 **Math**?

Last Name	First Name	ELL Classification	Subject	Yes	No
DOMINGUEZ	JOACIM	Yes, ELL	Math	☐	☑

Back to Beginning Back Save Save and Continue Exit

If school coordinators indicate that a student has been enrolled in U.S. schools for less than one full year before the NAEP assessment, the 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. School coordinators should click in the column under **No** and then **Save and Continue**.

Provide Information for English Language Learners

How Assessed in Classroom - Math

Does each student need accommodations to be tested in **Math**?

Last Name	First Name	ELL Classification	Subject	Yes	No
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	☐	☑
RIVERA CALDERON	KENDLE	Yes, ELL	Math	☑	☐
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	Math	☑	☐

Back to Beginning   Back   Save   Save and Continue   Exit

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

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

For each student, school coordinators should select either **Yes** or **No**. When they are finished, they should select **Save and Continue**.

4.2.4.1   Without Accommodations

Provide Information for English Language Learners

How to Assess on NAEP - Without Accommodations

In Florida, the following students are tested in **Math** without accommodations.
Should each student be tested on NAEP in **Math** without accommodations?

Last Name	First Name	ELL Classification	Subject	Yes	No
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	☐	☐

Back to Beginning   Back   Save   Save and Continue   Exit

On the next screen, if school coordinators select **No**, indicating that a student does <u>not</u> need accommodations to be tested in a particular subject, they will next be asked if that student should be tested on NAEP in that subject without accommodations. They should select either **Yes** or **No** and then select **Save and Continue**.

Provide Information for English Language Learners

How to Assess on NAEP

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

Last Name	First Name	ELL Classification	Subject	How should this student be tested on NAEP?
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	⌄

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **No** on the previous screen, they will next be asked <u>how</u> that student should be tested on NAEP. In the drop-down list, the options are **With accommodations allowed by NAEP** and **Do not test**. School coordinators should indicate how each student should be tested on NAEP, then select **Save and Continue**.

Provide Information for English Language Learners

Reason for Exclusion

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

Last Name	First Name	ELL Classification	Subject	Why can student not be tested on NAEP?
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	⌄

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **Do not test**, the next screen will ask them to provide a reason why. Their options are **Requires Accommodation(s) Not Allowed by NAEP**, **Enrolled in U.S. schools less than 1 full academic year**, and **Other reason (specify)**. School coordinators should select the reason and then select **Save and Continue**.

Provide Information for English Language Learners

Reason for Exclusion - Other Reason

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

Last Name	First Name	ELL Classification	Subject	Other Reason (specify)
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **Other reason (specify)**, the next screen will ask them to type that reason in the white box. They should select **Save and Continue** when they have done so.

Provide Information for English Language Learners

Reason for Exclusion - Requires an Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Last Name	First Name	ELL Classification	Subject	Accommodations Not Allowed
✎	CHACON-VARGAS	VICTORIA	Yes, ELL	Math	

Back to Beginning   Back   Continue   Exit

If school coordinators select **Requires Accommodation(s) Not Allowed by NAEP**, the next screen will ask them to specify which accommodation the student requires that is not allowed. They should select the pencil icon to the left of the student's name.

☐ Taking the test over multiple days (not allowed)

☐ Use of an abacus, arithmetic tables, graph paper, or non-NAEP ruler (not allowed)

☐ Rewording or simplifying test questions (not allowed)

☐ Use of a dictionary, thesaurus, or any spelling- or grammar-checking software (not allowed)

☐ Oral or written responses translated into written English (not allowed)

☐ Directions read aloud in the native language other than in Spanish (not allowed)

☐ Test material read aloud in the native language other than in Spanish (not allowed)

☐ Use of a bilingual version of the test other than in Spanish (not allowed)

☑ Requires another accommodation (specify)

[ ]

[ ]

Save   **Close**   **Reset**

Clicking on the pencil icon brings up a white box where school coordinators should place a check mark next to all of the accommodations the student requires that are not allowed by NAEP. If the student requires an accommodation that is not listed, they should place a check mark next to **Requires another accommodation (specify)**, and type in the accommodation(s) in the box(es) that appear below it. When finished, school coordinators should select **Save**.

Provide Information for English Language Learners

Reason for Exclusion - Requires an Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Last Name	First Name	ELL Classification	Subject	Accommodations Not Allowed
✏	CHACON-VARGAS	VICTORIA	Yes, ELL	Math	Taking the test over multiple days

Back to Beginning   **Back**   **Continue**   **Exit**

After selecting **Save**, school coordinators will return to the main screen. If they are finished indicating which accommodation(s) the student(s) requires that is not allowed on NAEP, they should select **Continue**.

4.2.4.2   With Accommodations

Provide Information for English Language Learners

Accommodations - Math

Listed below are the students who require accommodations to be tested in **Math**. Click on the pencil icon to the left of each student's name to record the accommodations each student receives when tested in **Math**.

Make any updates in the pop-up box and click **Save**. When finished with all updates, click **Continue**.

Edit	Student Name	All Accommodations	Other accommodation (specify)	How is this student assessed
✏️	KENDLE RIVERA CALDERON			With accommodations
✏️	ELIZABETH RUIZ ENRIQUEZ			With accommodations

Back to Beginning   Back   Continue   Exit

If school coordinators indicate that a student <u>does</u> need accommodations to be tested in a particular subject, they will next be asked to specify those accommodations. To begin, school coordinators should click on the pencil icon to the left of each student's name to select their accommodations.

What accommodations does **VICTORIA CHACON-VARGAS** receive when tested for **Math**?

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
- ☐ Uses template/special equipment/preferential seating
- ☐ 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

School coordinators should select all accommodations that apply to the student. To read more details about what an accommodation includes, they can place their cursor over the name of each accommodation, and a description will appear.

As with the previous section regarding students with disabilities, several of the accommodations here will ask school coordinators to specify additional information. If they select **Other (specify)**, another list of common accommodations will appear below it, along with whether it is an allowed accommodation in the subject on NAEP. If the other accommodation does not appear on the new list, school coordinators will need to specify what other accommodation this student requires that is not on the list.

When school coordinators have selected all of the accommodations for the student, they should select **Save**. The accommodations window will close, and the accommodation(s) selected for the student will show up in the column labeled **All Accommodations**.

Provide Information for English Language Learners

Accommodations - Math

Listed below are the students who require accommodations to be tested in **Math**. Click on the pencil icon to the left of each student's name to record the accommodations each student receives when tested in **Math**.

Make any updates in the pop-up box and click **Save**. When finished with all updates, click **Continue**.

Edit	Student Name	All Accommodations	Other accommodation (specify)	How is this student assessed
✏	KENDLE RIVERA CALDERON	Spanish/English version of the test		With accommodations
✏	ELIZABETH RUIZ ENRIQUEZ	Extended time Bilingual dictionary (in any language)		With accommodations

[Back to Beginning] [Back] [Continue] [Exit]

When school coordinators have finished selecting accommodations for all students listed, they should select **Continue**. Again, if the school has been selected to test in more than one subject for NAEP, school coordinators will next be asked to record accommodations each sampled student receives in that specific subject, if applicable.

Provide Information for English Language Learners

How to Assess on NAEP - With Accommodations

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

Last Name	First Name	ELL Classification	Subject	Accommodations allowed by NAEP	Yes	No
RIVERA CALDERON	KENDLE	Yes, ELL	Math	Spanish/English version of the test	☐	☑
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	Math	Bilingual dictionary (in any language) Extended time	☑	☐

[Back to Beginning] [Back] [Save] [Save and Continue] [Exit]

School coordinators are next asked if each student listed can be tested on NAEP in a specific subject with <u>only</u> the allowed accommodations. They should select either **Yes** or **No** for each student and then **Save and Continue**.

Provide Information for English Language Learners

How to Assess on NAEP

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

Last Name	First Name	ELL Classification	How should this student be tested on NAEP?
RIVERA CALDERON	KENDLE	Yes, ELL	▼

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **No**, that a student cannot be tested on NAEP in that subject with only those accommodations, their 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?** school coordinators should select the drop-down list and select either **Without accommodations** or **Do not test**. Next, they will select **Save and Continue**.

Provide Information for English Language Learners

Reason for Exclusion

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

Last Name	First Name	ELL Classification	Subject	Why can student not be tested on NAEP?
RIVERA CALDERON	KENDLE	Yes, ELL	Math	▼

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **Do not test**, their next screen will ask them why each student cannot be tested on NAEP. Under the column labeled **Why can student not be tested on NAEP?** school coordinators should click on the drop-down list and select **Requires accommodation(s) not allowed by NAEP**, **Enrolled in U.S. schools less than 1 full academic year**, or **Other reason (specify)**. They should then select **Save and Continue**.

Provide Information for English Language Learners

Reason for Exclusion - Other Reason

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

Last Name	First Name	ELL Classification	Subject	Other Reason (specify)
RIVERA CALDERON	KENDLE	Yes, ELL	Math	

Back to Beginning   Back   Save   Save and Continue   Exit

If school coordinators select **Other reason (specify)**, their next screen will ask them to provide a reason. In the column labeled **Other Reason (specify)**, school coordinators should type in their answer, then select **Save and Continue**.

Provide Information for English Language Learners

Reason for Exclusion - Requires an Accommodation Not Allowed by NAEP

Which accommodation(s) does each student require that is not allowed? Make any updates by clicking on the pencil.

Edit	Last Name	First Name	ELL Classification	Subject	Accommodations Not Allowed
✏	RIVERA CALDERON	KENDLE	Yes, ELL	Math	

Back to Beginning   Back   Continue   Exit

If school coordinators select **Requires an accommodation not allowed by NAEP**, their next screen will ask them to indicate which accommodation the student requires that is not allowed. They should click on the pencil icon to the left of the student name and place a check mark next to all of the accommodations that apply to the student. They should select **Continue** when finished.

Provide Information for English Language Learners

How to Assess on NAEP

According to the NAEP inclusion policy for English language learners, the student(s) listed below should participate in NAEP with accommodations allowed by NAEP.

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

Last Name	First Name	ELL Classification	Subject	How should this student be tested on NAEP?
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	Do not test ▾
RIVERA CALDERON	KENDLE	Yes, ELL	Math	Do not test ▾

[Back to Beginning]   [Back]   [Save]   [Save and Continue]   [Exit]

If any students have been excluded contrary to NAEP inclusion policy, they will be listed on the next screen. School coordinators have the option of changing how the student will be tested. The options in the drop-down list are **Without accommodations**, **With accommodations allowed by NAEP**, and **Do not test**. They select **Save and Continue** when finished.

Provide Information for English Language Learners

Decision to Exclude

The following students are being excluded contrary to NAEP policy. Is the decision to exclude each student a school decision or a parent/student decision?

Last Name	First Name	ELL Classification	Subject	Whose Decision
CHACON-VARGAS	VICTORIA	Yes, ELL	Math	▾
RIVERA CALDERON	KENDLE	Yes, ELL	Math	▾

[Back to Beginning]   [Back]   [Save]   [Save and Continue]   [Exit]

If school coordinators select **Do not test**, they will see the screen shown above. Since the student is being excluded contrary to NAEP policy, school coordinators must indicate whether the decision to not test the student is the school's decision, or the parent's/student's decision. After indicating whether it is the school's or parent's/student's decision, they should select **Save and Continue**.

Provide Information for English Language Learners

The students listed below are being excluded contrary to the NAEP inclusion policy for English language learners. View Florida's inclusion policy for NAEP.

Your NAEP State Coordinator may contact you to discuss these exclusions. You can print a list of these excluded students from the Include Students landing page.

Make any updates by clicking on the pencil and click Save. When finished with all updates, click Continue.

Edit	Last Name	First Name	ELL Classification	Subject	How should this student be tested on NAEP?	Why can student not be tested on NAEP?	Accommodations Not Allowed	Other Reason (specify)
✏️	CHACON-VARGAS	VICTORIA	Yes, ELL	Math	Do not test	Requires Accommodation(s) Not Allowed by NAEP	Taking the test over multiple days	
✏️	RIVERA CALDERON	KENDLE	Yes, ELL	Math	Do not test	Requires Accommodation(s) Not Allowed by NAEP	Rewording or simplifying test questions	

Back to Beginning   Back   Continue   Exit

School coordinators will see the screen shown above stating that their NAEP State Coordinator may contact them to discuss the exclusion. They should select **Continue**.

Provide Information for English Language Learners

Other Accommodations

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	ELL Classification	Subject	Other accommodation (specify)
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	Math	Requires use of a glossary of math terms.

Back to Beginning   Back   Continue   Exit

If school coordinators indicate that a student needs an **Other** accommodation and has manually typed in the accommodation, the system notifies them that the accommodation has to be confirmed by their NAEP representative.

Provide Information for English Language Learners

Students who are Both SD and ELL

The following students have been classified as both SD and ELL. You will wait until your review call with your NAEP representative to confirm how they will be assessed on NAEP.

Last Name	First Name	SD Classification	ELL Classification	Subject	Accommodations allowed by NAEP
CHACON-VARGAS	VICTORIA	Yes, IEP	Yes, ELL	Math	

Back to Beginning   Back   Continue   Exit

If any students are classified as both SD and ELL, school coordinators will see the above screen informing them that they will review how the student(s) will be assessed with their NAEP representative during the preassessment review call.

Provide Information for English Language Learners

Summary

Below is a summary of how the English language learners will be assessed on NAEP in the specified subject. Confirm that each student's information is correct.

Students requiring "Other" accommodations are not listed. Your NAEP representative will confirm whether or not NAEP allows those accommodations, and then discuss with you how these students will be tested on NAEP.

Students who are both SD and ELL are not included below. You will wait until your review call with your NAEP representative to confirm how they will be assessed on NAEP.

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
RUIZ ENRIQUEZ	ELIZABETH	Yes, ELL	Math	Bilingual dictionary (in any language) Extended time		☐	☐

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

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

The students listed below will be **excluded contrary** to the NAEP inclusion policy.

Last Name	First Name	ELL Classification	Subject	Why is this student excluded from NAEP?	Not Confirmed	Confirmed
RIVERA CALDERON	KENDLE	Yes, ELL	Math	Rewording or simplifying test questions	☐	☐

Back to Beginning   Back   Save   Save and Continue   Exit

School coordinators' next screen will summarize how the ELL students will be assessed on NAEP in the specified subject. They are asked to confirm that each student listed is correct.

In the example above, Elizabeth Ruiz Enriquez will be assessed in the regular session with accommodations. Joacim Dominquez will be excluded in accordance with NAEP

policy because he has been enrolled in U.S. schools less than 1 full academic year. Kendle Rivera Calderon will be excluded contrary to NAEP policy. For each student, school coordinators should select either **Not Confirmed** or **Confirmed**, then **Save and Continue**.

Provide Information for English Language Learners

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

Edit	Last Name	First Name	ELL Classification	Subject	How long has this student been enrolled in U.S. schools?	Does student need accommodations to be tested?	How should each student be assessed on NAEP?	Accommodations allowed by NAEP	Why is this student excluded from NAEP?	Accommodations Not allowed by NAEP
✏	RIVERA CALDERON	KENDLE	Yes, ELL	Math	1 full academic year or more before the NAEP assessment	Yes	Do not test	Spanish/English version of the test	Rewording or simplifying test questions	

[Back to Beginning]   [Back]   [Continue]   [Exit]

If school coordinators select **Not Confirmed** for any student, the next screen will allow them to make any corrections to his or her information. They can select the pencil icon next to the student's name to edit information. When they have made all corrections, they should select **Save and Continue**.

Provide Information for English Language Learners

Thank you.

Click the Finish button to return to the Include SD/ELL students page.

[Back to Beginning]   [Back]   [Save]   [Finish]   [Exit]

If school coordinators select **Confirmed** for all students listed, they will advance directly to the thank you page. They should select **Finish** to return to the **Include SD/ELL Students** landing page.