

NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*Appendices*

***Focus Groups for Transitioning Reading and Math Survey  
Questionnaires to Technology Based Assessments***

OMB# 1850-0803 v.96



February 7, 2014

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**Appendix A: Principal Letter/Email of Introduction/Request to Recruit Students**

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[Date]

Name  
Address  
Address  
City, state, zip

Dear [Insert principal's Name]:

It is my pleasure to invite you to participate in the recruitment for a focus group designed to discuss technology issues in education. This focus group is being conducted by CRP, Inc., a consulting firm experienced in conducting focus groups, on behalf of the National Center for Education Statistics (NCES) to inform the National Assessment of Educational Progress (NAEP) questionnaires. Specifically, this focus group is designed to obtain feedback from mathematics and reading administrators, teachers, and students in 4<sup>th</sup> and 8<sup>th</sup> grades to inform the NAEP mathematics and reading questionnaire prior to conducting cognitive interviews and pilot testing. Your school was randomly selected from the schools in your jurisdiction.

Recruitment will involve identifying and selecting students from grades <4/8> in your school to participate in a 90-minute focus group. The focus group is scheduled for <general time-period>; the specific date, time, and location will be communicated under a separate communication.

Attached please find a flyer and a parent/guardian consent form that we hope you will disseminate to your students and/or parents. We have also included a brief demographic form that should be completed for student participants if you decide to allow CRP, Inc. to recruit students in your school.

[STAFF NAME] from CRP, Inc. will be contacting you to confirm receipt of this [LETTER/EMAIL], answer any questions you may have, and discuss your interest in allowing CRP, Inc. to recruit students in your school. For questions, please call [Staff name], Task Lead, at [phone number] or email at [email address]. Thank you for your time and consideration. We look forward to your participation in this important work.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

# FOCUS GROUP



**Tell us what you think!**

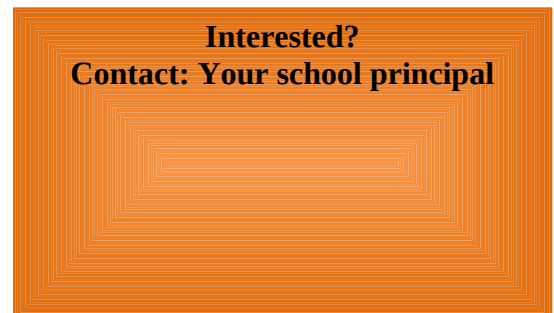
The focus groups are designed to inform the National Assessment of Educational Progress (NAEP) 2017 Mathematics assessment. 4th grade students are needed to answer questions about their use of technology in and outside of the classroom.

Incentives will be provided to the student (\$25 VISA gift card) and their parent (\$25 VISA gift card).

Student responses will be recorded. No video recording will take place.

Student identities and responses will remain anonymous.

Location: Shugoll Research (1800 Diagonal Road, STE 300, Alexandria, VA)





# FOCUS GROUP



**Tell us what you think!**

The focus groups are designed to inform the National Assessment of Educational Progress (NAEP) 2017 Mathematics 8th grade students are needed to answer questions about their use of technology in and outside of the classroom.

Incentives will be provided to the student (\$25 VISA gift card) and their parent (\$25 VISA gift card if applicable).

Student responses will be recorded. No video recording will take place.  
Student identities and responses will remain anonymous.

Location: Shugoll Research (1800 Diagonal Road, STE 300, Alexandria, VA)



**Interested?**  
**Contact: Your school principal**







## **Appendix E: Principal Phone Script**

Good [MORNING/AFTERNOON]. May I please speak to [PRINCIPAL'S NAME]?

My name is [CRP staff name] from CRP. I am calling to follow up on a [LETTER/EMAIL] that we sent on [DATE] regarding a focus group study we will be conducting on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), in collaboration with Educational Testing Service (ETS), to inform the 2017 National Assessment of Educational Progress (NAEP) Mathematics and Reading survey questionnaire development.

Are you interested in having your [4<sup>th</sup> grade/8<sup>th</sup> grade] students participate in this research study?

If no: Thank you for your time. Have a wonderful [DAY/EVENING].

If yes: Great, thank you very much. We would appreciate if you could disseminate the student flyers provided to you in our initial email to students and parents along with the consent form. To ensure that we have a representative sample of students, a brief demographic form was provided to you in the initial letter/email for your use; it should only take a few minutes of your time to complete.

Thank you.

We may need to reach you by telephone. Is the number I called the best number to use?  
Do you have any questions at this time?

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

**Appendix F: Parent/Guardian Letter/Email of Introduction**

[Date]

Name  
Address  
Address  
City, state, zip

Dear [Insert parent/guardian name]:

It is my pleasure to invite your child to participate in a focus group designed to discuss technology issues in education. This focus group is being conducted by CRP, Inc. on behalf of the National Center for Education Statistics (NCES) to inform the National Assessment of Educational Progress (NAEP) questionnaires. Specifically, this focus group is designed to obtain feedback from students in 4<sup>th</sup> and 8<sup>th</sup> grades to inform the National Assessment of Educational Progress (NAEP) mathematics and reading questionnaire development.

The focus group is scheduled to take place in [time period]. Your child was selected to participate because he/she is a student in the [4<sup>th</sup> or 8<sup>th</sup>] grade at [name of school], and expressed interest in participating in the focus group. Your child will be participating with other [4<sup>th</sup> or 8<sup>th</sup>] grade students. Children will be asked to provide their opinion about their learning experiences both in and outside of the classroom, particularly as they relate to the use of technology. The information your child provides will be helpful in the development of future assessments. Your child's responses will be audio recorded.

Your child's identification will not be disclosed and all information about and derived from this focus group will be used for research purposes only. Parents/legal guardians are encouraged to stay and may view the entire focus group through a one-way mirror provided at the focus group location. The focus group will last 90 minutes and children will be allowed breaks as needed. Your child will receive a \$25 VISA gift card at the end of the focus group session for participating. You, the parent or guardian, will also receive a \$25 gift card if you transport your child to and from the focus group session.

[STAFF NAME] from CRP, Inc. will be contacting you to confirm receipt of this [LETTER/EMAIL], answer any questions you may have, and discuss your interest in allowing your child to participate in the focus group. For questions, please call [STAFF NAME], Task Lead, at 1-866-277-4772 or email at [STAFF EMAIL]. Thank you for your time and consideration. We look forward to your child's participation in this important work.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## **Appendix G: Parent/Guardian Phone Script**

Good <MORNING/AFTERNOON>. May I please speak to <NAME>?

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME> and I am contacting you from CRP, Inc. I am calling to follow-up on a <LETTER/EMAIL> that we sent on <DATE> regarding a focus group study we are conducting on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES), in collaboration with Educational Testing Service (ETS), to inform the 2017 National Assessment of Educational Progress (NAEP) Mathematics and Reading survey questionnaire development. Your child, <child's name>, has been invited to participate in the focus group.

We are looking to conduct focus groups with fourth and eighth grade students to find out how to improve the NAEP surveys. The focus groups will last about 90 minutes. The focus group will be recorded using an audio recorder, but all information is reported in combined form so individuals will not be identified. Participant responses will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 [(ESRA 2002) 20 U.S.C., § 9573].

These focus groups are an important stage of the NAEP survey development process. Participant comments will help NCES improve the survey questionnaires. Your child will receive a \$25 VISA gift card at the end of the focus group session for participating. You, the parent or guardian, will also receive a \$25 gift card if you transport your child to and from the focus group session.

Are you willing to have <child's name> participate in this focus group?

If no: Thank you for your time. Have a wonderful <DAY/EVENING>.

If yes: Great, thank you very much. To ensure that we have a broad mix of students, we have one question to ask you about your child's familiarity with technology-based assessments. It should only take a couple of moments of your time.

(INTERVIEWER: Determine recruitment needs in advance. Record all responses. End screener at whatever point the parent or legal guardian gives a response that confirms that their group has already been sampled adequately. End screener script: Based on the requirements of this study, we are not able to include your child in the interviews at this time.)

[QUESTION:]

- How would you rate your student's familiarity with or knowledge about technology-based assessments: poor, fair, good, very good, or excellent?

Thank you.

INTERVIEWER: Confirm receipt of consent form sent with initial flyer. If consent form has not been received at this point, please remind the parent and let them know that it will be sent again with confirmation letter/e-mail.

If yes: We have the consent form signed by you. Thank you.

If no: Please sign, date, and return the form when you come to the focus group session, granting consent for your student to participate in the NAEP research. Without your written consent, your child will not be able to participate in this research study.

We may need to reach you by telephone. Is the number I called the best number to use?

Do you have any questions at this time? If you do have any questions, please call <PHONE NUMBER>. [STAFF NAME] will follow-up with you and send a [letter/email] indicating the time and date of the focus group.

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

## **Appendix H: Parent/Guardian Confirmation of In-person Focus Group Letter/Email**

<DATE>

Dear <NAME>,

Thank you for agreeing to allow <insert child's name> to participate in this voluntary research focus group. CRP, Inc. will be conducting this focus group research on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES) to inform the 2017 National Assessment of Educational Progress (NAEP) Mathematics and Reading survey questionnaire development. All the information you and your child provide will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573.

Your child has been scheduled to participate in a focus group study at <TIME> on <DATE>. The focus group will last no more than 90 minutes. To thank you and your child for your time, your child will receive a \$25 Visa gift card for participating and you, the parent or guardian, will receive a \$25 Visa gift card if you transport your child to and from the focus group facility.

The focus group will take place at <LOCATION>.

<ADDRESS>

<DIRECTIONS>

We have <ATTACHED/INCLUDED> a consent form <TO/WITH> this confirmation. Please sign, date, and return the form when you come to the focus group session, granting consent for your student to participate in the NAEP research. Without your written consent, your child will not be able to participate in this research study.

We look forward to having you help us with improving the Mathematics and Reading survey questionnaires.

If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## **Appendix I: Parent/Guardian Informed Consent Form**

### **Informed Consent - Parent/Guardian**

**PROJECT TITLE:** <NAEP Reading and Mathematics Survey Questionnaire Focus Groups>

#### **WHAT IS THE STUDY ABOUT?**

The National Assessment of Educational Progress (NAEP) is the largest nationally representative assessment of what America's students know and can do in various subject areas. This is a research study to collect data from students, teachers, and school administrators that will inform the NAEP 2017 Mathematics and Reading survey questionnaires development. This study is being conducted by CRP, Inc. (CRP) and Educational Testing Service (ETS) on behalf of National Center for Education Statistics (NCES).

In this research study, we are conducting exploratory research that will be used as part of an iterative process to add and modify items to the questionnaire. The goals of this exploratory research are: (a) to identify the types of technology resources available to students and teachers in school; and (b) to understand how students, teachers, and schools use technology in mathematics and reading teaching and learning.

#### **WHAT IS INVOLVED IN THE STUDY?**

Each focus group discussion will have the same data collection structure. A moderator will use a semi-structured approach to ask (and obtain answers) to each of the primary focus group questions in the allotted time while also fostering a lively and productive discussion. Additional researchers will attend the focus group to audio record the session and take notes that include nonverbal behavior of group participants (e.g., reactions after statements that may indicate consensus or disagreement). After the session, the notes and audio recording will be summarized to report themes and illustrative statements that will be analyzed by the NAEP questionnaire development team to recommend additions or modifications of items, as appropriate.

The focus group process will take approximately 90 minutes.

**Your child can stop participating at any time.**

#### **BENEFITS/INCENTIVES FOR TAKING PART IN THE STUDY**

Students will be thanked for their time and participation with a gift card in the amount of \$25. The parent/guardian who brings the student to and from the focus group facility will also receive a gift card in the amount of \$25. Furthermore, participation will help us learn information that may benefit others in the future.

#### **CONFIDENTIALITY**

All the information you and your child provide will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573.

All participating students will be asked not to use any names during the focus group discussion. Reports of study findings will not include any identifying information.

Audio-recordings of the focus groups will be transcribed and kept in a password-protected file; any printed copies will be kept in a secured and locked office. Only project staff will serve as note takers and observers, and will be able to listen to the recording or read the transcription.

**YOUR RIGHTS AS A RESEARCH PARTICIPANT**

Participation in this study is voluntary. Your child has the right not to participate at all or to leave the study at any time.

If you agree with having your child participate in this study, please sign the consent form attached and send back to the principal/teacher or return the form when you come to the focus group session. Without your written consent, your child will not be able to participate in this research study.

**CONTACTS FOR QUESTIONS OR PROBLEMS**

If you have questions about the study, please contact CRP's Task Lead, [STAFF NAME], at 1-866-277-4772 or [STAFF EMAIL].

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## Permission for a Child to Participate in Research

As parent or legal guardian, I authorize \_\_\_\_\_ (child's name) to participate in the research study described in this form.

---

Child's Date of Birth

---

Parent or Legal Guardian's Signature

Date

Phone Number /E-mail

Upon signing, the parent or legal guardian will receive a copy of this form, and the original will be held in the subject's research record.



## **Appendix J: Teacher Letter/Email of Introduction**

[Date]

Name

Address

Address

City, state, zip

Dear [Insert teacher's Name]:

It is my pleasure to invite you to participate in a focus group designed to discuss technology issues in education. The focus group is designed to obtain feedback from mathematics and reading administrators, teachers, and students in 4<sup>th</sup> and 8<sup>th</sup> grades to inform the National Assessment of Educational Progress (NAEP) mathematics and reading questionnaire prior to item cognitive interviews and pilot testing. You will be asked to comment on matters concerning technology as it relates to your subject and grade area of expertise.

You were selected to participate because you teach a [4<sup>th</sup> or 8<sup>th</sup>] grade [reading/mathematics] class, and teach in a state that was randomly selected to participate in this focus group. The 90-minute meeting will be conducted via a synchronous web-based platform in [time-period]. Because this is a web-based focus group, no travel is required. In order to participate, you must have access to a computer and internet and be available to log onto the link that will be provided to you. You will be participating with other [reading/mathematics] teachers of [4<sup>th</sup> or 8<sup>th</sup>] grade students across the country. Participants will be mailed a \$40 VISA gift card for participating in the focus group session.

[STAFF NAME] from CRP, Inc. will be contacting you to confirm receipt of this [LETTER/EMAIL], answer any questions you may have, and discuss your interest in participating in the focus group. For questions, please call [STAFF NAME], Task Lead, at 1-866-277-4772 or email at [STAFF EMAIL]. Thank you for your time and consideration. We look forward to your participation in this important work.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## **Appendix K: School Administrator /Email of Introduction**

[Date]

Name

Address

Address

City, state, zip

Dear [Insert administrator's Name]:

It is my pleasure to invite you to participate in a focus group designed to discuss technology issues in education. The focus group is designed to obtain feedback from mathematics and reading administrators, teachers, and students in 4<sup>th</sup> and 8<sup>th</sup> grades to inform the National Assessment of Educational Progress (NAEP) mathematics and reading questionnaire prior to conducting item cognitive interviews and pilot testing. You will be asked to provide your professional opinion about technology issues in education related to the subject areas and grades represented in your school. Your opinions and experiences on these matters are valuable.

You were selected to participate because you are an administrator in a school where [4<sup>th</sup> or 8<sup>th</sup>] grade [reading/mathematics] is taught in a state that was randomly selected to participate. The 90-minute meeting will be conducted via a synchronous web-based platform in [time-period]. Because this is a web-based focus group no travel is required. In order to participate, you must have access to a computer and internet and be available to log onto the link that will be provided to you. You will be participating with other administrators of [4<sup>th</sup> or 8<sup>th</sup>] grade students in [reading/mathematics] classes across the country. Participants will be mailed a \$40 VISA gift card for participating in the focus group session.

[STAFF NAME] from CRP, Inc. will be contacting you to confirm receipt of this [LETTER/EMAIL], answer any questions you may have, and discuss your interest in participating in the focus group. For questions, please call [STAFF NAME], Task Lead, at 1-866-277-4772 or email at [STAFF EMAIL]. Thank you for your time and consideration. We look forward to your participation in this important work.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## **Appendix L: Teacher Phone Script**

Good <MORNING/AFTERNOON>. May I please speak to <NAME>?

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME> and I am contacting you from CRP, Inc. We are conducting an important study for the U.S. Department of Education's National Center for Education Statistics (NCES), in collaboration with Educational Testing Service (ETS). CRP, Inc. selected <SCHOOL NAME> to reach out to <FOURTH/EIGHTH> grade teachers and administrators to assess their interest in participating in this study.

We are looking to conduct focus groups with teachers to find out how to improve surveys for the National Assessment of Educational Progress (NAEP). The voluntary focus group will be web-based and will last no more than 90 minutes. The focus group will be recorded, but all information will be reported in combined form so individuals will not be identified. Your responses will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573.

These focus groups are an important stage of the NCES survey development process. Your comments, along with the comments of other teachers, will inform the development of the Mathematics and Reading student, teacher, and school administrator questionnaires. To thank participants for their time, each participating teacher will receive a \$40 Visa gift card.

Are you interested in participating in this research study?

If no: Thank you for your time. Have a wonderful <DAY/EVENING>.

If yes: Great, thank you very much. To ensure that we have a broad mix of educators, I have a few brief demographic questions to ask you. It should only take a few minutes of your time.

(INTERVIEWER: Determine recruitment needs in advance. Record all responses. End screener at whatever point the teacher gives a response that confirms that their group has already been sampled adequately. End screener script: Based on the requirements of this study, we are not able to include you in the interviews at this time.)

[DEMOGRAPHIC QUESTIONS:]

- What is your gender?
- What ethnicity or race do you identify yourself as?
  - o RACE/ETHNICITY
    - *Ethnicity:*    *Hispanic or Latino*    *Not Hispanic or Latino*
  - o *Race (one or more of the categories below):*
    - *American Indian or Alaska Native*
    - *Asian*
    - *Black or African American*
    - *Native Hawaiian or other Pacific Islander*
    - *White or Caucasian*
- How many years have you been teaching?
- What grade and subject are you currently teaching?
- How would you rate your familiarity with or knowledge about technology-based assessments: poor, fair, good, very good, or excellent?
- Do you have access to a computer with high-speed Internet access?

Thank you.

We may need to reach you by telephone. Is the number I called the best number to use?

Do you have any questions at this time?

If you do have any questions before your scheduled focus group for <DATE/TIME>, please call <PHONE NUMBER>. [STAFF NAME] will follow-up with you and send a [letter/email] indicating the time and date of the focus group.

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

## **Appendix M: School Administrator Phone Script**

Good <MORNING/AFTERNOON>. May I please speak to <NAME>?

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME> and I am contacting you from CRP, Inc. We are conducting an important study for the U.S. Department of Education's National Center for Education Statistics (NCES), in collaboration with Educational Testing Service (ETS). CRP, Inc. selected <SCHOOL NAME> to reach out to <FOURTH/EIGHTH> grade teachers and administrators to assess their interest in participating in this study.

We are looking to conduct focus groups with school administrators to find out how to improve surveys for the National Assessment of Educational Progress (NAEP). The voluntary focus group will be web-based and will last no more than 90 minutes. The focus group will be recorded, but all information will be reported in combined form so individuals will not be identified. Your responses will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573.

These focus groups are an important stage of the NCES survey development process. Your comments, along with the comments from other school administrators, will inform the development of the Mathematics and Reading student, teacher, and school administrator questionnaires. To thank participants for their time, each participating school administrators will receive a \$40 Visa gift card.

Are you interested in participating in this research study?

If no: Thank you for your time. Have a wonderful <DAY/EVENING>.

If yes: Great, thank you very much. To ensure that we have a broad mix of educators, I have a few brief demographic questions to ask you. It should only take a few minutes of your time.

(INTERVIEWER: Determine recruitment needs in advance. Record all responses. End screener at whatever point the school administrator gives a response that confirms that their group has already been sampled adequately. End screener script: Based on the requirements of this study, we are not able to include you in the interviews at this time.)

[DEMOGRAPHIC QUESTIONS:]

- What is your gender?
- What ethnicity or race do you identify yourself as?
  - o RACE/ETHNICITY
    - Ethnicity:  *Hispanic or Latino*  *Not Hispanic or Latino*
  - o Race (one or more of the categories below):
    - *American Indian or Alaska Native*
    - *Asian*
    - *Black or African American*
    - *Native Hawaiian or other Pacific Islander*
    - *White or Caucasian*
- How many years' experience do you have as an administrator?
- How would you rate your familiarity with or knowledge about technology-based assessments: poor, fair, good, very good, or excellent?
- Do you have access to a computer with high-speed Internet access?

Thank you.

We may need to reach you by telephone. Is the number I called the best number to use?  
Do you have any questions at this time?

If you do have any questions before your scheduled focus group for <DATE/TIME>, please call <PHONE NUMBER>. [STAFF NAME] will follow-up with you and send a [letter/email] indicating the time and date of the focus group.

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

## **Appendix N: Teacher/School Administrator Confirmation of Web-based Focus Group Letter/Email**

<DATE>

Dear <NAME>,

Thank you for agreeing to participate in this voluntary research focus group. Educational Testing Service (ETS) and CRP are conducting this focus group research on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES) to inform the 2017 National Assessment of Educational Progress (NAEP) Mathematics and Reading survey questionnaire development. All the information you provide will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573.

You have been scheduled to participate in a focus group study at <TIME> on <DATE>. The focus group will last no more than 90 minutes. To thank you for participating, you will be mailed a \$40 Visa gift card after participating.

To participate in the focus group, click on the following link: <link>

We have <ATTACHED/INCLUDED> a consent form <TO/WITH> this confirmation. Please sign, date, and return the form to [STAFF NAME] via email, [STAFF EMAIL], before the beginning of the focus group. Without your written consent, you will not be able to participate in the focus group.

We look forward to having you help us improve the Mathematics and Reading survey questionnaires.

If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## **Informed Consent – Teacher/School Administrator**

**Study Title:** < NAEP Reading and Mathematics Survey Questionnaire Focus Groups >

### **WHAT IS THE STUDY ABOUT?**

The National Assessment of Educational Progress (NAEP) is the largest nationally representative assessment of what America's students know and can do in various subject areas. This is a research study about the National Center for Education Statistics' (NCES), NAEP programs. The focus group will be used to obtain feedback from Mathematics and Reading administrators, teachers, and students to inform the NAEP Mathematics and Reading [teacher/school administrator] questionnaire prior to item cognitive interviews and pilot testing. This study is being conducted by CRP, Inc. (CRP) and Educational Testing Service (ETS) on behalf of NCES.

In this research study, we are conducting exploratory research that will be used as part of an iterative process to add and modify items to the questionnaire. The goals of this exploratory research are: (a) to identify the types of technology resources available to students and teachers in school; and (b) to understand how students, teachers, and schools use technology in mathematics and reading teaching and learning.

### **WHAT IS INVOLVED IN THE STUDY?**

Participation in this study is voluntary. If you agree to participate in this study, you would participate in a focus group with other [Mathematics or Reading teachers representing grades 4 or 8/ school administrators]. Each focus group discussion will have the same data collection structure. The focus group will be led by Moderator, <TBD>. This focus group is considered exploratory because it may be used to inform future Mathematics and Reading survey questionnaire development.

The focus group is web-based and will be recorded in order to accurately capture what is said. You may choose how much or how little you want to speak during the group. You may also choose to leave the focus group at any time.

The focus group process will take approximately 90 minutes.

If you participate in the study, you will receive a \$40 gift card to thank you for your time.

### **CONFIDENTIALITY**

All the information you provide will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by the Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573.

All participating educators will be asked to use their first name, but not their last name or affiliation, during the focus group discussion. Reports of study findings will not include any identifying information.

Audio-recordings of the focus groups will be transcribed and kept in a password-protected file; any printed copies will be kept in a secured and locked office. Only project staff will serve as note takers and observers, and will be able to listen to the recording or read the transcription.





**QUESTIONS AND SUBMISSION OF THIS FORM**

If you have any questions about this study, please contact CRP's Task Lead, [STAFF NAME], (1-866-277-4772 or [STAFF EMAIL]). Upon signing the form, please return it via one of the following methods:

- Scan the form and email it to [email address]
- Fax the form to [fax number]
- Mail a hard-copy of the form to [address]

## Teacher/School Administrator Informed Consent

I have read the consent form and all of my questions about the study have been answered. I have been provided with a copy of the [Teacher/School Administrator] Informed Consent document. I understand that the focus group will be recorded. I agree to participate in this study.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix P: Parent/Guardian Thank You Letter/Email**

<DATE>

Dear <Name>:

On behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education and CRP, Inc., I would like to thank you for allowing your child to participate in the research focus group to inform the 2017 National Assessment of Educational Progress (NAEP) Mathematics and Reading survey questionnaire development. Your child's input will help us develop the best possible survey questionnaires for future NAEP assessments.

The assistance provided by your child will help us better understand how students use technology to facilitate learning both in and outside of the classroom. Your child's input, combined with input from other students, is incredibly useful and informative for ongoing survey design efforts.

Again, thank you for your assistance.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.

## **Appendix Q: Teacher/School Administrator Thank You Letter/Email**

<DATE>

Dear <Name>:

On behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education and CRP, Inc., I would like to thank you for your participation in the research focus group to inform the 2017 National Assessment of Educational Progress (NAEP) Mathematics and Reading survey questionnaire development. Thanks to you, we will be able to develop the best possible survey questionnaires for future NAEP assessments.

Your assistance will help us better understand the types of technology resources available to students and teachers, and how teachers incorporate technology into their instruction. Your open, candid, and insightful comments were very valuable. Your input, combined with input from other [Teachers/School Administrators] like you, is incredibly useful and informative for ongoing survey design efforts.

Your \$40 VISA gift card has been mailed to the address you provided. If you do not receive your gift card within the week, please call [STAFF NAME], Task Lead, at 1-866-277-4772 or email at [STAFF EMAIL].

Again, thank you for your assistance.

Sincerely,

Carolyn B. Rudd, EdD  
President/CEO  
CRP, Inc.