

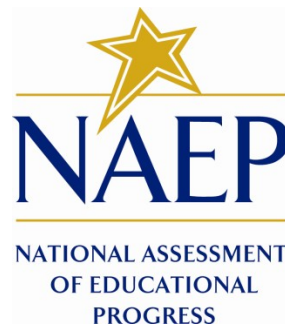
NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*Volume I*  
*Appendices*

*NAEP Mathematics, Reading, and Science Hands-on Tasks and  
National Indian Education Study (NIES) Survey Pretesting*

*OMB# 1850-0803 v.88*

*Play Testing, Cognitive Interviews, and Tryouts*



November 12, 2013

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# Appendices – Play Testing

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## **Appendix A: Recruitment E-mail/Letter (To be Sent to Teachers/Staff Members)**

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IF SENT AS E-MAIL - Subject: Research Study Opportunity

<DATE>

Dear <Teacher or Staff Member at After School Program>,

You have been very helpful in the past in working with Educational Testing Service (ETS) to recruit students to help us test our tests. The students you helped to recruit provided rich information, and we are requesting your help again in recruiting more students to help us evaluate and improve test questions.

We are looking for students in grades 4, 8, and 12 to help us test new computer-delivered questions in <SUBJECT>. These questions will be part of the National Assessment of Educational Progress (NAEP) delivered to students nationwide. NAEP serves as the central means by which the United States measures student proficiency in core academic domains. It is vital for us to get student feedback while developing test questions.

These reviews are very informal group sessions where we show students early draft versions of computer-delivered questions; some may even be drafts on paper before they are turned into computer-based questions. Students will be informed that their participation is completely voluntary, and that they will not be evaluated. They will also be told they have a key role in helping us improve our tests and they can make a difference in the experience of thousands of students who will take these tests all over the country.

ETS staff will take notes of students' reactions to these questions and use students' feedback to revise and refine the questions. We will observe and ask questions about the students' level of interest and ability to understand the questions. Students will also be asked if they have any suggestions on how to improve the questions.

The sessions will be scheduled for 60 minutes, and students will be given \$25 Visa gift cards for each session as a thank you for their time and as an incentive to help us. In addition, if transportation to the site is involved, a parent or legal guardian of each student will receive a \$25 Visa gift card as a thank you for the time in bringing the child to and from the play testing site.

We would like your help in distributing flyers and consent forms to students and in collecting consent forms. We will hold some sessions at ETS offices located in Princeton, New Jersey; however, if the parents of students cannot provide transportation to ETS, we would like to set up sessions at your <SCHOOL or ORGANIZATION> located at <ADDRESS> after school or on weekends. If you are interested and willing to help us recruit students for this effort, or would like additional information about the effort, please contact <STAFF MEMBER AT ETS ORGANIZING THE SESSIONS> and we will follow up with flyers and consent forms for you to distribute.

Thank you for your time and interest. If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<COMPANY REPRESENTATIVE>

Educational Testing Service

## Appendix B: Informational Flyer

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### Can You Help Us Test Our Test?

Educational Testing Service (ETS) is looking for students in grades 4, 8, and 12 to help us test new computer-delivered <SUBJECT> test questions for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. These questions will be part of the National Assessment of Educational Progress (NAEP) given to students nationwide. Your participation could help improve a test taken by thousands of students all across the United States. You will be given early drafts of test questions and asked to respond to them and give your opinion about them. We call this *Play Testing*.

The information we collect from you as you explore and react to our test will only be used to help improve the test. The information will not be shared with or used by any school or district.

Play testing sessions will be held at <LOCATION OF AFTER SCHOOL CLUB OR ETS LOCATION> on <NOTE DAYS OF THE WEEK WHEN SESSIONS ARE SCHEDULED AND THE WINDOW OF TIME WHEN THESE SESSIONS WILL BE HELD>. These sessions will last no more than 60 minutes.

You will get a \$25 gift card for your time in helping us to improve our tests. In addition, if transportation to the site is involved, your parent or legal guardian will receive a \$25 Visa gift card to thank him or her for the time in bringing you to and from the play testing site.

If you are interested, please fill out the attached consent form [for students 18 and older] or give it to your parent or guardian to complete. Return the consent form to <CONTACT AT SCHOOL OR ORGANIZATION>.

## Appendix C: Consent Form for Student Participants (age 18 or older)

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### PARTICIPATION CONSENT DOCUMENT FOR PARTICIPATION IN RESEARCH

Educational Testing Service (ETS)

Title of Research Study: Play Testing for NAEP <SUBJECT>

Thank you for your interest in participating in the research study described below. This consent form explains the research study. Please read it carefully, and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them if they occur to you later.

#### 1. What is this study about?

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, ETS is conducting informal interviews, called play testing, with students currently in 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grades about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on <SUBJECT> and will be part of a new computer-based test. In these sessions, you will see early versions of computer-based questions. ETS staff will audio record and take notes about your reactions to these questions to revise and refine test content. We will ask questions that focus on your level of interest and your ability to understand the questions presented to you. You will also be asked if you have any suggestions on how we might improve the questions.

#### 2. Where will the play testing sessions take place?

The sessions will take place at <ETS LOCATION OR LOCATION OF SCHOOL OR AFTER SCHOOL PROGRAM>. Each session requires only one visit; however you may participate in multiple sessions, if you are interested.

#### 3. Will you keep my information private and confidential?

You will be assigned a unique student identifier (ID), and at no time will your name be linked to any of your answers. All of 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. The interviews will be audio recorded, as long as you agree, and only used by the researchers.

#### 4. How long will each play testing session last and when will they take place?

Each session will last up to 60 minutes. Sessions will take place <NOTE DAYS OF THE WEEK WHEN SESSIONS ARE SCHEDULED AND THE WINDOW OF TIME WHEN THESE SESSIONS WILL BE HELD>.

#### 5. Will the results go to my school?

Your answers will not be disclosed to your school, and will not be linked to any personally identifiable information such as the school's name.

**6. What are the possible risks of being in the study?**

There are no known risks to participating in this research.

**7. Who can I contact with questions or for further information?**

<CONTACT NAME> is conducting this research at ETS on behalf of NCES. If you have any questions, please call <HIM/HER> at <CONTACT PHONE> or by e-mail at <CONTACT E-MAIL>.

**8. Can my participation end early?**

Your participation in this study is completely voluntary and you have the right to refuse to answer particular questions. You may also elect to withdraw from this study at any time and you can end early if you wish.

By signing below, you agree that you will participate in this research study. You will receive a \$25 Visa gift card at the conclusion of each session. In addition, if transportation to the site is involved, your parent or legal guardian will receive a \$25 Visa gift card to thank him or her for the time in bringing you to and from the play testing site. Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

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

Signature:

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

E-mail address: \_\_\_\_\_



## Appendix D: Consent Form for Parents of Student Participants (under age 18)

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PARENTAL CONSENT DOCUMENT  
FOR PARTICIPATION IN RESEARCH

Educational Testing Service (ETS)  
Title of Research Study: Play Testing for NAEP <SUBJECT>

Thank you for your interest in having your child participate in the research study described below. This consent form explains the research study. Please read it carefully, and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them if they occur to you later.

**1. What is this study about?**

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, ETS is conducting informal interviews, called *Play Testing*, with students currently in grades 4, 8, and 12 about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on <SUBJECT> and will be part of a new computer-based test given to a sample of students across the country. In these sessions we will show students early versions of computer-based questions. ETS staff will audio record and take notes about how your child reacts to these questions in order to revise and refine the test content. Questions will focus on your child's level of interest and ability to understand the questions. Your child will also be asked if he/she has any suggestions on how we might improve the questions.

**2. Where will the play testing sessions take place?**

The sessions will take place at <ETS LOCATION OR LOCATION OF SCHOOL OR AFTER SCHOOL PROGRAM>. Each session requires only one visit; however your child may participate in multiple sessions, if interested.

**3. Will you keep the information private and confidential?**

Your child will be assigned a unique student identifier (ID), and at no time will his/her name be linked to any of his/her answers. Your child's 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573]. These sessions will be audio recorded, as long as you agree, and only used by the researchers conducting the study.

**4. How long will each play testing session last and when will they take place?**

Each session will last up to 60 minutes. Sessions will take place <NOTE DAYS OF THE WEEK WHEN SESSIONS ARE SCHEDULED AND THE WINDOW OF TIME WHEN THESE SESSIONS WILL BE HELD>.

**5. Will the results go to my child's school?**

Your child's answers will not be disclosed to his/her school, and will not be linked to any personally identifiable information such as the school's name.

**6. What are the possible risks of being in the study?**

There are no known risks to participating in this research.

**7. Who can I contact with questions or for further information?**

<CONTACT NAME> is conducting this research at ETS on behalf of NCES. If you have any questions, please call <HIM/HER> at <CONTACT PHONE> or by e-mail at <CONTACT E-MAIL>.

**8. Can participation end early?**

Participation in this study is completely voluntary. Your child has the right to refuse to answer particular questions. Your child may also elect to withdraw from this study at any time and can end early if he/she wishes.

By signing below, you agree that your child, \_\_\_\_\_, may participate in this research study. Your child will receive a \$25 Visa gift card at the conclusion of each session. In addition, if transportation to the site is involved, you will receive a \$25 Visa gift card to thank you for the time in bringing your child to and from the play testing site. Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

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

Signature:

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

Parent's e-mail address: \_\_\_\_\_

**Appendix E: E-mail/Letter Interview Confirmation for Student Participants (age 18 or older)**

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IF SENT AS E-MAIL - Subject: Confirmation of Your Play Testing Session

<DATE>

Dear <NAME>,

Thank you for agreeing to participate in a study to give us your feedback on new <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP). During the session, you will be asked to respond to sample test questions that will be used as part of a national <SUBJECT> assessment. The National Center for Education Statistics (NCES), part of the U.S. Department of Education, simply wants to know what you think about the tests and how you might answer questions on that test. You will work in a group of several students who will also be reviewing and reacting to the potential test questions. Your feedback and responses will be noted and audio recorded and used to help us revise and improve our tests.

All of 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

You have been selected to attend a session at <START TO END TIME> on <DATE> located at <PLAY TESTING LOCATION>. To thank you for your time, you will receive a \$25 Visa gift card as soon as you have finished the session. In addition, if transportation to the site is involved, your parent or legal guardian will receive a \$25 Visa gift card to thank him or her for the time in bringing you to and from the play testing site.

<LOCATION>

<DIRECTIONS>

We look forward to meeting with you and getting your feedback. If you have any questions or if you are unable to attend this session, please contact me using the information below.

Sincerely,

<COMPANY REPRESENTATIVE>

Educational Testing Service

<CONTACT INFORMATION>

**Appendix F: E-mail/Letter Interview Confirmation for Parents of Student Participants (under age 18)**

---

IF SENT AS E-MAIL - Subject: Confirmation of Play Testing Session

<DATE>

Dear <NAME>,

Thank you for agreeing to allow your child to participate in a study to give us feedback on new <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP). During the session, your child will be asked to respond to sample test questions that will be used as part of a national <SUBJECT> assessment. The National Center for Education Statistics (NCES), part of the U.S. Department of Education, simply wants to know what your child thinks about the tests and how your child might answer questions on that test. Your child will work in a group of several students who will also be reviewing and reacting to the potential test questions. Your child's feedback and responses will be noted and audio recorded and used to help us revise and improve our tests.

All of your child's 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

Your child has been selected to attend a session at <START TO END TIME> on <DATE> located at <PLAY TESTING LOCATION>. To thank your child for his/her time, he/she will receive a \$25 Visa gift card as soon as he/she has finished the session. In addition, if transportation to the site is involved, you will receive a \$25 Visa gift card to thank you for the time in bringing your child to and from the play testing site.

<LOCATION>

<DIRECTIONS>

We look forward to meeting with your child and getting your child's feedback. If you have any questions or if your child is unable to attend this session, please contact me using the information below.

Sincerely,

<COMPANY REPRESENTATIVE>

Educational Testing Service

<CONTACT INFORMATION>

**Appendix G: Thank You E-mail/Letter to Student Participants (age 18 or older)**

---

IF SENT AS E-MAIL - Subject: Thank you for your Participation in a Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Educational Testing Service (ETS) would like to thank you for participating in our <SUBJECT> research study. Thanks to your participation, we are better able to refine, revise, and develop <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP).

Your assistance helped us better understand how students approach the <SUBJECT> test questions. Your open, candid, and insightful comments were very helpful.

Again, thank you for your assistance.

Sincerely,

< COMPANY REPRESENTATIVE >

Educational Testing Service

<CONTACT INFORMATION>

**Appendix H: Thank You E-mail/Letter to Parent or Legal Guardian of Student Participants (under age 18)**

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IF SENT AS E-MAIL - Subject: Thank you for your Child's Participation in a Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Educational Testing Service (ETS) would like to thank you for allowing your child to participate in our <SUBJECT> research study. Thanks to your child's participation, we are better able to refine, revise, and develop <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP).

Your child's assistance helped us better understand how students approach the <SUBJECT> test questions. <HIS/HER> open, candid, and insightful comments were very helpful.

Again, thank you for your child's assistance.

Sincerely,

<COMPANY REPRESENTATIVE>

Educational Testing Service

<CONTACT INFORMATION>

**Appendix I: Thank You E-mail/Letter to School/ Organization/ Association of Student Participants**

---

IF SENT AS E-MAIL - Subject: Thank you for your Participation in a Research Study

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Educational Testing Service (ETS) would like to thank you for your <SCHOOL'S/ ORGANIZATION'S/ ASSOCIATION'S> participation in our <SUBJECT> research study. Thanks to the students at your <SCHOOL/ ORGANIZATION/ ASSOCIATION> we are better able to refine, revise, and develop <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP).

Your <SCHOOL'S/ ORGANIZATION'S/ ASSOCIATION'S> assistance helped us better understand how students approach the <SUBJECT> test questions. Students' open, candid, and insightful comments were very helpful.

Again, thank you for your assistance.

Sincerely,

< COMPANY REPRESENTATIVE >

Educational Testing Service

## Appendices – Cognitive Interviews-Cognitive Items

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## Appendix J: Recruitment E-mail/Letter to Schools of Potential Student Participants

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IF SENT AS E-MAIL - Subject: Research Study Opportunity

<DATE>

My name is <CONTACT NAME> and I am contacting you from Educational Testing Service (ETS). We are conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are looking for students in grade 4 and grade 8 to help us test new computer-delivered questions in <SUBJECT>. These questions will be part of the National Assessment of Educational Progress (NAEP) delivered to students nationwide. NAEP serves as the central means by which the United States measures student proficiency in core academic domains. It is vital for us to get student feedback while developing test questions.

These voluntary research interviews will last no more than 60 minutes for 4<sup>th</sup> graders and 90 minutes for 8<sup>th</sup> graders. Students will be asked to respond to several <SUBJECT> test questions and will be asked about the questions. ETS staff will take notes of students' reactions to these questions and use students' feedback to revise and refine the questions. We will observe and ask questions about the students' level of interest and ability to understand the questions. Students will also be asked if they have any suggestions on how to improve the questions.

Students will be informed that their participation is completely voluntary, and that they will not be evaluated. They will also be told they have a key role in helping us improve our tests and they can make a difference in the experience of thousands of students taking these tests all over the country.

We would like your help in distributing flyers and consent forms to students and in collecting consent forms. We will hold some sessions at <LOCATION>; however, if the parents of students cannot provide transportation to <LOCATION>, we would like to set up sessions at your school located at <ADDRESS>.

For each participating student, a \$25 Visa gift card will be issued as a thank you for participants' time. In addition, if transportation to the site is involved, a parent or legal guardian of each student will receive a \$25 Visa gift card as a thank you for the time in bringing the child to and from the interview site. If the interviews take place at your school during school hours, the gift cards for each student will be issued to your school.

If you are interested and willing to help us recruit students for this study, or would like additional information about the study, please contact <STAFF MEMBER AT ETS ORGANIZING THE SESSIONS> and we will follow up with flyers and consent forms for you to distribute.

Thank you for your time and interest. If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<NAME>

Educational Testing Service

<CONTACT INFORMATION >

## **Appendix K: Recruitment Phone Script for Schools of Potential Student Participants**

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Good morning/afternoon/evening. May I please speak to <NAME of contact at school>?

Good morning/afternoon/evening. My name is <CONTACT NAME> and I am contacting you from Educational Testing Service (ETS). We are conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. We are recruiting students who are currently in grades 4 or 8 to participate in research interviews supporting the development of new <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP). The research interviews will explore how students work through <SUBJECT> test questions on computer to ensure that the questions are clear and understandable to a broad range of students. NCES simply wants to know how students would answer the questions if they were on an actual test and would like to hear students' thoughts to improve the <SUBJECT> test questions and make the questions easier to understand.

The voluntary research interviews will last no more than 60 or 90 minutes for 4<sup>th</sup> or 8<sup>th</sup> graders, respectively. Students will be asked to respond to several <SUBJECT> test questions and will be asked about the questions. ETS staff will take notes of students' reactions to these questions and use students' feedback to revise and refine the questions. We will observe and ask questions about the students' level of interest and ability to understand the questions. Students will also be asked if they have any suggestions on how to improve the questions.

Student 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

[Recruiter note: this reference is for informational purposes only. If asked what law is being referenced, please provide the information contained within this bracketed text.]

We would like your help in distributing flyers and consent forms to students and in collecting consent forms. We will hold some sessions at <LOCATION>; however, if the parents of students cannot provide transportation to <LOCATION>, we would like to set up sessions at your school.

For each participating student, a \$25 Visa gift card will be issued as a thank you for participants' time. In addition, if transportation to the site is involved, a parent or legal guardian of each student will receive a \$25 Visa gift card as a thank you for the time in bringing the child to and from the interview site. If the interviews take place at the school during school hours, the gift cards for each student will be issued to the school.

These interviews are an important stage of the NAEP test development process. The comments of students attending your school will help NCES improve test questions.

Would your school be interested in participating in or helping us to recruit students for 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 interview a broad mix of students and determine the best interview location, I have a few brief screening questions to ask you. It should only take a few minutes of your time.

**Screener**

[Recruiter: Determine recruitment needs in advance. Look in public documents and school website to find what grades a school includes, the size of each grade, the SES, and racial/ethnic makeup of the student body. Record all responses to screener questions. End screener at whatever point the school staff member 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.]

1. Do you have XX number [specify recruitment needs] of fourth graders who might be available to participate in the study?
2. Do you have XX number [specify recruitment needs] of eighth graders who might be available to participate in the study?
3. Would you be able to give ETS a room in which to conduct the study at your school?
4. Would you be able to send flyers and consent forms to parents of potential student participants?

Thank you for taking the time to answer the screening questions. Your school has students who are eligible to participate in the research interviews. Again, each interview will last about <60/90> minutes. Would you like to schedule the interview sessions at your school or help us recruit student participants who can attend interview sessions at <LOCATION>?

If NO: Thank you for your time. Have a wonderful day/evening.

If YES: Schedule the interview sessions or make arrangements to send recruiting materials to the school.

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?

[Recruiter: Answer any questions.]

If you do have any questions, please call <PHONE NUMBER>.

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

## Appendix L: Recruitment E-mail/Letter to Parent-Teacher-Student Associations

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IF SENT AS E-MAIL - Subject: Research Study Opportunity

<DATE>

Hello,

My name is <CONTACT NAME> and I am contacting you from Educational Testing Service (ETS). We are conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. As a local <NAME OF ORGANIZATION> member, we are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are recruiting students who are currently in grades 4 or 8 to participate in research interviews supporting the development of new <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP). The research interviews will explore how students work through the sample <SUBJECT> test questions to ensure that the questions are clear and understandable to a broad range of students. If selected to participate, the student will receive a \$25 Visa gift card as an incentive for helping us. In addition, if transportation to the site is involved, a parent or legal guardian of each student will receive a \$25 Visa gift card as a thank you for the time in bringing the child to and from the interview site.

We would like to ask for your assistance in letting parents and students know how they can help shape this national test. The feedback we receive from students on these test questions will help NCES to evaluate the questions and instructions and create the best test possible. Students' 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

I have included a flyer with a short description of this research study in the hope that you might pass it along to anyone who may be interested.

Thanks again for your consideration and assistance. We look forward to speaking with you, and please do not hesitate to contact me with any questions regarding this project or our company.

Sincerely,

<CONTACT NAME>

Educational Testing Service

<CONTACT INFORMATION>

Attachment: Flyer (see Appendix N)

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## Appendix M: Recruitment E-mail/Letter to Youth Organizations

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IF SENT AS E-MAIL - Subject: Research Study Opportunity

<DATE>

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from Educational Testing Service (ETS). We are conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. As a leader in youth outreach, we are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are currently recruiting students in grade 4 or grade 8 to participate in research interviews supporting the development of new <SUBJECT> test questions for the National Assessment of Educational Progress, or NAEP (an assessment given to students in elementary, middle, and high schools throughout the nation). The research interviews will explore how participants work through the test to ensure that the questions are clear and understandable to a broad range of students. If selected to participate, the student will receive a \$25 Visa gift card as an incentive for helping us. In addition, if transportation to the site is involved, a parent or legal guardian of each student will receive a \$25 Visa gift card as a thank you for the time in bringing the child to and from the interview site.

We would like to ask for your assistance in letting parents and students know how they can get involved and help shape this national assessment. The feedback we receive from students on these test questions will help to improve the questions and instructions and create the best test possible. Students' 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

I have included a flyer with a short description of this research study in the hope that you might pass it along to anyone who may be interested.

Thanks again for your consideration and assistance regarding this effort. We look forward to speaking with you, and please do not hesitate to contact me with any questions you may have regarding our company or this project.

Sincerely,

<CONTACT NAME>

Educational Testing Service

<CONTACT INFORMATION >

Attachment: Flyer (see Appendix O)

## Appendix N: Text for Informational Flyer Distributed Through Schools

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Educational Testing Service (ETS) is a nonprofit agency that conducts assessment and policy research and develops assessments and related services to advance quality and equity in learning worldwide. ETS is conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

If your child is currently in grade 4 or grade 8, we need his or her help to evaluate new <SUBJECT> test questions for the National Assessment for Educational Progress (NAEP), a nationwide assessment given to elementary, middle, and high school students. Students' input will help to ensure that the test questions and instructions are clear and understandable to a broad range of students.

ETS will provide a \$25 gift card to each student who participates in the study, plus a \$25 gift card to the parent/guardian who brings their child to and from the interview location for the 60- or 90-minute interview (one interview per student). Interviews will begin this <SPECIFY SEASON OR MONTH> and may be scheduled at your convenience after school and on weekends.

If you are interested in having your child participate, please return the consent form to <CONTACT AT SCHOOL OR ORGANIZATION>. Or, you can call or e-mail us now for more information about this opportunity!

. Call: <CONTACT PHONE>

E-mail: <E-MAIL ADDRESS>

## Appendix O: Text for Informational Flyer Distributed Through an Organization or Association

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Educational Testing Service (ETS) is a nonprofit agency that conducts assessment and policy research and develops assessments and related services to advance quality and equity in learning worldwide. ETS is conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

If your child is currently in grade 4 or grade 8, we need his or her help to evaluate new <SUBJECT> test questions for the National Assessment for Educational Progress (NAEP), a nationwide assessment given to elementary, middle, and high school students. Students' input will help to ensure that the test questions and instructions are clear and understandable to a broad range of students.

ETS will provide a \$25 gift card to each student who participates in the study, plus a \$25 gift card to the parent/guardian who brings their child to and from the interview location for the 60- or 90-minute interview (one interview per student). Interviews will begin this <SPECIFY SEASON OR MONTH> and may be scheduled at your convenience after school and on weekends.

Please call or e-mail us now for more information about this opportunity!

Call: <CONTACT PHONE>

E-mail: <E-MAIL ADDRESS>

**Appendix P: Recruitment E-mail/Letter to Parents or Legal Guardians of Student Participants**

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(To be used only if the required number of participants is not recruited through schools and organizations and direct outreach to parents is necessary)

IF SENT AS E-MAIL - Subject: Research Study Opportunity

<DATE>

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from Educational Testing Service (ETS). We are conducting an important <SUBJECT> study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are recruiting students currently in grade 4 or grade 8 to participate in voluntary research interviews supporting the development of new <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP). The interviews will explore how students work through the test to ensure that the questions are clear and understandable to a broad range of students. Your child will be given a \$25 Visa gift card as thanks for his or her time. In addition, if transportation to the site is involved, you will receive a \$25 Visa gift card to thank you for the time in bringing your child to and from the interview site.

The interview for your child will take place at the <LOCATION> and will last no more than <60/90> minutes. The interview can be scheduled at the convenience of you and your child. During the interview, your child will be asked to respond to several <SUBJECT> test questions on a computer. NCES simply wants to know how he or she would answer the questions if they were to be included in the NAEP assessment. Your child's 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

These interviews are an important stage of the NAEP test development process. By sharing their feedback with us, students can directly impact the future of this national assessment by helping NCES evaluate the test questions to create the best questions possible.

If your child is interested in participating in this research study, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>

Educational Testing Service

<CONTACT INFORMATION >



## **Appendix Q: Recruitment Phone Script for Parents or Legal Guardians of Student Participants**

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(To be used only if the required number of participants is not recruited through schools and organizations and direct outreach to parents is necessary)

### ***Script when calling parents from previously compiled list:***

Good morning/afternoon/evening. Is this the <NAME FROM CALL LIST> household? My name is <NAME>, and I am calling from Educational Testing Service (ETS). We are conducting a study on behalf of the U.S. Department of Education's National Center for Education Statistics, or NCES. We are recruiting students currently in grade 4 or grade 8 to sign up to participate in a research study supporting the development of new <SUBJECT> test questions for the National Assessment of Educational Progress or NAEP. [If parent asks what this is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.]

Are there any 4<sup>th</sup> or 8<sup>th</sup> grade students in your household?

Yes (Great! Let me give you some additional information about the study.)

No (Thank you, have a good day/evening.)

We are conducting research interviews to explore how students work through sample <SUBJECT> test questions to ensure that they are clear and understandable to a broad range of students. If selected to participate, your child will receive a \$25 Visa gift card. In addition, if transportation to the site is involved, you will receive a \$25 Visa gift card to thank you for the time in bringing your child to and from the interview site.

The research interview will take place at <NAME OF INTERVIEW SITE AND LOCATION>. It can be scheduled at your convenience and will last about <60/90> minutes. During the interview, your child will be asked to respond to sample <SUBJECT> test questions on a computer. NCES simply wants to know how students would answer the questions if they were included on an actual NAEP assessment.

These research interviews are an important stage of the NAEP test development process. By sharing their feedback with us, students can directly impact the future of this nationwide assessment by helping NCES evaluate the test questions and instructions to create the best test possible.

Do you believe your child would be interested in participating?

Yes

No (Thank you, have a good day/evening.)

Great! To ensure that we interview a broad mix of students, I have a few brief questions to ask about you and your child. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <HE/SHE> meets the participation requirements.

(Skip to screener.)

**Script when calling a parent who responded to e-mail or letter**

Good morning/afternoon/evening. My name is <NAME>. I'm calling from Educational Testing Service (ETS) on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. Thank you for contacting us about the possibility of your child participating in a research interview to help develop <SUBJECT> test questions for the National Assessment of Educational Progress, or NAEP. To ensure that we interview a broad mix of students, I have a few brief screening questions to ask about you and your child. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <HE/SHE> meets the participation requirements.

**Screener**

(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: Thank you for answering my questions. Based on the requirements of this study, we are not able to include your child in the interviews at this time.)

1. What is your child's name?
  
2. What grade is your child currently in? (*RECRUITER: DO NOT READ LIST*)
  - K - 3<sup>rd</sup> → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
  - 4th
  - 5th - 7th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
  - 8th
  - 9th - 12th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
  
3. What school does your child attend? (INTERVIEWER: Note if homeschooled)
 

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4. What school district does he/she attend? (INTERVIEWER: Note if parochial, charter, homeschooled)
 

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5. What is your child's race or ethnicity? (INTERVIEWER: Only read list if parent doesn't immediately reply. Are you...?)
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Hispanic or Latino
  - Native Hawaiian or other Pacific Islander
  - White or Caucasian

6. Just to be sure we're interviewing a broad range of students for this study, does your child participate in the National School Lunch program?

[If the respondent indicates they prefer not to disclose this information, the interviewer should say "That's fine" and move on to the next question.]

Thank you. We would like to speak with your child to confirm if (he/she) is interested in participating in the research interview. It will only take a couple of minutes and then I will ask to speak with you again for another moment. Is your child available to speak with us now or should we call (him/her) back at another time?

- Yes, the child is available for screening questions → (SKIP TO SCRIPT FOR 4th GRADE STUDENTS or SCRIPT FOR 8th GRADE STUDENTS)
- No, please call back.

Is the phone number you gave me earlier the best number to call?

Other phone numbers: \_\_\_\_\_

Is there a good time for me to call? When would be best for you?

INTERVIEWER: IF CHILD NEEDS TO RECEIVE A CALL BACK, RECORD NAME, PHONE NUMBER, DATE/TIME

Parent Name \_\_\_\_\_

Child Name \_\_\_\_\_

Child Phone \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**SCRIPT FOR 8th GRADE STUDENTS**

Good morning/afternoon/evening. My name is <NAME> and I'm calling from Educational Testing Service (ETS). We are doing an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We have spoken to your parent and we are pleased that you may be interested in helping us develop <SUBJECT> test questions for a nation-wide student assessment, the National Assessment of Educational Progress, or NAEP. Before I tell you more about what you would be asked to do, I'd like to ask you one question first:

What grade are you currently in? (RECRUITER: DO NOT READ LIST)

- K - 3rd → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
- 4th
- 5th - 7th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
- 8th
- 9th - 12th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

Thank you. For the research interview, you will be asked to visit <LOCATION> and respond to a sample of <SUBJECT> test questions. Your responses will not be graded. The National Center for Education Statistics simply wants to know how you would answer the questions if they were to be included in the National Assessment of Educational Progress. The questions focus on <SUBJECT> and are really interesting and fun to answer. You will be asked to answer the questions on a computer. Your input will help evaluate the test that will be given to students throughout the nation. To thank you for participating, you will receive a \$25 Visa gift card. The interview will last about 90 minutes and will be recorded. Your participation is totally voluntary. If you participate, no one but the study's researchers will see your interview responses and all other interview materials and we will not use your name to identify you.

Would you like to participate?

- Yes
- No → (THANK AND TERMINATE)

If NO - Thank you for your time. I will need to speak to your parent to tell (him/her) that you would not like to participate. Is he/she available?

TO PARENT: Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us today/this evening.

If YES - Thank you for agreeing to participate in this important research study. I will need to speak to your parent to talk about the date/time of the interview. Is he/she available?

- Yes
- No

INTERVIEWER: IF CALLING PARENT BACK, RECORD NAME, PHONE NUMBER, DATE/TIME

Parent Name \_\_\_\_\_

Child Name \_\_\_\_\_

Parent Phone \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**SCRIPT FOR 4<sup>TH</sup> GRADE STUDENTS**

Good morning/afternoon/evening. My name is <NAME> and I'm calling from Educational Testing Service (ETS). We are doing an important educational study.

We have spoken to your parent and we are pleased that you might like to help us develop <SUBJECT> test questions for a test for students across the country, called the National Assessment of Educational Progress, or NAEP. Before I tell you more about what you would be asked to do, I'd like to ask one question first:

What grade are you currently in? (RECRUITER: DO NOT READ LIST)

- K - 3rd → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
- 4th
- 5th - 7th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
- 8th
- 9th - 12th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

Thank you. For the research interview, you will be asked to visit <LOCATION> and we'll ask you to respond to some <SUBJECT> test questions. You will not be graded and this has nothing to do with your classes in school. Our study simply wants to know how you would answer the questions if they were to be included in the National Assessment of Educational Progress. The questions focus on <SUBJECT> and are really interesting and fun to answer. You will be asked to answer questions on a computer. Your input will help improve the test that will be given to students throughout the nation. To thank you for participating, you will receive a \$25 Visa gift card when you finish the research interview. The interview will last about 60 minutes and will be recorded. You may choose not to participate; it is up to you. If you decide to participate, no one but the study's researchers will see your interview responses and all other interview materials and we will not use your name to identify you. Would you like to participate?

- Yes
- No → (THANK AND TERMINATE)

If NO - Thank you for your time. I will need to speak to your parent to tell (him/her) that you would not like to participate. Is he/she available?

TO PARENT: Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us today/this evening.

If YES - Thank you for agreeing to participate in this important research study. I will need to speak to your parent to talk about the date/time of the interview. Is he/she available?

Yes

No

INTERVIEWER: IF CALLING PARENT BACK, RECORD NAME, PHONE NUMBER, DATE/TIME

Parent Name \_\_\_\_\_

Child Name \_\_\_\_\_

Parent Phone \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**IF PARENT AVAILABLE AND CURRENTLY SCHEDULING INTERVIEWS**

Thank you again for allowing your child to participate in the NAEP research interviews. We will be holding our current interviews from <DATE> to <DATE>. What would be the best date/time to schedule the interview?

Date \_\_\_\_\_

Time \_\_\_\_\_

**IF PARENT AVAILABLE AND NOT CURRENTLY SCHEDULING INTERVIEWS**

Thank you again for allowing your child to participate in the NAEP research interviews. We are in-between interview sessions, but will be scheduling sessions until <DATE>. We will need to call you back when we are actively scheduling the interviews to determine the date and time that will work best, but what are your scheduling preferences? (SELECT ALL THAT APPLY)

Morning

Afternoon

After school

Weekends

Thank you so much for talking with us today. We look forward to speaking with you soon.

## Appendix R: E-mail/Letter Interview Confirmation to Parents or Legal Guardians of Student

### Participants

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(to be used if interviews do not take place at a school during school hours)

IF SENT AS E-MAIL - Subject: Confirmation of Your Child's NAEP Research Study

<DATE>

Dear <NAME>,

Thank you for allowing your child to help try out the new <SUBJECT> questions for the National Assessment of Educational Progress (NAEP). Before giving the new test questions to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know if the instructions and questions are clear. Your child's input will help NCES improve the test questions so students understand all the questions. Your child's 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

Your child has been scheduled for an interview at <TIME> on <DATE>. The interview will last approximately <60/90> minutes. Students will be asked to respond to test questions on a computer and asked about the test questions and instructions. To thank your child for participating, <HE/SHE> will receive a \$25 Visa gift card. In addition, if transportation to the site is involved, you will receive a \$25 Visa gift card to thank you for the time in bringing your child to and from the interview site.

The interviews will take place at:

<LOCATION>

<DIRECTIONS>

These interviews are an important stage of the NAEP test development process. Your child's comments, along with the comments of other students, will help NCES improve its <SUBJECT> test questions.

We have <ATTACHED/INCLUDED> a consent form <TO/WITH> this reminder <E-MAIL/LETTER>. Please sign and date it, and return the form, granting consent for your child to participate in the NAEP research, when your child comes in for the interview. Without your consent, your child will not be able to participate in the interview.

Thank you for allowing your child to volunteer in this very important research for NAEP. Our interviewer is looking forward to meeting with your child. If you have any questions, please contact [CONTACT INFORMATION].

Thank you,

<NAME>

Educational Testing Service

<CONTACT INFORMATION>

## Appendix S: E-mail/Letter Interview Confirmation to School or Organization Where Interviews will be Conducted

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IF SENT AS E-MAIL - Subject: Confirmation of NAEP Research Study

<DATE>

Dear <NAME>,

Thank you for working with Educational Testing Service (ETS) to help try out the new <SUBJECT> questions for the National Assessment of Educational Progress (NAEP). Before giving the new test questions to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know if the instructions and questions are clear. Students' input will help NCES improve the test questions so students understand all the questions. Students' 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

Interviews have been scheduled at your <SCHOOL/ORGANIZATION> at <TIMES> on <DATE>. The interviews will each last approximately <60/90> minutes. Students will be asked to respond to test questions on a computer and asked about the test questions and instructions. To thank them for their time, participating students will receive a \$25 Visa gift card. [Include the following information if applicable: If an interview takes place at a school during school hours, the gift card will be issued to the school administrator. If an interview takes place outside of school hours and the parent or guardian transports the student to or from the interview site, the parent will also receive a \$25 Visa gift card for their time and effort.]

The interviews will take place at:

<LOCATION>

<DIRECTIONS>

These interviews are an important stage of the NAEP test development process. Each student's comments, along with the comments of other students, will help NCES improve its <SUBJECT> test questions.

We have <ATTACHED/INCLUDED> a consent form <TO/WITH> this reminder <E-MAIL/LETTER>. Please ask parents to sign and return the form, granting consent for their child to participate in the NAEP research, prior to the interview. Students who do not have a signed parental consent form will not be able to participate in the interview.

Thank you for working with ETS in this very important research for NAEP. If you have any questions, please contact [CONTACT INFORMATION].

Thank you,

<NAME>

Educational Testing Service

<CONTACT INFORMATION >



## Appendix T: Parent or Legal Guardian Consent Form for Student Participants

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PARENTAL CONSENT FORM  
FOR PARTICIPATION IN RESEARCH

Educational Testing Service (ETS)

Title of Research Study: Cognitive Laboratory Interviews for NAEP <SUBJECT>

Thank you for your interest in participating in the research study described below. This consent form explains the research study. Please read it carefully, and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them if they occur to you later.

**1. What is this study about?**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting interviews with students currently in grade 4 and grade 8 about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on <SUBJECT> and will be part of a new computer-based test. In these interviews, students will see early versions of computer-based questions. ETS staff will audio and video record and take notes about students' reactions to these questions to revise and refine test content. We will ask questions that focus on students' level of interest and their ability to understand the questions presented to them. Students will also be asked if they have any suggestions on how we might improve the questions.

**2. Where will the research interviews take place?**

The interviews will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK>.

**3. What will happen during the research interview?**

Each participant will take an early version of a new NAEP <SUBJECT> test on a computer. An interviewer will ask what your child is thinking as he or she completes the assessment and whether he or she believes the questions and instructions are clear and understandable. Your child will not be graded.

**4. How long will the research interview last?**

The interview will last up to <60/90> minutes. The interview requires only one visit to the interview site.

**5. Will you keep information private and confidential?**

Your child will be assigned a unique student identifier (ID), and at no time will his/her name be linked to any of his/her answers. Your child's 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573]. These sessions will be audio and video recorded, as long as you agree, and only used by the researchers conducting the study.

**6. Will the results go to my child's school?**

Your child's answers will not be disclosed to his/her school, and will not be linked to any personally identifiable information such as the school's name.

**7. What are the possible risks of being in the study?**

There are no known risks to participating in this study.

**8. Who can I contact with questions or for further information?**

<CONTACT NAME> is conducting this study at ETS on behalf of NCES. If you have any questions, please call <HIM/HER> at <CONTACT PHONE> or by e-mail <CONTACT E-MAIL>.

**9. Can participation end early?**

Participation in this study is completely voluntary. Your child has the right to refuse to answer particular questions. Your child may elect to withdraw from this study at any time and can end early if he/she wishes.

By signing below, you agree that your child, \_\_\_\_\_, may participate in this study. [For cognitive interviews that do not take place in school during school hours, add the following: Your child will receive a \$25 Visa gift card at the conclusion of the interview. In addition, if transportation to the site is involved, you will receive a \$25 Visa gift card to thank you for the time in bringing your child to and from the interview site.] Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

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

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

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

**Appendix U: Thank You E-mail/Letter to Parents or Legal Guardians of Student Participants**

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IF SENT AS E-MAIL - Subject: Thank you for Child's Participation in the NAEP Research Study

<DATE>

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Educational Testing Service (ETS) would like to thank you for allowing your child to participate in our <SUBJECT> research study. Thanks to your child's participation, we are better able to develop the best possible test questions for the National Assessment of Educational Progress (NAEP).

Your child's assistance helped us better understand how students approach both the <SUBJECT> test questions and directions. <HIS/HER> open, candid, and insightful comments were very helpful.

Again, thank you for your assistance.

Sincerely,

<NAME>

<TITLE>

Educational Testing Service

<CONTACT INFORMATION >

**Appendix V: Thank You E-mail/Letter to School/Organization/Association of Student Participants**

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IF SENT AS E-MAIL - Subject: Thank you for participating in the NAEP Research Study

<DATE>

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, Educational Testing Service (ETS) would like to thank you for your <SCHOOL'S/ ORGANIZATION'S/ ASSOCIATION'S> participation in our research study. Thanks to the students at your <SCHOOL/ ORGANIZATION/ ASSOCIATION>, we are better able to develop the best possible <SUBJECT> test questions for the National Assessment of Educational Progress (NAEP).

Your <SCHOOL'S/ ORGANIZATION'S/ ASSOCIATION'S> assistance helped us better understand how students approach the <SUBJECT> test questions. Students' open, candid, and insightful comments were very valuable.

Again, thank you for your assistance and participation.

Sincerely,

<NAME>

Educational Testing Service

<CONTACT INFORMATION >

## Appendices – Tryouts

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**Appendix W: Recruitment E-mail/Letter for Parents of Students: Math and Reading Tryouts**

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IF SENT AS E-MAIL - Subject: Research Study Opportunity for Students in 4<sup>th</sup> or 8<sup>th</sup> Grade

<DATE>

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company. We are conducting an important <SUBJECT> study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are recruiting students currently in grade 4 or grade 8 to try out new math and reading test questions for the National Assessment of Educational Progress (NAEP). NCES needs to know if the questions on the test are clear. Your child's input will help NCES improve the test so that students like your child will understand it. If selected to participate, your child will receive a \$25 Visa gift card. You will also receive a \$25 Visa gift card to thank you for your time in bringing your child to and from the session site.

The question tryout session will take place at our office in Rockville, MD, and will last approximately 60 minutes. The session can be scheduled at your convenience. Your child will be asked to complete test questions on a computer. NCES simply wants to know how students would answer the questions if it were an actual test. These sessions will be audio and/or video recorded. All of your child's 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573].

These question tryouts are an important stage of the NAEP test development process. The students can directly impact the future of this national assessment by helping NCES evaluate the test questions and instructions to create the best test possible.

If your child is interested in participating in this research study, please call <CONTACT PHONE> or e-mail <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<CONTACT NAME>

EurekaFacts <CONTACT INFORMATION>

**Appendix X: Recruitment Screener – Parents and Student Participants: Math and Reading Tryouts**

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**Script when calling parents from previously compiled list:**

Good morning/afternoon/evening. Is this the <NAME FROM CALL LIST> household? My name is <NAME>, and I am calling from EurekaFacts. We are a local research company conducting a study on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. We are recruiting students currently in grade 4 or grade 8 to sign up to participate in a research study supporting the development of new math and reading test questions for the National Assessment of Educational Progress, or NAEP. [If parent asks what this is: This national assessment is administered to students in elementary and middle schools throughout the United States.]

Are there any 4th or 8th grade students in your household?

Yes (Great! Let me give you some additional information about the study.)

No (Thank you, have a good day/evening.)

We are conducting question tryout sessions to explore how students work through sample math and reading test questions to ensure that they are clear and understandable to a broad range of students. If selected to participate, your child will receive a \$25 Visa gift card. You will also receive a \$25 Visa gift card to thank you for your time in bringing your child to and from the session site.

The question tryout session will take place at our office in Rockville, MD. It will last about 60 minutes and can be scheduled at your convenience. During the session, your child will be asked to respond to test questions on a computer. NCES simply wants to know how students would answer the questions if they were to be included on an actual NAEP assessment.

These question tryout sessions are an important stage of the NAEP test development process. By sharing their feedback with us, students can directly impact the future of this nationwide assessment by helping NCES evaluate the test questions to create the best test possible. Do you believe your child would be interested in participating?

Yes

No (Thank you, have a good day/evening. END CALL.)

Great! To ensure that we conduct this research with a broad mix of students, I have a few brief questions to ask about you and your child. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <HE/SHE> meets the participation requirements.

**Script when calling a parent who responded to e-mail, advertisement, or invitation**

Good morning/afternoon/evening. My name is <NAME>. I'm calling from EurekaFacts on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

Thank you for contacting us about the possibility of your child participating in a tryout session to help develop test questions for the National Assessment of Educational Progress, or NAEP, to ensure that we conduct research with a broad mix of students, I have a few brief questions to ask about you and your child. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <HE/SHE> meets the participation requirements.

**Screener**

1. What is your child's name?
  
2. What grade is your child currently in? (*INTERVIEWER: DO NOT READ LIST*)
  - K - 3rd → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
  - 4th
  - 5th - 7th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
  - 8th
  - 9th - 12th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
  
3. What school does your child attend? (*INTERVIEWER: Note if homeschooled*)
 

\_\_\_\_\_
  
4. What school district does he/she attend? (*INTERVIEWER: Note if parochial, charter, homeschooled*)
 

\_\_\_\_\_
  
5. What is your child's race or ethnicity? (*INTERVIEWER: Only read list if parent doesn't immediately reply. Are you...?*)
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Hispanic or Latino
  - Native Hawaiian or other Pacific Islander
  - White or Caucasian
  
7. Just to be sure we're interviewing a broad range of students for this study, does your child participate in the National School Lunch program?

[If the respondent indicates they prefer not to disclose this information, the interviewer should say "That's fine" and move on to the next question.]



Thank you. We would like to speak with your child to confirm if (he/she) is interested in participating in the tryout session. It will only take a couple of minutes and then I will ask to speak with you again for another moment. Is your child available to speak with us now or should we call (him/her) back at another time?

Yes, the child is available for screening questions → (SKIP TO SCRIPT FOR 4<sup>th</sup> GRADER or SCRIPT FOR 8<sup>th</sup> GRADER.)

No, please call back.

Is the phone number you gave me earlier the best number to call?

Other phone numbers: \_\_\_\_\_

Is there a good time for me to call? When would be best for you?

INTERVIEWER: IF CHILD NEEDS TO RECEIVE A CALL BACK, RECORD NAME, PHONE NUMBER, DATE/TIME

Parent Name \_\_\_\_\_

Child Name \_\_\_\_\_

Child Phone \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**SCRIPT FOR 8<sup>TH</sup> GRADE STUDENTS**

Good morning/afternoon/evening. My name is <NAME> and I'm calling from EurekaFacts. We are a local research company conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We have spoken to your parent and we are pleased that you may be interested in helping us develop math and reading test questions for a nation-wide student assessment, the National Assessment of Educational Progress, or NAEP. Before I tell you more about what you would be asked to do, I'd like to ask you one question first:

6. What grade are you currently in? (INTERVIEWER: DO NOT READ LIST)

K - 3rd → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

4th

5th - 7th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

8th

9th – 12th → (Unfortunately, we are only interviewing students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

Thank you. For the question tryout session, you will be asked to visit our office in Rockville, MD and respond to a sample of math or reading test questions. Your responses will not be graded. Our study simply wants to know how you would answer the questions if it were an actual test. The questions focus on math or reading and are really interesting and fun to answer. You will be asked to answer the questions on a computer. Your input will help improve the test that will be given to students throughout the nation. To thank you for participating, you will receive a \$25 Visa gift card when you finish the tryout session. The tryout session will last about 60 minutes and will be recorded. Your participation is totally voluntary. If you participate, no one but the study's researchers will see your responses and all other materials from the tryout session. We will not use your name to identify you.

Would you like to participate?

- Yes
- No → (THANK AND TERMINATE)

If NO - Thank you for your time. I will need to speak to your parent to tell (him/her) that you would not like to participate. Is he/she available?

TO PARENT: Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us today/this evening.

If YES - Thank you for agreeing to participate in this important research study. I will need to speak to your parent to talk about the date/time of the tryout session. Is he/she available?

- Yes
- No

INTERVIEWER: IF CALLING PARENT BACK, RECORD NAME, PHONE NUMBER, DATE/TIME

Parent Name \_\_\_\_\_

Child Name \_\_\_\_\_

Parent Phone \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**SCRIPT FOR 4<sup>TH</sup> GRADE STUDENTS**

Good morning/afternoon/evening. My name is <NAME> and I'm calling from EurekaFacts. We are a local research company doing an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We have spoken to your parent and we are pleased that you might like to help us develop math or reading test questions for a test for students across the country, called the National Assessment of Educational Progress or NAEP. Before I tell you more about what you would be asked to do, I'd like to ask one question first:

What grade are you currently in? (INTERVIEWER: DO NOT READ LIST)

- K - 3<sup>rd</sup> → (Unfortunately, we are only recruiting students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
- 4<sup>th</sup>
- 5<sup>th</sup> - 7<sup>th</sup> → (Unfortunately, we are only recruiting students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)
- 8<sup>th</sup>
- 9<sup>th</sup> - 12<sup>th</sup> → (Unfortunately, we are only recruiting students currently in grade 4 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

Thank you. For the tryout session, you will be asked to visit our company office in Rockville, MD with your parent and we'll ask you to answer some math or reading test questions. You will not be graded and this has nothing to do with your classes in school. Our study simply wants to know how you would answer the questions if it were an actual test. The questions focus on math or reading and are really interesting and fun to answer. You will be asked to do the task on a computer. Your participation would help improve the test that will be given to students throughout the nation. To thank you for participating, you will receive a \$25 Visa gift card when you finish the tryout session. The session will last about 60 minutes and will be recorded. You may choose not to participate; it is up to you. If you participate, no one but the study's researchers will see your responses and all other materials from the tryout session. We will not use your name to identify you.

Would you like to participate?

- Yes
- No → (THANK AND TERMINATE)

If NO - Thank you for your time. I will need to speak to your parent to tell (him/her) that you would not like to participate. Is he/she available?

TO PARENT: Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us today/this evening.

If YES - Thank you for agreeing to participate in this important research study. I will need to speak to your parent to talk about the date/time of the session. Is he/she available?

- Yes
- No

INTERVIEWER: IF CALLING PARENT BACK, RECORD NAME, PHONE NUMBER, DATE/TIME

Parent Name \_\_\_\_\_

Child Name \_\_\_\_\_

Parent Phone \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**IF PARENT AVAILABLE AND CURRENTLY SCHEDULING SESSIONS**

Thank you again for allowing your child to participate in the NAEP tryout sessions. We will be holding our current sessions from <DATE> to <DATE>. What would be the best date/time to schedule the tryout session?

Date \_\_\_\_\_

Time \_\_\_\_\_

**IF PARENT AVAILABLE AND NOT CURRENTLY SCHEDULING SESSIONS**

Thank you again for allowing your child to participate in the NAEP tryout sessions. We are in-between sessions, but will be scheduling sessions until <DATE>. We will need to call you back when we are actively scheduling the tryout sessions to determine the date and time that will work best, but what are your scheduling preferences?  
(SELECT ALL THAT APPLY)

- Morning
- Afternoon
- After school
- Weekends

Thank you so much for talking with us today. We look forward to speaking with you soon.

**Appendix Y: Recruitment E-mail/Letter to Adults who have Requested Information from EurekaFacts on Research Study Opportunities: Math and Reading Tryouts**

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IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in 4<sup>th</sup> or 8<sup>th</sup> Grade

<DATE>

Hello,

My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company in Rockville, MD. You are receiving this e-mail because you have previously given us your contact information in order to receive information regarding upcoming research opportunities.

If you are the parent of a child who is currently in grade 4 or grade 8, or if you know anyone who is, we'd like you to know that we are currently conducting a research study on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. This study supports the development of new math and reading test questions for the National Assessment of Educational Progress( NAEP).

We are conducting research sessions to try out new math and reading test questions using interactive computer software. Students will be asked to complete a test questions on a computer. NCES simply wants to know how students would answer the questions if they were on an actual test. Students' participation will ensure that the test questions and instructions are clear and understandable to a broad range of students. Each student who participates will receive a \$25 Visa gift card. The student's parent or guardian will also receive a \$25 Visa gift card for their time in bringing their child to and from the session site.

Students' tryout responses will not be graded or shared with their school or anyone other than the researchers. These tryout sessions are an important stage of the NAEP test development process. The students can directly impact the future of this nationwide assessment by helping NCES create the best test possible.

Students' privacy will be fully protected. If a student chooses to participate, his or her 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

I have included a short description of this research study in the hope that you might pass it along to anyone who may be interested. Upon request, I can send you our Frequently Asked Questions (FAQs).

Thanks again for your consideration and assistance. We look forward to speaking with you, and please do not hesitate to contact me with any questions regarding this project or our company.

ATTACH: Brochure (see Appendix AB)

Sincerely,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>

## **Appendix Z: Recruitment E-mail/Letter to Youth Organizations: Math and Reading Tryouts**

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IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in 4th or 8<sup>th</sup> Grade

<DATE>

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. As a leader in youth outreach, we are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are currently recruiting students in grade 4 and grade 8 to participate in tryout sessions supporting the development of new math and reading test questions for the National Assessment of Educational Progress, or NAEP (an assessment given to students in elementary, middle, and high schools throughout the nation). The tryout sessions will explore how participants work through math and reading test questions on computer to ensure that the questions are clear and understandable to a broad range of students. Each student who participates will receive a \$25 Visa gift card. The student's parent or guardian will also receive a \$25 Visa gift card for their time in bringing their child to and from the session site.

We would like to ask for your assistance in letting parents and students know how they can get involved and help shape this national assessment. The feedback we receive from students on these test questions will help to improve the questions and instructions and create the best test possible. I also want to assure you that this research incorporates very strict confidentiality and privacy standards. Students' 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

I have included a short description of this research study in the hope that you might pass it along to anyone who may be interested. Upon request, I can also send you our Frequently Asked Questions (FAQs).

Thanks again for your consideration and assistance regarding this effort. We look forward to speaking with you, and please do not hesitate to contact me with any questions you may have regarding our firm or this project.

ATTACH: Brochure (see Appendix AB)

Sincerely,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>

## Appendix AA: Recruitment E-mail/Letter to Parent-Teacher-Student Associations: Math and Reading Tryouts

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IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in Grade 4 or Grade 8

<DATE>

Hello,

My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company conducting an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. As a local Parent-Teacher-Student Association member, we are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are recruiting students who are currently in grade 4 or grade 8 to participate in tryout sessions supporting the development of new math and reading test questions for the National Assessment of Educational Progress (NAEP). The tryout sessions will explore how students work through math and reading test questions on computer to ensure that the questions are clear and understandable to a broad range of students. Each student who participates will receive a \$25 Visa gift card as an incentive to help us. The student's parent or guardian will also receive a \$25 Visa gift card for their time in bringing their child to and from the session site.

We would like to ask for your assistance in letting parents and students know how they can help shape this national test. The feedback we receive from students on these test questions will help to improve the questions and instructions and create the best test possible. I also want to assure you that this research incorporates very strict confidentiality and privacy standards. Students' 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

I have included a short description of this research study in the hope that you might pass it along to anyone who may be interested. Upon request, I can send you our Frequently Asked Questions (FAQs).

Thanks again for your consideration and assistance. We look forward to speaking with you, and please do not hesitate to contact me with any questions regarding this project or our company.

ATTACH: Brochure (see Appendix AB)

Sincerely,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>





**Appendix AC: Recruitment Newspaper Advertisement: Math and Reading Tryouts**

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EurekaFacts, a local research company, is conducting a study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. If your child is currently in grade 4 or grade 8, he or she may be eligible to help us evaluate new math and reading test questions for the National Assessment of Educational Progress (NAEP). Students' input will help to ensure that the test is clear and understandable to all students.

EurekaFacts will provide a \$25 gift card to each student who participates in the study, plus a \$25 gift card to the parent/guardian who brings his or her child to and from the research session location for the 60 minute session (one session per student). Research sessions will be scheduled at your convenience after school and on weekends.

Call: <CONTACT PHONE> or

Visit our website for more information: <[WEBSITE](#)>

## Appendix AD: Frequently Asked Questions (FAQs): Math and Reading Tryouts

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### Frequently Asked Questions

#### NAEP Research Study

**1. What is this study about?**

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting a study with students currently in grade 4 or grade 8 to try out new math and reading test questions for the National Assessment of Educational Progress (NAEP). NCES needs to know if the questions on the test are clear. Your child's input will help NCES improve the test so that students like your child will understand it.

**2. Where will the tryouts take place?**

The tryouts will take place at <NAME OF TRYOUT LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION>.

**3. What will happen during the tryout?**

Each participant will take an early version of a new NAEP math or reading test on a computer. Participants will be asked to answer the questions as if it were an actual test. Participants will not be graded.

**4. How long will the tryout last and when it will take place?**

The tryout session will last about 60 minutes and can be scheduled at your convenience. Each tryout requires only one visit to our office.

**5. Whose consent do you require for participation?**

Once we have received informed consent from the parent for their eligible child to participate, we will then ask the child for their consent to participate as well. Participation in the study is completely voluntary. The parent or child may withdraw consent for the child's participation in the study at any time. The child also has the right to refuse to answer particular questions.

**6. Will you keep information confidential and private?**

All of your child's 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 law [Education Sciences Reform Act of 2002 (ESRA 2002) 20 U.S.C., § 9573]. Your child will be assigned a unique student identifier (ID), and at no time will his/her name be linked to any of his/her answers. The tryouts will be audio and video recorded, as long as you agree, and are also used only for research purposes.

**7. Will the results go to my child's school?**

Your child's answers will not be disclosed to his/her school, and will not be linked to any personally identifiable information such as the school's name.

**8. Are there are rewards or incentives for participating?**

Yes, the student will receive a \$25 Visa gift card from us at the end of his or her tryout. The student's parent or guardian will also receive a \$25 Visa gift card to thank him or her for bringing their child to and from the tryout site.

**9. What are the possible risks of being in the study?**

There are no known risks to participating in this study.

**10. Who can I contact with questions or for further information?**

<CONTACT NAME> is conducting this study at EurekaFacts on behalf of NCES. If you have any questions, please call him/her at <CONTACT PHONE> or by e-mail <CONTACT EMAIL>.

**Appendix AE: Text for Informational Bookmarks: Math and Reading Tryouts**

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Participate! Test out the test. Make sure it passes. <WEBSITE> Call or text <CONTACT NUMBER>. Elementary and middle school paid research study.

**Appendix AF: E-mail/Letter Tryout Session Confirmation to Parents or Legal Guardians of Student Participants: Math and Reading Tryouts**

---

IF SENT AS E-MAIL - Subject: Confirmation of NAEP Tryout Session

<DATE>

Dear <PARENT NAME>,

Thank you for agreeing to allow your child to participate in trying out new test questions for the National Assessment of Educational Progress (NAEP). Before giving the new test questions to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know if the questions are clear. Your child's input will help NCES improve the test questions so students like your child understand all of them. Participation is totally voluntary. Your child's 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

Your child has been scheduled for a tryout session at <TIME> on <DATE>. The session will last approximately 60 minutes. To thank your child for participating, <HE/SHE> will receive a \$25 Visa gift card as soon as the session is complete. In addition, you will receive a \$25 gift card to thank you for your time in bringing your child to and from the session site.

The session will take place at:

<LOCATION>

<DIRECTIONS>

We have <ATTACHED/INCLUDED> a consent form <TO/WITH> this reminder <E-MAIL/LETTER>. Please sign and date it, and return the form, granting consent for your child to participate in the NAEP research, when your child comes in for the tryout session. Without your consent, your child will not be able to participate in the tryout session.

Thank you for allowing your child to volunteer in this very important research for NAEP. We are looking forward to meeting you and your child. If you or your child has any questions, please contact [CONTACT INFORMATION].

Sincerely,

<COMPANY REPRESENTATIVE>

EurekaFacts

**Appendix AG: Recruitment Confirmation Phone Script for Parents or Legal Guardians of Student Participants: Math and Reading Tryouts**

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Good morning/afternoon/evening. May I please speak to < NAME> about <STUDENT'S NAME> tryout session for the new National Assessment of Educational Progress (NAEP) test questions?

Good morning/afternoon/evening. My name is <NAME> and I'm calling from EurekaFacts about the NAEP research study that we are conducting on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education. We are pleased that you have agreed to let your child participate in this study and help develop the best possible test questions. This is a reminder that we have scheduled your child's tryout session for <TIME> on <DATE>.

The tryout session will last about 60 minutes. It will take place at our office in Rockville, MD. We are located at <LOCATION and DIRECTIONS>.

During the tryout session, your child will be asked to respond to sample <math/reading> test questions on a computer. These tryouts are an important stage of the NAEP test development process. Your child's participation will help NCES improve the test questions. As soon as your child has completed the tryout session, <HE/SHE> will receive a \$25 Visa gift card as a thank you for participating. You will also receive a \$25 Visa gift card to thank you for your time in bringing your child to and from the session location.

Do you have any questions at this time?

<Answer any questions.>

We plan to see you at <TIME> on <DATE>. If you have any questions before then, please call <PHONE NUMBER>.

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

**Appendix AH: Consent Form for Parents or Legal Guardians of Student Participants: Math and Reading Tryouts**

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PARENTAL CONSENT DOCUMENT  
FOR PARTICIPATION IN  
NAEP Research Study  
EurekaFacts, LLC

<DATE>

Dear <NAME>,

Thank you for agreeing to allow your child to help tryout new test items for the National Assessment of Educational Progress (NAEP). Before giving the new test questions to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know if the test questions are clear. Your child’s input will help NCES improve the test so all students understand the questions.

Your child’s 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 law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

Your child has been scheduled for a tryout session at <TIME> on <DATE>. The session will last approximately 60 minutes. Your child will receive a \$25 Visa gift card at the end of the session as a thank you for <HIS/HER> time. In addition, you will receive a \$25 Visa gift card to thank you for your time in bringing the participating student to and from the session site.

These tryout sessions are an important stage of the NAEP test development process. Your child’s comments, along with the comments of other students, will help NCES improve the test items.

Thank you for volunteering in this very important research for NAEP. Our interviewer is looking forward to meeting with your child. If you have any questions, please contact <CONTACT INFORMATION>.

Please sign and return this letter, granting consent for your student to participate in the NAEP tryout sessions. Without your consent, your child will not be able to participate in the tryout session.

Thank you,

<COMPANY REPRESENTATIVE>  
EurekaFacts

---

I hereby give my permission for \_\_\_\_\_ (Student’s Name) \_\_\_\_\_ to participate in the NAEP test tryout session.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix A1: Thank You E-mail/Letter to Parents or Legal Guardians of Student Participants: Math and Reading Tryouts**

---

*IF SENT AS E-MAIL* - Subject: Thank You for Your Participation

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing your child to participate in the National Assessment of Educational Progress (NAEP) tryout session. Your child's input helped us evaluate new test questions for the NAEP assessment. The assistance provided by your child, combined with input from other students, was incredibly useful and informative. We greatly appreciate you taking the time to bring your child to and from the tryout location to participate.

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

EurekaFacts <CONTACT INFORMATION>

## Appendices – NIES Pretesting Activities

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## Appendix AJ: Tribal Letter/Email of Introduction

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Date

The Honorable \_\_\_\_\_, Chairman/woman

Address

City, State Zip

Dear Chairman/woman \_\_\_\_\_,

On behalf of the Office of Indian Education (OIE) and the National Center for Education Statistics (NCES) of the U.S. Department of Education, Kauffman & Associates, Inc. (KAI) is conducting voluntary research interviews with fourth and eighth grade students, teachers, and school administrators about survey questions for the National Indian Education Study (NIES). More information about NIES, which is conducted through the National Assessment of Educational Progress (NAEP), is available online at: <http://nces.ed.gov/nationsreportcard/nies>.

Through this effort, NCES intends to determine if NIES survey questions are easy to understand. Student and educator feedback will help NCES improve the survey questions. During the interview, the participant will receive a printed copy of multiple-choice questions and will be asked to answer these questions verbally. The interviewer will then ask open-ended follow-up questions such as why the participant selected each answer. Each interview will last no more than one hour. The purpose of these interviews is not to test or evaluate anyone, but to improve the survey questions by making the questions easier to understand. In other words, there are no right or wrong answers.

The interviewer will meet one-on-one with each student participant while school administrators and teachers have the option to be interviewed by telephone. Each session will be recorded using a voice recorder for the researchers on this study to review. No one else will hear the recording. 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. Student participants will receive a \$25 Visa gift card. For interviews taking place outside of regular school hours, parents will also receive a \$25 Visa gift card for providing transportation for the student to complete the interview. School administrators and teachers will each receive a \$40 Visa gift card for their time.

<KAI STAFF NAME> from KAI will be contacting you to confirm receipt of this <LETTER/EMAIL>, answer any questions you may have, and discuss your interest in having the <NAME OF TRIBE> participate in the NIES interviews. If there is an alternative point of contact you would like <NAME> to get in touch with, please let us know. Also, if you have any additional requirements or would like to review our materials and methods in advance, we would be happy to provide those documents and accommodate any such requests.

We look forward to your participation in this important work. For questions, please call <KAI STAFF NAME>, Project Manager, at <PHONE NUMBER> or email at <EMAIL>. Thank you for your time and consideration.

Sincerely,

Jo Ann Kauffman, President  
Kauffman & Associates, Inc.

## Appendix AK: School Letter/Email of Introduction

---

Date

\_\_\_\_\_, Principal

Address

City, State Zip

Dear Principal \_\_\_\_\_,

On behalf of the Office of Indian Education (OIE) and the National Center for Education Statistics (NCES) of the U.S. Department of Education, Kauffman & Associates, Inc. (KAI) is conducting voluntary research interviews with teachers, school administrators, and American Indian/Alaska Native students in the fourth and eighth grades about survey questions for the National Indian Education Study (NIES). More information about NIES, which is conducted through the National Assessment of Educational Progress (NAEP), is available online at:

<http://nces.ed.gov/nationsreportcard/nies>.

Through this effort, NCES intends to determine if NIES survey questions are easy to understand. Student and educator feedback will help NCES improve the survey questions. During the interview, the participant will receive a printed copy of multiple-choice questions and will be asked to answer these questions verbally. The interviewer will then ask open-ended follow-up questions such as why the participant selected each answer. Each interview will last no more than one hour. The purpose of the interview is not to test or evaluate the participant, but to improve the survey questions by making the questions easier to understand. In other words, there are no right or wrong answers.

The interviewer will meet one-on-one with each student participant while school administrators and teachers have the option to be interviewed by telephone. Each session will be recorded using a voice recorder for the researchers on this study to review. No one else will hear the recording. 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. Student participants will receive a \$25 Visa gift card. For interviews taking place outside of regular school hours, parents will also receive a \$25 Visa gift card for providing transportation for the student to complete the interview. School administrators and teachers will each receive a \$40 Visa gift card for their time.

<KAI STAFF NAME> from KAI will be contacting you to confirm receipt of this <LETTER/EMAIL>, answer any questions you may have, and discuss your interest in having <THE NAME OF SCHOOL> participate in the NIES interviews. If there is an alternative point of contact you would like <NAME> to get in touch with, please let us know. Also, if you have any additional requirements or would like to review our materials and methods in advance, we would be happy to provide those documents and accommodate any such requests. If possible, we would appreciate if you could help us recruit students by distributing flyers to AI/AN fourth/eighth grade students.

We look forward to your participation in this important work. For questions, please call <KAI STAFF NAME>, Project Manager, at <PHONE NUMBER> or email at <EMAIL>. Thank you for your time and consideration.

Sincerely,

Jo Ann Kauffman, President  
Kauffman & Associates, Inc.

## Appendix AL: Teacher Letter/Email of Introduction

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Date

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from Kauffman & Associates, Inc. (KAI), an American Indian, woman-owned company based in Spokane, WA, that specializes in public policy work related to the health, well-being, and education of Native communities. KAI is conducting an important study sponsored by the Office of Indian Education (OIE) and conducted by the U.S. Department of Education's National Center for Education Statistics (NCES). KAI has been authorized by <ADMINISTRATOR> to reach out to <SCHOOL NAME> <FOURTH/EIGHTH> grade teachers to assess their interest in participating in this study.

Currently, KAI is recruiting teachers to participate in voluntary research interviews supporting the development of survey questions for the National Indian Education Study (NIES). More information about NIES, which is conducted through the National Assessment of Educational Progress (NAEP), is available online at: <http://nces.ed.gov/nationsreportcard/nies>.

Through this effort, NCES intends to determine if the survey questions are easy to understand. Your feedback will help NCES improve the survey so that questions are more easily understood. During the interview, you will receive a printed copy of multiple-choice questions that you will be asked to answer verbally. The interviewer will then ask open-ended follow-up questions such as why you selected each answer. The purpose of these interviews is not to test or evaluate anyone, but to improve the survey questions by making the questions easier to understand. In other words, there are no right or wrong answers.

The interviews will take place at <LOCATION> and will last no more than one hour. The interview can be scheduled at your convenience and may be done in-person or in some instances, over the phone. Your responses will be recorded using a voice recorder but 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 voluntary research interviews are an important stage of the NIES survey development process. Your comments, along with the comments of other educators, will help NCES improve the NIES survey questions. To thank participants for their time, each participating teacher will receive a \$40 Visa gift card.

If you are interested in participating in this research study, please call <CONTACT PHONE> or email <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>  
Kauffman & Associates, Inc.  
<CONTACT INFORMATION>

## Appendix AM: Parent/Guardian Letter/Email of Introduction

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<DATE>

Dear <NAME>,

My name is <CONTACT NAME> and I am from Kauffman & Associates, Inc. (KAI), an American Indian, woman-owned company based in Spokane, WA, that specializes in public policy work related to the health, well-being, and education of Native communities. KAI is conducting an important study sponsored by the Office of Indian Education (OIE) and administered by the U.S. Department of Education's National Center for Education Statistics (NCES).

KAI is asking <FOURTH/EIGHTH> grade students to take part in voluntary interviews to help us improve the survey questions for the National Indian Education Study (NIES). More information about NIES, which is conducted through the National Assessment of Educational Progress (NAEP), is available online at: <http://nces.ed.gov/nationsreportcard/nies>.

NCES is seeking input from American Indian and/or Alaska Native students to make sure NIES questions are more easily understood. Interviewers will ask your child multiple-choice questions and will then ask open-ended follow-up questions such as why your child selected each answer. The purpose of these interviews is not to test or grade students. In other words, there are no right or wrong answers. NCES wants to hear students' thoughts and opinions about NIES questions in order to improve the questions and make them easier to understand.

The interviews will take place at <LOCATION> and will last no more than one hour. The interview can be scheduled at a time that works best for you and your child. Your child's answers will be recorded using a voice recorder but 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 student interviews are important for the NIES survey process. Native students, such as your child, will directly impact the future of this national survey by helping NCES create the best questions possible. Your child will be given a \$25 Visa gift card as a thank you for his or her time. For interviews taking place outside of regular school hours, you will also be given a \$25 Visa gift card for providing transportation for your child to complete the interview.

If your child is interested in taking part in this voluntary study and you consent to his or her participation, please call <CONTACT PHONE> or email <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>  
Kauffman & Associates, Inc.  
<CONTACT INFORMATION>

## **Appendix AN: Student Recruitment Flyers (Non-Alaska and Alaska versions)**

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# Help Improve the National Indian Education Study!



On behalf of the Office of Indian Education (OIE) and the U.S. Department of Education's National Center for Education Statistics (NCES), Kauffman & Associates, Inc. (KAI), a Native American-owned consulting firm, is conducting interviews to improve the National Indian Education Study (NIES). NIES is conducted through the National Assessment of Educational Progress (NAEP) and designed to describe the condition of education for

We are seeking 4th and 8th grade American Indian and Alaska Native (AI/AN) students to take part in voluntary interviews to help create a better NIES survey. The purpose of these interviews is to hear AI/AN students' thoughts and opinions on how to improve the survey questions for NIES.

## Interview Details

- Interviewers will ask your child multiple-choice questions and will then ask open-ended follow-up questions such as why your child selected each answer.
- There is no wrong or right answer for any question.
- Your child's answers will be recorded using a voice recorder and used for research purposes only.

**We will be at <LOCATION> on:**

**Day:**

**Time:** From \_\_ to \_\_ (Each interview will last no more than one hour.)

Please contact us to confirm what time works best for you and your child.

If your child is interested in taking part in this voluntary study and you consent to his or her participation, please call <CONTACT PHONE> or email <CONTACT EMAIL>.

# Help Improve the National Indian Education Study!



On behalf of the Office of Indian Education (OIE) and the U.S. Department of Education's National Center for Education Statistics (NCES), Kauffman & Associates, Inc. (KAI), a Native American-owned consulting firm, is conducting interviews to improve the National Indian Education Study (NIES). NIES is conducted through the National Assessment of Educational Progress (NAEP) and is designed to describe the condition of education for Alaska

**We are seeking 4th and 8th grade Alaska Native and American Indian (AN/AI) students to take part in voluntary interviews to help create a better NIES survey. The purpose of these interviews is to hear AN/AI students' thoughts and opinions on how to improve the survey questions for NIES.**

## Interview Details

- Interviewers will ask your child multiple-choice questions and will then ask open-ended follow-up questions such as why your child selected each answer.
- There is no wrong or right answer for any question.
- Your child's answers will be recorded using a voice recorder and used for research purposes only.

**We will be at <LOCATION> on:**

**Day:**

**Time:** From \_\_ to \_\_ (Each interview will last no more than one hour.)

Please contact us to confirm what time works best for you and your child.

**If your child is interested in taking part in this voluntary study and you consent to his or her participation, please call**

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

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME> and I am contacting you from Kauffman & Associates, Inc. (KAI). We're an American Indian, woman-owned company based in Spokane, WA, that specializes in public policy work related to the health, well-being, and education of Native communities. I am calling to follow up on a <LETTER/EMAIL> that we sent on <DATE> regarding a study we have been asked to do on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES) for their National Indian Education Study, or NIES. NIES is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP).

As you know from our <LETTER/EMAIL>, we are looking to conduct interviews with fourth and eighth grade students, teachers, and school administrators to find out how to improve the NIES surveys. The interviews will last no more than one hour. The interviews will be recorded using a voice recorder, but all information will be 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 interviews are an important stage of the NIES survey development process. Participant comments will help NCES improve the survey questionnaires. Student participants will receive a \$25 Visa gift card. For interviews taking place outside of regular school hours, parents will also receive a \$25 Visa gift card for providing transportation for the student to complete the interview. School administrators and teachers will each receive a \$40 Visa gift card for their time.

We are hoping to include <SCHOOL> in this study. However, KAI recognizes and respects tribal sovereignty and we want to make sure we operate within the guidelines of the <TRIBE/NATION'S> rules for research. As such, KAI would like to gain approval from tribal leadership, before confirming the participation of any school. Would <TRIBE/NATION> be 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. Can you tell me what next steps we will need to follow to proceed with this study?



## Appendix AP: School Phone Script

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

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME> and I am contacting you from Kauffman & Associates, Inc. (KAI). We're an American Indian, woman-owned company based in Spokane, WA, that specializes in public policy work related to the health, well-being, and education of Native communities. I am calling to follow up on a <LETTER/EMAIL> that we sent on <DATE> regarding a study we have been asked to do on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES) for their National Indian Education Study, or NIES. NIES is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP).

We were wondering if <SCHOOL> might be interested in being part of the study. KAI received tribal leadership approval from <TRIBE/NATION> before contacting your school because we recognize tribal sovereignty and want to make sure that we are operating within the guidelines of the <TRIBE/NATION'S> rules around research.

As you know from our <LETTER/EMAIL>, we are looking to conduct interviews with teachers, school administrators, and American Indian/Alaska Native students in the fourth and eighth grades to find out how to improve the NIES surveys. The interviews will last no more than one hour. The interviews will be recorded using a voice recorder, but all information will be 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 interviews are an important stage of the NIES survey development process. Participant comments will help NCES improve the survey questionnaires. Student participants will receive a \$25 Visa gift card. For interviews taking place outside of regular school hours, parents will also receive a \$25 Visa gift card for providing transportation for the student to complete the interview. School administrators and teachers will each receive a \$40 Visa gift card for their time.

Is your school 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. I have a few brief questions to ask you about your school's population. In this study, we are looking to include a diverse mixture of schools, such as schools in which American Indian and/or Alaska Native students form a small or large percentage of the overall student body.

### SCREENING QUESTIONS:

- Can you tell me what next steps we might need regarding any additional permissions, human subjects review, or tribal council review of this project?
- Would you characterize your school as rural, suburban, or urban?
- How many students attend your school?
- How many are <FOURTH/EIGHTH> grade students?
- What percentage of your <FOURTH/EIGHTH> grade students are American Indian and/or Alaska Native? (Obtain information for each grade if school has both fourth and eighth grade students in it)
- Do you know the tribal affiliation of the students?
- How many of your <FOURTH/EIGHTH> grade students are participants in the School Lunch Program?
- Might you be interested in taking part in the interview?

- *Do you have a tribal affiliation?*
  - *If yes: Would you mind telling me what your tribal affiliation is?*
- *Could you help us recruit students by distributing flyers to AI/AN fourth/eighth grade students?*
- *Could you recommend some <FOURTH/EIGHTH> grade teachers we might speak with? (Explain we are looking for a mix of men and women and mix of years of experience.)*

## Appendix AQ: Teacher Phone Script

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

Good <MORNING/AFTERNOON>. My name is <CONTACT NAME> and I am contacting you from Kauffman & Associates, Inc. (KAI). We're an American Indian, woman-owned company based in Spokane, WA, that specializes in public policy work related to the health, well-being, and education of Native communities. We are conducting an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). KAI received your contact information from <ADMINISTRATOR> so that we may reach out to <SCHOOL NAME> <FOURTH/EIGHTH> grade teachers to assess their interest in participating in this study.

The National Indian Education Study (NIES) has developed survey questions for teachers and school administrators. NIES is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP). After this call, you can find more information about NIES online.

NCES needs to know if the survey questions are clear. Your input will help NCES improve the survey so educators understand all the questions. During the interview, you will receive a printed copy of multiple-choice questions that you will be asked to answer verbally. The interviewer will then ask open-ended follow-up questions such as why you selected each answer. The purpose of these interviews is not to test or evaluate anyone, but to improve the survey questions by making the questions easier to understand. In other words, there are no right or wrong answers.

The voluntary research interviews will take place at <LOCATION> or over the telephone and will last no more than one hour. The interviews will be recorded using a voice recorder, 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 interviews are an important stage of the NIES survey development process. Your comments, along with the comments of other teachers and school administrators, will help NCES improve the survey questions. 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 interview a broad mix of educators, I have a few brief questions to ask you. It should only take a few minutes of your time.

### SCREENING QUESTIONS:

- What grade do you teach?
- How many years have you been teaching?
- Do you have a tribal affiliation?
  - o (If yes) Would you mind telling me what your tribal affiliation is?
- How many students are in your grade?
- What percent of students in your class are American Indian and/or Alaska Native?
- Do you know the tribal affiliation of the students?
- Do you happen to know if any of those students participate in the School Lunch Program?
  - o (If yes) How many?

*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 interview scheduled for <DATE/TIME>, please call <PHONE NUMBER>.*

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

## Appendix AR: Parent/Guardian Informed Consent

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Dear Parent or Legal Guardian,

<DATE>

On behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education, Kauffman & Associates, Inc. (KAI) is conducting voluntary research interviews with fourth and eighth grade students about survey questions for the National Indian Education Study (NIES). NIES is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP). More information about NIES is available online at: <http://nces.ed.gov/nationsreportcard/nies/>.

It is important to NCES that the NIES survey questions are clear. Student feedback will help NCES improve the survey so students understand all the questions. During the interview, your child will receive a printed copy of multiple-choice questions that he or she will be asked to answer verbally. The interviewer will then ask open-ended follow-up questions such as why your child selected each answer. Each student interview will last no more than one hour. The purpose of these interviews is not to test or grade students. NCES wants to hear students' thoughts and opinions about NIES questions in order to improve the survey and make the questions easier to understand.

The interviewer will meet one-on-one with each student to ask for his or her input. These sessions will be recorded using a voice recorder for the researchers on this study to review. No one else will hear the recording. Your child's answers 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 interviews are an important stage of the NIES survey development process. The comments students provide help NCES improve the survey questions to make the best survey possible. Your child will be given a \$25 Visa gift card as a thank you for his or her time. For interviews taking place outside of regular school hours, you will also be given a \$25 Visa gift card for providing transportation for your child to complete the interview.

We hope that you will give your consent for your son or daughter to participate in the voluntary NIES interview by signing this form. Without your consent, your child will not be able to participate in the interview.

Respectfully,

<NAME>

NIES Cognitive Interview Facilitator  
Kauffman & Associates, Inc.

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I hereby give my permission for \_\_\_\_\_ to  
(Student's Name)  
participate in the voluntary NIES survey interview.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix AS: Teacher/Administrator Informed Consent

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<DATE>

Dear Educator,

On behalf of The National Center for Education Statistics (NCES), part of the U.S. Department of Education, Kauffman & Associates, Inc. (KAI) is conducting voluntary research interviews with teachers and school administrators about survey questions for the National Indian Education Study (NIES). NIES is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP). More information about NIES is available online at: <http://nces.ed.gov/nationsreportcard/nies/>.

It is important to NCES that the survey questions are clear. Your feedback will help NCES improve the survey so educators understand all the questions. During the interview, you will receive a printed copy of multiple-choice questions that you will be asked to answer verbally. The interviewer will then ask open-ended follow-up questions such as why you selected each answer. Your interview will last no more than one hour.

Other educators like you will also participate in similar one-on-one interview sessions. This interview will be recorded using a voice recorder so researchers can review the recordings later. No one else will hear the recording. Your answers 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 interviews are an important stage of the NIES survey development process. Your comments, along with the comments of other educators, will help NCES improve the survey questions. In addition, you will be given a \$40 Visa gift card in compensation for your time and effort. We thank you for your voluntary participation and ask you to please sign the form below.

Thank you,

<NAME>  
NIES Cognitive Interview Facilitator  
Kauffman & Associates, Inc.

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I hereby accept the terms described above and agree to participate voluntarily in the NIES survey interview.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix AT: Parent/Guardian Confirmation of In-person Interview Letter/Email

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<DATE>

Dear <PARENT NAME>,

Thank you for agreeing to allow your child, <STUDENT NAME>, to participate in this voluntary research interview to provide feedback on survey questions for the National Indian Education Study (NIES), which is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP). All the information your child provides 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 for a research interview at <TIME> on <DATE>. The interview will last no more than one hour. To thank your child for participating, he/she will receive a \$25 Visa gift card. For interviews taking place outside of regular school hours, you will also be given a \$25 Visa gift card for providing transportation for your child to complete the interview.

The interview 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 bring your child to the interview, granting consent for your child to participate in the NIES research. Without your consent, your child will not be able to participate in the interview.

We look forward to having <STUDENT NAME> help us with improving the NIES survey questionnaires. If you or your child has any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<NAME>

Kauffman & Associates, Inc.

<CONTACT PHONE>

## Appendix AU: Teacher/Administrator Confirmation of In-person Interview Letter/Email

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<DATE>

Dear <NAME>,

Thank you for agreeing to participate in this voluntary research interview to provide feedback on survey questions for the National Indian Education Study (NIES), which is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP). 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 for a research interview at <TIME> on <DATE>. The interview will last no more than one hour. To thank you for participating, you will receive a \$40 Visa gift card.

The interview 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 interview, granting consent to be interviewed for the NIES research. Without your written consent, you will not be able to participate in the interview.

We look forward to having you help us with improving the NIES survey questionnaires.  
If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<NAME>

Kauffman & Associates, Inc.

<CONTACT PHONE>



**Appendix AV: Teacher/Administrator Confirmation of Phone Interview Letter/Email**

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<DATE>

Dear <NAME>,

Thank you for agreeing to participate in this voluntary research interview to provide feedback on survey questions for the National Indian Education Study (NIES), which is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP). 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 for a research interview at <TIME> on <DATE>. The interview will last no more than one hour. To thank you for participating, you will receive a \$40 Visa gift card.

We will call you at <PHONE NUMBER>.

We have <ATTACHED/INCLUDED> a consent form <TO/WITH> this confirmation. Please sign, date, and email the form to <CONTACT> at <EMAIL ADDRESS> before the interview, granting consent to be interviewed for the NIES research. Without your consent, you will not be able to participate in the interview.

We look forward to having you help us with improving the NIES survey questionnaires. If you have any questions, please contact <CONTACT INFORMATION>.

Sincerely,

<NAME>  
Kauffman & Associates, Inc.  
<CONTACT PHONE>

## Appendix AW: Parent/Guardian Thank You Letter/Email

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<DATE>

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education and Kauffman & Associates, Inc. (KAI), I would like to thank you for allowing your child to participate in our survey research study. Your child's input will help us develop the best possible survey questionnaires for the National Indian Education Study (NIES), which is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP).

The assistance provided by your child helped us to better understand how students approach and interpret the survey questions. 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,

<NAME>

Kauffman & Associates, Inc.

<CONTACT PHONE>

## Appendix AX: Teacher/Administrator Thank You Letter/Email

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<DATE>

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education and Kauffman & Associates, Inc. (KAI), I would like to thank you for your participation in our research study. Thanks to you, we are better able to develop the best possible survey questionnaires for the National Indian Education Study (NIES), which is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP).

Your assistance helped us better understand how <TEACHERS/ SCHOOL ADMINISTRATORS> approach and interpret the survey questions. 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.

Again, thank you for your assistance.

Sincerely,

<NAME>

Kauffman & Associates, Inc.

<CONTACT PHONE>

## Appendix AY: Tribal Thank You Letter/Email

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<DATE>

Dear Chairman/woman <NAME>,

On behalf of the National Center for Education Statistics (NCES) of the U.S. Department of Education and Kauffman & Associates, Inc. (KAI), I would like to thank you for your participation in our research study. Thanks to you, we are better able to develop the best possible survey questionnaires for the National Indian Education Study (NIES), which is sponsored by the Office of Indian Education (OIE) and conducted through the National Assessment of Educational Progress (NAEP).

Your assistance in making sure that we were able to get in touch with the right people to coordinate this project was immensely helpful for ongoing survey design efforts. We are very grateful for your help and look forward to working with you again in the future.

Again, thank you for your assistance.

Sincerely,

<NAME>  
Kauffman & Associates, Inc.  
<CONTACT PHONE>

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