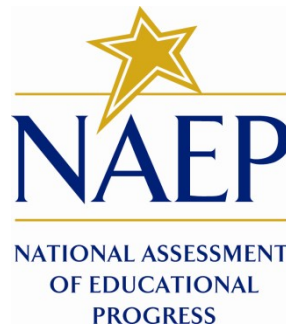


NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendices J – AI
Communication Materials

NAEP Mathematics and Reading Pretesting 2015

OMB# 1850-0803 v.140



August 4, 2015

Amendment to a previously approved package (1850-0803 v.88)

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Appendices – Cognitive Interviews-Cognitive Items

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

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 7 and grade 8 to help us test new computer-delivered questions in <reading>. 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 90 minutes. Students will be asked to respond to several reading 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 to students. 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 gift card (from a major credit card company) 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 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 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

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 7 or 8 to participate in research interviews supporting the development of new reading test questions for the National Assessment of Educational Progress (NAEP). The research interviews will explore how students work through reading 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 reading test questions and make the questions easier to understand.

The voluntary research interviews will last no more than 90 minutes. Students will be asked to respond to several reading 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 to students. We will hold some sessions at <LOCATION>; however, if the parents/guardians of students cannot provide transportation to <LOCATION>, we would like to set up sessions at your school.

For each participating student, a \$25 gift card (from a major credit card company) will be issued as a thank you for participants' time. In addition, if transportation to the site is involved, a parent/guardian of each student will receive a \$25 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 seventh 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 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

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 7 or 8 to participate in research interviews supporting the development of new reading test questions for the National Assessment of Educational Progress (NAEP). The research interviews will explore how students work through the sample reading 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 gift card (from a major credit card company) 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 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 O)

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

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 7 or grade 8 to participate in research interviews supporting the development of new 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 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 gift card (from a major credit card company) 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 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

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 7 or grade 8, we need his or her help to evaluate new reading 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 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

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 7 or grade 8, we need his or her help to evaluate new reading 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 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

(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 reading study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are recruiting students currently in grade 7 or grade 8 to participate in voluntary research interviews supporting the development of new reading 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 gift card (from a major credit card company) as thanks for his or her time. In addition, if transportation to the site is involved, you will receive a \$25 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 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 reading 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

(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 7 or grade 8 to sign up to participate in a research study supporting the development of new 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, middle, and high schools throughout the United States.]

Are there any 7th 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 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 gift card (from a major credit card company). In addition, if transportation to the site is involved, you will receive a \$25 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 90 minutes. During the interview, your child will be asked to respond to sample reading 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 reading 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 - 6rd → (Unfortunately, we are only interviewing students currently in grade 7 or grade 8 for this study. Thank you for your time. Have a good day/evening.)

7th

8th

9th - 12th → (Unfortunately, we are only interviewing students currently in grade 7 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. *Is your child currently enrolled in any of the following types of courses (select all that apply)*

Advanced placement (i.e., AP courses)

Honor courses

Remedial courses

Other courses

6. What is your child's race or ethnicity? (INTERVIEWER: Only read list if parent doesn't immediately reply. Are you...?)

Ethnicity: *Hispanic or Latino*

Not Hispanic or Latino

- 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.]

8. *Would you consider the area you live in to be ...*

- Urban
- Suburban
- Rural

9. *Ok. Thank you and what is the zip code of the area that you live in?*

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 7/8th 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 7th/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 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:

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

K - 6rd → (Unfortunately, we are only interviewing students currently in grade 7 or grade 8 for this study.

Thank you for your time. Have a good day/evening.)

7th

8th

9th - 12th → (Unfortunately, we are only interviewing students currently in grade 7 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 reading 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 reading 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 gift card (from a major credit card company). 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 _____

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

(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 reading 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 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 gift card (from a major credit card company). In addition, if transportation to the site is involved, you will receive a \$25 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 reading 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

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 reading 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 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 gift card (from a major credit card company). [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 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 reading 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

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 grades 7 and 8 about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on reading 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 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 reading 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 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 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 gift card (from a major credit card company) at the conclusion of the interview. In addition, if transportation to the site is involved, you will receive a \$25 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

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 reading 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 reading 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

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 reading 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 reading 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

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

IF SENT AS E-MAIL - Subject: Research Study Opportunity for Students in 3rd/4th or 7th/8th 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 3 or 4 or grade 7 or 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 gift card (from a major credit card company). You will also receive a \$25 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. 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/Legal Guardians of Student Participants: Math and Reading Tryouts

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 3 or 4 or grade 7 or 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 3rd or 4th grade students or 7th 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 gift card (from a major credit card company). You will also receive a \$25 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

10. 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.]

11. *Would you consider the area you live in to be ...*

- Urban
- Suburban
- Rural

12. *Ok. Thank you and what is the zip code of the area that you live in?*

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 3rd/4th GRADER or SCRIPT FOR 7th/8th 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 7th/8th 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:

7. What grade are you currently in (if over the summer, ask What grade are you going to be when school starts in the fall)? (INTERVIEWER: DO NOT READ LIST)

K - 6th → (Unfortunately, we are only interviewing students currently in grades 7 and 8 for this study. Thank you for your time. Have a good day/evening.)

7th

8th

9th - 12th → (Unfortunately, we are only interviewing students currently in grades 7 and 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 gift card (*from a major credit card company*) when you finish the tryout session. The tryout session will last about 60 minutes. 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 3rd/4TH 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 (if over the summer, ask What grade are you going to be when school starts in the fall)? (INTERVIEWER: DO NOT READ LIST)

K - 2nd → (Unfortunately, we are only recruiting students currently in grades 3 and 4 for this study. Thank you for your time. Have a good day/evening.)

3rd

4th

5th - 12th → (Unfortunately, we are only recruiting students currently in grades 3 and 4 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 gift card (from a major credit card company) when you finish the tryout session. The session will last about 60 minutes. 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

IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in 3rd/4th or 7th/8th 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 3 or 4 or grade 7 or 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 gift card (from a major credit card company). The student's parent or guardian will also receive a \$25 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

IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in 3rd/4th or 7th/8th 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 3 or 4 or grade 7 or 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 gift card (from a major credit card company). The student's parent or guardian will also receive a \$25 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

IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in 3rd/4th or 7th/8th Grade

<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 3 or 4, or grade 7 or 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 gift card (from a major credit card company) as an incentive to help us. The student's parent or guardian will also receive a \$25 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>



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 3 or 4 or grade 7 or 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

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 3 or 4, or grade 7 or 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. 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.

3. 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.

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?

For a student under age 18: Once we have received informed consent from the parent/legal guardian for their eligible student to participate, we will then also ask the student for his or her consent to participate. Participation in the study is completely voluntary. The parent/guardian or student may withdraw consent for the student's participation in the study at any time. The student also has the right to refuse to answer particular questions.

6. Will you keep information confidential and private?

All of the participants' 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]. Each participant will be assigned a unique student identifier (ID), and at no time will his/her name be linked to any of his/her answers.

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 gift card (from a major credit card company) from us at the end of his or her tryout. The student's parent or guardian will also receive a \$25 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. Can participation end early?

Students' participation in this study is completely voluntary. Students have the right to refuse to answer particular questions. Students may elect to withdraw from this study at any time.

11. Whom 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

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 gift card (from a major credit card company) 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: Confirmation Phone Script for Parents or Legal Guardians of Student Participants: Math and Reading Tryouts

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 gift card (from a major credit card company) as a thank you for participating. You will also receive a \$25 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

PARENTAL CONSENT FORM
FOR PARTICIPATION IN RESEARCH
EurekaFacts, LLC

Title of Research Study: Tryouts for NAEP Math and Reading

Thank you for your interest in having your child participate in the research project 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 later as they occur to you.

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 3 or 4, or grade 7 or 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, specifically questions on math and reading. Your child's input will help NCES improve the test so that students like your child will understand it.

2. What will happen during the tryout?

Each participant will take an early version of a new NAEP math and 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.

3. 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>.

[(INSERT IF SESSION TAKES PLACE AT A SCHOOL) For research activities conducted in schools, NAEP will not conduct pretesting sessions during school hours. If any pretesting sessions are conducted at schools, after regular school hours, we do not anticipate any disruption in school services to students.]

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

The tryout session will last no more than 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?

For a student under age 18: Once we have received informed consent from the parent/legal guardian for their eligible student to participate, we will then also ask the student for his or her consent to participate. Participation in the study is completely voluntary. The parent/guardian or student may withdraw consent for the student's participation in the study at any time. The student also has the right to refuse to answer particular questions. A student age 18 or above can sign the consent form directly, but again participation in the study is completely voluntary, and that student has the right to withdraw intent to participate and/or refuse to answer particular questions.

6. Will you keep information private and confidential?

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.

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 gift card (from a major credit card company) from us at the end of his/her tryout. The student's parent/guardian will also receive a \$25 gift card to thank him/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. Can participation end early?

Your child's participation in this study is completely voluntary. Your child has the right to refuse to answer particular questions. You or your child may elect to withdraw from this study at any time.

11. Whom can I contact with questions or for further information?

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

By signing below, you agree that your child, _____, may participate in this study. Your child will receive a \$25 gift card (from a major credit card company) at the conclusion of the session.

In addition, if transportation to the site is involved, you will also receive a \$25 gift card as appreciation for the time bringing your child to and from the research 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: _____

School that student attends: _____

To be completed by EurekaFacts staff:

Student Payment Card Transaction Number: _____

Parent/Guardian Payment Card Transaction Number: _____

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>