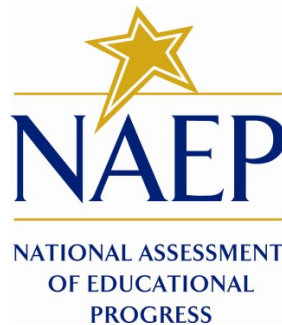


NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*Appendices A – H*

*Cognitive Interview Study of the Effects of Visual Representations on  
Student Performance on NAEP Science Scenario-Based Tasks*

OMB# 1850-0803 v. 156



April 15, 2016

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## **Appendix A: AIR Recruitment E-mail/Letter to Science/Technology or Other Youth Organizations**

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<DATE>

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

Dear <NAME>:

I am contacting you from the American Institutes for Research (AIR). We are carrying out an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. We are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are looking for students in grade 8 to help us evaluate a new digitally based science test, delivered on tablet computers. These tasks will be part of the National Assessment of Educational Progress (NAEP) delivered to students nationwide. It is vital for us to have student feedback to develop the best ways of assessing students' science inquiry skills.

The voluntary research sessions will last no more than 2 hours. Students will be asked to do a 15 or 30 minute science task and then provide feedback about their experience completing the task. If selected to participate, the student will receive \$40 to thank them for their time and participation. In addition, if transportation to the research site is involved, a parent or legal guardian of each student will receive \$25 to thank them for bringing the student to and from the site.

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].

If you are willing to help us recruit students for this study, or would like additional information about it, please contact me, and we will follow up with flyers for you to distribute. I have included a Fact Sheet with additional information about this research study.

We appreciate your consideration of this request, and I invite you to please contact me with any questions regarding this project. I look forward to communicating with you.

Thank you,

<NAME>

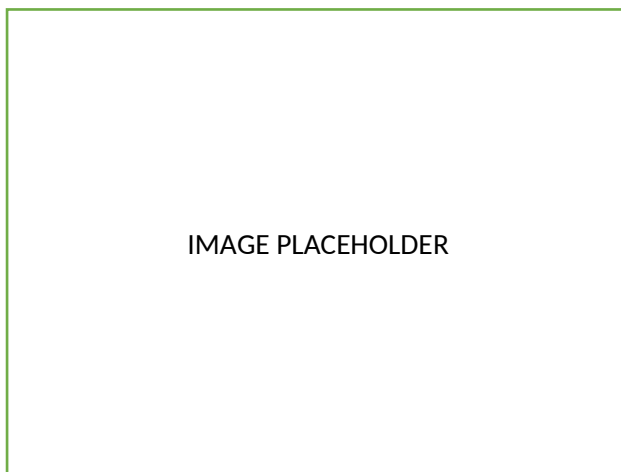
American Institutes for Research

<CONTACT INFORMATION >

Attachment: FAQs for Cognitive Interviews <Appendix H>

# RESEARCH OPPORTUNITY

## 8<sup>th</sup> GRADE VOLUNTEERS NEEDED



- The American Institutes for Research (AIR) is administering an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.
- We are looking for students currently in Grade 8 to help evaluate new digitally based science tasks for the National Assessment of Educational Progress (NAEP), a nationwide assessment given to students in elementary, middle, and high schools. Participants' input will help ensure that the tasks are clear and understandable to a broad range of students.
- We will provide **\$40** to each student who participates in the study, plus an additional **\$25** to the parent/guardian who brings their child to and from the location for a two-hour interview (limited to one per student). Interviews will begin this <SEASON or MONTH> and can be scheduled at your convenience after school and on weekends.

Interested? Call or e-mail us now for more information about this opportunity!

<PHONE NUMBER> or <EMAIL ADDRESS>

## Appendix C: AIR Confirmation of Interview (Email/Letter) to Student Participant

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<DATE>

*IF SENT AS E-MAIL* - Subject: Confirmation of Your Interview

Dear <NAME>:

Thank you for agreeing to help us try out digitally based science tasks from the National Assessment of Educational Progress (NAEP). Your comments, along with the comments of other students, will help us improve the science tasks so students like you are better able to understand them. You will not be graded on your work.

Your participation is totally voluntary. All of your answers will only be used for research purposes and will not be presented 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].

The interview will last about two hours. **We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that you will be interviewed or paid.

**LOCATION:** <ADDRESS>

**DATE:** <DATE>

**TIME:** <TIME>

**Incentive:** You will receive \$40 to thank you for your participation. Also, if your parent/guardian brings you to and from the interview, he or she will receive \$25.

### **PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:**

- Your parent or guardian's valid picture ID – this is required for participation.
- Signed parent/guardian consent form, if not previously provided by e-mail.
- If you use eyeglasses for reading or watching TV, you should wear them during the interview.

If for any reason you cannot fulfill your commitment, DO NOT invite anyone else to take your place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for participating in the study.

Thank you for volunteering in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <AIR CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,  
<NAME>

American Institutes for Research

<CONTACT INFORMATION>

## **Appendix D: AIR Confirmation of Interview (Email/Letter) to Parent/Guardian of Student Participant**

<DATE>

*IF SENT AS E-MAIL* - Subject: Confirmation of Your Child's Interview

Dear <NAME>,

Thank you for your support so that your child can participate in this important study about the National Assessment of Educational Progress (NAEP) Digitally Based Science Assessment. Your child is scheduled for <his OR her> interview on <DAY AND DATE> at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION>.

Your child's participation is totally voluntary. All of <his OR her> answers will only be used for research purposes and will not be presented 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].

**We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be interviewed or paid. The interview will last about two hours.

Please read and sign the attached consent form. Your child can either bring the signed form to the interview or you can scan it and email it back. Without a signed form, your child cannot participate in the interview and receive the incentive.

### **PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:**

- Your valid picture ID is required for participation.
- Signed parent/guardian consent form, if not previously provided by e-mail (attached).
- If your child uses eyeglasses for reading or watching TV, he/she should wear them during the interview.

If for any reason you cannot fulfill your child's commitment, DO NOT invite anyone else to take your child's place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for participating in the study.

Thank you for allowing your child to take part in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <AIR CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,  
<NAME>

American Institutes for Research

<CONTACT INFORMATION>

Attachment: Consent Form for Parent/Guardian of Student Participants <Appendix BB>

## Appendix E: Elliot Benson/Nichols Research Confirmation of Interview (Email/Letter) to Student Participant

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<DATE>

*IF SENT AS E-MAIL* - Subject: Confirmation of Your Interview

Dear <NAME>:

Thank you for agreeing to help us try out digitally based science tasks from the National Assessment of Educational Progress (NAEP). Your comments, along with the comments of other students, will help us improve the science tasks so students like you are better able to understand them. You will not be graded on your work.

Your participation is totally voluntary. All of your answers will only be used for research purposes and will not be presented 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].

The interview will last about two hours. **We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that you will be interviewed or paid.

**LOCATION:** <ADDRESS>

**DATE:** <DATE>

**TIME:** <TIME>

**Incentive:** You will receive \$40 to thank you for your participation. If your parent brings you to the interview, he or she will receive \$25.

### **PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:**

- Your parent/guardian valid picture ID – this is required for participation.
- Signed parent/guardian consent form, if not previously provided by e-mail.
- If you use eyeglasses for reading or watching TV, you should wear them during the interview.

If for any reason you cannot fulfill your child's commitment, DO NOT invite anyone else to take your place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for participating in the study.

Thank you for volunteering in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <ELLIOT BENSON/NICHOLS CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<Elliot Benson Research/Nichols Research>

<CONTACT INFORMATION>

**Appendix F: Elliot Benson/Nichols Research Confirmation of Interview (Email/Letter) to Parent/Guardian of Student Participant**

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<DATE>

*IF SENT AS E-MAIL - Subject: Confirmation of Your Child's Interview*

Dear <NAME>,

Thank you for your support so that your child can participate in this important study about the National Assessment of Educational Progress (NAEP) Digitally Based Science Assessment. Your <son OR daughter> is scheduled for <his OR her> interview on <DAY AND DATE> at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION>.

Your child's participation is totally voluntary. All of <his OR her> answers will only be used for research purposes and will not be presented 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].

**We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be interviewed or paid. The interview will last about two hours.

Please read and sign the attached consent form. Your child can either bring the signed form to the interview or you can scan it and email it back. Without a signed form, your child cannot participate in the interview and receive the incentive.

**PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:**

- Your valid picture ID is required for participation.
- Signed parent/guardian consent form, if not previously provided by e-mail (attached).
- If your child uses eyeglasses for reading or watching TV, he/she should wear them during the interview.

If for any reason you cannot fulfill your child's commitment, DO NOT invite anyone else to take your child's place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for participating in the study.

Thank you for allowing your child to volunteer in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <ELLIOT BENSON/NICHOLS CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<Elliot Benson Research/Nichols Research>

<CONTACT INFORMATION>

Attachment: Consent Form for Parent/Guardian of Student Participants <Appendix BB>



## Appendix G: Thank You E-mail/Letter to Parent/Guardian of Student Participants

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<DATE>

*IF SENT AS E-MAIL* - Subject: Thank you for your child's participation in the NAEP Research Study

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing <CHILD'S NAME> to participate in the study of digitally based science tasks for the National Assessment of Educational Progress (NAEP). <CHILD'S NAME>'s input helped us better understand how students approach these new types of tasks. The assistance <he/she> provided, combined with input from other students, was incredibly useful and informative. We greatly appreciate you taking the time to bring <CHILD'S NAME> to and from the interview location to participate.

For more information on NAEP, please visit the NCES NAEP website at:  
<http://nces.ed.gov/nationsreportcard>.

Again, thank you for your assistance.

Sincerely,

<NAME>

American Institutes for Research

<CONTACT INFORMATION >

## Appendix H: Frequently Asked Questions (FAQs): Cognitive Interviews on Science Digitally Based Tasks

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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 8, trying out new digitally based science tasks for the National Assessment of Educational Progress (NAEP). Students' input will help NCES improve the features of these tasks so that students such as your child will understand them.

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

The interviews will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will be more than one adult present.

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

At the start of a session, your child will be given a brief introduction to taking NAEP on a tablet computer. Following this introduction, your child will complete one 15 or 30 minute science task on a tablet computer. Computer software will record how your child responded to the task shown on the screen. After the task is completed, the administrator will play back a recording of your child's performance and ask her/him to explain what they were thinking as they worked through the task. Students will also complete a short questionnaire about their experiences learning science and working with computers.

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

The interview session will last approximately two hours and can be scheduled at your convenience. Each interview requires only one visit.

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

Once we have received informed consent from the parent/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 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 participant'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]. 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. Are there rewards or incentives for participating?**

Yes, the student will receive \$40 at the end of his or her interview. If transportation is required to the interview site, the student's parent or guardian will also receive \$25 as appreciation for bringing the student to and from the interview site.

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

There are no known risks to participating in this study.

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

<CONTACT NAME> is coordinating this study at the American Institutes for Research (AIR) on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or e-mail <CONTACT EMAIL>.