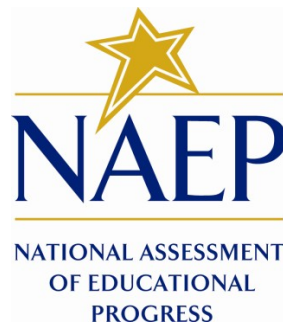


NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendices A-J
Communications Materials

National Assessment of Educational Progress
eNAEP Pretesting Study 2016

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Table of Contents

Appendix A: EurekaFacts Recruitment Email/Letter for Parents/Guardians of Student Participants.....	2
Appendix B: EurekaFacts Recruitment Email/Letter to Adults who have Requested Information from EurekaFacts on Research Study Opportunities.....	3
Appendix C: EurekaFacts Advertisement for Online and Social Media Outreach.....	4
Appendix D: EurekaFacts Recruitment Internet/Newspaper Advertisement/Flyer.....	5
Appendix E: EurekaFacts Text for Information Brochure.....	6
Appendix F: Frequently Asked Questions (FAQs).....	7
Appendix G: EurekaFacts Text for Informational Bookmarks.....	9
Appendix H: EurekaFacts Email/Letter Session Confirmation to Parents or Legal Guardians of Student Participants.....	10
Appendix I: EurekaFacts Confirmation Phone Script for Parents or Legal Guardians of Student Participants.....	11
Appendix J: EurekaFacts Thank You Email/Letter to Parents or Legal Guardians of Student Participants.....	12

Appendix A: EurekaFacts Recruitment Email/Letter for Parents/Guardians of Student Participants

IF SENT AS EMAIL - Subject: Research Study Opportunity for Students in Grades 4 and 8

<DATE>

Dear <NAME>,

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

We are recruiting students currently in grades 4 and 8 to help us test a new system for computer-delivered assessments. This system will be used to deliver the National Assessment of Educational Progress (NAEP) to students nationwide. NAEP is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. (More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>).

During these research sessions the students will be asked to complete a test on a tablet computer. By having students use the system, NCES wants to learn how well the system performs and if there are any issues that need to be corrected. If selected to participate, your child will receive a \$50 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 research session will take place at <LOCATION> and will consist of two 100-minute parts, with a 30-minute break in between. Research sessions are scheduled to take place on <DATE AND TIME1>, <DATE AND TIME 2>, and <DATE AND TIME 3>. Your child will be asked to complete a test on a tablet computer. 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].

The pretesting is an important stage of the NAEP test development process. By participating in the pretest, the students will have a key role in helping NCES improve the tests and enhance the experience of thousands of students all over the U.S. who will take them.

I have included a Frequently Asked Questions (FAQs) sheet with additional information about this study. If your child is 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,

<CONTACT NAME>

EurekaFacts

<CONTACT INFORMATION>

Attachment: FAQs for System Pretesting < Appendix F >

Appendix B: EurekaFacts Recruitment Email/Letter to Adults who have Requested Information from EurekaFacts on Research Study Opportunities

IF SENT AS EMAIL - Subject: Education Research Opportunity for Students in Grades 4 and 8
<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 email/letter because you have previously given us your contact information in order to receive announcements of upcoming research opportunities.

If you are the parent of a child who is currently in grades 4 and 8, or if you know anyone who is, we'd like you to know that we are currently carrying out a research study on behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are carrying out research sessions to help us test a new system for computer-delivered assessments. This system will be used to deliver the National Assessment of Educational Progress (NAEP) to students nationwide. Students will be asked to complete a test on a tablet computer. By having students use the system, NCES wants to learn how well the system performs and if there are any issues that need to be corrected. Each student who participates will receive a \$50 gift card. The student's parent or guardian will also receive a \$25 gift card for their time in bringing the child to and from the session site.

The research session will consist of two 100-minute parts, with a 30-minute break in between. Students' responses will not be graded or shared with their school or anyone other than the researchers. These 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) sheet.

Thank you 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>

EurekaFacts

<CONTACT INFORMATION>

Attachment: Brochure <see *Appendix E*>

TEST THE TEST!

Do you have a child in grade 4 or 8?



EurekaFacts, a local research company, is carrying out a study for the U.S. Department of Education. If your child is currently in grade 4 or 8, he or she may be eligible to help us pretest a new system for computer-delivered assessments. This system will be used to deliver the National Assessment of Educational Progress (NAEP) to students nationwide.

Upon completion of the session, EurekaFacts will provide a \$50 gift card (from a major credit card company) to each student who participates in the study, plus a \$25 gift card to the parent/guardian who brings the child to and from the interview location.

The research session will consist of two 100-minute parts, with a 30-minute break in between. Students will be asked to complete a test on a tablet computer. The students can directly guide the future of this nationwide assessment by helping us create the best test possible.

Call: <CONTACT PHONE> or e-mail <CONTACT EMAIL>

Visit our website for more information: <WEBSITE>

TEST THE TEST!

Do you have a child in 4th or 8th grade?



- EurekaFacts, a local research company located in Rockville, MD, is conducting a study for the National Center for Educational Statistics (NCES), a part of the U.S. Department of Education.
- We are looking for students in 4th or 8th grade to help pretest a new system for computer-delivered assessments for the National Assessment of Educational Progress (NAEP).
- We will provide a \$50 gift card from a major credit card company to each student, plus a \$25 gift card to the parent/guardian who brings the student to and from the study location. The research session will consist of two 100-minute parts, with a 30-minute break in between.

Interested?

Call or text: <Phone Number>

E-mail: <Email Address>



We are located across the street from the Rockville Metro!

Appendix F: Frequently Asked Questions (FAQs)

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 8 to pretest a new system for computer-delivered assessments. This system will be used to deliver the National Assessment of Educational Progress (NAEP) to students nationwide. NAEP is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. (More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>). By having students use the system, NCES wants to learn how well the system performs and if there are any issues that need to be corrected.

2. What will happen during the pretesting?

Each participant will take an early version of a new electronic NAEP system on a tablet 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 pretesting take place?

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

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

The session will consist of two 100-minute parts, with a 30-minute break in between during which snacks will be provided. Research sessions are scheduled to take place on <DATE AND TIME1>, <DATE AND TIME 2>, and <DATE AND TIME 3>. Each session requires only one visit to our office.

5. Whose consent do you require for participation?

For students under the age of 18, we require written, informed consent from a parent/legal guardian in order for the eligible student to participate. We also ask the student for his or her verbal consent to participate during the prescreening process. Participation in the study is completely voluntary. The parent/legal 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 or her name be linked to any of his or her answers. The sessions will be audio and/or video recorded, as long as you agree, and will also only be used for research purposes.

7. Will the results go to the participant's school?

The participant's answers will not be disclosed to his or her school and will not be linked to any personally identifiable information such as the school's name.

8. Are there any rewards or incentives for participating?

Yes, the student will receive a \$50 gift card (from a major credit card company) from us at the end of his or her session. The student's parent or guardian will also receive a \$25 gift card to thank him or her for bringing the child to and from the testing 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 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>.

Appendix G: EurekaFacts Text for Informational Bookmarks

Participate! Test out the test. Make sure it passes. <WEBSITE> Call or text <CONTACT NUMBER>.

Paid research study for grades 4 and 8 students.

Appendix H: EurekaFacts Email/Letter Session Confirmation to Parents or Legal Guardians of Student Participants

IF SENT AS EMAIL - Subject: Confirmation of NAEP Session

<DATE>

Dear <PARENT NAME>,

Thank you for agreeing to allow your child to participate in this study to test a new system for the National Assessment of Educational Progress (NAEP). Before using the new system to deliver test questions to all students, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know how well the system performs and if there are any issues that need to be corrected. By participating in the pretest, the students will help NCES improve the tests and enhance the experience of thousands of students all over the U.S. who will take 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 session at <TIME> on <DATE>. The session consists of two 100-minute sessions, with a short 30-minute break in between. To thank your child for participating, <HE/SHE> will receive a \$50 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 <EMAIL/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 session. Without your consent, your child will not be able to participate in the 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 have any questions, please contact [CONTACT INFORMATION].

Sincerely,

<COMPANY REPRESENTATIVE>

EurekaFacts

Attachment: Consent Form for Pretesting

Appendix I: EurekaFacts Confirmation Phone Script for Parents or Legal Guardians of Student Participants

Good morning/afternoon/evening. May I please speak to <NAME> about <STUDENTS NAME> pretesting 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 carrying out 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 pretest the new system for computer-delivered assessments. This is a reminder that we have scheduled your child's session for <TIME> on <DATE>.

The session consists of two 100-minute sessions, with a short 30-minute break in between. It will take place at <LOCATION and DIRECTIONS>.

During the session, your child will be asked to complete the test on a tablet computer. This pretesting is an important stage of the NAEP test development process. Your child's participation will help NCES improve the tests. 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].

As soon as your child has completed the session, <HE/SHE> will receive a \$50 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.

Please remember to bring the signed and dated consent form granting consent for your child to participate in the NAEP research when you bring your child in for the session. Without your consent, your child will not be able to participate in the session.

*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 J: EurekaFacts Thank You Email/Letter to Parents or Legal Guardians of Student Participants

IF SENT AS EMAIL - 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, EurekaFacts would like to thank you for allowing your child to participate in the National Assessment of Educational Progress (NAEP) session. Your child's input helped us evaluate a new test delivery system developed 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 testing location to participate.

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

EurekaFacts <CONTACT INFORMATION>