

**Request for Approval under the  
“Generic Clearance for the Collection of Routine Customer Feedback”  
(OMB Control Number: 1880-0542)**

February 16, 2017

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**TITLE OF INFORMATION COLLECTION:**

National Assessment of Educational Progress (NAEP) 2017 User Survey on the Giving Back Tool

**PURPOSE:**

The National Assessment of Educational Progress (NAEP) is a federally authorized survey of student achievement at grades 4, 8, and 12 in various subject areas such as mathematics, reading, writing, science, U.S. history, civics, geography, economics, and the arts. NAEP is conducted by the National Center for Education Statistics (NCES), which is part of the Institute of Education Sciences, within the U.S. Department of Education. NAEP’s primary purpose is to assess student achievement in the different subject areas and collect survey questionnaire (i.e., non-cognitive) data to provide context for the reporting and interpretation of assessment results. To provide supplemental information about the instructional experiences reported by students, teachers are asked to complete a questionnaire about their instructional practices, classroom organization, teaching background and training, and the subject in which students are being assessed. In addition, a school questionnaire is completed by a principal or other school official. The first part tends to cover characteristics of the school, including the length of the school day and year, school enrollment, absenteeism, dropout rates, and the size and composition of the teaching staff. Subsequent parts of the school questionnaire tend to cover tracking policies, curricula, testing practices, special priorities, and schoolwide programs and problems. The school questionnaire also collects information about the availability of resources, policies for parental involvement, special services, and community services. As part of NCES’s efforts to provide useful information to teachers and schools, the NAEPq Feedback to Teachers and Schools tool (the “Giving Back” tool) was developed to allow teachers and principals to see preliminary data regarding how other participants responded to the questionnaire. Individuals who complete the 2017 NAEP Teacher and School questionnaires are given the option to opt-in to gain access to the Giving Back tool if they would like to see how other teachers and schools responded to the questionnaire. This request is to administer a short survey to seek feedback from teachers and principals about their experience with the tool. The results will be used to improve the utility of the data and the ease of use of the tool.

**DESCRIPTION OF RESPONDENTS:**

The teachers and principals who access the tool will see a pop-up window inviting them to provide feedback on the Giving Back site. Users who click on the button to provide feedback will be given the short survey. In addition, users who click to exit the tool without having completed the survey will receive an exit dialog box that invites them a second time to complete the survey before exiting the tool. Participation is voluntary. Upon agreeing to complete the survey, users will be presented with a four question survey. If a user logs back onto the site after their initial interaction and they have already responded to the survey, they will not be asked again to complete the user survey.

**TYPE OF COLLECTION:** (Check one)

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|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: <u>Respondent Feedback</u>       |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.

3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Respondent Type	Number of Respondents	Number of Responses	Burden Hours per Respondent	Total Hours
Completion of survey	7,920	7,920	0.08	634
<b>Total</b>	<b>7,920</b>	<b>7,920</b>		<b>634</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$19, 350.

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

See description above, under Description of Respondents.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person and via WebEx
  - Mail
  - Other, Explain E-mail
2. Will interviewers or facilitators be used?  Yes  No