

NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

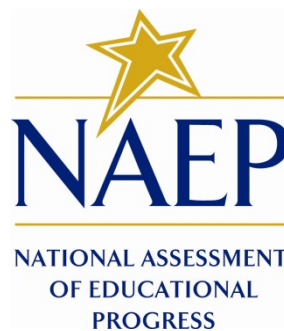
Appendices A-U

Cognitive Interviews and Tryouts Communication Materials

OMB# 1850-0803 v. 164

National Assessment of Educational Progress (NAEP) 2019

Science Items Pretesting



August 2016

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Appendix A: Recruitment Email/Letter to Schools of Potential Student Participants: Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Research Study Opportunity

<DATE>

Dear <NAME> or Hello,

I am contacting you from <Educational Testing Service (ETS) or EurekaFacts, a local research company>. 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 grades 4, 8, and 12 (5th, 9th, and 11th graders will also be considered) to help us test new computer-delivered science questions. These questions 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' skills in science.

[For Cognitive Interviews: The voluntary research interviews will last no more than <60 or 90> minutes. Students will be asked to answer science questions and then provide feedback. <ETS or EurekaFacts> staff will record audio and screen activity for analysis and take notes about students' reactions to these questions to revise and refine test content.]

[For Tryouts: The voluntary research sessions will last no more than <60 or 90> minutes. The tryout sessions will explore how students work through science test questions on a tablet computer 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 appreciation of participant's time. The student's parent/guardian will also receive a \$25 gift card as a thank you for the time bringing their child to and from the interview site.

Students will have a key role in helping us improve our tests and can enhance the experience of thousands of students all over the U.S. who will take the tests. 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 considering 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>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Attachment: FAQs <Appendix M >

Appendix B: Recruitment Email/Letter to Parent-Teacher-Student Associations/Youth Organizations: Science Cognitive Interviews and Tryouts

<DATE>

IF SENT AS EMAIL - Subject: Research Study Opportunity

Dear <NAME> or Hello,

I am contacting you from <Educational Testing Service (ETS) or EurekaFacts, a local research company>. We are carrying out an important study in science for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. We would like to ask for your help in spreading the word about this exciting research opportunity.

We are looking for students in grades 4, 8, and 12 (5th, 9th, and 11th graders will also be considered) to help us test new computer-delivered questions in science. These questions 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' knowledge of science.

The voluntary research <interviews or sessions> will last no more than <60 or 90> minutes. Students will be asked to answer questions on science and then provide feedback about their experiences with completed questions. If selected to participate, the student will receive a \$25 gift card (from a major credit card company) from us. The student's parent/guardian will also receive a \$25 gift card as thanks for bringing the child to and from the interview site.

Students will have a key role in helping us improve our tests and can enhance the experience of thousands of students all over the U.S. who will take the tests. 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, under the 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. Upon request, I can also send you our Frequently Asked Questions (FAQs) sheet.

We appreciate your considering 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,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

Attachment: Flyer <Appendix S/Appendix T/Appendix U>

Appendix C: Recruitment Email/Letter to Parents/Legal Guardians of Student Participants (Under Age 18): Science Cognitive Interviews and Tryouts

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

IF SENT AS EMAIL - Subject: Research Study Opportunity

<DATE>

Dear <NAME>,

I am contacting you from Educational Testing Service (ETS) or EurekaFacts, a local research company>. We are carrying out an important research study in science for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are looking for students currently in grades 4, 8, and 12 (5th, 9th, and 11th graders will also be considered) to help us test new computer-delivered questions in science for the National Assessment of Educational Progress (NAEP). During the session, your child would be asked to respond to science questions on a tablet computer. The <interviews or tryout sessions> will explore how students work through the questions to ensure that they are clear and understandable to a broad range of students. <ETS or EurekaFacts> staff will record audio and screen activity for analysis and take notes about students' reactions to these questions to revise and refine test content. NCES simply wants to know what your child thinks about each question and how your child might answer the questions on a test. These interviews are an important stage of the NAEP test development process. By sharing their feedback with us, students can directly guide the future of this national assessment by helping NCES evaluate the questions to create the best tests possible.

The <interview or tryout session> for your child would take place at <LOCATION> and will last no more than <60 or 90> minutes. The interview can be scheduled at your and your child's convenience. Your child will receive a \$25 gift card (from a major credit card company) as a thank you for their time. In addition, you will also receive a \$25 gift card as appreciation for bringing your child to and from the interview site.

Your child's responses would be used only for research purposes and would 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 Frequently Asked Questions (FAQs) sheet with additional information about this important research study. If your child is interested in participating in this study, please <fill out an intake form at <LINK>> or call/email <CONTACT PHONE>/<CONTACT EMAIL>. We look forward to communicating with you soon!

Thank you,

<NAME>

<Educational Testing Service C

<CONTACT INFORMATION >

Attachment: FAQs <Appendix M>

Appendix D: Recruitment Email/Letter to Students (Age 18 or Over): Science Cognitive Interviews and Tryouts

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

IF SENT AS EMAIL - Subject: Research Study Opportunity

<DATE>

Dear <NAME> or Hello,

I am contacting you from Educational Testing Service (ETS) or EurekaFacts. We are carrying out an important research study in science for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are looking for students currently in grades 4, 8, or 12 (5th, 9th, and 11th graders will also be considered) to help us test new computer-delivered questions in science for the National Assessment of Educational Progress (NAEP). During the interview, you would be asked to respond to science questions on a tablet computer. The interviews will explore how students work through the questions to ensure that the questions are clear and understandable to a broad range of students. <ETS or EurekaFacts> staff will record audio and screen activity for analysis and take notes about students' reactions to these questions to revise and refine test content. NCES simply wants to know what you think about each question and how you might answer the questions on a test. These <interviews or tryout sessions> are an important stage of the NAEP test development process. By sharing your feedback with us, you can directly guide the future of this national assessment by helping NCES evaluate the questions to create the best tests possible.

Your <interview or tryout session> would take place at <LOCATION> and will last no more than 90 minutes. The <interview or tryout session> can be scheduled at your convenience. You will receive a \$25 gift card (from a major credit card company) as a thank you for your time. In addition, if transportation to the session site is provided by a parent/guardian, they will also receive a \$25 gift card as appreciation for their time in bringing you to and from the site.

Your responses would be used only for research purposes and would 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 Frequently Asked Questions (FAQs) sheet with additional information about this important research study. If you are interested in participating in this study, please <fill out an intake form at <LINK> or> call/email <CONTACT PHONE>/<CONTACT EMAIL>. We look forward to communicating with you soon!

Thank you,

<NAME>

<Educational Testing Service or EurekaFacts>

<CONTACT INFORMATION >

Attachment: FAQs <Appendix M>

Appendix E: Confirmation (Email/Letter) to Schools/After School Programs/Parent-Teacher-Student Associations/Youth Organizations Where Interviews will be Administered: Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Confirmation of NAEP Research Study

<DATE>

Dear <NAME>,

Thank you for agreeing to assist <Educational Testing Service (ETS) or EurekaFacts> in trying out new test questions in science for the National Assessment of Educational Progress (NAEP). Before giving the new questions to students in an assessment, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know whether the questions are clear. Students will be asked to respond to science questions on a tablet computer and asked about 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].

Research <interviews or sessions> have been scheduled at <SCHOOL/ORGANIZATION/ASSOCIATION> from <TIME to TIME> on <DAY, DATE>. The interviews will each last no more than <60 or 90> minutes. To thank them for their time, participating students will each receive a \$25 gift card (from a major credit card company).

[Include the following information, if applicable: If a parent/guardian transports the student to or from the interview site, the parent/guardian will also receive a \$25 gift card for their time and effort.]

Thank you for assisting <ETS or EurekaFacts> in this important research for NAEP. If you have any questions, please contact me.

Thank you,

<NAME>

<Educational Testing Service or EurekaFacts>

<CONTACT INFORMATION >

Appendix F: Confirmation of Interview (Email/Letter) to Parents/Legal Guardians of Student Participants (Under Age 18): Science Cognitive Interviews and Tryouts

(To be used if interviews will not take place at a school)

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

<DATE>

Dear <NAME>,

Thank you for agreeing to allow your child to participate in a study to give us feedback on new test questions in science for the National Assessment of Educational Progress (NAEP). Before giving the new questions to students in a nation-wide assessment, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know whether the questions are clear. Students will be asked to respond to science questions on a tablet computer and asked about the questions. Your child's input will help NCES improve the questions so that students understand them. 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 research interview at <TIME> on <DAY, DATE>. The interview will last no more than <60 or 90> minutes. Your child will receive a \$25 gift card (from a major credit card company) as a thank you for participating. In addition, if transportation to the interview site is involved, you will also receive a \$25 gift card as appreciation for the time bringing your child to and from the site.

The interview will take place at:

<LOCATION>

<ADDRESS>

We have attached a consent form to this reminder. 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 important research for NAEP. Our interviewer is looking forward to meeting with your child. If you have any questions, please contact me.

Thank you,

<NAME>

<Educational Testing Service or EurekaFacts>

<CONTACT INFORMATION>

Attachment: <ETS or EurekaFacts> Consent Form for Parents/Legal Guardians of Student Participants (Under Age 18)
<Appendix BG>

Appendix G: Confirmation of Interview (Email/Letter) for Student Participants (Age 18 or Over): Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Confirmation of NAEP Research Study

<DATE>

Dear <NAME>,

Thank you for agreeing to participate in a study to give us feedback on new test questions in science for the National Assessment of Educational Progress (NAEP). Before giving the new questions to students in a nation-wide assessment, the National Center for Education Statistics (NCES), part of the U.S. Department of Education, needs to know whether the questions are clear. You will be asked to respond to science questions on a tablet computer and asked about the questions. Your input will help NCES improve the questions so that students understand all the questions. Your responses will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

You have been scheduled for a research interview at <TIME> on <DAY, DATE>. The interview will last no more than 90 minutes. You will receive a \$25 gift card (from a major credit card company) as a thank you for participating. In addition, if transportation to the interview site is involved, your parent/guardian will also receive a \$25 gift card as appreciation for the time bringing you to and from the site.

The interview will take place at:

<LOCATION>

<ADDRESS>

We have attached a consent form to this reminder. Please sign and date it, and return the form, agreeing to participate in the voluntary NAEP research, when you come in for the interview.

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

Sincerely,

<COMPANY REPRESENTATIVE>

<Educational Testing Service or EurekaFacts>

<CONTACT INFORMATION>

Attachment: Consent Form for Student Participants Over Age 18 <Appendix BH>

Appendix H: Thank You Email/Letter to Schools/After School Programs/Parent-Teacher-Student Associations/Youth Organizations of Student Participants: Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Thank you for your participation in the NAEP Research Study

<DATE>

Dear <Name>,

On behalf of the National Center for Education Statistics, part of the U.S. Department of Education, <Educational Testing Service (ETS) or EurekaFacts> would like to thank you for your <School's/After-School Program's/Parent-Teacher-Student Association's/Youth Organization's> participation in our research study. Thanks to the students at <Name of School/After-School Program/Parent-Teacher-Student Association/Youth Organization>, we are better able to develop the best possible test questions for the National Assessment of Educational Progress (NAEP).

Your <School's/After-School Program's/Parent-Teacher-Student Association's/Youth Organization's> assistance helped us better understand how students approach the test questions. Students' open, candid, and insightful comments were very helpful.

Again, thank you for your assistance and participation.

Sincerely,

<NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Appendix I: Thank You Email/Letter to Parents/Legal Guardians of Student Participants (Under Age 18): Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Thank you for your child[ren]'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) or EurekaFacts> would like to thank you for allowing your child[ren]'s to participate in our research study. Thanks to your child[ren], we are better able to develop the best possible test questions for the National Assessment of Educational Progress (NAEP).

Your child[ren]'s assistance helped us better understand how students approach the test questions. Students' open, candid, and insightful comments were very helpful.

Again, thank you for your assistance.

Sincerely,

<NAME>

<TITLE>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Appendix J: Thank you Email/Letter to Student Participants (Age 18 or Over): Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Thank you for your 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) or EurekaFacts> would like to thank you for your participation in our research study. Thanks to you, we are better able to develop the best possible test questions for the National Assessment of Educational Progress (NAEP).

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

Again, thank you for your assistance and participation.

Sincerely,

<NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

Appendix K: Acknowledgement Email/Letter to Parents/Legal Guardians of Students Not Selected to Participate: Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: NAEP Research Study

<DATE>

Dear <NAME>:

Thank you for your interest in having your child be a part of the National Assessment of Educational Progress (NAEP) research study in science. Unfortunately, due to the number of students who were interested in participating, we are not able to ask your child to be a part of the study at this time.

However, we anticipate that we will be conducting additional studies in the future. If you are interested in possibly being contacted about having your child participate at a later time, if another opportunity becomes available, please let us know (see contact information below).

Thank you again for taking the time to respond to our participation request.

Sincerely,

<NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

Appendix L: Acknowledgement Email/Letter to Student Participants (Age 18 or Over) Not Selected to Participate: Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: NAEP Research Study

<DATE>

Dear <NAME>:

Thank you for your interest in being a part of the National Assessment of Educational Progress (NAEP) research study in science. Unfortunately, due to the number of students who were interested in participating, we are not able to ask you to be a part of the study at this time.

However, we anticipate that we will be conducting additional studies in the future. If you are interested in possibly being contacted about participating at a later time, if another opportunity becomes available, please let us know (see contact information below).

Thank you again for taking the time to respond to our participation request.

Sincerely,

<NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

Appendix M: Frequently Asked Questions (FAQs): Science Cognitive Interviews and Tryouts

Frequently Asked Questions (FAQs)

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 research <interviews or tryout session> with students currently in grades 4, 8, and 12 (5th, 9th, and 11th graders will also be considered) about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on science and will be part of a digitally based test. NCES needs to know whether the questions on the test are clear. Students' input will help NCES improve the test so that future students will understand it.

2. What will happen during the research <interview or session>?

[For Cognitive Interviews: Each participant will work through an early version of new NAEP science questions on a tablet computer. An interviewer will ask students what they were thinking as they completed the questions, and whether they believe the questions are clear and understandable. <ETS or EurekaFacts> staff will record audio and screen activity for analysis and take notes about students' reactions to these questions to revise and refine test content. No personal identifying information will be recorded or retained.]

[For Tryouts: Each participant will take an early version of a new NAEP science test on a tablet computer. Participants will be asked to answer the questions as if it were an actual test.]

Science-specific knowledge is not required, and participants' responses will not be graded. There will be more than one adult present.

3. Where will the research <interview or session> take place?

The interviews will take place at <NAME OF INTERVIEW/SESSIONLOCATION>, located at <ADDRESS><, near <NEARBY LANDMARK OR METRO STATION>.

4. How long will the research <interview or session> last and when will it take place?

The interview session will last no more than <60 or 90> minutes and can be scheduled at your convenience. Each interview 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/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.

Students age 18 or over can sign the consent form directly; but again, participation in the study is completely voluntary and students have the right to withdraw intent to participate and/or refuse to answer particular questions.

6. Will information be kept private and confidential?

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 the participant's school?

Participants' responses 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 rewards or incentives for participating?

Yes, the student will receive a \$25 gift card (from a major credit card company) at the end of his/her interview. If transportation is required to the interview site, the student's parent/guardian will also receive a \$25 gift card in appreciation for bringing the student to and from the 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. Students will still receive a gift card if he/she refuses to answer particular questions or elects to end the interview early.

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

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

[ETS: Additionally, students under the age of 18 can have a parent/legal guardian fill out an intake form at <LINK>. Students age 18 or over can complete the form themselves.]

Appendix N: EurekaFacts Recruitment Email/Letter to Adults Who Have Requested Information from EurekaFacts on Research Study Opportunities: Science Cognitive Interviews and Tryouts

IF SENT AS EMAIL - Subject: Education Research Opportunity for Students in Grades 4, 8, or 12

Hello,

I am contacting you from EurekaFacts, a local research company in Rockville, MD. You are receiving this email because you have previously given us your contact information in order to receive information regarding upcoming research opportunities.

If you are the parent/legal guardian of a child who is currently in grades 4, 8, or 12 (5th, 9th, and 11th graders will also be considered), or know anyone who is, we'd like to inform you 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. This study supports the development of new science test questions for the National Assessment of Educational Progress (NAEP).

We are carrying out research <interviews or sessions> to try out new, computer-delivered science questions. Students will be asked to complete test questions on a tablet computer. The research <interviews or sessions> will explore how students work through the questions on a tablet 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 questions and make them easier to understand.

The voluntary research <interviews or sessions> will last no more than <60 or 90> minutes. Students will be asked to respond to science questions and will be asked about them. EurekaFacts staff will take notes of students' reactions to the questions and students' feedback will be used to revise and refine the questions. We will observe and ask about the students' understanding of the questions. Students may also be asked whether they have any suggestions about how to enhance the questions.

Each student who participates will receive a \$25 gift card (from a major credit card company). The student's parent/guardian will also receive a \$25 gift card for bringing the student to and from the site.

Students' responses will not be graded or shared with their school. 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].

These research <interviews or sessions> are an important stage of the NAEP test development process. The students can directly guide the future of this nationwide assessment by helping NCES create the best test possible.

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) sheet.

Thank you for your consideration and assistance regarding this effort. Please do not hesitate to contact me with any questions you may have regarding our firm or this project. We look forward to communicating with you.

Sincerely,

<CONTACT NAME>

EurekaFacts, LLC

<CONTACT INFORMATION>

ATTACHMENT: Flyer <Appendix S/Appendix T/Appendix U>

Appendix O: EurekaFacts Recruitment Email/Letter to Parent-Teacher-Student Associations/Organizations/Schools That Have Requested Additional Information about Science Cognitive Interviews and Tryouts

<DATE>

IF SENT AS EMAIL - Subject: Education Research Opportunity for Students in Grades 4, 8, or 12

Hello,

I am contacting you from EurekaFacts, a local research company in Rockville, MD. You are receiving this email because you have previously requested additional information about cognitive interviews on new science tasks that we are carrying out on behalf of National Center for Education Statistics (NCES), part of the U.S. Department of Education.

As we previously mentioned, we are currently recruiting students in grades 4, 8, or 12 (5th, 9th, and 11th graders will also be considered) for a research study supporting the development of new test questions for the National Assessment of Educational Progress (NAEP). We are carrying out research <interviews or sessions> to try out new, computer-delivered science questions. Students will be asked to complete test questions on a tablet computer. The research <interviews or sessions> will explore how students work through the questions on a tablet computer to ensure that the questions are clear and understandable to a broad range of students. NCES simply wants to know how students would complete the questions if they were on an actual test and would like to hear students' thoughts to improve the questions and make them easier to understand.

The voluntary research <interviews or sessions> will last no more than <60 or 90> minutes. Students will be asked to respond to science questions and will be asked about them. EurekaFacts staff will take notes of students' reactions to the questions and students' feedback will be used to revise and refine the questions. We will observe and ask about the students' understanding of the questions. Students may also be asked whether they have any suggestions about how to enhance the questions.

Each student who participates will receive a \$25 gift card (from a major credit card company). The student's parent/guardian will also receive a \$25 gift card for bringing the student to and from the <interview or session site>.

Students' responses will not be graded or shared with their school. 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].

These research <interviews or sessions> are an important stage of the NAEP test development process. The students can directly guide the future of this nationwide assessment by helping NCES create the best test possible.

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) sheet.

Thank you for your consideration and assistance regarding this effort. Please do not hesitate to contact me with any questions you may have regarding our firm or this project. We look forward to communicating with you.

Sincerely,

<CONTACT NAME>

EurekaFacts, LLC

<CONTACT INFORMATION>

ATTACHMENT: Flyer <Appendix S/Appendix T/Appendix U >

Appendix P: EurekaFacts Confirmation Phone Script for Parents/Legal Guardians of Student Participants (Under Age 18): Science Cognitive Interviews and Tryouts

Good morning/afternoon/evening. May I please speak to < NAME> about <STUDENT'S NAME> <cognitive interview or 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 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[ren] participate in this study and help develop the best possible test questions. This is a reminder that we have scheduled your child[ren]'s <cognitive interview or tryout> session for <TIME> on <DATE>.

The <cognitive interview or tryout> session will last no more than <60 or 90> minutes. It will take place at <LOCATION and DIRECTIONS>.

During the <cognitive interview or tryout> session, your child[ren] will be asked to respond to sample science questions on a tablet computer. These <cognitive interviews or tryouts> are an important stage of the NAEP test development process. Your child[ren]'s participation will help NCES improve the test questions. Your child[ren]'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[ren] has completed the <cognitive interview or tryout> session, <HE/SHE/THEY> 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.

Please remember to bring the signed and dated consent form granting consent for your child[ren] to participate in the NAEP research when you bring your child[ren] in for the session. Without your consent, your child[ren] will not be able to participate in the <cognitive interview or tryout> session.

*Do you have any questions at this time?
<Answer any questions>.*

We plan to see you at <TIME> on <DATE> at <LOCATION>. 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 Q: EurekaFacts Confirmation Phone Script for Student Participants (Age 18 or Over): Science Cognitive Interviews and Tryouts

Good morning/afternoon/evening. May I please speak to <STUDENT NAME> about <cognitive interview or tryout> sessions 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 participate in this study and help develop the best possible test questions. This is a reminder that we have scheduled your <cognitive interview or tryout> session for <TIME> on <DATE>.

The <cognitive interview or tryout> session will last no more than 90 minutes. It will take place at <LOCATION and DIRECTIONS>.

During the <cognitive interview or tryout> session, you will be asked to respond to sample science test questions. These <cognitive interviews or tryouts> are an important stage of the NAEP test development process. Your participation will help NCES improve the test questions. Your responses will be used only for research purposes and will not be disclosed or used, in identifiable form, for any other purpose except as required by law [Education Sciences Reform Act of 2002, 20 U.S.C §9573].

As soon as you have completed the <cognitive interview or tryout> session, you will receive a \$25 gift card (from a major credit card company) as a thank you for participating. In addition, if transportation to the interview site is provided by your parent/guardian, they will also receive a \$25 gift card to thank them for their time in bringing you 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> at <LOCATION>. 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 R: EurekaFacts Confirmation Phone Script to School/Organization Where Sessions Will Be Conducted: Science Cognitive Interviews and Tryouts

Good morning/afternoon/evening. May I please speak to <NAME> about <cognitive interview or tryout> sessions 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 will be assisting EurekaFacts in carrying out research studies to help develop the best possible test questions.

These <cognitive interview or tryout> are an important stage of the NAEP test development process. Students' participation will help NCES improve the test questions. Their 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].

Sessions have been scheduled at <SCHOOL/ORGANIZATION> from <TIME to TIME> on <DAY, DATE>. The sessions will each last approximately <60 or 90> minutes. To thank them for their time, participating students will receive a \$25 gift card (from a major credit card company). If a parent/guardian transports the student to or from the research site, the parent/guardian will also receive a \$25 gift card for their time and effort.

Do you have any questions at this time?

<Answer any questions.>

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

Thank you again for assisting EurekaFacts in this very important research study.

Appendix S: ETS Informational Flyer Distributed Through Schools/After School Programs/Parent-Teacher-Student Associations/Youth Organizations

TEST THE TEST!

Opportunity for Students in 4th, 8th, or 12th Grades (5th, 9th, or 11th graders will also be considered)

- 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, part of the U.S. Department of Education.
- ETS is looking for students currently in **Grade 4, Grade 8, or Grade 12 (5th, 9th, or 11th graders will also be considered)** to help evaluate new science tasks for the National Assessment of Educational Progress (NAEP), a nationwide assessment given to students in elementary, middle, and high schools. Students' input will help to ensure that the items are clear and understandable to a broad range of students.
- ETS will provide a \$25 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 their child to and from the testing location for the <60- or 90-> minute interview. Interviews will begin this <season or month> and can be scheduled at your convenience <after school - insert if during school year>.
- If you are interested, please ask your parent/legal guardian (18+ no parent necessary) to fill out an intake form at <https://www.surveymethodsonline.com/> or contact **(609) 734-1882** or **Pretesting@ets.org** for more information about this opportunity!
- Prescreening required.

**Appendix T: EurekaFacts Recruitment Internet/Newspaper Advertisement/Flyer/
Advertisement Online: Science Cognitive Interviews and Tryouts**

TEST THE TEST!

Do you have a child in 4th, 8th, or 12th grade?



- EurekaFacts, a local research company in Rockville, MD, is administering 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 grades 4, 8, or 12 <5th, 9th, and 11th graders will also be considered> to help evaluate new test questions.
- We will provide a \$25 gift card to each student, plus a \$25 gift card to the parent/guardian who brings the student to and from the study location.
- The research <interview or session> will last no more than <60 or 90> minutes and will be scheduled at your convenience after school and on weekends.

Interested?

Call or Text: <PHONE NUMBER>

E-mail: <WEBSITE INFORMATION>

We are across the street from Rockville Metro!

Appendix U: EurekaFacts Recruitment Informational Brochure Distributed through Schools, Youth Organizations, Libraries, Parent-Teacher-Student Associations: Science Cognitive Interviews and Tryouts

TEST THE TEST!

Opportunity for Students in Grades 4, 8, and 12!



EurekaFacts is a local research company administering an important study for the National Center for Education Statistics (NCES), part of the U.S. Department of Education. If your child is currently in grade 4, 8, or 12 <5th, 9th, and 11th graders will also be considered>, we need his/her help to evaluate new science test questions for the National Assessment of Educational Progress (NAEP), a nationwide educational test. Students' input will help to ensure that the test questions are clear and understandable to a broad range of 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/her child to and from the research session location for the <60 or 90> minute interview. Sessions will begin on <DATE> and may be scheduled at your convenience after school and on weekends. Please call, text, or e-mail us now for more information about this opportunity!

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

Visit our website for more information: <WEBSITE INFORMATION>

