

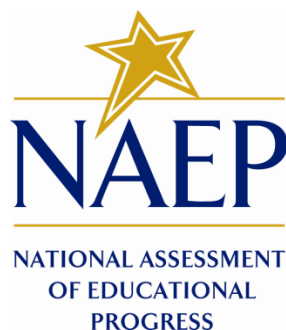
*NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS*

Appendix E

Assessment Feedback Forms

*Request for Clearance for
NAEP Assessments for 2017-2019*

*OMB# 1850-NEW v.1
(previous OMB# 1850-0790 v.43)*



Appendix E-1: School Coordinator Debriefing Interview Questions

The amount of time estimated to complete this form is 7 minutes.

School Coordinator Debriefing Interview

Directions: Complete with the school coordinator before leaving the school on assessment day.

1. Overall, how do you think the assessment(s) went in your school?
Would you say:

Read aloud and check the appropriate box.

- Very well
 - Satisfactorily
 - Unsatisfactorily
-

2. How well did the instruction brochure you received with the Preassessment Packet prepare and direct you in performing the school coordinator tasks?

Would you say:

Read aloud and check the appropriate box.

- Very well
 - Satisfactorily
 - Unsatisfactorily
-

3. NAEP is interested in the feedback you have received from other school staff members about this assessment. Would you say it has been:

Read aloud and check the appropriate box.

- Positive
- Neutral
- Negative
- No feedback

- Record comments:

4. Did anyone meet with the students to explain the purpose of the assessment?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know

5. Did the students receive any special instructions to prepare them for the assessment?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know
<ul style="list-style-type: none">▪ If yes, specify type of instructions received: <hr/> <hr/>	

6. Will the students receive (or have they already received) something from the school for participating in the assessment?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know
<ul style="list-style-type: none">▪ If yes, specify what (e.g., food, candy, money, party): <hr/> <hr/>	

7. Do you have any feedback about the material you received from NAEP (publications, letters, etc.)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know
<ul style="list-style-type: none">▪ Record comments: <hr/> <hr/>	

8.

High School Students Strategies Form

In order to obtain more information on high school student participation and motivation, we would like to know which strategies were used in the school. Please answer the following questions:



Prepare and Schedule NAEP

1. Which of the following methods did the school use to **prepare for NAEP**?

- Add NAEP to **school calendar**
- Use the **NAEP MyNAEP website** to **track** assessment activities for NAEP
- Post information about NAEP on **school website**
- Use the **NAEP Appointment Card**
- Send **notification letter** to students selected for NAEP before assessment day
- NAEP **announced prior to assessment day** to parents, students, and/or faculty
 - Use **social media** (Facebook/Twitter) to announce NAEP
 - Send **notification letter** to students selected for NAEP before assessment day
- NAEP **announced** on the **day** of the assessment
- Give **teachers a list of students** with **testing time and location**
- Provide **NAEP staff** with a **master list** of where students are at the beginning of the assessment
- Flexible scheduling** for students
- Other (please specify) _____
- Did not do anything extra to prepare for NAEP

Encourage Teachers to Support NAEP

2. Which of the **following methods** did the school use to **inform teachers** about the importance of NAEP?

- Explain** the importance of NAEP to **teachers** in a meeting, memo, announcement, etc. If the importance of NAEP was explained to teachers, what resources, if any, were used from the **Best Practice Guide**.
 - PowerPoint** presentation – *Introducing NAEP to Teachers*
 - Video** – *Introducing NAEP to Teachers*
 - Talking points** to answer teacher questions about NAEP
 - Social media** (Facebook/Twitter) posts for teachers
 - Other NAEP materials** (i.e., *Measure Up Newsletter* and *Facts for Teachers*)
- Other (please specify) _____
- Did not do anything extra to inform teachers about the importance of NAEP

8.
(cont)

High School Students Strategies Form (continued)

Motivate Students to Participate

3. Which of the **following methods** did the school use to **motivate the selected students** and ensure student attendance for the NAEP assessment?
- Met with **students to explain the importance of NAEP**. If a meeting was held with students, what resources were used from the **Best Practices Guide**?
 - PowerPoint** presentation – *Introducing NAEP to Students*
 - Video** – *Introducing NAEP to Students*
 - Talking points** to answer student questions about NAEP
 - References** to the **NCES website** to find additional resources and past results
 - Use **social media** (Facebook or Twitter) to share information about NAEP with students
 - Publish an **article** about NAEP in **school newspaper** or **newsletter**
 - Senior class advisors, teachers, counselors, and/or administration** urge the students to participate
 - Invite staff** to attend **assessment sessions**
 - Importance of NAEP **stressed at beginning** of assessment session by school staff
 - Recognize** or **thank** students for participation in NAEP (please specify):
 - Informal** – (e.g., verbal thank-you from school coordinator, principal, counselor)
 - Formal** – (e.g., letter, certificate, community service hours, recognition at assembly, honor tags to wear at graduation)
 - Other (please specify) _____
 - Did not do anything extra to motivate the students

Provide Incentives

4. Which of the **following incentives** did the school **give to the students** who participated?
- NAEP Certificate** of Community Service
 - Recognition** at a school/awards assembly or other announcement
 - Food** incentive before or after the assessment (for example pizza, donuts, cookies, etc.)
 - Lottery** for items (yearbook, prom tickets, entertainment, restaurant coupon, parking spot, hall pass, etc.)
 - All students given item** for participating (lunch line pass, key chain, early release, restaurant coupon, etc.)
 - Other (please specify) _____
 - Did not do anything extra to provide incentives for the students

9. Discuss any issues documented on the Session Debriefing Form that should be brought to the school coordinator's attention.

10. I have placed copies of all documents used in the assessment in the NAEP Storage Envelope. NAEP would like you to retain the envelope until June 1 or the end of the school year in case there should be questions about the assessment. Please log on to MyNAEP and record the date you destroy the envelope.

11. Thank you for everything you have done to make this a successful assessment. I have a Certificate of Appreciation I would like to give the school as a token of our appreciation for your participation.

Give the school coordinator the School Certificate of Appreciation.

PRIVATE SCHOOLS THAT HAVE BEEN PROMISED ATLASES. I brought NAEP atlases your school was offered this past summer.

- Distribute atlases.
-

Appendix E-2: Post Assessment Follow-Up Survey

The amount of time estimated to complete this form is 10 minutes.

INSTRUCTIONS

After the interview, assign a summary rating on the front cover that best reflects the school coordinator's responses, as well as any unsolicited comments he/she makes during your conversation that are relevant to the team's performance. The rating should factor in the school coordinator's overall evaluation of the team, as well as any favorable or unfavorable reports about individual team members. In assigning your rating, be sure to differentiate, when possible, a negative attitude about the NAEP program versus a negative evaluation of the assessment team's performance.

The rating scale for the overall evaluation consists of a five-category scale, with values ranging from "1," signifying excellent, to "5," meaning the performance was unacceptable. A "Not Enough Information" ("8") option is provided, but unless the school coordinator consistently answers your questions with "don't know," assign a rating based on the opinions the school coordinator was able to express. Ratings of "4" and "5" should be extremely rare and, when assigned, you will need to provide more details about the team's performance. Promptly discuss with your field manager if a team receives an overall rating of "4" or "5."

The rating scale is explained in more detail below.

- | | |
|---------------------------------------|---|
| Excellent | (1) The team was totally prepared, organized, and professional. The school coordinator had nothing but a glowing review for each question asked of them. Almost all questions were answered either "very well" or "very good." |
| Good | (2) The team was prepared and professional, but there were a few small missteps that kept this from being an excellent assessment. |
| Satisfactory / Adequate | (3) The team was adequate and got the job done, but the school coordinator answered most of the questions as "satisfactorily" or "adequate" (as opposed to very well/very good). Additional briefing or training may be in order. |
| Unsatisfactory | (4) The team was unprepared and/or unprofessional at times. The team's performance definitely requires improvement. Additional briefing or training may be in order. |
| Unacceptable / Problem | (5) The team was totally unprepared and/or unprofessional. This performance was unacceptable, and immediate remedial action is definitely required. |
| Not Enough Information to Rate | (8) Due to the session scheduling, the school coordinator was unable to observe any portion of the team's performance or enough of the team's performance to rate the team. |

Please consult the **NAEP Assessment Team Quality Control Form Telephone Version 2015 MAIN/TBA Question-by-Question Specifications** for additional guidelines on what you should consider when assigning these ratings.

INTRODUCTION TO THE SCHOOL COORDINATOR

Hello, this is _____ from the National Assessment of Educational Progress. I work with the NAEP Supervisor/Assessment Coordinator for this area. A few days ago, our assessment team conducted (a/# _____) session(s) at your school. NAEP would like to thank you for all of your work in making the assessment at _____ (SCHOOL NAME) possible. As part of our efforts to improve the performance of our assessment teams, we routinely call a random sample of school coordinators to find out how the assessment and preassessment visit went. This call should only take a few minutes.

Just as a reminder, the assessment team at your school was led by _____ (SV/AC NAME). When responding to these questions, please feel free to speak frankly. Your comments will help improve the quality of the assessments.

QUESTIONS ABOUT THE PREASSESSMENT REVIEW CALL

First, I have a few questions about the preassessment review call that _____ (SV/AC NAME) conducted with you on _____ (PREASSESSMENT REVIEW CALL DATE).

1. Overall, how would you rate the NAEP representative's handling of the preassessment review call?

Would you say:

Read aloud and check the appropriate box.

- Very good
- Satisfactory
- Unsatisfactory
- Decline to answer

2. Overall, how would you rate the NAEP representative on leading the review and update of student demographic information during your call?

Would you say:

Read aloud and check the appropriate box.

- Very good
- Satisfactory
- Unsatisfactory
- Decline to answer

QUESTIONS ABOUT THE PREASSESSMENT REVIEW CALL (CONTINUED)

3. Overall, how would you rate the NAEP representative on leading the review of accommodations for students with disabilities and English language learners?
Would you say:

Read aloud and check the appropriate box.

- Very good
- Satisfactory
- Unsatisfactory
- Decline to answer

4. Do you have any other comments or suggestions about the NAEP representative's review of the preassessment activities you conducted on MyNAEP?

- Yes
- No
- Don't know

- Record comments:

QUESTIONS ABOUT THE ASSESSMENT

Now I have a few questions about the assessment that was conducted at your school on _____ (ASSESSMENT DATE).

5. Overall, how would you say the NAEP team handled the assessment at your school?
Would you say:

Read aloud and check the appropriate box.

- Very well
- Satisfactorily
- Unsatisfactorily
- Decline to answer

QUESTIONS ABOUT THE ASSESSMENT (CONTINUED)

6. Did the team arrive on time?

Would you say:

Read aloud and check the appropriate box.

- Yes
- No
- Don't know
- Decline to answer

7. As far as you know, did the session(s) start on time?

Would you say:

Read aloud and check the appropriate box.

- Yes
- No
- Don't know
- Decline to answer

8. Did you have the opportunity to observe any of the assessment session(s)?

Would you say:

Read aloud and check the appropriate box.

- Yes
- No
- Don't know
- Decline to answer

9. How would you rate how the NAEP representatives handled the session(s) you observed?

Would you say:

Read aloud and check the appropriate box.

- Very well
- Adequately
- Don't know
- Decline to answer

QUESTIONS ABOUT THE ASSESSMENT (CONTINUED)

10. How would you rate the overall **organization** of the assessment team?

Would you say:

Read aloud and check the appropriate box.

- Very good
- Adequate
- Poor
- Don't know
- Decline to answer

11. How would you rate the overall **professionalism** of the assessment team?

Would you say:

Read aloud and check the appropriate box.

- Very good
- Adequate
- Poor
- Don't know
- Decline to answer

12. How would you rate how the assessment team interacted with other school staff?

Would you say:

Read aloud and check the appropriate box.

- Very well
- Adequate
- Poor
- Don't know
- Decline to answer

QUESTIONS ABOUT THE ASSESSMENT (CONTINUED)

13. How would you rate how the assessment team interacted with the students?

Would you say:

Read aloud and check the appropriate box.

- Very well
- Adequate
- Poor
- Don't know
- Decline to answer

14. At the end of the session(s), did the NAEP representative give you the red NAEP storage envelope and tell you when the materials should be destroyed?

Would you say:

Read aloud and check the appropriate box.

- Yes
- No
- Don't know
- Decline to answer

15. Is there anything else you would like to say about the assessment team or any of its members?

- Yes
- No
- Don't know

- Record comments:

SUGGESTIONS

16. NAEP is conducted regularly, and we continue to refine the materials and procedures for future assessments. Do you have any suggestions on how we can make it easier for schools to participate in the future?

- Yes
- No
- Don't know

- Record comments:

17. Think about all of the contacts you have had with NAEP staff and the activities that took place during the preassessment visit and on assessment day. Please give the NAEP assessment team an overall rating?

Read answers and record the SC's answer:

- Excellent
- Good
- Satisfactory
- Unsatisfactory
- Unacceptable
- Not enough information to rate

18. Would you like to speak with a NAEP representative who oversees the team that administered your assessment to discuss any of the activities related to NAEP that took place in your school?

- Yes, please have a NAEP representative contact me.
- No, I don't need to speak with a NAEP representative.