

NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendices
Communication Materials

***National Assessment of Educational Progress (NAEP) Pretesting of
Scenario-based Tasks (SBTs) for Pilot in 2019 Grades 4 and 8***

OMB# 1850-0803, v. 193



April 2017

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Appendix A: Recruitment Email/Letter to Schools of Potential Student Participants: Reading and Mathematics Playtesting, Cognitive Interviews, and Tryouts

IF SENT AS EMAIL-Subject: Research Study Opportunity

<DATE>

Dear [or Hello] <NAME>,

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 and 8 (fifth, seventh, and ninth graders will also be considered) to help us test new computer-delivered reading or mathematics 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 reading and mathematics.

[For Playtesting: The voluntary research sessions will last no more than <60 or 90> minutes. Students will be asked to work through reading or mathematics questions and then provide feedback about their experiences with the questions. Students' feedback and responses will be noted and may be audio recorded and used to help us revise and improve our tests.]

[For Cognitive Interviews: The voluntary research interviews will last no more than <60 or 90> minutes. Students will be asked to answer reading or mathematics questions and then provide feedback. EurekaFacts staff may 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 reading or mathematics 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, students will receive a \$25 gift card from a major credit card company in appreciation of their time. In addition, if transportation to the session site is involved, the student's parent/guardian will also receive a \$25 gift card as a thank-you for the time spent 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 United States who will take the tests. Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

If you are willing to help us recruit students for this study, please contact me, and I will follow up with flyers for you to distribute. I have included our Frequently Asked Questions (FAQs) 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,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Attachment: Frequently Asked Questions (FAQs) (See Appendix I)

Appendix B: Recruitment Email/Letter to After School Programs/Parent-Teacher-Student Associations/Youth Organizations: Reading and Mathematics Playtesting, Cognitive Interviews, and Tryouts

IF SENT AS EMAIL–Subject: Research Study Opportunity

<DATE>

Dear [or Hello] <NAME>,

I am contacting you from <Educational Testing Service (ETS) or EurekaFacts, a local research company>. We are carrying out an important study in reading and mathematics 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 and 8 (fifth, seventh, and ninth graders will also be considered) to help us test new computer-delivered questions in reading or mathematics. 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 reading and mathematics.

The voluntary research sessions will last no more than <60 or 90> minutes. Students will be asked to answer questions on reading or mathematics and then provide feedback about their experiences with the questions.

[For Cognitive Interviews: EurekaFacts staff may record audio and screen activity for analysis and take notes about students' reactions to these questions to revise and refine test content.]

If selected to participate, students will receive a \$25 gift card from a major credit card company. In addition, if transportation to the session site is involved, the student's parent/guardian will also receive a \$25 gift card as a thank-you for the time spent 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 United States who will take the tests. Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

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 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,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

Attachment: Flyer (See Appendix N/Appendix P)

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

(To be used only if the required number of participants is not recruited through schools and 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 reading and mathematics 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 and 8 (fifth, seventh, and ninth graders will also be considered) to help us test new computer-delivered questions in reading or mathematics for the National Assessment of Educational Progress (NAEP).

[For Playtesting (Add to above paragraph.): The sessions will explore how students work through the items to ensure that the items are clear and understandable to a broad range of students.

These reviews are very informal group sessions where we show students early draft versions of computer-delivered questions; some may even be drafts on paper before they are turned into digital questions. Students will be informed that their participation is completely voluntary and that they will not be evaluated. They will also be told they have a key role in helping us improve our tests and that they can make a difference in the experience of thousands of students who will take these tests all over the country.

ETS staff will take notes of students' reactions to these questions and use their feedback to revise and refine the questions. We will observe and ask questions about the students' level of interest and ability to understand the questions. Students will also be asked if they have any suggestions on how to improve the questions. Students' feedback and responses will be noted and may be audio recorded and used to help us revise and improve our tests.]

[For Cognitive Interviews or Tryouts: 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. EurekaFacts staff may 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 help guide the future of this national assessment by helping NCES evaluate the questions to create the best tests possible.]

The research session for your child would take place at <LOCATION> and would last no more than <60 or 90> minutes. The session 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, if transportation to the interview site is involved, you will also receive a \$25 gift card as appreciation for bringing your child to and from the session site.

Your child's responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

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] me at <CONTACT PHONE> or <CONTACT EMAIL>. We look forward to communicating with you soon!

Thank you,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Attachment: Frequently Asked Questions (FAQs) *(See Appendix I)*

Appendix D: Confirmation (Email/Letter) to Schools/After School Programs/Parent-Teacher-Student Associations/Youth Organizations Where Interviews Will Be Administered: Reading and Mathematics Playtesting, 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 reading or mathematics 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 and what students think about the test. Students will be asked to respond to questions on a <tablet computer or computer> and asked about the questions.

[For Playtesting (Add to above paragraph.): Students' feedback and responses will be noted and may be audio recorded and used to help us revise and improve our tests.]

[For Cognitive Interviews (Add to above paragraph.): Students' feedback and responses will be noted and audio recorded, and screen activity may be captured and used for analysis to help us revise and improve our tests.]

Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

Research sessions have been scheduled at <SCHOOL/ORGANIZATION/ASSOCIATION> from <TIME to TIME> on <DAY, DATE>. The sessions 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, to above paragraph: If a parent/guardian transports the student to or from the session 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,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Appendix E: Confirmation of Interview (Email/Letter) to Parents/Legal Guardians of Student Participants (Under Age 18): Reading and Mathematics Playtesting, Cognitive Interviews, and Tryouts

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

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

<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 reading or mathematics for the National Assessment of Educational Progress (NAEP). Before giving the new questions to students in a nationwide 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 reading or mathematics questions on a <tablet computer or 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 kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

Your child has been scheduled for a research session at <TIME> on <DAY, DATE>. The research session 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 research session site is involved, you will also receive a \$25 gift card as appreciation for the time spent bringing your child to and from the site.

The research session 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 research session. Without your consent, your child will not be able to participate in the research session.

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,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

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

[Appendix F: Thank You Email/Letter to Schools/After School Programs/Parent-Teacher-Student Associations/Youth Organizations of Student Participants: Reading and Mathematics Playtesting, 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,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Appendix G: Thank You Email/Letter to Parents/Legal Guardians of Student Participants (Under Age 18): Reading and Mathematics Playtesting, 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] 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,

<CONTACT NAME>

<TITLE>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION >

Appendix H: Acknowledgement Email/Letter to Parents/Legal Guardians of Students Not Selected to Participate: Reading and Mathematics Playtesting, 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 reading and mathematics. 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 in future research opportunities, should they arise, please let us know (see contact information below).

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

Sincerely,

<CONTACT NAME>

<Educational Testing Service or EurekaFacts, LLC>

<CONTACT INFORMATION>

Appendix I: Frequently Asked Questions (FAQs): Reading and Mathematics Playtesting, 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 sessions with students currently in grades 4 and 8 (fifth, seventh, and ninth graders will also be considered) about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on reading and mathematics 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 better.

2. What will happen during the research session?

[*For Playtesting:* Each participant will work through an early version of new NAEP questions in reading or mathematics on a <tablet computer or computer>. We will ask questions that focus on students' level of interest and ability to understand the questions presented to them. We may ask whether students have any suggestions about how we might improve the questions. ETS staff will audio record and take notes about students' reactions to these questions to revise and refine test content. No personally identifying information will be recorded or retained.]

[*For Cognitive Interviews:* Each participant will work through an early version of new NAEP reading or mathematics 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. EurekaFacts staff may record audio and screen activity for analysis and take notes about students' reactions to these questions to revise and refine test content. No personally identifying information will be recorded or retained.]

[*For Tryouts:* Each participant will take an early version of a new NAEP reading or mathematics test on a tablet computer. Participants will be asked to answer the questions as if it were an actual test. We may ask participants for their reactions to and feedback about the test questions. No personally identifying information will be recorded or retained.]

Reading or mathematic-specific knowledge is not required, and participants' responses will not be graded. There will be more than one adult present during each research session.

3. Where will the research session take place?

The research session will take place at <NAME OF INTERVIEW/SESSION LOCATION>, located at <ADDRESS>, near <NEARBY LANDMARK OR METRO STATION>.

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

The research session will last no more than <60 or 90> minutes and can be scheduled at your convenience. Each research 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/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 information be kept private and confidential?

Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347).

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 session. If transportation is required to the research session site, the student's parent/guardian will also receive a \$25 gift card in appreciation for bringing their 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 research session early.

11. Whom may 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>](#).]

Appendix J: EurekaFacts Recruitment Email/Letter to Adults Who Have Requested Information From EurekaFacts on Research Study Opportunities: Reading and Mathematics Cognitive Interviews and Tryouts

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

<DATE>

Hello,

I am contacting you from EurekaFacts, a local research company in Rockville, Maryland. 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 or 8 (fifth, seventh, and ninth 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 reading and mathematics test questions for the National Assessment of Educational Progress (NAEP).

We are carrying out research sessions to try out new, computer-delivered reading and mathematics questions. Students will be asked to complete test questions on a tablet computer. The research 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 sessions will last no more than <60 or 90> minutes. Students will be asked to respond to reading or mathematics 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 as a thank you for their participation. The student's parent/guardian will also receive a \$25 gift card to thank them for bringing their student to and from the site.

Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

These research sessions are an important stage of the NAEP test-development process. The students can help 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 (See Appendix O/Appendix P)

Appendix K: EurekaFacts Recruitment Email/Letter to Parent-Teacher-Student Associations/Organizations/Schools That Have Requested Additional Information About Reading and Mathematics Cognitive Interviews and Tryouts

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

<DATE>

Hello,

I am contacting you from EurekaFacts, a local research company in Rockville, Maryland. You are receiving this email because you have previously requested additional information about research studies on new reading or mathematics test questions that we are carrying out on behalf of the 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 and 8 (fifth, seventh, and ninth 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 sessions to try out new, computer-delivered reading and mathematics questions. Students will be asked to complete test questions on a tablet computer. The research 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 their thoughts to improve the questions and make them easier to understand.

The voluntary research sessions will last no more than <60 or 90> minutes. Students will be asked to respond to reading or mathematics 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 as a thank you for their participation. The student's parent/guardian will also receive a \$25 gift card to thank them for bringing their student to and from the site.

Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

These research sessions are an important stage of the NAEP test-development process. The students can help 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 (See Appendix P)

Appendix L: EurekaFacts Confirmation Phone Script for Parents/Legal Guardians of Student Participants (Under Age 18): Reading and Mathematics 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, or 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, or 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 reading or mathematics 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's responses will be kept confidential [Recruiter note: if asked what law is being referenced please provide its name: The Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347].

As soon as your child[ren] has [have] completed the <cognitive interview or tryout> session, 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[ren] 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 M: EurekaFacts Confirmation Phone Script to School/Organization Where Sessions Will Be Conducted: Reading and Mathematics Cognitive Interviews and Tryouts

Good morning/afternoon/evening. May I please speak to <NAME> about the < cognitive interview or tryout> sessions for the new National Assessment of Educational Progress, or NAEP, test questions?

[If a new person comes to the phone: 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, or 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> sessions are an important stage of the NAEP test-development process. Students' participation will help NCES improve the test questions.

Student responses will be kept confidential [Recruiter note: if asked what law is being referenced please provide its name: The Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347].]

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

TEST THE TEST!

Opportunity for Students in 4th or 8th Grades (5th, 7th, or 9th 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 or Grade 8 (5th, 7th, or 9th graders will also be considered)** to help evaluate new reading or mathematics questions 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. Students' responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).
- 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 the student 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 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 O: EurekaFacts Recruitment Internet/Newspaper Advertisement/Flyer/ Advertisement Online: Reading and Mathematics Cognitive Interviews and Tryouts

TEST THE TEST!

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



- EurekaFacts, a local research company in Rockville, Maryland, 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 grade 4 or 8 (5th, 7th, and 9th graders will also be considered) to help evaluate new test questions.
- Each student will receive a \$25 gift card as a thank you for participation, plus a parent/guardian will receive \$25 if bringing the student to and from the study location.
- The <research or tryout> session will last no more than 60 or 90 minutes and may be scheduled at your convenience after school or on weekends.
- Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

Interested?

Call or text: <PHONE NUMBER>

Email: <EMAIL ADDRESS>

We are across the street from the Rockville Metro!

Appendix P: EurekaFacts Recruitment Informational Brochure Distributed Through Schools, Youth Organizations, Libraries, Parent-Teacher-Student Associations: Reading and Mathematics Cognitive Interviews and Tryouts

TEST THE TEST!

Opportunity for Students in Grades 4 and 8!



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 or 8 (5th, 7th, and 9th graders will also be considered), we need his/her help to evaluate new reading or mathematics 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. Student responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

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 the student 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 or on weekends. Please call, text, or email us now for more information about this opportunity!

Call/Text: <CONTACT PHONE> or Email: [≤CONTACT EMAIL>](mailto:<CONTACT EMAIL>)

Visit our website for more information: <WEBSITE INFORMATION>



Appendix Q: Recruitment Phone Script for Schools of Potential Student Participants: Reading and Mathematics Playtesting, Cognitive Interviews, and Tryouts

Hello. May I please speak to <NAME OF CONTACT AT SCHOOL>?

[If a new person comes to the phone: Good morning/afternoon/evening.] My name is <CONTACT NAME>, and I am contacting you from <Educational Testing Service (ETS) or EurekaFacts>. We are carrying out an important study for the National Center for Education Statistics, or NCES, part of the U.S. Department of Education. We are recruiting students who are currently in grade 4 or 8 (but will also consider fifth, seventh, and ninth graders) to participate in research interviews supporting the development of new reading and mathematics test questions for the National Assessment of Educational Progress, or NAEP. The research interviews will explore how students work through questions on a <tablet computer or computer> to ensure that the questions are clear and understandable to a broad range of students. NCES simply wants to know how students would respond to 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 reading or mathematics questions. <ETS or EurekaFacts> research staff may record audio and/or screen activity for analysis and take notes of students' reactions to these test questions and will subsequently use students' feedback to revise and refine the test content.

[For Playtesting and Cognitive Interviews: We will observe and ask about the students' level of interest in, and understanding of, the questions. Students will also be asked whether they have any suggestions about how to enhance the questions.]

Student responses will be kept confidential [Recruiter note: if asked what law is being referenced please provide its name: The Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347].

We would like your help in distributing and posting informational flyers. We will follow up directly with those who contact us. We will hold some sessions at <LOCATION>, <ADDRESS>; however, if the parents/guardians of students cannot provide transportation to <LOCATION>, <ADDRESS> we would like to set up sessions at your school.

Each participating student will receive a \$25 gift card from a major credit card company in appreciation of their time. In addition, if transportation to the site is involved, a parent/guardian of each student will also receive a \$25 gift card as appreciation for bringing the child to and from the interview site.

These <interviews or sessions> are an important stage of the NAEP test-development process. The comments of students attending your school will help NCES improve test questions.

Would your school be interested in participating in or helping us to recruit students for this research study?

*If **NO**: Thank you for your time. Have a wonderful day/evening. [END CALL]*

*If **YES**: Good, thank you very much. To ensure that we interview a broad mix of students and determine the best interview location, I have a few brief screening questions to ask you. It should take only a few minutes.*

Screener Script

[Recruiter: Determine recruitment needs in advance. Look in public documents and school website to find what grades a school includes, the size of each grade, the socio-economic status, and racial/ethnic makeup of the student body. Record all responses to Screener questions. End Screener at whatever point the school staff member gives a response that confirms that their group has already been sampled adequately. End Screener Script: “Based on the requirements of this study, we are not able to include your school in the interviews at this time. Thank you for your time. Have a good day/evening.” [Interviewer: END CALL]]

1. Are you at a school with a population that includes:
 - a) grade 4 and 5 students
 - b) grade 7, 8, and/or 9 students

2. How many students are enrolled in your school?
 - a) 299 students or fewer
 - b) 300-599 students
 - c) 600 students or more

Eligible Participant Script

Thank you for taking the time to answer the screening questions. Your school is generally eligible to participate in the research interviews.

Would you be able to distribute and post flyers regarding this study?

(After receiving a contact of interest, an ETS or EurekaFacts staff member would follow up with the parent/legal guardian by phone and ask them some screening questions to ensure that a diverse sample of students is included in this study.)

If **NO**: *Thank you for your time. Have a good day/evening.* [Interviewer: END CALL]

If **YES**: *Would you be able to make a room at your school available where <ETS or EurekaFacts> could conduct some <60- or 90-> minute research sessions?*

If **YES**: *That’s great. We will contact you to schedule sessions at your school after we have some students signed up.* (Interviewer: go to **Closing**)

If **NO**: (Interviewer: go to **Closing**)

Closing Script

Thank you for agreeing to disseminate information about this important research study. We will send you an email with the informational flyers attached. What is your preferred email address?

We may need to reach you by telephone. Is the number I called the best number to use?

Do you have any questions at this time?

<Recruiter: Answer any questions.>

If you have any <additional> questions, please call <PHONE NUMBER>.

Thank you again for agreeing to be part of this important research project. Have a wonderful day/evening.

Appendix R: Recruitment Phone Script for Parents/Legal Guardians of Student Participants (Under Age 18): Reading and Mathematics Playtesting, Cognitive Interviews, and Tryouts

Script when calling parents from previously compiled list:

Hello. May I please speak to <NAME OF PARENT/LEGAL GUARDIAN>? [Interviewer: Thank and end call if not available.]

[If another person comes to the phone: Good morning/afternoon/evening.] Is this the <NAME FROM CALL LIST> household? My name is <NAME>, and I am calling from <Educational Testing Service (ETS) or EurekaFacts>, a local research company carrying out a study on behalf of the National Center for Education Statistics, or NCES, part of the U.S. Department of Education.

Are there any students in your household?

Yes: *Great! Let me give you some additional information about the study.*

No: *Thank you. Have a good day/evening.*

We are recruiting students to sign up to participate in a research study supporting the development of new questions in reading and mathematics for the National Assessment of Educational Progress, or NAEP. [If parent asks what NAEP is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.]

(Skip to Screener script.)

Script when calling a parent who responded to email, advertisement, or invitation

Good morning/afternoon/evening. Is this < NAME OF PARENT/LEGAL GUARDIAN >? My name is <NAME>. I'm calling from <Educational Testing Service (ETS) or EurekaFacts> on behalf of the National Center for Education Statistics, or NCES, part of the U.S. Department of Education.

Thank you for contacting us about the possibility of your child participating in a tryout session to help develop test questions for the National Assessment of Educational Progress, or NAEP.

Screener script

We are carrying out <research interviews or sessions> to explore how students work through sample reading and mathematics test questions to ensure that they are clear and understandable to a broad range of students. If selected to participate, your child will receive a \$25 gift card from a major credit card company as a thank you for their participation. You will also receive a \$25 gift card to thank you for bringing your child to and from the session site.

[Version A: The information your child provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, your child's responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about your child. Electronic submission of your child's information will

be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.]

[Version B: The information your child provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, your child's responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about your child. Electronic submission of your child's information will be monitored for viruses, malware, and other threats by Homeland Security in accordance with the Cybersecurity Enhancement Act of 2015.]

The <research interview or session> will take place at <LOCATION>. It will last no more than <60 or 90> minutes and can be scheduled at your convenience.

<ETS or Eureka Facts> staff may record audio and take notes about students' reactions to these questions to revise and refine test content.

[For Playtesting and Cognitive Interviews: We will observe and ask about the students' level of interest in, and understanding of, the questions. Students will also be asked whether they have any suggestions about how to enhance the questions.]

[For Cognitive Interviews: Participants' screen activity may be captured and used for analysis.]

[For Tryouts: NCES simply wants to know how students would answer the questions if they were to be included on an actual NAEP assessment.]

These research sessions are an important stage of the NAEP test-development process. The feedback students provide can help NCES evaluate the test questions to create the best test possible. Do you believe your child would be interested in participating?

Yes: Great! To ensure that we conduct this research with a broad mix of students, I have a few brief questions to ask about you and your child. It should only take a few minutes of your time. First, I want to collect some additional information about your child to identify if <HE/SHE> meets the participation requirements.

No: Thank you, have a good day/evening. END CALL.

(Interviewer: Determine recruitment needs in advance. Record all responses. End Screener at whatever point the parent/legal guardian gives a response that confirms that their group has already been sampled adequately. End Screener script: "Thank you for answering my questions. Based on the requirements of this study, we are not able to include your child in the interviews at this time. Thank you for your time. Have a good day/evening. [Interviewer: END CALL])

1. What is your child's name?
2. What grade is your child currently in? (Interviewer: DO NOT READ LIST.)
 - K-3rd [Unfortunately, we are only interviewing students currently in grades 4 or 5, and grades 7, 8 or 9 for this study. Thank you for your time. Have a good day/evening.]
 - 4th-5th → (Good)

- 6th → [Unfortunately, we are only interviewing students currently in grades 4 or 5, and grades 7, 8 or 9 for this study. Thank you for your time. Have a good day/evening.]
- 7th-9th → (Good)
- 10th-12th → [Unfortunately, we are only interviewing students currently in grades 4 or 5, and grades 7, 8 or 9 for this study. Thank you for your time. Have a good day/evening.]

3. What school does your child attend? (Interviewer: Note if homeschooled.)

4. What school district does he/she attend? (Interviewer: Note if charter, parochial, private, or homeschooled.)

5. Is your child currently enrolled in any of the following types of courses? (Select all that apply.)

- Advanced placement (e.g., AP, IB, or other college-level courses)
- Honor courses
- Remedial courses
- Other courses

6. What is your child's ethnicity and race? (Interviewer: Read list only if respondent doesn't immediately reply: [Is your child...?]) If the respondent indicates they prefer not to disclose this information, say: [That's fine] and move on to the next question.)

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race (one or more of the categories below):

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White or Caucasian

7. Which language did your child learn when he/she first began to talk? _____

8. Which language does your child most frequently speak at home? _____

9. Which language do you (the parents/legal guardians) most frequently use when speaking with your child?

[Just to be sure we're interviewing a broad range of students for this study.]

10. What is your total annual household income range based on the following ranges? (Interviewer: If the respondent indicates they prefer not to disclose this information, say: [That's fine] and move on to the next question.)

- Less than \$20,000
- \$20,000 to \$49,999
- \$50,000 to \$99,999
- \$100,000 or more

11. Does your child participate in the National School Lunch program? [Interviewer: If the respondent indicates they prefer not to disclose this information, say *[That's fine]* and move on to the next question.]

- Yes
- No

12. Would you consider the area you live in to be...

- Urban
- Suburban
- Rural

13. OK. Thank you and what is the zip code of the area that you live in?

Thank you. We would like to speak with your child to confirm if he/she is interested in participating in the research interview. It will take only a couple of minutes and then I will ask to speak with you again for another moment. Is your child available to speak with us now or should we call him/her back at another time?

- Yes, the child is available for screening questions. → (SKIP TO SCRIPTS FOR 4th and 8th GRADE STUDENTS)
- No, please call back.

Is the phone number you gave me earlier the best number to call?

Other phone numbers: _____

Is there a good time for me to call? When would be best for you?

Interviewer: IF CHILD NEEDS TO RECEIVE A CALL BACK, RECORD NAME, PHONE NUMBER, DATE/TIME.

Parent/Legal Guardian Name: _____

Child Name: _____

Parent/Legal Guardian Phone: _____

Date: _____

Time: _____

SCRIPT FOR GRADE 4 (or GRADE 5) STUDENTS

Hello. Is this <NAME OF STUDENT>?

Good morning/afternoon/evening. My name is <NAME>, and I'm calling from <Educational Testing Service (ETS) or EurekaFacts>. We are carrying out an important educational study.

We have spoken to your parent/legal guardian and are pleased that you might like to help us develop <SUBJECT> test <items or questions> for a test for students across the country, called the National Assessment of Educational Progress, or NAEP. Before I tell you more about what you would be asked to do, I need to ask you one question:

What grade are you currently in? (Recruiter: DO NOT READ LIST)

- K-3rd → [Unfortunately, we are interviewing only students currently in grades 4 or 5 for this study. Thank you for your time. Have a good day/evening.]
- 4th-5th → (Good.)
- 6th-12th → [Unfortunately, we are interviewing only students currently in grades 4 or 5 for this study. Thank you for your time. Have a good day/evening.]

Thank you. For the research <interview or session>, you will be asked to visit <LOCATION>, <ADDRESS> and we'll ask you to respond to some <SUBJECT> test questions on a <tablet computer or computer>. You will not be graded and this has nothing to do with your classes in school. Our study simply wants to know how you would answer the questions if it were to be included in the National Assessment of Educational Progress. The questions focus on <SUBJECT> and are really interesting and fun to do. You will be asked to answer questions on a computer. Your input will help improve the test that will be given to students throughout the nation. To thank you for participating, you will receive a \$25 gift card from a major credit card company when you finish the research session. The session will last no more than 60 minutes and will be recorded. You may choose not to participate; it is up to you. If you decide to participate, no one but the study's researchers will see your answers and all other research session materials, and we will not use your name to identify you.

Would you like to participate?

- Yes → (See script below "If YES.")
- No → [Thank you for your time. I will need to let your parent/legal guardian know that you would not like to participate. Is he/she available?]

TO PARENT/LEGAL GUARDIAN: [Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us about this opportunity.]

If **YES**: Thank you for agreeing to participate in this important research study. I will need to speak to your parent/legal guardian to talk about the date/time of the interview. Is your parent/legal guardian available?

- Yes
- No

Interviewer: IF CALLING PARENT/LEGAL GUARDIAN BACK, RECORD NAME, PHONE NUMBER, DATE/TIME.

Parent/Legal Guardian Name: _____

Child Name: _____

Parent/Legal Guardian Phone: _____

Date: _____

Time: _____

SCRIPT FOR GRADE 8 (GRADE 7 or GRADE 9) STUDENTS

Good morning/afternoon/evening. Is this <NAME OF STUDENT>? My name is <NAME>, and I'm calling from <Educational Testing Service (ETS) or EurekaFacts>. We are carrying out an important study for the National Center for Education Statistics, part of the U.S. Department of Education.

We have spoken to your parent/legal guardian and we are pleased that you may be interested in helping us test questions in reading or mathematics for a nationwide student assessment, the National Assessment of Educational Progress, or NAEP. Before I tell you more about what you would be asked to do, I need to ask you one question:

What grade are you currently in? (Recruiter: DO NOT READ LIST)

- K-6th → [Unfortunately, we are interviewing only students currently in grades 7, 8, or 9 for this study. Thank you for your time. Have a good day/evening.]
- 7th-9th → (Good).
- 10th-12th → [Unfortunately, we are interviewing only students currently in grades 7, 8, or 9 for this study. Thank you for your time. Have a good day/evening.]

Thank you. For the research <interview or session>, you will be asked to visit <LOCATION>, <ADDRESS> and respond to sample reading or mathematics items on a <tablet computer or computer>. Your responses will not be graded. The National Center for Education Statistics simply wants to know how you would respond to each question if they were to be included in the National Assessment of Educational Progress. The items focus on reading or mathematics and are interesting and fun to do. Your input will help evaluate the test that will be given to students throughout the nation. As a thank-you for participating, you will receive a \$25 gift card from a major credit card company and your parent or guardian will also receive \$25 if they bring you to and from the session site. The session will last no more than 90 minutes and will be recorded. Your participation is totally voluntary. If you participate, no one but the study's researchers will see your responses and all other session materials, and we will not use your name to identify you.

Would you like to participate?

- Yes → (See script below "If YES.")
- No → [Thank you for your time. I will need to let your parent/legal guardian know that you would not like to participate. Is he/she available?]

TO PARENT/LEGAL GUARDIAN: *Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with us about this opportunity.*

If **YES**: *Thank you for agreeing to participate in this important research study. I will need to speak to your parent/legal guardian to talk about the date/time of the interview. Could you please pass the phone back to your parent/legal guardian?*

Interviewer: IF CALLING PARENT/LEGAL GUARDIAN BACK, RECORD NAME, PHONE NUMBER, DATE/TIME.

Parent/Legal Guardian Name: _____

Child Name: _____

Parent/Legal Guardian Phone: _____

Date: _____

Time: _____

IF PARENT/LEGAL GUARDIAN AVAILABLE AND CURRENTLY SCHEDULING INTERVIEWS

Thank you again for allowing your child to participate in the NAEP research interviews. We will be holding our current interviews from <DATE> to <DATE>. What would be the best date/time to schedule the interview?

Date: _____

Time: _____

Thank you. We will follow up with a confirmation email/letter and a consent form. What is your email or postal address for us to send these to? _____

IF PARENT/LEGAL GUARDIAN AVAILABLE AND NOT CURRENTLY SCHEDULING INTERVIEWS

Thank you again for allowing your child to participate in the NAEP research interviews. We are in between interview sessions and will need to call you back when we are actively scheduling the interviews to determine the date and time that will work best. What are your scheduling preferences? (Select all that apply.)

- Morning
- Afternoon
- After school
- Weekends

Thank you so much for talking with us today. We look forward to communicating with you soon.

Appendix S: ETS Recruitment Web-surveyor Intake Form—Link provided in Emails/Letters and Flyers to Parents/Legal Guardians Interested in Participating in Study: Reading and Mathematics Playtesting

Educational Testing Service (ETS)

Research Study Opportunity: Playtesting for NAEP Reading or Mathematics

Educational Testing Service (ETS) is carrying out an important research study in reading or mathematics for the National Center for Education Statistics (NCES), part of the U.S. Department of Education.

We are recruiting students currently in grades 4 or 8 (fifth, seventh, and ninth graders will also be considered) to participate in voluntary research sessions supporting the development of new computer-delivered reading and mathematics tasks for the National Assessment of Educational Progress (NAEP). The sessions will explore how students work through the tasks to ensure that they are clear and understandable to a broad range of students. During the research session, your child would be asked to respond to reading or mathematics tasks on a <tablet computer or computer>. NCES simply wants to know what your child thinks about each task and how your child might do the tasks and respond to questions on a test. These research sessions are an important stage of the NAEP test-development process. By sharing their feedback with us, students can help guide the future of this national assessment by helping NCES evaluate the tasks to create the best questions possible.

The research session for your child would take place at <LOCATION> and will last no more than <60 or 90> minutes. The session can be scheduled at your and your child's convenience. Students will receive a \$25 gift card from a major credit card company to thank them for participation in the study. In addition, if transportation to the site is involved, the parent/guardian will also receive a \$25 gift card to thank him/her for bringing participant(s) to and from the session site.

Your child's responses will be kept confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107- 347).

We would like to have a balanced group of students take part in the study. To that end, we'd like you to give us some information about your child by filling out the form on the following pages. We will let you know within <TIMEFRAME> whether your child has been selected to take part in this research study. If your child is not selected for this study, we hope you will consider letting him/her be a part of other studies in the future.

If you have any questions, please contact Pretesting Coordinator at (609) 734-1882 or email pretesting@ets.org.

Thanks for your interest in this study!

<NAME OF RESEARCHER>

<TITLE OF RESEARCHER>

<DEPARTMENT NAME>

Educational Testing Service

660 Rosedale Rd

Princeton, NJ 08541

(* Indicates that the question is voluntary.)

Student Name (Last, First): _____

Parent Name (Last, First): _____

Parent Phone Number: _____

Parent Email Address: _____

Student's Grade: ___4th___5th ___7th___8th___9th

Student's School/District: _____

Student's Age: _____

Student's Gender: _____

Student's Ethnicity/Race:

Ethnicity:

Hispanic or Latino

Not Hispanic or Latino

Race (one or more of the categories below):

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White or Caucasian

Is Student currently enrolled in any of the following types of courses? (select all that apply)

Advanced placement (e.g., AP, IB, or other college-level courses)

Honor courses

Remedial courses

Other courses

*Does student participate in the National School Lunch program?

Yes

No

*What is the total annual household income range based on the following ranges?

Less than \$20,000

\$20,000 to \$49,999

\$50,000 to \$99,999

\$100,000 or more

Would you consider the area you live in to be...

Urban

Suburban

Rural

What is the zip code of the area that you live in? _____

Possible Time For <60 Or 90> Minute Session:

Please mark all the sessions that would work for your child[ren]. Not all of these times will be used. We are trying to schedule a limited number of sessions that will be convenient for the largest number of participants.

(DATE)	(TIME)	(TIME)	(TIME)
(DATE)	(TIME)	(TIME)	(TIME)
(DATE)	(TIME)	(TIME)	(TIME)
(DATE)	(TIME)	(TIME)	(TIME)

If some other time during these weeks would be better, what <60 or 90>-minute time frame would that be?

To complete the submission of this form, please click the "Submit" button. You will be contacted within <TIMEFRAME> to let you know whether or not your child has been selected to participate in this study.

(SUBMIT BUTTON)

Appendix T: Consent Form for Parents/Legal Guardians of Student Participants (Under Age 18): Reading and Mathematics Playtesting, Cognitive Interviews, and Tryouts

PARENTAL CONSENT FORM FOR PARTICIPATION IN RESEARCH

<Educational Testing Service (ETS) or EurekaFacts, LLC>

Title of Research Study: <Playtesting, Cognitive Laboratory Interviews, or Tryouts> for NAEP Reading or Mathematics

Thank you for your interest in having your child participate in the research study described below. This consent form explains the research study. Please read it carefully, and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them later as they occur to you.

1. What is this study about?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting research sessions with students currently in grades 4 and 8 (fifth, seventh, and ninth graders will also be considered) about new test questions for the National Assessment of Educational Progress (NAEP). The questions we are testing focus on reading or mathematics and will be part of a digitally-based test. In these sessions, students will see early versions of digitally-based questions. We may ask students whether they have any suggestions about how we might improve the questions.

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 <interviews or sessions>?

[For Playtesting: Each participant will take an early version of new NAEP reading or mathematics questions on a <tablet computer or computer>. We will ask questions that focus on your child's level of interest and ability to understand the questions presented to them. We may ask whether they have any suggestions about how we might improve the questions. ETS staff will audio record and take notes about your child's reactions to these questions to revise and refine test content.]

[For Cognitive Interviews: Each participant will work through an early version of new NAEP reading or mathematics questions on a tablet computer. An interviewer will ask what your child was thinking as he/she completed the questions, and whether he/she believes the questions are clear and understandable.]

[For Tryouts: Each participant will take an early version of a new NAEP reading or mathematics test on a tablet computer. Participants will be asked to answer the questions as if it were an actual test. We may ask participants for their reactions to and feedback about the test questions.]

Reading or mathematics-specific knowledge is not required, and participants will not be graded. There will be more than one adult present.

[ETS or EurekaFacts] staff may record audio and screen activity for analysis and take notes about your child's reactions to these questions to revise and refine test content. No names will be mentioned in the summary of findings and no personally identifying information will be retained once the study ends.

3. Where will the research session take place?

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

[Insert if interview takes place at a school: For research activities conducted in schools, NAEP will not conduct pretesting interviews during school hours. If any pretesting interviews are conducted at schools, after regular school hours, we do not anticipate any disruption in school services to students.]

4. How long will the research <interview or session> last?

The <interview or session> will last no more than <60 or 90> minutes. Each session requires only one visit; however your child may participate in multiple sessions, if interested.

5. Will information be kept private and confidential?

[Version A: The information your child provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, your child's responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about your child. Electronic submission of your child's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.]

[Version B: The information your child provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, your child's responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about your child. Electronic submission of your child's information will be monitored for viruses, malware, and other threats by Homeland Security in accordance with the Cybersecurity Enhancement Act of 2015.]

6. Will the results go to my child's school?

Your child's answers will not be disclosed to his/her school and will not be linked to any personally identifiable information such as the school's name.

7. What are the possible risks of being in the study?

There are no known risks to participating in this study.

8. Can participation end early?

Participation in this study is completely voluntary. Your child has the right to refuse to answer particular questions. Your child may elect to withdraw from this study at any time and can end early if he/she wishes. Your child will still receive a gift card if he/she refuses to answer particular questions or elects to end the <interview or session> early.

9. 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, you can fill out an intake form for your child at <https://www.surveymethodsonline.com/>.]

___ Yes, I agree to allow my child to participate in this study

___ No, I do not want my child to participate in this study

By signing below, you agree that your child, _____, may participate in this study. Your child will receive a \$25 gift card from a major credit card company at the conclusion of the interview.

In addition, if transportation to the interview site is involved, you will also receive a \$25 gift card as appreciation for bringing your child to and from the site.

Your signature below will indicate that your questions have been answered satisfactorily, and that you have read and understood the information provided above.

Print Name: _____

Signature: _____ Date: _____

Email address: _____

School student attends: _____

To be completed by ETS staff:

Student Payment Card Transaction Number: _____

Parent/Guardian Payment Card Transaction Number: _____