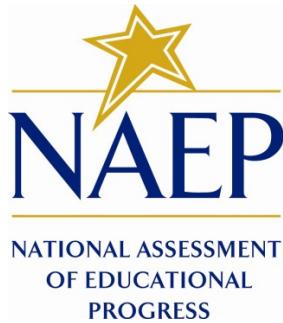


NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*Appendices
Communication Materials*

***National Assessment of Educational Progress (NAEP)
Technology and Engineering Literacy (TEL) and eNAEP
Pretesting Study***

OMB# 1850-0803 v. 199



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Appendix A: Recruitment E-mail/Letter to Youth Organizations

IF SENT AS E-MAIL - Subject: Education Research Opportunity for Students in Grade <4, 8 and 12 for eNAEP OR 8 for TEL>

<DATE>

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company carrying out an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). Because you are a leader in youth outreach, we are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are recruiting students who are <in OR entering or have completed> <4th , 8th, and 12th grade for eNAEP OR 8th grade for TEL> to participate in research sessions supporting the development of new questions for the National Assessment of Educational Progress, also known as NAEP, the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. The research session is a real-world test of the <Technology and Engineering Literacy (TEL) systems OR eNAEP systems> with students, allowing the systems to be tested in the manner that will be used in the national study to help identify system issues early in the software development process. All sessions will be scheduled for about 100 minutes each. Students will receive a \$25 gift card to thank them for participating in the research session. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$25 gift card to thank them for their time and effort.

Students will be assigned a unique student identifier (ID), and at no time will their names be linked to any of their answers. Students' responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Audio and video of the interview will be recorded for analysis, but no personally identifying information will be recorded or retained.

We would like to ask for your assistance in letting parents/legal guardians and students know how they can help shape this national assessment. The feedback we receive from students on these questions will help to allow for issues to be identified and addressed prior to the operational use of the system.

I have included a brochure with a short description of this research study in the hope that you might pass it along to anyone who may be interested.

Thanks again for your consideration and assistance. We look forward to speaking with you, and please do not hesitate to contact me with any questions regarding this project or our company.

ATTACH: Brochure¹

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts <CONTACT PHONE>

¹ Note: Text for the brochure can be found in Appendix C.

Appendix B: EurekaFacts LLC Recruitment Phone Script for Community Centers and Organizations

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

Good morning/afternoon/evening. My name is <CONTACT NAME> and I am contacting you from EurekaFacts, a local research company carrying out an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). Because you are a leader in youth outreach, we are contacting you to ask for your help in spreading the word about this exciting research opportunity.

We are recruiting students who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> to help us evaluate computer-based questions that are part of a test called the National Assessment of Educational Progress, which is delivered to students nationwide. [If community center or organization asks what NAEP is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.]

We would like to ask for your assistance in letting parents and students know how they can get involved and help shape this national assessment. The feedback we receive from students on these questions will allow for issues to be identified and addressed prior to the operational use of the system. I also want to assure you that students' responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Each student who participates will receive a \$25 gift card to thank them for participating. The student's parent or guardian will also receive a \$25 gift card to thank them for their time if they bring their child to and from the interview site.

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 <community center or organization>, if possible.

Would your <community center or organization> 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

[Recruiter: Determine recruitment needs in advance. Look in public documents and the website to find what grades the community center or organization includes, as well as the size, socio-economic status (SES), and racial/ethnic makeup of the student population. Record all responses to Screener questions. End Screener at whatever point the 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 students in the interviews at this time. Thank you for your time. Have a good day/evening.” [Interviewer: END CALL]

1. Do you have <a child or children> who are <in OR entering or have completed> <grades 4, 8, and 12 for eNAEP OR 8th grade for TEL> who might be available to participate in the study?

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

If YES: *Great.*

2. Would you be able to distribute and post flyers regarding this study? After receiving a contact of interest, a 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 <community center or organization> where EurekaFacts could conduct some research sessions?*

If YES: *That's great, we will contact you to schedule some sessions at your <community center or organization> after we have some students signed up.* (Interviewer: go to **Closing**)

If NO: (Interviewer: go to **Closing**) *That's fine, if you are able to distribute and post flyers regarding the study, EurekaFacts staff can follow up with interested parent/legal guardian by phone to make interview arrangements.*

Thank you for taking the time to answer the screening questions. Your <community center or organization> is generally eligible to participate in the research interviews.

(Closing)

Thank you for agreeing to disseminate information about this important research study. We will send you an email with the informational flyers attached.

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.

Appendix C: Recruitment Internet/Newspaper Advertisement/Flyer/Information Brochure



EurekaFacts, a local research company, is carrying out an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). If your child is currently entering or has completed grades <4, 8, and 12 for eNAEP OR 8th grade for TEL> we need their help to evaluate questions that will be used for the National Assessment of Educational Progress (NAEP). Students' input will help to allow for issues to be identified and addressed prior to the operational use of the system.

EurekaFacts will provide a \$25 gift card to each student who participates in the study, plus a \$25 gift card to the parent/legal guardian who brings their child to and from the research session location (one session per student). Sessions will begin this <SPECIFY SEASON OR MONTH> and may be scheduled at your convenience after school and on weekends. The session will last no more than 100 minutes. Please call, text, or e-mail us now for more information about this opportunity!

Call or text: <CONTACT PHONE> or

E-mail: <E-MAIL ADDRESS> or

Visit our website for more information about EurekaFacts: <http://www.eurekafacts.com>

Appendix D: E-mail/Letter Recruiting Parents or Legal Guardians of Student (under age 18) Participants

IF SENT AS E-MAIL - Subject: Education Research Study Opportunity for Students in Grades 4, 8, and 12

Dear <NAME>:

My name is <CONTACT NAME> and I am contacting you from EurekaFacts (<http://www.eurekafacts.com>), 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.

NCES is conducting a research study with students who are <in OR entering or have completed> <grades 4, 8, and 12 for eNAEP OR 8th grade for TEL> about questions that will be used for the National Assessment of Educational Progress (NAEP). Students' input will help to allow for issues to be identified and addressed prior to the operational use of the system.

Your child will be provided a brief introduction at the beginning of their session. They will learn about the study session process and the task(s) he or she will be completing. The research session is a real-world test of the <Technology and Engineering Literacy (TEL) OR eNAEP systems> with students, allowing the systems to be tested in the manner that will be used in the national study to help identify system issues early in the software development process.

The research session for your child will take place at <LOCATION> and will last about 100 minutes. The study session can be scheduled at the convenience of you and your child. Your child will be assigned a unique student identifier (ID), and at no time will his/her name be linked to any of his/her answers. Your child's responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Audio and video of the session will be recorded for analysis, but no personally identifying information will be recorded or retained.

Your child will receive a \$25 gift card at the conclusion of the session as a thank you for his or her participation. If a parent or legal guardian brings their student to and from the interview site, they will also receive a \$25 gift card as a thank you for their time and effort.

If your child is interested in participating in this voluntary research study, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>
<JOB TITLE>
EurekaFacts
<CONTACT PHONE>

Appendix E: EurekaFacts LLC Recruitment Phone Script for Parents/Guardians of Student Participants

(Script when calling parents/guardians from a previously compiled list)

Good morning/afternoon/evening. Is this the <NAME FROM CALL LIST> household? My name is <CALLER NAME>, and I am calling from EurekaFacts, a local research company. We are recruiting students for a study being conducted on behalf of the U.S. Department of Education's National Center for Education Statistics. This study is strictly for research purposes. Your participation is voluntary, and you will receive no sales pitch or follow-up calls based on your participation. I'd like to tell you a little bit about the study first; is now a good time? (YES or NO and call back later)

We are recruiting students who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> to help us evaluate computer-based questions that are part of a test called the National Assessment of Educational Progress, which is delivered to students nationwide. [If parent/guardians asks what NAEP is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.]

1. Are there any students in your household who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> ?

<u>SELECT ONE</u>		
Yes	<u>1</u>	→(CONTINUE)
No	<u>2</u>	→(THANK AND TERMINATE)

We are conducting a research study to explore how students work through these questions. Our goal is to identify and address any issues prior to the operational use of the system. If selected to participate, your child will receive a \$25 gift card to thank <him OR her> for <his OR her> time. In addition, if a parent or legal guardian brings your child to and from the study session site, he or she will also receive \$25 as a thank you for their time and effort.

The study session will take place at <NAME OF INTERVIEW SITE AND LOCATION>. It can be scheduled at your convenience and will last about 100 minutes. The research session is a real-world test of the <Technology and Engineering Literacy (TEL) systems OR eNAEP systems> with students, allowing the systems to be tested in the manner that will be used in the national study to help identify system issues early in the software development process. The session will be video and audio recorded so that it can be reviewed by researchers on the study, but the recordings will be destroyed at the end of the study and the information may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).>

2. If your child qualifies, do you give your permission for us to invite your child to participate?

<u>SELECT ONE</u>		
Yes	<u>1</u>	→(CONTINUE)
No	<u>2</u>	→(THANK AND TERMINATE)

3. *What is your child's sex?* → (READ THE QUESTION AND RESPONSE OPTIONS)

<u>SELECT ONE</u>	
Male	1
Female	2

4. *Would you like me to send the consent form by e-mail or by FedEx mail?*

<u>SELECT ONE</u>	
e-mail	→(CONTINUE TO 5A)
postal mail	→(CONTINUE TO 5B)

5A. *What is your e-mail address?*

RECORD PARENT'S/GUARDIAN'S EMAIL ADDRESS:

5B. *For sending the consent form via FedEx, we need your mailing address and a telephone number. What mailing address and phone number should we use?*

[IF PARENT/GUARDIAN PROVIDES A P.O. BOX, NOTE THAT FEDEX DOESN'T DELIVER TO P.O. BOXES SO WE NEED A STREET ADDRESS]

RECORD PARENT'S/GUARDIAN'S MAILING ADDRESS AND PHONE NUMBER:

The next few questions are for classification purposes only.

5. Does your child participate in the National School Lunch program?

<u>SELECT ONE</u>	
Yes	<u>1</u>
No	<u>2</u>
Prefer not to answer	<u>3</u>

6. Do you speak a language other than English at home?

<u>SELECT ONE</u>	
Yes	<u>1</u>
No	<u>2</u>
Prefer not to answer	<u>3</u>

(CONTINUE TO 7A)

7A. What is this language? (For example: Korean, Italian, Spanish, Vietnamese)

7. Is your child Hispanic or Latino? (DO NOT READ)

<u>SELECT ONE</u>	
Yes	<u>1</u>
No	<u>2</u>
Prefer not to answer	<u>3</u>

8. Which of the following categories best describes your child's ethnic or racial background? (READ LIST)

<u>SELECT ALL THAT APPLY</u>	
American Indian or Alaska Native	<u>1</u>
Asian	<u>2</u>
Black or African American	<u>3</u>
Native Hawaiian or Other Pacific Islander	<u>4</u>
White	<u>5</u>
Prefer not to answer	<u>6</u>

9. *We are conducting study sessions between <DATE> and <DATE>. If your child chooses to participate, what day and time would work best for you to take [HIM/HER] to the study session?*

[CHECK SCHEDULE FOR RESPONDENT'S LOCATION FOR AVAILABLE TIMES. IF NECESSARY, SUGGEST A DIFFERENT PLACE OR TIME.]

RECORD DATE AND TIME:

10. *Now that you have agreed for your child to participate in the study if he/she is selected, I would like to be able to ask your child a few questions, during which you are welcome to stay on the line. Is he/she available to speak with me at this time? (If not, get a call back time and call back) What is your child's name?*

RECORD NAME:

Again, you are welcome to stay on the line, but please allow your child to speak for him/herself. Thank you.

Appendix F: EurekaFacts LLC Recruitment Phone Script for Student Participants

RECRUITER: Please determine how talkative and articulate the student is. It is critical that we speak with students who are comfortable expressing themselves with someone they are meeting for the first time. Please use your best judgment and recruit only students that are thoughtful and freely express themselves in a manner that is relevant to the topic being discussed.

All recruits **MUST** be articulate students who can answer open ended questions, and can provide support or explanation for their responses (e.g., "I like it because...", "I don't like it because...")

DO NOT recruit any who have difficulty answering these questions, whose parent/guardian answers FOR them, who seem hesitant or shy speaking with you (as an adult they do not know), who answer "I don't know," or who **CANNOT** provide an explanation supporting their responses.

Hi, <STUDENT'S NAME>. My name is _____ and I have been speaking with your parent/guardian for a few minutes.

As I explained to your parent/guardian, I work for a research company and we are conducting an important study to help us evaluate questions for a nationwide student assessment, the National Assessment of Education Progress, or NAEP. For the study session, if you agreed to participate, you would be asked to visit <LOCATION> and complete computer-based questions. Your response would not be graded. The National Center for Education Statistics (or NCES) simply wants to know how you answer the questions.

The research session is a real-world test of the <Technology and Engineering Literacy (TEL) OR eNAEP systems> with students, allowing the systems to be tested in the manner that will be used in the national study to help find problems early in the development process. All sessions will be scheduled for about 100 minutes each. You will receive a \$25 gift card to thank you for participating in the research session. If a parent or legal guardian brings you to and from the session site, they will also receive a \$25 gift card to thank them for their time and effort.

During the session, we would use a video recorder and an audio recorder so that, later on, researchers who are part of the study could review what you talked about with the researcher. We would destroy the tape recordings after the study is over, and, as I said before, your responses would be used to improve the national test so that it works well for all students. We would not use your name to identify you in any of our records.

1. Do you think you would be interested in participating if selected?

SELECT ONE		
Yes	<u>1</u>	→(CONTINUE)
No	<u>2</u>	→(READ THE FOLLOWING)

Thank you for your time. I will need to let your parent/guardian know that you would not like to participate. Is he or she available?

TO PARENT/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.

2. *What grade are you in?*

RECORD GRADE _____

(MUST BE <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL>
OTHERWISE THANK AND TERMINATE)

3. *What type of school do you currently attend? (READ LIST)*

SELECT ONE

Public school

1

→(CONTINUE)

Private school

2

Don't know

3

→(THANK AND TERMINATE)

4. *You qualify to participate in a study session with a researcher in < LOCATION>. Your mother/father is available to bring you to the interview on <DAY/DATE AND TIME>. The session will last about 100 minutes. You will receive \$25 for participating. Your parent/guardian gave permission for you to attend if you are available. Will you be able to attend the interview?*

SELECT ONE

Yes

1

→(CONTINUE)

No

2

→(THANK AND TERMINATE)

5. *To attend the session and receive the \$25 we must receive the parental consent form that we will [e-mail OR send by FedEx] to your parent/guardian. Your parent/guardian can scan and e-mail the consent form to us, or you can bring it with you and give it to the interviewer. Do you understand that you must have a completed and signed parental consent form to participate?*

SELECT ONE

Yes

1

No

2

Thank you. We look forward to seeing you at the interview.

[END OF SCREENER]

Appendix G: Email/Letter to Student (Age 18 or Over) Participants

<DATE>

[IF SENT AS EMAIL - Subject: Research Study Opportunity]

Dear <NAME>,

My name is <CONTACT NAME> and I am contacting you from EurekaFacts, (<http://www.eurekafacts.com>), 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.

NCES is conducting a research study with students who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> about questions that will be used for the National Assessment of Educational Progress (NAEP). Students' input will help to allow for issues to be identified and addressed prior to the operational use of the system.

You will be provided a brief introduction at the beginning of your session. You will learn about the study session process and the task(s) you will be completing. The research session is a real-world test of the <Technology and Engineering Literacy (TEL) systems OR eNAEP systems> with students, allowing the systems to be tested in the manner that will be used in the national study to help identify system issues early in the software development process.

The research session will take place at <LOCATION> and will last about 100 minutes. The study session can be scheduled at your convenience. You will be assigned a unique student identifier (ID), and at no time will your name be linked to any of your answers. Your responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Audio and video of the session will be recorded for analysis, but no personally identifying information will be recorded or retained.

You will receive a \$25 gift card at the conclusion of the session as a thank you for your participation. If a parent or legal guardian brings you to and from the session site, they will also receive a \$25 gift card to thank them for their time and effort.

If you are interested in participating in this voluntary research study, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>
<JOB TITLE>
EurekaFacts
<CONTACT PHONE>

Appendix H: EurekaFacts Confirmation Phone Script for Student Participants Age 18 or Over

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

The session will last no more than 100 minutes. It will take place at <LOCATION and DIRECTIONS>.

During the session, you will be asked to work through test questions on a tablet computer. These sessions are an important stage of the NAEP test development process. Your participation will help NCES improve the test questions and identify and address issues prior to the operational use of the system. Your responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

As soon as you have completed the session, you will receive a \$25 gift card as a thank you for participating. If your parent or guardian brings you to and from the session location, they will also receive a \$25 gift card to thank them for their time.

Do you have any questions at this time?

<Answer any questions.>

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

Thank you again for agreeing to be part of this very important research study.

Appendix I: Frequently Asked Questions (FAQs)

Frequently Asked Questions (From Consent Form)

1. What is this study about?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is conducting a study with students who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> about questions that will be used for the National Assessment of Educational Progress (NAEP). Students' input will help to allow for issues to be identified and addressed prior to the operational use of the system.

2. Where will the research interviews take place?

The study session will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will not be more than one adult present in the room.

What will happen during the research?

At the start of a session, the participating student will be given a brief introduction to the process and to the task(s) he or she will be asked to complete. Following this introduction, the student will be asked to complete a real-world test of the <Technology and Engineering Literacy (TEL) systems OR eNAEP systems>, allowing the systems to be tested in the manner that will be used in the national study to help identify system issues early in the software development process.

3. How long will the research interview last?

The session will last about 100 minutes. The session requires only one visit to the site.

4. Will you keep information private and confidential?

The participating student will be assigned a unique student identifier (ID), and at no time will his/her name be linked to any of his/her answers. The student's responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Audio and video of the session will be recorded for analysis, but no personally identifying information will be recorded or retained.

5. Will the results go to the participating student's school?

The participating student'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.

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

There are no known risks to participating in this study.

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

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>.

8. Is participation required?

Participation in this study is completely voluntary. The participating student has the right to refuse to answer particular questions. The student may elect to withdraw from this study at any time and can end early if he/she wishes.

Appendix J: Consent Form for Parent/Guardian of Student Participants

PARENTAL CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for your interest in participating 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 a study with students who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> about questions that will be used for the National Assessment of Educational Progress (NAEP). Students' input will allow for issues to be identified and addressed prior to the operational use of the system.

2. Where will the study sessions take place?

The study sessions will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will not be more than one adult present in the room.

3. What will happen during the research interview?

At the start of the session, your child will be given a brief introduction to the session process and to the task(s) he or she will be asked to complete. Following this introduction, your child will complete the task and discuss in a group sitting with other students what he/she thought about while working through the task.

4. How long will the research interview last?

The interview will last about 100 minutes. The interview requires only one visit to the site.

5. Will you keep information private and confidential?

Your child will be assigned a unique student identifier (ID) and at no time will his/her name be linked to any of his/her answers. Your child's responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Audio and video of the session will be recorded for analysis, but no personally identifying information will be recorded or retained.

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

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>.

9. Is participation required?

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.

By signing below, you agree that your child, _____, may participate in this study and that we may record your child's conversation with the researcher. Your child will receive \$25 at the conclusion of the session.

In addition, if transportation to the site is involved, you will receive \$25 to thank you for bringing your child to and from the interview 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: _____

E-mail address: _____

Appendix K: Consent Form for Student Participants Age 18 or Over

STUDENT (AGE 18 OR OVER) CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for your interest in participating 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 a study with students who are <in OR entering or have completed> <4th, 8th, and 12th grade for eNAEP OR 8th grade for TEL> about questions that will be used for the National Assessment of Educational Progress (NAEP). Students' input will allow for issues to be identified and addressed prior to the operational use of the system.

2. Where will the study sessions take place?

The study sessions will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will not be more than one adult present in the room.

3. What will happen during the research session?

At the start of the session, you will be given a brief introduction to the session process and to the task(s) he or she will be asked to complete. Following this introduction, you will complete the task and talk with the researcher about what he/she thought about while working through the task.

4. How long will the research session last?

The interview will last about 100 minutes. The interview requires only one visit to the site.

5. Will you keep information private and confidential?

You will be assigned a unique student identifier (ID) and at no time will his/her name be linked to any of his/her answers. Your responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). Audio and video of the session will be recorded for analysis, but no personally identifying information will be recorded or retained.

6. Will the results go to my school?

Your answers will not be disclosed to your 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. Whom can I contact with questions or for further information?

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or e-mail <CONTACT E-MAIL>.

9. Is participation required?

Participation in this study is completely voluntary. You have the right to refuse to answer particular questions. You may elect to withdraw from this study at any time and can end early if you wish.

By signing below, you agree that you, _____, may participate in this study and that we may record your conversation with the researcher. You will receive \$25 at the conclusion of the session.

In addition, if transportation to the site is involved, your parent or legal guardian will receive \$25 to thank them for bringing you to and from the interview 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: _____

E-mail address: _____

Appendix L: Day of Interview Reminder E-mail

Dear <NAME>:

Thank you for agreeing to help us try out new computer-based questions from the National Assessment of Educational Progress (NAEP). This is a friendly reminder that <your child has OR you have> been scheduled to participate in a study at the following location and date/time:

LOCATION: **Location Address**

DATE: **Day of Week, Month Day, Year**

TIME: **XX:XX AM/PM**

GIFT CARD: <Your child OR You> will receive a \$25 gift card to thank <them for their OR you for your> participation. If <you bring your child OR your parent or legal guardian brings you> to and from the interview, <you OR he or she> will also receive \$25 as thanks for <your OR their> time.

PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:

<

- Parent/guardian valid picture ID – this is required for participation.
- Signed parent/guardian consent form (attached), if not we have copies available in person when you arrive.
- If your child uses eyeglasses for reading or watching TV, they should wear them during the study session.

OR

- Your valid picture ID – this is required for participation.
- Signed consent form (attached), if not we have copies available in person when you arrive.
- If you use eyeglasses for reading or watching TV, you should wear them during the study session.

>

Thank you for volunteering in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <EurekaFacts CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

Appendix M: EurekaFacts Confirmation of Interview (Email/Letter) to Student Participant

<DATE>

IF SENT AS E-MAIL - Subject: Confirmation of Your Interview

Dear <NAME>:

Thank you for agreeing to help us try out new computer-based questions from the National Assessment of Educational Progress (NAEP). Your comments, along with the comments of other students, will help us identify and address issues prior to the operational use of the system. You will not be graded on your work.

Your participation is totally voluntary. All of your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

The interview will last about 100 minutes. **We will begin promptly at <TIME>** and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that you will be interviewed and receive the \$25.

LOCATION: <ADDRESS>

DATE: <DATE>

TIME: <TIME>

GIFT CARD: **You will receive \$25 to thank you for your participation. If your parent or legal guardian brings you to and from the interview, he or she will receive \$25 to thank them for bringing you.**

PLEASE BRING THE FOLLOWING ITEMS TO THE STUDY SESSION:

- Signed <parent/guardian> consent form, if not previously provided by e-mail.
- If you use eyeglasses for reading or watching TV, you should wear them during the study session.

If for any reason you cannot fulfill your commitment, DO NOT invite anyone else to take your place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for you.

Thank you for volunteering in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <EurekaFacts CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

Appendix N: EurekaFacts Confirmation of Interview (Email/Letter) to Parent/Guardian of Student Participant

<DATE>

IF SENT AS E-MAIL - Subject: Confirmation of Your Child's Interview

Dear <NAME>,

Thank you for your support so that your child can participate in this important study about the National Assessment of Educational Progress (NAEP). Your <son OR daughter> is scheduled for <his OR her> session on <DAY AND DATE> at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>, near <NEARBY LANDMARK OR METRO STATION>.

Your child's participation is totally voluntary. All of <his OR her> answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

We will begin promptly at <TIME> and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that your child will be interviewed and that you and your child will receive \$25. The interview will last about 100 minutes.

Please read and sign the attached consent form. Your child can either bring the signed form to the interview or you can scan it and e-mail it back. Without a signed form, your child cannot participate in the interview and receive the \$25.

PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:

- Your valid picture ID is required for participation.
- Signed parent/guardian consent form, if not previously provided by e-mail (attached).
- If your child uses eyeglasses for reading or watching TV, he/she should wear them during the study session.

If for any reason you cannot fulfill your child's commitment, DO NOT invite anyone else to take your child's place. Instead, please call us at <PHONE NUMBER> so we can find a replacement for participating in the study.

Thank you for allowing your child to volunteer in this very important research for NAEP. We look forward to seeing you. If you have any questions about the study, please contact <EurekaFacts CONTACT NAME> at <CONTACT INFORMATION>.

Sincerely,

<NAME>

<EurekaFacts>

<CONTACT INFORMATION>

Attachment: Consent Form for Parent/Guardian of Student Participants <Appendix J>

Appendix O: Thank You E-mail/Letter to Parent/Guardian of Student Participants

<DATE>

IF SENT AS E-MAIL - Subject: Thank you for your child's participation in the NAEP Research Study

Dear <Name>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, thank you for allowing <CHILD'S NAME> to participate in the study for the National Assessment of Educational Progress (NAEP). <CHILD'S NAME>'s input helped us identify and address issues prior to the operational use of the system. The assistance <he/she> provided, combined with input from other students, was incredibly useful and informative. We greatly appreciate you taking the time to bring <CHILD'S NAME> to and from the interview location to participate.

For more information on NAEP, please visit the NCES NAEP website at:

<http://nces.ed.gov/nationsreportcard>.

Again, thank you for your assistance.

Sincerely,

<NAME>

EurekaFacts

<CONTACT INFORMATION >

Appendix P: Thank You Email/Letter to Student Participants Age 18 or Over

IF SENT AS EMAIL - Subject: Thank You for Your Participation

<DATE>

Dear <NAME>,

On behalf of the National Center for Education Statistics (NCES), part of the U.S. Department of Education, EurekaFacts would like to thank you for participating in the National Assessment of Educational Progress (NAEP) research session. Your input helped identify and address issues prior to the operational use of the system.

Your assistance, combined with input from other students, helped us better understand how students approach both the test questions and directions. Students' open, candid, and insightful comments are very helpful.

Again, thank you for your assistance.

Sincerely,

<CONTACT NAME>

EurekaFacts <CONTACT INFORMATION>