

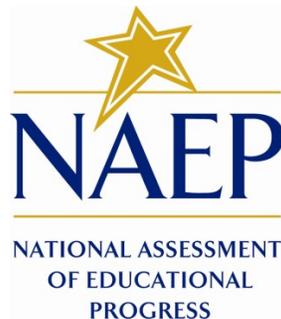
NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendix A
Communication Materials for Simulated Classroom Pretesting

National Assessment of Educational Progress (NAEP)

2019 eNAEP Pretesting

OMB# 1850-0803 v.233



July 2018

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Appendix A1: Recruitment Email/Letter to Youth Organizations

IF SENT AS EMAIL—Subject: Education Research Opportunity for Students in <4th/8th/12th grade>

<DATE>

Dear <NAME>,

We are conducting an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). Because your organization plays an active role in the community, we **need your help**.

We are looking for students <in OR entering OR who have completed> <4th/8th/12th grade> to test the new computer system that will be used for the National Assessment of Educational Progress (NAEP). **Student participation is vital in helping us develop the best way to deliver the test.**

The voluntary research sessions will last no more than 100 minutes. During the group testing sessions, students will be asked to answer questions using a tablet computer as if it were an actual test. Their feedback helps us find and fix problems before other students take tests nationwide. Because we care about student privacy, we will assign each student a unique student identifier. Student names will not be linked to their answers.¹

Each student will receive a \$25 VISA gift card at the end of the session as a thank you. In addition, the student's parent or legal guardian will receive a \$25 VISA gift card as a thank you for bringing the student to and from the testing site.

Students play a key role in helping us improve our tests. In fact, their participation enhances the experience of thousands of students all over the United States who will take the tests.

We would like to ask for your assistance in letting parents/legal guardians and students know how they can be involved in this important study. I have included a flyer with a brief description of our study in the hopes that you can post it for everyone to see. I have also included a Frequently Asked Questions (FAQs) page with additional information about the study.

<IF OFFSITE SESSIONS ARE POSSIBLE: To make it more convenient for students, we would like to hear from you if you have space available and a group of interested students who are unable to commute to <Location>.>

We appreciate your consideration of this request and invite you to please contact us with any questions regarding this project. We look forward to speaking with you soon!

ATTACHED: Flyer² and FAQs

Sincerely,

<CONTACT NAME>

<JOB TITLE>

EurekaFacts <CONTACT PHONE>

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information each student 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, each student'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 NCES 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 any student. Electronic submission of each student'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. The collected information will be combined across respondents to produce statistical reports.

² Note: Text for the flyer/brochure can be found in Appendix A3.

Appendix A2: 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>. I am contacting you from EurekaFacts, a local research company, and we need your help. We are carrying out an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). Because your organization plays an active role in the community, we are asking for your help in spreading the word about this exciting research opportunity for students.

We are recruiting students who <are in OR are entering or have completed> <4th/8th/12th grade> to help us evaluate the computer-based system. This system is part of a test called the National Assessment of Educational Progress, or NAEP, which is delivered to students nationwide. [Recruiter: 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.]

Students play a key role in helping us improve our tests. In fact, their participation enhances the experience of thousands of students all over the United States who will take the tests.

Each student will receive a \$25 VISA gift card at the end of the session as a thank you. In addition, the student's parent or legal guardian will receive a \$25 VISA gift card as a thank you for bringing the student to and from the testing site.

Would your <community center OR organization> be interested in advertising and/or helping us to recruit students for this research study?

If **NO**: Thank you for your time. Have a wonderful <day/evening>. [Recruiter: 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.

1. Student participation is vital in helping us fix any issues and develop the best way to deliver the test. The study will not retain any personally identifiable information.¹ [Recruiter: If parent/legal guardian asks about confidentiality please read the statement in the footnote.]

We would like to ask for your assistance in letting parents/legal guardians and students know how they can be involved in this important study. We will hold some sessions at <LOCATION>, <ADDRESS>; however, if the parents/legal guardians of students cannot provide transportation to <LOCATION>, <ADDRESS>, we would like to set up sessions at your <community center OR organization>, if possible.

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, socioeconomic status (SES), and racial/ethnic

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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>.* [Recruiter: END CALL]

1. Do you work with <students> who are <in OR entering or have completed> <4th/8th/12th grade> who might be available to participate in the study?

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

If YES: *Great.*

2. *Would you be able to distribute and post flyers regarding this study?* [Recruiter: Interested parties would contact EurekaFacts directly. We would follow up with them 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>.* [Recruiter: END CALL]

If YES: *Great! Thank you. Would you also be able to organize 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.* [Recruiter: go to **Closing**]

If NO: *That's fine. If you are able to distribute and post flyers regarding the study, we would greatly appreciate that. EurekaFacts staff will follow up with interested parents/legal guardians by phone to make interview arrangements.* [Recruiter go to **Closing**]

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 share the 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.

PAID EDUCATIONAL STUDY FOR 4TH, 8TH, 12TH GRADE STUDENTS

Students will test new versions of assessment tests on a tablet computer for an important study for the U.S. Department of Education's National Center for Education Statistics (NCES).

After school and weekend sessions last up to 100 minutes. Students will get a **\$25 gift card** for participating and another **\$25 gift card** for the parent or legal guardian as a thank you for bringing the student to and from the testing site.

Test scores will not be shared with schools.

For more information or register, please call us at <PHONE NUMBER>

OR go to the website:

<LINK>



About EurekaFacts

We are an organization dedicated to conducting research that positively impacts our communities. Our mission is to support and empower organizations working towards a better future.

For more information, please go to: www.EurekaFacts.com



ISO Certified to International
Quality Standard 20252
market, public opinion and
social research



EurekaFacts, LLC
51 Monroe St. PE 10
Rockville, MD 20850



GET PAID AND HAVE FUN
TESTING NEW QUESTIONS ON A TABLET!

EurekaFacts invites **4th, 8th, and 12th grade students** to participate in an important study for the U.S. Department of Education's National Center for Education Statistics (NCES). Sessions will take place on <DATE>. Students will get a **\$25 VISA gift card** and another **\$25 VISA gift card** for the parent or legal guardian as a thank you for bringing the student to and from the testing site.

For more information:

<PHONE NUMBER>
<LINK>

Appendix A5: Email/Letter Recruiting Parents or Legal Guardians of Student (under age 18) Participants

IF SENT AS EMAIL—Subject: Paid Education Research Opportunity

Dear <NAME>:

<DATE>

We are reaching out to parents of <4th/8th/12th> grade students just like you, because we **need your help**. Our company, EurekaFacts, is conducting an important education research study on behalf of the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education.

NCES is looking for students who <are in OR are entering or have completed> <4th/8th/12th grade> to test their computer system. This system will be used by students to take the National Assessment of Educational Progress (NAEP).¹ **Students' participation and opinions will help us find and fix issues before other students take the tests nationwide.**

The research session will take place at <LOCATION> and will last for no more than 100 minutes. Your child will be in a classroom setting with a group of students. They will answer questions using a tablet computer as if it were an actual test.

Your child will receive a **\$25 VISA gift card** at the end of the session as a thank you. The parent or legal guardian who brings the student to the site will **also receive a \$25 VISA gift card** as a thank you for his/her time and effort.

Because we care about your child's privacy, we will assign him/her a unique student identifier. Your child's name will not be linked to his/her answers.²

This study is voluntary and has many sessions available. You can be scheduled at a time that works best for you.

If your child is interested in this study, please call <CONTACT PHONE> or email <CONTACT EMAIL>. We look forward to speaking with you soon!

Thank you,

<NAME>

<JOB TITLE>

EurekaFacts

<CONTACT PHONE>

<Website Link>

¹ NAEP is the largest nationally representative assessment of what America's students know and can do in various subject areas. More information about the NAEP assessment is available online at: <http://nces.ed.gov/nationsreportcard/>.

² National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). 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 NCES 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. The collected information will be combined across respondents to produce statistical reports.

Appendix A6: EurekaFacts LLC Recruitment Phone Script for Parents/Legal Guardians of Student Participants

(Script when calling parents/legal 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. Our company is conducting an important education research study on behalf of the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education, and we need your help.

We are recruiting students who <are in OR are entering or have completed> <4th/8th/12th grade> to help us test a computer system. If you qualify, your child will receive a **\$25 VISA gift card** at the end of the session as a thank you. The parent or legal guardian who brings them to and from the study site will **also receive a \$25 VISA gift card** as a thank you for his/her time and effort.

I'd like to tell you a little bit more about the study first and ask you some questions; is now a good time? (YES or NO and call back later)

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

	<u>SELECT ONE</u>	
If YES	<input type="text" value="1"/>	→(CONTINUE)
If NO	<input type="text" value="2"/>	→(THANK AND TERMINATE)

We are conducting a research study to explore how students interact with the tablet and computer system that delivers the test. This system will be used by students to take the National Assessment of Educational Progress, or NAEP, which is administered to students nationwide. [Recruiter: If parent/legal guardian asks what NAEP is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.] Students' participation and opinions will help us find and fix issues before other students take the tests nationwide.

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. Your child will be in a classroom setting with a group of students. He/she will answer questions using a tablet computer as if it were an actual test. ¹[Recruiter: If parent/legal guardian asks about confidentiality please read the statement in the footnote.]

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

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	SELECT ONE	
If YES	1	→(CONTINUE)
If NO	2	→(THANK AND TERMINATE)

3. *What is your child's name?*

RECORD NAME:

4. *What grade is your child in?* [If not in grades 4, 8, and 12 for eNAEP OR 4th and 8th grade for Puerto Rico Sessions →(THANK AND TERMINATE)]

RECORD GRADE:

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

	SELECT ONE
Male	1
Female	2

6. *What is your child's age?*

RECORD AGE:

7. *What type of school does your child currently attend?* (READ LIST)

	SELECT ONE	
Public school	1	→(CONTINUE)
Private school	2	
Charter school	3	
Homeschool	4	
Don't know	5	→(THANK AND TERMINATE)

8. *What school does your child attend?*

RECORD SCHOOL NAME:

9. To attend the session and receive the \$25 VISA gift card, we must receive the parental consent form. You can scan the consent form and email it 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 consent form for your child to participate?

	<u>SELECT ONE</u>
Yes	<input type="text" value="1"/>
No	<input type="text" value="2"/>

10. Would you like me to send the consent form by email?

If Yes:	<input type="text"/>
	<input type="text" value="email"/>

10A. What is your email address?

RECORD PARENT'S/LEGAL GUARDIAN'S EMAIL ADDRESS:

Thank you.

The next few questions are for classification purposes only.

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

	<u>SELECT ONE</u>	
Yes	<input type="text" value="1"/>	(CONTINUE TO 11A)
No	<input type="text" value="2"/>	
Prefer not to answer	<input type="text" value="3"/>	

11A. What is this language? (For example: Korean, Italian, Spanish, Vietnamese)

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

	<u>SELECT ONE</u>
Yes	<input type="text" value="1"/>
No	<input type="text" value="2"/>
Prefer not to answer	<input type="text" value="3"/>

13. 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	1
Asian	2
Black or African American	3
Native Hawaiian or Other Pacific Islander	4
White	5
Prefer not to answer	6

14. What is your total annual household income range based on the following ranges?

	<u>SELECT ONE</u>
<u>Less than \$30,000</u>	<u>1</u>
<u>\$30,000 to \$99,999</u>	<u>2</u>
<u>\$100,000 or more</u>	<u>3</u>
<u>Prefer not to answer</u>	<u>4</u>

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

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

16. Do you live in a rural, suburban, or urban area?

	<u>SELECT ONE</u>
<u>Rural</u>	<u>1</u>
<u>Suburban</u>	<u>2</u>
<u>Urban</u>	<u>3</u>
<u>Don't know</u>	<u>4</u>
<u>Prefer not to answer</u>	<u>5</u>

17. 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:

18. If we need to follow up with you about this study, will you please provide us with your contact information?

RECORD PARENT/LEGAL GUARDIAN FIRST NAME: _____

RECORD PARENT/LEGAL GUARDIAN LAST NAME: _____

RECORD EMAIL ADDRESS: _____

MOBILE PHONE NUMBER: _____

HOME PHONE NUMBER: _____

19. 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 child is not available, get a call back time and call back.)

DATE: _____

TIME: _____

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

Appendix A7: EurekaFacts LLC Recruitment Phone Script for Student Participants Under Age 18

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 who 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 students who have difficulty answering these questions, whose parent/legal 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 to support their responses.

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

As I explained to your parent/legal guardian, I work for a research company. We are conducting an important study to test a computer system for a nationwide student assessment, the National Assessment of Education Progress, or NAEP. For the study session, if you agree to participate, you would be asked to visit <LOCATION> and complete computer-based questions. Your responses would not be graded. The National Center for Education Statistics, or NCES, simply wants to know how you use the computer system as you answer questions.

You will be in a classroom setting with a group of other students your age. You will answer questions using a tablet computer as if it were an actual test. Your participation will help us find and fix problems with the test before other students take these tests nationwide. The session will take about 100 minutes and you will receive a \$25 VISA 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, he/she will also receive a \$25 VISA gift card to thank him/her for his/her time and effort.

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?

	<u>SELECT ONE</u>	
Yes	<input type="text" value="1"/>	→(CONTINUE)
No	<input type="text" value="2"/>	→(READ THE FOLLOWING)

Thank you for your time. I will need to let your parent/legal guardian know that you would not like to participate. Is he or 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 me about this opportunity.*

2. What grade are you in?

RECORD GRADE: _____

[MUST BE in/entering or have completed 4th, 8th, or 12th grade for eNAEP or 4th and 8th grade for Puerto Rico Sessions. OTHERWISE THANK AND TERMINATE.]

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

	SELECT ONE	
Public school	<input type="text" value="1"/>	→(CONTINUE)
Private school	<input type="text" value="2"/>	
Don't know	<input type="text" value="3"/>	→(THANK AND TERMINATE)

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

	SELECT ONE	
Yes	<input type="text" value="1"/>	→(CONTINUE)
No	<input type="text" value="2"/>	→(THANK AND TERMINATE)

5. To attend the session and receive the \$25 VISA gift card, we must receive the parental consent form that we will email to your parent/legal guardian. Your parent/legal guardian can scan and email 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	<input type="text" value="1"/>
No	<input type="text" value="2"/>

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

[END OF SCREENER]

Appendix A8: EurekaFacts LLC Recruitment Phone Script for Student Participants Age 18 or Over

(Script when calling 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. Our company is conducting an important education research study on behalf of the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education, and we need your help.

We are recruiting students who <are in OR are entering or have completed> 12th grade to help us test a computer system. If you qualify, you will receive a **\$25 VISA gift card** at the end of the session as a thank you. If a parent or legal guardian brings you to and from the study site, they will **also receive a \$25 VISA gift card** as a thank you for their time and effort.

I'd like to tell you a little bit more about the study first and ask you some questions; is now a good time? (YES or NO and call back later)

1. Are you <in OR entering or have completed> 12th grade?

	SELECT ONE	
Yes	<input type="text" value="1"/>	→(CONTINUE)
No	<input type="text" value="2"/>	→(THANK AND TERMINATE)

We are conducting a research study to explore how students interact with the tablet and computer system that delivers the test. This system will be used by students to take the National Assessment of Educational Progress, or NAEP, which is administered to students nationwide. [Recruiter: If student asks what NAEP is: This national assessment is administered to students in elementary, middle, and high schools throughout the United States.] Students' participation and opinions will help us find and fix issues before other students take the tests nationwide.

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. You will be in a classroom setting with a group of students. You will answer questions using a tablet computer as if it were an actual test. ¹[Recruiter: If student asks about confidentiality please read the statement in the footnote.]

2. If you qualify, are you willing to participate?

	SELECT ONE	
If YES	<input type="text" value="1"/>	→(CONTINUE)

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information you provide 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 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 NCES 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

If NO

2

 →(THANK AND TERMINATE)

3. What is your name?

RECORD NAME:

4. What grade are you in? [If not in grades 4, 8, and 12 for eNAEP OR 4th and 8th grade for Puerto Rico Sessions →(THANK AND TERMINATE)]

RECORD Grade:

5. What is your sex? → (READ THE QUESTION AND RESPONSE OPTIONS)

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

6. What is your age?

RECORD AGE:

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

	<u>SELECT ONE</u>	
Public school	1	→(CONTINUE)
Private school	2	
Charter school	3	
Homeschool	4	
Don't know	5	→(THANK AND TERMINATE)

8. What school do you attend?

RECORD SCHOOL NAME:

9. To attend the session and receive the \$25 gift card we must receive a signed consent form. You can scan the consent form and email it 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 consent form for you to participate?

	<u>SELECT ONE</u>
Yes	1
No	2

10. Would you like me to send the consent form by e-mail?

If Yes:
e-mail

10A. What is your e-mail address?

RECORD EMAIL ADDRESS:

Thank you.

The next few questions are for classification purposes only.

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

	<u>SELECT ONE</u>	
Yes	1	<u>(CONTINUE TO 11A)</u>
No	2	
Prefer not to answer	3	

11A. What is this language? (For example: Korean, Italian, Spanish, Vietnamese)

12. Are you Hispanic or Latino? (DO NOT READ LIST)

	<u>SELECT ONE</u>
Yes	1
No	2

Prefer not to answer

3

13. Which of the following categories best describes your ethnic or racial background? (READ LIST)

SELECT ALL THAT APPLY

American Indian or Alaska Native

1

Asian

2

Black or African American

3

Native Hawaiian or Other Pacific Islander

4

White

5

Prefer not to answer

6

14. What is your total annual household income range based on the following ranges?

SELECT ONE

Less than \$30,000

1

\$30,000 to \$99,999

2

\$100,000 or more

3

Prefer not to answer

4

15. Do you participate in the National School Lunch program?

SELECT ONE

Yes

1

No

2

Prefer not to answer

3

16. Do you live in a rural, suburban, or urban area?

SELECT ONE

Rural

1

Suburban

2

Urban

3

Don't know

4

Prefer not to answer

5

17. We are conducting study sessions between <DATE> and <DATE>. If you choose to participate, what day and time would work best for you?

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

RECORD DATE AND TIME:

18. *If we need to follow up with you about this study, will you please provide us with your contact information?*

RECORD FIRST NAME: _____

RECORD LAST NAME: _____

RECORD EMAIL ADDRESS: _____

MOBILE PHONE NUMBER: _____

HOME PHONE NUMBER: _____

Appendix A9: Email/Letter to Student (Age 18 or Over) Participants

<DATE>

[IF SENT AS EMAIL—Subject: Paid Education Research Opportunity]

Dear <NAME>,

We are reaching out to 12th grade student(s) just like you because we **need your help**. Our company, EurekaFacts, is conducting an important education research study for the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education.

NCES is looking for students who are <in OR entering or have completed> 12th grade to test their computer system. This system will be used by students to take the National Assessment of Educational Progress (NAEP).¹ **Students' participation and opinions will help us find and fix issues before other students take the tests nationwide.**

The research session will take place at <LOCATION> and will last for no more than 100 minutes. You will be in a classroom setting with a group of students and answer questions using a tablet computer as if it were an actual test.

You will receive a **\$25 VISA gift card** at the end of the session as a thank you for your participation. If a parent or legal guardian brings you to the session site, he/she will **also receive a \$25 VISA gift card** to thank him/her for his/her time and effort.

Because we care about your privacy, we will assign you a unique student identifier. Your name will not be linked to your answers.¹

If you are interested in participating in this research study, please call <CONTACT PHONE> or email <CONTACT EMAIL>. This study is voluntary and has many sessions available. We look forward to speaking with you soon!

Thank you,

<NAME>

<JOB TITLE>

EurekaFacts

<CONTACT PHONE>

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information you provide 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 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 NCES 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix A10: 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 at EurekaFacts to test the National Assessment of Educational Progress (NAEP) test?

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 us test the computer system. 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 and find and fix issues with their computer system before it is used nationally.

As soon as you complete the session, you will receive a \$25 VISA gift card as a thank you for participating. If your parent or legal guardian brings you to and from the session location, he/she will also receive a \$25 VISA gift card to thank him/her for his/her time.

¹ [Recruiter: If student asks about confidentiality please read the statement in the footnote.]

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.

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information you provide 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 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 NCES 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix A11: 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 are entering or have completed> 4th, 8th, and 12th grade to test the computer system that will be used for the National Assessment of Educational Progress (NAEP). Students' participation will help them find and fix issues before other students take the tests nationwide.

2. Where will the research interviews take place?

The study session will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will be more than one adult present in the room.

3. What will happen during the research?

Students are tested in a group setting. At the start of a session, they are given a brief introduction to the process and to the task(s) they will be asked to complete. Following this introduction, the student will be asked to complete a real-world test of the eNAEP system, 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.

4. How long will the research interview last?

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

5. Will you keep information confidential?

The participating student will be assigned a unique student identifier and his/her name will not be linked to any of his/her answers.¹

6. Will the results go to the participating students' schools?

The participating students' answers will not be disclosed to their schools and will not be linked to any personally identifiable information, such as a 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 email <CONTACT EMAIL>.

9. Is participation required?

Participation in this study is 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.

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information each student 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, each student'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 NCES 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 any student. Electronic submission of each student'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. The collected information will be combined across respondents to produce statistical reports.

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 are entering or have completed> 4th, 8th, and 12th grade to test the computer system that will be used for the National Assessment of Educational Progress (NAEP). Students' participation will help them find and fix issues before other students take the tests nationwide.

2. Where will the study sessions take place?

The study sessions will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will be more than one adult present in the room.

3. What will happen during the research interview?

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

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 confidential?

Your child will be assigned a unique student identifier and his/her name will not be linked to any of his/her answers.¹

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 email <CONTACT EMAIL>.

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). 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 NCES 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. The collected information will be combined across respondents to produce statistical reports.

9. Is participation required?

Participation in this study is 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 a \$25 VISA gift card at the conclusion of the session.

In addition, if transportation to the site is involved, you will receive a \$25 VISA gift card 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: _____

Email address: _____

Appendix A13: 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 are entering or have completed> 4th, 8th, and 12th grade to test the computer system that will be used for the National Assessment of Educational Progress (NAEP). Students' participation will help us find and fix issues before other students take the tests nationwide.

2. Where will the study sessions take place?

The study sessions will take place at <NAME OF INTERVIEW LOCATION>, located at <LOCATION>. There will be more than one adult present in the room.

3. What will happen during the research session?

Students are tested in a group setting. At the start of a session, they are given a brief introduction to the process and to the task(s) they will be asked to complete. Following this introduction, they will complete the task(s) and discuss in a group sitting with other students what they thought about while working through the task(s).

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 confidential?

You will be assigned a unique student identifier and your name will not be linked to any of your answers.¹

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 your 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 email <CONTACT EMAIL>.

¹ National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information you provide 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 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 NCES 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

9. Is participation required?

Participation in this study is 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 a \$25 VISA gift card at the conclusion of the session.

In addition, if transportation to the site is involved, your parent or legal guardian will receive a \$25 VISA gift card to thank him/her 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: _____

Email address: _____

Appendix A14: Confirmation of Interview Email/Day of Interview Reminder Email

Dear <NAME>:

Thank you for agreeing to help us test the computer system that is part of the National Assessment of Educational Progress (NAEP).

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 VISA gift card.

This is a <friendly reminder OR confirmation> 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 VISA 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 a \$25 VISA gift card as thanks for <your OR his/her> 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). Your child can either bring the signed form to the interview or you can scan it and email it back. If not, we have copies available in-person when you arrive. Without a signed form, your child cannot participate in the interview and receive the \$25 VISA gift card.
- 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>

Appendix A15: Thank You Email/Letter to Parent/Legal Guardian of Student Participants/Student Participants Age 18 or Over

<DATE>

IF SENT AS EMAIL—Subject: Thank you—NAEP Research Study

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 <If Parent/Legal guardian: for allowing <CHILD'S NAME> to participate OR If Student Age 18 or Over: for participating> in the study for the National Assessment of Educational Progress (NAEP).

<If Parent/Legal guardian: <CHILD'S NAME>'s OR if Student Age 18 or Over: Your participation> helped us improve the NAEP computer-based system. The assistance <he/she OR you> provided, combined with input from other students, was incredibly useful and informative for improving the testing experience for students nationwide. We greatly appreciate you taking the time <If Parent/Legal guardian: 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 >