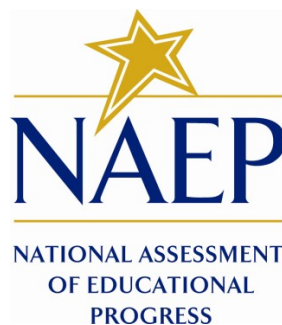


NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*Appendix B*  
*Communication Materials for Field Trial Pretesting*

*National Assessment of Educational Progress (NAEP)*  
*2019 eNAEP Pretesting*

OMB# 1850-0803 v.233



July 2018

## Table of Contents

Appendix B1: NAEP 2019 Field Trial Notification Letter from Chief State School Officer to District Superintendent..	5
Appendix B2: NAEP 2019 Field Trial Details Letter NAEP State Coordinator to Principals.....	7
Appendix B3: NAEP 2019 Field Trial Details Letter NAEP State Coordinator to School Coordinator.....	9
Appendix B4: NAEP 2019 Field Trial Notification Letter from NAEP State Coordinator to School Principal.....	11
Appendix B5: NAEP 2019 Field Trial Parent/Guardian Notification Letter.....	13
Appendix B6: NAEP 2019-2020 Student Information Instructions.....	14
Appendix B7: MyNAEP System Content.....	24
MyNAEP Login Screen.....	25
Home page.....	27
Provide School Information.....	29
Prepare for Assessment.....	30
Review and Verify List of Students Selected for NAEP.....	31
Review and Verify Student Information.....	32
Print Reports.....	35
Complete SD/ELL Student Information.....	36
Review NAEP Inclusion Policy.....	38
Give Access to SD and/or ELL Specialists.....	39
Provide Information for Students Who Are Both SD and ELL.....	40
Provide Information for SD (IEP or 504 Plan) Only.....	45
Provide Information for ELL Only.....	49
Print Reports.....	53
Create Accommodation Sessions (Field Staff Only).....	58
Notify Parents.....	59
Download Parent/Guardian Notification Template.....	59
Upload Letter.....	61
Verify Parent/Guardian Notification.....	62
Plan for Assessment Day.....	63
Record Assessment Details.....	64
Provide NAEP Team Instructions.....	68
Encourage Participation.....	73
Review Resources.....	74
Select Strategies to Encourage Participation.....	79
Update Student List.....	80
Give Access for Student Data Specialist.....	81
Submit Current List.....	82
Support Assessment Activities.....	90

Wrap Up.....	91
Additional Resources.....	93
Prepare for Assessment.....	93
Instructions for the School Coordinator brochure.....	93
Digitally-based Assessments.....	97
Review and Verify List of Students Selected for NAEP.....	98
Information Needed to Review and Verify List of Students Selected for NAEP.....	98
Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP.....	100
Complete SD/ELL Student Information.....	101
Inclusion on NAEP Fact Sheet.....	101
Letter from Department of Education Encouraging Inclusion.....	105
Information Needed to Include SD/ELL Students.....	106
Notify Parents.....	108
Parent’s page on Nation’s Report Card website.....	108
What Every Parent Should Know About NAEP: PDF version.....	108
What Every Parent Should Know About NAEP: Video version.....	108
Sample Questions Booklets.....	108
Plan for Assessment Day.....	109
Suggested Testing Room Layouts.....	109
Encourage Participation.....	120
<i>Measure Up</i> : NAEP News for the School Community.....	120
Digitally-based Assessments.....	120
Update Student List.....	121
<i>Student List Requirements and Instructions</i> .....	121
Support Assessment Activities.....	124
Appointment Cards.....	124

The following text will be included on the login screens and other pages of the eNAEP system:

### **Authorization and Confidentiality Assurance**

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.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12<sup>th</sup> St., SW, 4<sup>th</sup> floor, Washington, DC 20202.*

OMB No. 1850-0928 APPROVAL EXPIRES 8/31/2021

# Appendix B1: NAEP 2019 Field Trial Notification Letter from Chief State School Officer to District Superintendent

## NAEP 2019 Field Trial Notification Letter From

### CHIEF STATE SCHOOL OFFICER TO DISTRICT SUPERINTENDENT

**Red text** should be customized before mail merge: **highlighted text** represents mail merge fields

Dear **District Superintendent name**,

I am pleased to notify you that <Insert Name of School or Schools> in your district have been selected to participate in the 2019 administration of the National Assessment of Educational Progress (NAEP) Field Trial. NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education.

Results from the Field Trial will ensure that future NAEP assessments continue to be a reliable measure of student achievement. School District will play an important role by participating, and I know that we can count on your full support to make this a meaningful experience for your schools and students.

Students will participate in either a reading, mathematics, or science assessment. They will take the assessment on tablets provided by NAEP representatives. Schools will receive a \$200 gift card to an office supply store (e.g., Staples or Office Depot) to encourage their participation and to thank them for their time and effort.

The NAEP 2019 Field Trial will be administered in <Insert month>. NAEP representatives will work with your school(s) to conduct the assessment on a date that is convenient for them.

Information about NAEP can be found at <http://nces.ed.gov/nationsreportcard>. **Name**, our NAEP State Coordinator, will contact your staff with additional information.

Thank you for supporting this important assessment and for helping accomplish our goal of 100 percent participation.

Sincerely,

**Name of Chief State School Officer**

CC: State Testing Director  
District Testing Director  
NAEP State Coordinator

#### Authorization and Confidentiality Assurance

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.

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.*

OMB No. 1850-0928 APPROVAL EXPIRES 8/31/2021

## Appendix B2: NAEP 2019 Field Trial Details Letter NAEP State Coordinator to Principals

### NAEP 2019 Field Trial Details Letter NAEP STATE COORDINATOR TO PRINCIPALS

**Red text** should be customized before mail merge, **highlighted text** represents mail merge fields.

Dear **principal name**:

In <Insert date>, I notified you that **school name** was participating in the National Assessment of Educational Progress (NAEP) 2019 Field Trial. I am following up with you to provide additional information about the upcoming field trial including the scheduled field trial date.

Your school's grade **(4 or 8 or 12)** students will participate on **(field trial date)**. Please place the NAEP field trial date on your 2018–2019 school calendar. Approximately **(estimated student sample)** students from your school will be selected to participate, but that number will vary depending on actual fall 2018 student enrollment numbers. The assessment will take about 120 minutes for most students, including transition time, directions, and completion of a survey questionnaire. NAEP representatives will provide significant support to your school, bring all necessary materials and equipment, and administer the assessment.

To prepare for the field trial, please:

- Place the NAEP field trial date, **field trial date**, on your school calendar.
- Review the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP* and designate a NAEP school coordinator to serve as the liaison for all NAEP activities in your school. **Give the enclosed folder to your designated NAEP school coordinator.** The school coordinator should
  - ✓ **know how to collect student information**, such as birth dates, demographic information, and if any students have withdrawn;
  - ✓ **be comfortable using a computer**, since all assessment preparation activities will be completed online; and
  - ✓ **be familiar with how students participate in statewide assessments.**

A NAEP representative responsible for administering the field trial will contact your school coordinator in <Insert month>. During the field trial, we would appreciate the presence of a school staff person as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance.

Again, I would like to express my appreciation for your assistance with this very important field trial of our nation's students. Our chief state school officer, **name**, supports NAEP and encourages your students' participation.

I look forward to collaborating with you and your school coordinator to ensure the successful administration of the NAEP 2019 Field Trial. If you would like to access the MyNAEP site ([www.mynaep.com](http://www.mynaep.com)), please register with this ID number: **MyNAEP Registration ID**. MyNAEP is a protected site, so you will create your own password. Should you have questions, please contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder for your NAEP school coordinator, including the following:  
Letter to your school coordinator  
*School Coordinator Responsibilities: A Guide to MyNAEP*  
**Parent/Guardian Notification Letter**

#### Authorization and Confidentiality Assurance

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.

#### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.*

OMB No. 1850-0928 APPROVAL EXPIRES 8/31/2021



# Appendix B3: NAEP 2019 Field Trial Details Letter NAEP State Coordinator to School Coordinator

## NAEP 2019 Field Trial Details Letter NAEP STATE COORDINATOR TO SCHOOL COORDINATOR

**Red text** should be customized before mail merge, **highlighted text** represents mail merge fields.

Dear School Coordinator:

Welcome to the National Assessment of Educational Progress (NAEP) 2019 Field Trial. I look forward to working with you to coordinate NAEP in your school. A sample of your grade **grade** students will be taking **field trial subjects** assessments on **field trial date**.

As the school coordinator, you will have a number of responsibilities critical to making NAEP a success. The MyNAEP website is designed to assist you with these responsibilities. The timeline below indicates when you will need to complete specific MyNAEP sections.

- **<Insert Date>**: Register at [www.mynaep.com](http://www.mynaep.com) with the following registration ID: **MyNAEP Registration ID**. Answer the questions in the **Provide School Information** section by **date**. For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.
- **<Insert Date>**: Prepare and submit a list of all grade **grade** students electronically in the **Submit Student List** section by **date**. Please see the enclosed *Student List Submission Instructions*.
- **<Insert Date>**: An assigned NAEP representative who is responsible for administering the assessment will contact you in **<Insert date>**. At that time, you will log onto the MyNAEP site with the representative and discuss how to complete the **Prepare for Assessment** section. Major tasks are highlighted below.
  - Provide information about students with disabilities and English language learners (SD/ELL) so that assessment administrators can plan appropriate testing accommodations. You can request MyNAEP access for your school's SD/ELL specialists on the **Complete SD/ELL Student Information** page so that they can assist with this task.
  - Notify parents/guardians that their children have been selected for the field trial. A sample parent/guardian notification letter **is enclosed and** will be available on the MyNAEP website for you to customize and print on your school letterhead.
  - Schedule assessment sessions and reserve space at your school. The NAEP team will be transporting heavy cases of tablets and other materials; please select assessment locations that are on the first floor or accessible by elevator.
  - Update the student list to add any new students who have enrolled since the fall. NAEP will draw a random sample from this group to ensure that all students have an opportunity to be selected for NAEP.
  - Participate in a preassessment review call with your assigned NAEP representative. During this call, you will review and confirm information entered into MyNAEP and other assessment details. Be sure to complete all **Prepare for Assessment** activities before the scheduled call.
- **One week before the field trial**: Visit the **Support Assessment Activities** section to print student appointment cards and notify teachers in advance so they know when to release students.
- **After the field trial**: Safeguard all confidential hardcopy materials until the date noted on the NAEP storage envelope. Shred all materials after the specified date.

During the field trial, we would appreciate the presence of a school staff person as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance.

More information about your responsibilities is provided in the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*. Additional information about NAEP can be found at <http://nces.ed.gov/nationsreportcard>.

Thank you in advance for your cooperation and effort in helping to coordinate this important field trial. If you have any questions, please feel free to contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder, including the following:  
*School Coordinator Responsibilities: A Guide to MyNAEP*  
**Parent/Guardian Notification Letter**

#### Authorization and Confidentiality Assurance

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.

#### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202*.

OMB No. 1850-0928 APPROVAL EXPIRES 8/31/2021

# Appendix B4: NAEP 2019 Field Trial Notification Letter From NAEP State Coordinator to School Principal

## May NAEP 2019 Field Trial Notification Letter From NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL

**Red text** should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased that **school name** will participate in the National Assessment of Educational Progress (NAEP) 2019 Field Trial. NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. As part of the NAEP 2019 Field Trial, students will participate in mathematics, reading or science assessments. Results from the Field Trial will ensure that future NAEP assessments continue to be a reliable measure of student achievement.

All students will take the field trial on tablets provided by NAEP representatives. Each student will be assessed in only one subject. For now, I am writing only to notify you of the Field Trial. In <insert month>, I will send you an assessment date and detailed Field Trial information. If the date presents a conflict for your school, we will work together to identify an alternate. Schools will receive a \$200 gift card to an office supply store (e.g., Staples or Office Depot) to thank them for their time and effort.

In <insert month>, I will also ask you to identify a school coordinator, **provide a student list**, and submit additional information. NAEP representatives will provide significant support to your school, bring all materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** <Insert Subjects>
- **Grade:** <Insert Grade>
- **Tablet sessions:** Up to two sequential sessions of about 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Field trial administrator:** NAEP representatives
- **Field trial window:** <Insert date range>

More information about NAEP can be found at <https://nces.ed.gov/nationsreportcard/participating/schools.aspx>. If you have questions, please contact me at **telephone number** or via email at **email address**.

Our chief state school officer, **name**, and your district superintendent, **name**, support NAEP and look forward to your school's participation. We know that we can count on you to help reach our goal of 100 percent participation.

Sincerely,

NAEP State Coordinator

CC: District Test Director

#### Authorization and Confidentiality Assurance

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.

#### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.*

OMB No. 1850-0928 APPROVAL EXPIRES 8/31/2021

# Appendix B5: NAEP 2019 Field Trial Parent/Guardian Notification Letter

## NAEP 2019 Field Trial PARENT/GUARDIAN NOTIFICATION LETTER Grades 4 and 8 – Mathematics, reading, and science assessments

(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) Field Trial on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. Results from the field trial will ensure that future NAEP assessments continue to be a reliable measure of student achievement.

Your child (will/may) take an assessment in <insert subjects>. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires help by providing valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

Assessments take about 120 minutes for most students, including transition time and directions.

### The information collected is used for statistical purposes only.

- Your child's grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions.

We are excited that our school is participating in the NAEP field trial. We know that (school name)'s students will show what our nation's students know and can do.

Sincerely,

(School Principal's Name)

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 B6: NAEP 2019-2020 Student Information Instructions

[Pending approval NAEP 2019-2020 (OMB# 1850-0928 v.10)]

## Information on Log-in Screen:

### **Authorization and Confidentiality Assurance**

*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.*

### **Paperwork Burden Statement, OMB Information**

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 100 minutes, including the time to review instructions and participate in the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any other comments or concerns, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12<sup>th</sup> St., SW, 4th floor, Washington, DC 20202*

OMB No. 1850-0928 Approval Expires 08/31/2021



**NAEP 2018**  
**INSTRUCTIONS FOR PREPARING**  
**AN ELECTRONIC FILE OF STUDENTS**  
**(Six Columns Race/Ethnicity)**

NAEP needs a complete list of students in the selected grade(s) at your school in order to draw a random sample of students to participate in the assessment. Your student data electronic file (E-File) must be submitted as a Microsoft Excel file.

**We recommend that you create your student file using the NAEP E-File Excel Template**, which is available on the MyNAEP website’s “Submit Student List” page. If necessary, you may alternatively provide an Excel file with the same column headers and data in a different order. If you cannot submit your student data in an Excel file, call the NAEP Help Desk at **1-800-283-6237**.

**Step 1—The E-Filing Template**

Download and review the E-Filing Template. Note the column headers (fields) that must be included in your student list. If you do not have data for a particular field, you may leave the column blank.

Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Grade Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	American Indian or AK Native	Native Hawaiian or Pac Islander	School Lunch	On-Break Indicator	Student ZIP code
-------------------	--------------------	---------------------	-------------------	-------	---------------------------------	----------------	---------------	-----	---------------------------	--------------------------	--------------------------------------	-------	---------------------------	------------------------------	---------------------------------	--------------	--------------------	------------------

**Step 2—Compile Data for the Template**

For each grade in your school selected to participate in the NAEP assessment prepare and submit a separate Excel file of **all students enrolled in the sampled grade** during the 2017-2018 school year using the most current enrollment data available.

- Include in the file data for **all students in the grade**, even those students who typically may be excluded from other testing programs, such as students with IEPs (SD) and English language learners (ELL). Make sure there are no duplicate students in your file.
- Also include students in the sampled grade who were displaced from other locations due to hurricanes and other disasters.
- If this is a year-round school,<sup>1</sup> include students who will be on break/on vacation on the scheduled assessment day along with all of the other students enrolled in the sampled grade. The NAEP E-File Excel Template contains an “On Break” column you will use to identify those students who will be on break/on vacation by filling in “Yes.” (If you are not using the template, be sure to create and provide data for an “On Break” column in your file.)

<sup>1</sup> In year-round schools, students attend classes throughout the 12 calendar months unlike traditional schools that follow the 9-month calendar. However, at any one time during the year a percentage (e.g., 25 percent) of the students will be on break or on vacation.

Your Excel file must contain the following data:

Excel Header/ Field Name	NAEP Values	Comments
State unique Student ID	N/A	If available; do not use the student's Social Security number
Student First Name	N/A	Text, must be in its own column
Student Middle Name	N/A	Text--Middle Name is optional, but the column must be included in the Excel file
Student Last Name	N/A	Text, must be in its own column
Grade in School	4, 8, 12	Use current year data; don't use previous year's grade 3 enrollment for grade 4
Homeroom or other Locator	N/A	If available, locator information is helpful in finding students and notifying them of the assessment
Month of Birth	M or MM (numeric format)	Numeric format; must be in its own column
Year of Birth	YYYY (numeric format)  The expected ranges for Year of Birth are listed below:  Grade 4 – 2005-2009 Grade 8 – 2001 -2005 Grade 12 – 1997 - 2001	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: <ul style="list-style-type: none"> <li>▪ <b>Yes, Hispanic:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race</li> <li>▪ <b>No, Not Hispanic</b></li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.
Race: White	<ul style="list-style-type: none"> <li>▪ <b>Yes, White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East</li> <li>▪ <b>No, not White</b></li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.
Race: Black or African American	<ul style="list-style-type: none"> <li>▪ <b>Yes, Black:</b> A person having origins in any of the Black peoples of Africa</li> <li>▪ <b>No, not Black</b></li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.
Race: Asian	<ul style="list-style-type: none"> <li>▪ <b>Yes, Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</li> <li>▪ <b>No, not Asian</b></li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.



Excel Header/ Field Name	NAEP Values	Comments
<b>Race: American Indian or Alaska Native</b>	<ul style="list-style-type: none"> <li>▪ <b>Yes, American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment</li> <li>▪ <b>No, not American Indian or Alaska Native</b></li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.
<b>Race: Native Hawaiian or Pacific Islander</b>	<ul style="list-style-type: none"> <li>▪ <b>Yes, Native Hawaiian or Pacific Islander :</b> A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands</li> <li>▪ <b>No, not Native Hawaiian or Pacific Islander</b></li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.

Excel Header/ Field Name	NAEP Values	Comments																				
National School Lunch Program (NSLP)	<p>School defined codes for:</p> <ul style="list-style-type: none"> <li>▪ <b>Student not eligible to participate:</b> Student is not eligible for free or reduced-price lunch.</li> <li>▪ <b>Free lunch:</b> Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should code all students as “free lunch.”<sup>2</sup></li> <li>▪ <b>Reduced price lunch:</b> Student is eligible for reduced-price lunch.</li> <li>▪ <b>School not participating:</b> School does not participate in the NSLP. When used, this code must be applied to all students.</li> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul> <p><b>SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch.</b></p> <p>-----CEP Direct</p> <p style="text-align: center;">Only</p> <p>In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).</p> <p>Please code your students as follows</p> <table border="1" data-bbox="360 953 1060 1129"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free or reduced price lunch</td> </tr> <tr> <td>1. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>2. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p>-----CEP Direct</p> <p style="text-align: center;">Certification Plus</p> <p>In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="360 1356 1060 1503"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> <tr> <td>3. No</td> <td>2. Student not eligible</td> </tr> <tr> <td>4. Information missing</td> <td>3. Information unavailable</td> </tr> </tbody> </table> <p>-----</p> <p style="text-align: center;">CEP All</p> <p>In our state, all students in CEP schools are considered economically disadvantaged.</p> <p>Please code your students as follows:</p> <table border="1" data-bbox="375 1646 961 1734"> <thead> <tr> <th>Is the student economically disadvantaged?</th> <th>How should student be coded on NAEP?</th> </tr> </thead> <tbody> <tr> <td>1. Yes</td> <td>1. Eligible for free lunch</td> </tr> </tbody> </table>	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free or reduced price lunch	1. No	2. Student not eligible	2. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	3. No	2. Student not eligible	4. Information missing	3. Information unavailable	Is the student economically disadvantaged?	How should student be coded on NAEP?	1. Yes	1. Eligible for free lunch	Use <b>ONE</b> code per student, text or numeric
Is the student economically disadvantaged?	How should student be coded on NAEP?																					
1. Yes	1. Eligible for free or reduced price lunch																					
1. No	2. Student not eligible																					
2. Information missing	3. Information unavailable																					
Is the student economically disadvantaged?	How should student be coded on NAEP?																					
1. Yes	1. Eligible for free lunch																					
3. No	2. Student not eligible																					
4. Information missing	3. Information unavailable																					
Is the student economically disadvantaged?	How should student be coded on NAEP?																					
1. Yes	1. Eligible for free lunch																					

<sup>2</sup> If it is not possible to distinguish between “free” and “reduced-price” for some students, code these students as eligible for free lunch

Excel Header/ Field Name	NAEP Values	Comments
Students with Disabilities (SD)	School-defined codes for: <ul style="list-style-type: none"> <li>▪ <b>Yes, IEP:</b> Student has a formal Individualized Education Plan (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP."</li> </ul>	Use <b>ONE</b> code per student, text or numeric
	<ul style="list-style-type: none"> <li>▪ <b>No, not SD:</b> If students have a 504 Plan without an IEP, code these students as "No, not SD."</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	
English Language Learner (ELL)	School-defined codes for:	Use <b>ONE</b> code per student, text or numeric
	<ul style="list-style-type: none"> <li>▪ <b>Yes, ELL</b></li> </ul>	
	<ul style="list-style-type: none"> <li>▪ <b>No, Not ELL</b></li> </ul>	
	<ul style="list-style-type: none"> <li>▪ <b>No, Formerly ELL (and monitored for AYP reporting):</b> If a student has achieved full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its AYP reports, the student should be coded as "No, formerly ELL." Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ <b>Information unavailable at this time:</b> If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.</li> </ul>	
On-Break Indicator	School-defined code	Only for year-round schools; column can be left off if school is not year-round
Student ZIP Code	Numeric only	If available

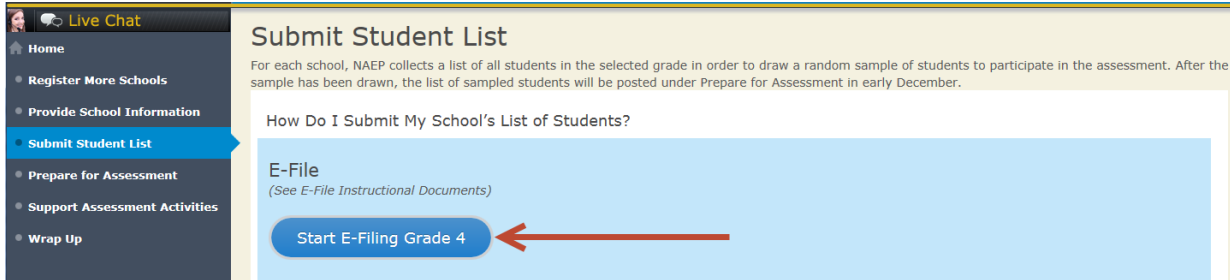
### Tips for ensuring the E-File process goes smoothly:

- The NAEP E-File template should be used if possible. **Please use it as is.** Do not change the column headers. Student information must begin on the second row. There should be no empty rows between the headings and the student data or within the student data, and no headings within the data.
- If you are not able to use the NAEP E-File Excel Template (for example, because of the way your data system works), the columns in your Excel E-File should have the same, or similar, names but do not have to be in any particular order. You will be able to identify the contents of each column after you have submitted your file. (For example, you will be able to indicate that your column labeled "Gender" is what provides the NAEP "Sex" information, and your value of "1" is "Male" and a "2" is "Female," or whatever the correct interpretation.)
- Be sure to give your file a unique, descriptive name. Select "File," then "Save As," and give it a name such as "Your School Name Grade 8.xls." Should you need to reference your file again, this will help you locate it after E-Filing.
- The first row of data in your file will be read as the column header unless you indicate otherwise on the E-Filing "Welcome" page. Each succeeding row will be considered a student record.
- If you merge or cut and paste data from another Excel file into the template, review the file afterward to be sure there are properly aligned student data in every row and there are no column headers or blank rows in the middle of the data.
- Be sure that your file contains only a heading row and student data, not notes or text in additional columns, or they will be read as data resulting in a warning or error message.
- There should be only one worksheet with data in the Excel file. If there are other worksheets, they must not contain any data.

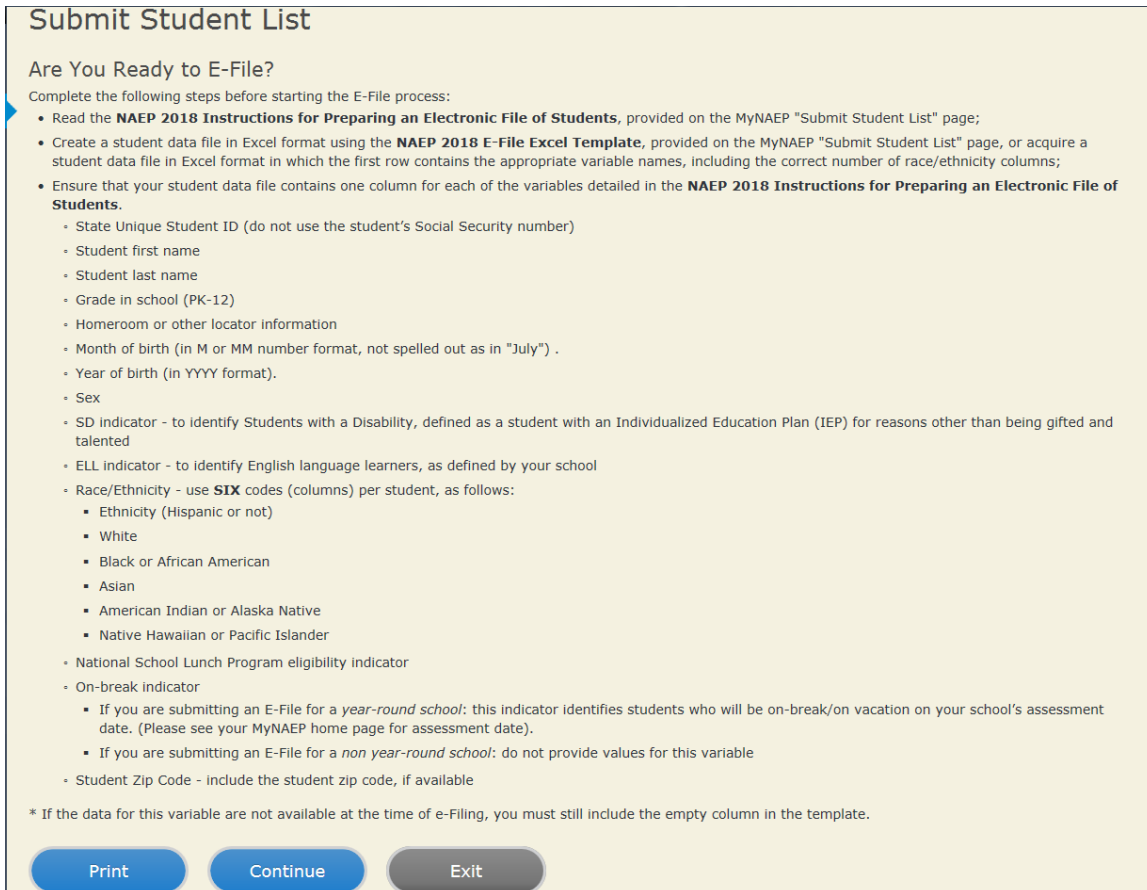
### Step 3 – E-File

Once your file is prepared and checked for accuracy and completeness, login to the MyNAEP website and select “Submit Student List” from the left-hand menu.

- Select the “Start E-Filing Grade X” button



- You will see a checklist come up on the screen; please review it carefully to be sure your file is set up correctly and is ready to be submitted. Then select “Continue.”



- Enter the required fields and then browse for the name of your file and select "Upload."

Submit Student List  
E-File Step 1: Upload Your File

[Exit](#)

Welcome, **State**.

The Four Basic Steps to E-Filing:

1. **Upload** - Submit your list to the E-Filing automated system.
2. **Identify Columns** - Matching the column headings in your list to those in a standard list provided by the system.
3. **Identify Format/Codes** - Matching the codes used in your list for student characteristics such as "sex" and "race" to codes used in NAEP.
4. **Verify** that this matching of codes has been done accurately by reviewing a summary of the data you have matched.

Before uploading a copy of your Excel student data file, please provide us with the following information: [Why we need this.](#)

- Date list is accurate as of:  (mm/dd/yyyy) **Date the list was created; not necessarily today's date**
- Does your student data file contain column headers:  Yes  No **Row 1 of your Excel file contains column names**

To upload your student data file, you will need to locate the file on your computer.

1. Click on the "**Browse...**" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. Note: You may need to change the "Files of type" to "All files (\*.\*)".
2. Double click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below.
3. Click on the **Upload** button and proceed.

**Select the file name from your computer**

File Name:

Uploading of your data file could take a few minutes. Please be patient. If you lose your Internet connection after uploading your file, you can log back on to the MyNAEP site and return to E-Filing. You will be sent directly to the last screen you were working on, allowing you to complete the E-Filing procedure.

## Step 4 – Map Your Columns and Rows to NAEP Values

The field names used by your database system may not have the same names as the NAEP values. You will need to match the names of your columns to the names of the NAEP columns and then match row values to NAEP values.

**"Columns Contains".**

[Click here to see a worksheet view of your student data.](#) If you find you have errors in your data, you will need to exit this program, correct the problem in your Excel file, and upload the file again.

Column Heading Is	Your Column Contains	Clear
<u>STUDENT ID</u>	State Unique Student ID	▼
<u>GRADE</u>	Grade	▼
<u>FIRSTNAME</u>	Student Name: First	▼
<u>MIDDLENAME</u>	Student Name: Middle	▼
<u>LASTNAME</u>	Student Name: Last	▼
<u>HOMEROOM</u>	Homeroom or Other Locator	▼
<u>MOB</u>	Your Column Contains...	
<u>YOB</u>	State Unique Student ID	
<u>SEX</u>	Student Name: First	
<u>SD</u>	Student Name: Middle	
<u>ELL</u>	Student Name: Last	
<u>ETHNICITY HISP</u>	Grade	
<u>WHITE</u>	Homeroom or Other Locator	
<u>BLACK</u>	Birth Date: Month of Birth	
<u>ASIAN</u>	Birth Date: Year of Birth	
<u>AI/AN</u>	Sex	
<u>PI</u>	Student with a Disability	
<u>SCHOOLLUNCH</u>	English Language Learner	
	Hispanic, of any race	
	White	
	Black or African American	
	Asian	
	Native Hawaiian or Pacific Islander	
	American Indian or Alaska Native	
	School Lunch	
	Zip Code	
	N/A	

**Enter the column name in your file that matches each NAEP field name**

When you have identified all of the columns on your list, click the "Next" button to proceed and match your values to NAEP Codes. The following screens will be determined by the order of the columns in your Excel file.


Exit Back Next

Shown below are two examples of row mapping. You need to match the values in each of your columns to the NAEP codes (in drop-down). Once you map a value, select "Next" to move to the next value.

Submit Student List  
E-File Step 3-1: Match Your Values to NAEP codes

Exit Back Next


For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Grade" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).

**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

**Grade**

**Your File Contains 1 Value(s)**

Grade 4					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		4	Select Code... Grade 4	101	100%

When you have identified all of the codes on your list, click the "Next" button to proceed.

Exit Back Next


File Name	Uploaded
5110073.xls	7/8/2014 3:31:03 PM

Your student data file must be in Excel format according to the **NAEP 2015 Instructions for Preparing an Electronic File of Students**. If you need to create an Excel file, use the **NAEP 2015 Excel Student List Template**. Both documents may be found on the MyNAEP "Submit Student List" page. You may also contact the NAEP Help Desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET.

Submit Student List  
E-File Step 3-1: Match Your Values to NAEP codes

Exit Back Next

For each of your values below, click on the down arrow next to "Select Code" and click on the NAEP code that best matches your value.

To view the student records that have the selected value in the "Sex" column, click on the view icon  below. To view the worksheet containing all of your student data, [click here](#).



**If there is an error in your data file, exit E-File, correct the problem in your Excel file, and upload the file again.**

**Sex**

It is very important that all data be correct. We have provided a way to double check the data. Below are the expected percentages based on information from the Common Core of Data (CCD). The CCD is a program of the U.S. Department of Education's National Center for Education Statistics. It is a comprehensive, annual, national statistical database of information concerning all public elementary and secondary schools. Please confirm your codes and percentages and continue if all are correct.

Grade 4 expected CCD Percentages: Source 2012-2013 School Year	
Male	Female
51.92%	48.08%

**Your File Contains 2 Value(s)**

Grade 4					
#	View	Your Values	NAEP Codes	Number	Percentage
1.		1	Select Code... N/A	53	52.5%
2.		2	Male Female	48	47.5%

When you have identified all of the codes on your list, click the "Next" button to proceed.

Exit Back Next

File Name	Uploaded
5110073.xls	7/8/2014 3:31:03 PM

When you finish row mapping, the E-Filing process will continue and you will be prompted to verify your data.

**If you need assistance, call the NAEP Help Desk at 1-800-283-6237.**

## Appendix B7: MyNAEP System Content

**Description of MyNAEP:** The school coordinators are responsible for preparing for the field trial using the MyNAEP system. MyNAEP serves as the primary resource and action center throughout the field trial process for each participating school. The site also offers school coordinators an electronic way to prepare for the assessment at their own pace. The NAEP field representative will schedule an initial call in December to pre-review the major areas of the MyNAEP system with the school coordinator.

The content of the MyNAEP system (currently pending approval OMB# 1850-0928 v.10, Appendix J) to be used in the eNAEP Field Trial Pretest Study is provided in this section (Appendix B7).

### **Notes on the organization of Appendix B7**

- Red text indicates descriptive notes and references to Appendices other than B7.
- Green text denotes titles of landing pages listed in hyperlinks or other references in the content of MyNAEP webpages (as reflected throughout this document).
- The Additional Resources section of this document (beginning on page 92) contains the text content of the hyperlinks provided in MyNAEP (and reflected throughout this document).



# MyNAEP Login Screen

Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card.

Login

Email or Username:

Password:

Forgot [Username](#) or [Password](#) |

Having trouble logging in?

First time visiting the 2019 MyNAEP site?

[Please register](#)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0928 APPROVAL EXPIRES 08/31/2021

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, 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 students. 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.

[The following text will be added for 2019]

Notice: You are accessing a U.S. Government information system.

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

If you have questions or need help accessing the website, please contact the NAEP help desk at 1-800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 5:30 p.m. ET.

## Screenshot

**NAEP**  
NATIONAL ASSESSMENT  
OF EDUCATIONAL  
PROGRESS

### Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card.

Login

Email or Username:

Password:

[Forgot Username or Password](#) | [Having trouble logging in?](#)

[Please register](#)

**LOGIN**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 180 minutes for schools that do not submit student sample information or 250 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or ELL, plus an additional 30 minutes for schools participating in the NAEP-ITPS Linking Study, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th Floor, Washington, DC 20202.

OMB No. 1850-0928 APPROVAL EXPIRES 07/31/2020

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9422) 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)(i) and 99.32).

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, 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 students. 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.

# Home page

Welcome to the National Assessment of Educational Progress!

The MyNAEP website will help you prepare for the assessment.

## Assessment Details

Grade:

Subject(s):

Assessment Date:

Preassessment Review Call Date:

NAEP Representative:

MyNAEP Registration ID:

NAEP School Coordinator:

\*If a school coordinator name does not appear above, then no one is currently assigned as school coordinator. Notify your NAEP State Coordinator, \_\_\_\_\_, at \_\_\_\_\_ if this information is missing. School coordinators must register their own MyNAEP account.

## Prepare for Assessment

It's time to prepare for your school's upcoming assessment date.

- The first step is to watch this quick [tutorial video \(https://bcove.video/2rHlh6v\)](https://bcove.video/2rHlh6v), which will give you an overview of the [Prepare for Assessment](#) menu.
- Complete the activities in the menu before your scheduled preassessment review call.

## What's Next?

Download teacher notification letters and student appointment cards in the [Support Assessment Activities](#) section.

# Screenshot

The screenshot shows the MyNAEP For Schools website. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes "MyNAEP For Schools" and "District: St Marys City (J9)". A blue banner contains "Welcome" and "Nelsen Middle School", along with links for "Help", "Contact Us", "My Account", and "Logout". A secondary link "Grade 8 Assessment: 2/7/2018" is also present. A left sidebar menu includes "Live Chat", "Home", "Provide School Information", "Prepare for Assessment", "Support Assessment Activities", and "Wrap Up". The main content area features three sections: "Welcome to the National Assessment of Educational Progress!" with a sub-header "The MyNAEP website will help you prepare for the assessment."; "Assessment Details" listing: Grade: 8; Subject(s): civics, geography, and U.S. history; Assessment Date: Wednesday 2/7/2018; MyNAEP Registration ID: 80J91593; and NAEP School Coordinator: Henry Nelsen. A note below states: "\*For questions about this site or about NAEP in general, please use the Help menu in the blue banner."; "Prepare for Assessment" with the text "It's time to prepare for your school's upcoming assessment date." and a bullet point: "The first step is to watch this quick tutorial video, which will give you an overview of the Prepare for Assessment menu." followed by "Complete the activities in the menu before your scheduled preassessment review call."; and "What's Next?" with the text "Download teacher notification letters and student appointment cards in the Support Assessment Activities section." The bottom of the page has a "HELP" button and a footer with "Help", "Contact Us", "My Account", and "Logout".

# Provide School Information

Provide School Information

Please use the links below to ensure that NAEP has the most up-to-date information about your school.

Complete the following:

## [School Contact Information](#)

- School name and address
- Shipping address
- Principal contact information
- School coordinator contact information

## [School Characteristics Information](#)

- Student enrollment
- Charter school status
- Date school adjourns for winter break in December
- Date school returns from winter break in January
- School calendar type (traditional or year round)
- School start and end times

## Screenshot

The screenshot displays the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (J9)'. A 'Welcome' message for 'Nelsen Middle School' is visible, along with links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The current date and time are shown as 'Grade 8 Assessment: 2/7/2018'. A left sidebar contains a 'Live Chat' button and a menu with options: 'Home', 'Provide School Information' (selected), 'School Contact Information', 'School Characteristics Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Provide School Information' and contains the same text and bullet points as the document above, set against a light blue background.

# Prepare for Assessment

## Prepare for Assessment

The list of students selected for NAEP will become available in early December. The school coordinator will need to complete some activities after the list is available. Completion of these activities will ensure a successful administration of NAEP. Use the links in the checklist on the left-hand menu under Prepare for Assessment to:

- Review and verify the list of students selected for NAEP
- Complete information about how students with disabilities and English language learners will participate in NAEP
- Notify parents/guardians of sampled students
- Manage school and/or teacher questionnaires
- Plan assessment day logistics
- Encourage participation and motivate students to do their best

Complete the following activity upon return from winter break...

- Update the student list to include any new grade 8 students at your school

Your NAEP representative will contact the school coordinator in early December to explain how to complete these activities and to schedule a preassessment review call. Please complete all activities before the preassessment review call date.

A storage envelope and the *Instructions for School Coordinator* brochure will be mailed in early December. **Store any printed reports that include student names and information in the red NAEP Storage Envelope.**

## Additional Resources

- [Instructions for the School Coordinator \(see Additional Resources section of this document\)](#)
- [Digitally-based Assessments \(https://nces.ed.gov/nationsreportcard/dba/\)](https://nces.ed.gov/nationsreportcard/dba/)

## Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (19)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', and 'Logout', along with the text 'Grade 8 Assessment: 2/7/2018'. The user is logged in as 'Nelsen Middle School'. The left-hand menu is expanded to 'Prepare for Assessment', showing sub-items like 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', and 'Update Student List'. The main content area has the heading 'Prepare for Assessment' and the following text: 'The list of students selected for NAEP will become available in early December. The school coordinator will need to complete some activities after the list is available. Completion of these activities will ensure a successful administration of NAEP. Use the links in the checklist on the left-hand menu under Prepare for Assessment to:'. A checklist follows: 'Review and verify the list of students selected for NAEP', 'Complete information about how students with disabilities and English language learners will participate in NAEP', 'Notify parents/guardians of sampled students', 'Manage school and/or teacher questionnaires', 'Plan assessment day logistics', and 'Encourage participation and motivate students to do their best'. Below this is the text 'Complete the following activity upon return from winter break...' followed by a single bullet point: 'Update the student list to include any new grade 8 students at your school'. The next paragraph states: 'Your NAEP representative will contact the school coordinator in early December to explain how to complete these activities and to schedule a preassessment review call. Please complete all activities before the preassessment review call date.' The final paragraph says: 'A storage envelope and the *Instructions for School Coordinator* brochure will be mailed in early December. **Store any printed reports that include student names and information in the red NAEP Storage Envelope.**' At the bottom, there is an 'Additional Resources' section with two links: 'Instructions for the School Coordinator' and 'Digitally-based Assessments'.

# Review and Verify List of Students Selected for NAEP

Note: The student list is initially submitted outside of the MyNAEP system and the information is loaded into MyNAEP for the school coordinator to review and verify for accuracy.

Prepare for Assessment

Review and Verify List of Students Selected for NAEP

NAEP reports results for student demographic groups, so it is important to collect accurate data. Review the list of students to be tested at your school and update their enrollment status and demographic information as needed.

Complete the following:

- [Watch the Review and Verify List of Students Selected for NAEP Tutorial](#) (5:36) (<https://bcove.video/2fEo6iA>)
- [Review and Verify Student Information](#)
- [Print Reports](#)

Additional Resources

- [Information Needed to Review and Verify List of Students Selected for NAEP Coordinator](#) (see [Additional Resources section of this document](#))
- [Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP Coordinator](#) (see [Additional Resources section of this document](#))

## Screenshot

The screenshot shows the MyNAEP For Schools interface for Nelsen Middle School. The page title is "Review and Verify List of Students Selected for NAEP". The main content area includes the following text: "Prepare for Assessment", "Review and Verify List of Students Selected for NAEP", "NAEP reports results for student demographic groups, so it is important to collect accurate data. Review the list of students to be tested at your school and update their enrollment status and demographic information as needed.", "Complete the following:", and a list of tasks: "Watch the Review and Verify List of Students Selected for NAEP Tutorial (5:36)", "Review and Verify Student Information", and "Print Reports". Below this, there is an "Additional Resources" section with links to "Information Needed to Review and Verify List of Students Selected for NAEP" and "Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP". The sidebar on the left contains navigation options: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The top navigation bar includes "Welcome" for Nelsen Middle School, "Help", "Contact Us", "My Account", "Logout", and "Grade 8 Assessment: 2/7/2018".

## Review and Verify Student Information

Review and Verify Student Information

Print Worksheet – REV-INFO-1

Select **Print Worksheet** to review and note changes to student enrollment status and demographics on a hardcopy worksheet. Select **Continue** when you are ready to enter information into MyNAEP.

Some **students may not be eligible** to participate in NAEP. A list of possible reasons [is available here](#).

(Note the content of the list is below for convenience of reviewing this appendix)

Reasons Student Cannot Take NAEP:

- Withdrawn
- Graduated
- Expelled
- Does not attend any academic classes on campus
- Home schooled and receives limited services on campus
- Student listed more than once
- Not in tested grade
- Foreign exchange student
- Student deceased
- Long-term illness/homebound
- Parent notified about NAEP and refused NAEP testing
- Student notified about NAEP and refused NAEP testing
- Enrolled in U.S. schools less than one full academic year before the NAEP assessment and cannot access NAEP (applies only to English language learners)
- Meets (or met) participation criteria for one or more state alternative assessments (applies only to students with disabilities)

## Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress), the text 'MyNAEP For Schools', and the district name 'District: St Marys City (J9)'. A navigation bar contains 'Welcome' for 'Nelsen Middle School' and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Review and Verify Student Information' and includes a 'Print Worksheet' button and instructions: 'Select **Print Worksheet** to review and note changes to student enrollment status and demographics on a hardcopy worksheet. Select **Continue** when you are ready to enter information into MyNAEP. Some students **may not be eligible** to participate in NAEP. A list of possible reasons is available here.' Below the text are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. A left sidebar menu lists various assessment-related tasks, with 'Review and Verify List of Students Selected for NAEP' highlighted. The top right corner of the page shows 'Full Screen Mode' and 'REV-INFO-1'.



## Review and Verify Student Information

### Demographic Data-REV-INFO-2

**Note: School coordinators will be asked to review and verify student demographic information (as shown in the screenshot below), and also to indicate whether students were displaced from a natural disaster.**

Review all demographic data for the students listed below.

Select the **Edit pencil** next to the student name to enter a **student's correct or missing information**, or **indicate a reason the student cannot take NAEP**.

- If a student has a **Section 504 Plan and requires an accommodation to be tested**, change his or her Student with a Disability status to **Yes, 504**.
- If there are missing data for a student, there will be an icon in the column. Hover over the icon to see how many students have missing data.
- All columns can be sorted by clicking on the column header. Missing data will filter to the top.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (39)'. Below this is a 'Welcome' section for 'Nelsen Middle School' with links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Review and Verify Student Information' and 'Demographic Data'. It contains instructions for reviewing student data and a list of actions. A table displays student demographic information with columns for Edit, Name, Student ID, Session/Line #, Subject, Month of Birth, Year of Birth, Gender, Race/Ethnicity, School Lunch Status, Student with a Disability, English Language Learner, and Reason Student Cannot Take NAEP. The table lists five students with their respective details. At the bottom, there are buttons for 'Back to Beginning', 'Back', 'All Information is Correct', 'Continue', and 'Exit'.

Edit	Name	Student ID	Session/Line #	Subject	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status	Student with a Disability	English Language Learner	Reason Student Cannot Take NAEP
			DS0801/01	Social Studies - Tablet	04	2004	Male	Hispanic, of any race	Student not eligible	No, not SD	No, not ELL	
			DS0801/02	Social Studies - Tablet	01	2004	Female	Asian, not Hispanic	Free lunch	No, not SD	No, not ELL	
			DS0801/03	Social Studies - Tablet	05	2004	Female	White, not Hispanic	Student not eligible	No, not SD	No, not ELL	
			PC0801/01	Social Studies - Paper	01	2004	Female	White, not Hispanic	Free lunch	Yes, IEP	No, not ELL	
			PC0801/02	Social Studies -	11	2003	Female	Hispanic, of any race	Free lunch	No, not SD	Yes, ELL	

## Review and Verify Student Information

### Print Summary Report-REV-INFO-6

Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call.

Select **Submit** when you are finished with this section.

## Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the text 'MyNAEP For Schools' in the center, and 'District: St Marys City (J9)' on the right. Below the header, a blue navigation bar shows 'Welcome' and 'Nelsen Middle School' on the left, and 'Help | Contact Us | My Account | Logout' and 'Grade 8 Assessment: 2/7/2018' on the right. A left sidebar menu lists various options: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP (highlighted with a blue arrow), Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The main content area is titled 'Review and Verify Student Information' and contains the text: 'Print Summary Report. Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call. Select **Submit** when you are finished with this section.' At the bottom of the main area, there are five buttons: 'Print Summary', 'Back to Beginning', 'Back', 'Submit', and 'Exit'. The top right of the main area shows 'Full Screen Mode' and 'REV-INFO-6'.

## Print Reports

Print Reports – REV-REP-1

### Before entering student data in the system

Print this worksheet and use it to review and verify student enrollment status and demographics before entering the data into the system.

### After entering student data in the system

Select **Print Summary Report** to print a record of the student information entered in the system. Keep this report in the NAEP Storage Envelope and refer to it during the preassessment review call.

## Screenshot

The screenshot shows the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district 'St Marys City (J9)'. A navigation menu on the left lists various tasks like 'Live Chat', 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Print Reports' and contains two sections: 'Before entering student data in the system' with a 'Print Worksheet' button, and 'After entering student data in the system' with a 'Print Summary Report' button. There are also 'Exit' and 'Submit' buttons at the bottom. The page ID 'REV-REP-1' is visible in the top right corner.

*Sample of information included in the worksheet and summary report (note the worksheet is a resource to assist teachers in collecting the information that will be contained in the summary report)*

NAEP 2019 Worksheet for Students Selected for NAEP 05/11/2018 3:19 PM											
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201											
Student Name	Student ID	Session/Line #	Subject	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status	Student with a Disability Status	English Language Learner Status	Reason Student Cannot Take NAEP
Aguilera, Tori		DS0801/01	Reading - Tablet	09	2004	Female	Hispanic, of any race	Student not eligible	No, not SD	No, not ELL	

## Complete SD/ELL Student Information

Note: In this section the school coordinator will provide information to determine how students participate in NAEP (i.e., without accommodations, with accommodations, or do not test). The school coordinator will provide the Individuals with Disabilities Education Act (IDEA) disability status, English proficiency, primary language, grade-level performance, and accommodations, using the state-specific NAEP inclusion policies (see Appendices D1-8 and D1-9 for templates of the SD and ELL inclusion policies, which are customized by the NAEP State Coordinators). The purpose of providing this information is to make sure students have appropriate supports to access the NAEP assessment.

Prepare for Assessment

Complete SD/ELL Student Information

To ensure that NAEP reflects the educational progress of all students, **students with disabilities (SD) and English language learners (ELL) must be included to the fullest extent possible.**

NAEP provides accommodations only for SD and ELL. Therefore, this section only includes students whose SD status is "Yes, IEP" or "Yes, 504" or ELL status is "Yes, ELL." **Changes to these status codes can only be made in the Review and Verify List of Students Selected for NAEP section.**

The information that you provide in this section indicates how students will participate in NAEP and the accommodations they will receive.

Complete the following:

- [Watch Complete SD/ELL Student Information Tutorial \(5:59\) \(https://bcove.video/2fECUxM\)](https://bcove.video/2fECUxM)
- [Review NAEP Inclusion Policy](#)
- [Give Access to SD and/or ELL Specialist\(s\) \(optional\)](#)
- [Provide Information for Students Who Are Both SD and ELL](#)
- [Provide Information for SD \(IEP or 504 Plan\) Only](#)
- [Provide Information for ELL Only](#)
- [Print Reports](#)
- [Create Accommodation Sessions \(Field Staff Only\)](#)

Additional Resources

- [Inclusion on NAEP Fact Sheet](#)
- [Letter from Department of Education Encouraging Inclusion](#)
- [Information Needed to Include SD/ELL Students](#)

# Screenshot

NAEP  
NATIONAL ASSESSMENT  
OF EDUCATIONAL  
PROGRESS

MyNAEP For Schools

District: St Marys City (19)

Welcome  
Nelsen Middle School

Help | Contact Us | My Account | Logout

Grade 8 Assessment: 2/7/2018

Live Chat

Home

- Provide School Information
- Prepare for Assessment
  - Review and Verify List of Students Selected for NAEP
  - Complete SD/ELL Student Information**
  - Notify Parents
  - Manage Questionnaires
  - Plan for Assessment Day
  - Encourage Participation
  - Update Student List
- Support Assessment Activities
- Wrap Up

Prepare for Assessment

## Complete SD/ELL Student Information

To ensure that NAEP reflects the educational progress of all students, **students with disabilities (SD) and English language learners (ELL) must be included to the fullest extent possible.**

NAEP provides accommodations only for SD and ELL. Therefore, this section only includes students whose SD status is "Yes, IEP" or "Yes, 504" or ELL status is "Yes, ELL." **Changes to these status codes can only be made in the Review and Verify List of Students Selected for NAEP section.**

The information that you provide in this section indicates how students will participate in NAEP and the accommodations they will receive.

Complete the following:

- Watch [Complete SD/ELL Student Information Tutorial \(5:59\)](#)
- Review [NAEP Inclusion Policy](#)
- Give Access to [SD and/or ELL Specialist\(s\) \(optional\)](#)
- Provide Information for [Students Who Are Both SD and ELL](#)
- Provide Information for [SD \(IEP or 504 Plan\) Only](#)
- Provide Information for [ELL Only](#)
- [Print Reports](#)
- [Create Accommodation Sessions \(Field Staff Only\)](#)

Additional Resources

- [Inclusion on NAEP Fact Sheet](#)
- [Letter from Department of Education Encouraging Inclusion](#)
- [Information Needed to Include SD/ELL Students](#)

## Review NAEP Inclusion Policy

Review NAEP Inclusion Policy-COMP-INCL 1-1 (see OMB# 1850-0928 v.10, Appendices D1-8 and D1-9)

NAEP Inclusion Policy for Students with Disabilities and English Language Learners

The policy provides inclusion expectations, lists the NAEP accommodations, and describes how the accommodations are administered.

[SD Inclusion Policy](#) (see OMB# 1850-0928 v.10, Appendix D1-8)

[ELL Inclusion Policy](#) (see OMB# 1850-0928 v.10, Appendix D1-9)

We expect most students with disabilities and English language learners to participate. The only students eligible for exclusion are:

Students who meet (or met) participation criteria for the State Alternate Assessment

English language learners who have been enrolled in U.S. schools less than 1 full academic year before the NAEP assessment and cannot access NAEP

All other SD and ELL students should participate with or without NAEP accommodations.

Monitoring Exclusions

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any questions about how to include a student, contact your NAEP State Coordinator, NAME, at EMAIL ADDRESS.

I downloaded and reviewed the NAEP Inclusion Policy for Students with Disabilities and English Language Learners.

Yes    No

### Screenshot

The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the user's school, Nelsen Middle School, is shown in the center. The right side of the header includes navigation links for Help, Contact Us, My Account, and Logout, along with the user's current assessment status: Grade 8 Assessment: 2/7/2018. The main content area is titled 'Review NAEP Inclusion Policy' and includes a sub-heading 'Training J9 NAEP 2018 Inclusion Policy for Students with Disabilities and English Language Learners'. The text explains the policy's purpose and lists the accommodations administered: Training J9 SD Inclusion Policy and Training J9 ELL Inclusion Policy. It also states the expectation for most students to participate and lists the exclusion criteria: students meeting alternate assessment criteria and English language learners with less than one year of U.S. schooling. A section for 'Monitoring Exclusions' provides contact information for the state coordinator, Jane Doe, at e.reynolds@mynaep.edu. At the bottom, there is a survey question: 'I downloaded and reviewed the Training J9 NAEP 2018 Inclusion Policy for Students with Disabilities and English Language Learners.' with radio buttons for 'Yes' and 'No', and 'Submit' and 'Exit' buttons.

## Give Access to SD and/or ELL Specialists

### Give Access to SD and/or ELL Specialists-COMP-SPEC 1-1

The person most familiar with how students with disabilities (SD) and English language learners (ELL) are tested should provide the information for these students. Complete and submit the information below to give access to the Complete SD/ELL Student Information section for one or more SD/ELL specialists.

For confidentiality reasons, access is limited to you and five additional school staff.

- Enter all names and email addresses then select **Save**.
- Select the **Send Email** button for each record.
- Select **Submit**.

### Screenshot

The screenshot shows the MyNAEP For Schools interface for Nelsen Middle School. The page title is 'Give Access to SD and/or ELL Specialists' under the 'COMP-SPEC 1-1' section. The interface includes a navigation sidebar on the left with options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area contains instructions and a table for entering student information.

COMP-SPEC 1-1

### Give Access to SD and/or ELL Specialists

The person most familiar with how students with disabilities (SD) and English language learners (ELL) are tested should provide the information for these students. Complete and submit the information below to give access to the **Complete SD/ELL Student Information** section for one or more SD/ELL specialists.

For confidentiality reasons, access is limited to you and five additional school staff.

- Enter all names and email addresses then select **Save**.
- Select the **Send Email** button for each record.
- Select **Submit**.

	First Name	Last Name	Email Address	SD Access	ELL Access	Send Email	Email Sent Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Send Email"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Send Email"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Send Email"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Send Email"/>	
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Send Email"/>	

## Provide Information for Students Who Are Both SD and ELL

Print Worksheet-COMP-BOTH-2

Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.

Review the [NAEP inclusion policy](#) (see appendices D1-8 and D1-9) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the text 'MyNAEP For Schools' in the center, and 'District: St Marys City (J9)' on the right. Below the header, a blue navigation bar shows 'Welcome' and 'Nelsen Middle School' on the left, and 'Help | Contact Us | My Account | Logout' and 'Grade 8 Assessment: 2/7/2018' on the right. A left sidebar contains a 'Live Chat' button and a menu with options: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, and Update Student List. The main content area is titled 'Print Worksheet' and contains the following text: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.' Below this is a link to 'Review the Training J9 NAEP 2018 Inclusion policy to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the main content area are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page is identified as 'Full Screen Mode' and 'COMP-BOTH-2'.



ELL Details-COMP-BOTH-3

For each student listed below, record the following information by selecting the Edit pencil next to the student name. Review the [NAEP inclusion policy](#) (see appendices D1-8 and D1-9) prior to completing.

- What is the student's primary language?
- Including this year, how long has this student been receiving [academic instruction primarily in English?](#) (a hover note displays in the system that reads: Instructor presents academic content in English and the student receives only occasional translation of words or explanation of ideas/concepts in his/her native language.)
- At what [grade level](#) (a hover note displays in the system that reads: For example, a grade 4 student that is selected to take the NAEP math assessment and who performs at a second-grade level should be marked as two or more years below grade level.) does this student perform in the NAEP subject?
- How would you characterize this student's [English proficiency](#) (a hover note displays in the system that reads: How this student's English language proficiency compares to other ELLs in the same grade.) in listening comprehension, reading, speaking, and writing?

All columns can be sorted by selecting the column header.

Screenshot

MyNAEP For Schools District: St Marys City (J9)

Welcome Nelsen Middle School Help Contact Us My Account Logout Grade 8 Assessment: 2/7/2018

Full Screen Mode COMP-BOTH-3

### ELL Details

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training J9 NAEP 2018 inclusion policy](#) prior to completing.

- What is the student's primary language?
- Including this year, how long has this student been receiving [academic instruction primarily in English?](#)
- At what [grade level](#) does this student perform in the NAEP subject?
- How would you characterize this student's [English proficiency](#) in listening comprehension, reading, speaking, and writing?

All columns can be sorted by selecting the column header.

Student name	Session/Line #	ELL classification	NAEP subject	Primary language	Other primary language (Specify)	Academic instruction primarily in English	Grade level performance in NAEP subject	English proficiency listening	English proficiency reading	English proficiency speaking	English proficiency writing
	DS0801/31	Yes, ELL	Social Studies	-	Tablet						

Back to Beginning Back All Information is Correct Continue Exit

## SD Details-COMP-BOTH-4

For each student listed below, record the following information by selecting the Edit pencil next to the student name. Review the [NAEP inclusion policy](#) prior to completing.

- Which of the following [IDEA categories \(see list below\)](#) best describes each student's identified disability(ies)?
  - Autism
  - Deaf-blindness
  - Deafness
  - Developmental delay
  - Emotional disturbance
  - Hearing impairment
  - Intellectual disability
  - Multiple disabilities
  - Orthopedic impairment
  - Other health impairment
  - Specific learning disability
  - Speech or language impairment
  - Traumatic brain injury
  - Visual impairment, including blindness
- What is the [degree](#) of each student's disability(ies)? (a hover note displays in the system that reads: The response should be based on the knowledge of the person most familiar with this student's disability(ies) and based on the professional judgment how it/they might compare to other students with similar) disability(ies) in the same grade.

All columns can be sorted by selecting the column header.

## Screenshot

The screenshot shows the MyNAEP For Schools interface for Nelsen Middle School. The page title is "SD Details" and the session is "COMP-BOTH-4". The instructions state: "For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [%state/NAEP% inclusion policy](#) prior to completing."

- Which of the following [IDEA categories](#) best describes each student's identified disability(ies)?
- What is the [degree](#) of each student's disability(ies)?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)
		DS0801/31	Yes, IEP	Social Studies - Tablet		

Buttons at the bottom: Back to Beginning, Back, All Information is Correct, Continue, Exit.

## How Students Should Participate-COMP-BOTH-5

For each student listed below, record the following information by selecting the Edit pencil next to the student name. Review the [NAEP inclusion policy](#) (see [Appendices D1-8 and D1-9](#)) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Why is the student excluded from NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

## ***Screenshot***

MyNAEP For Schools District: St Marys City (J9)

Welcome Nelsen Middle School Help Contact Us My Account Logout Grade 8 Assessment: 2/7/2018

Full Screen Mode COMP-BOTH-5

### How Students Should Participate

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training J9 NAEP 2018 inclusion policy](#) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Why is the student excluded from NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	ELL classification	NAEP subject	How long has this student been enrolled in U.S. schools?	How is student assessed on the state or classroom assessments?	How should the student be assessed on NAEP?	Universal design elements	NAEP accommodations
		DS0801/31	Yes, IEP	Yes, ELL	Social Studies	-	Tablet			

Back to Beginning Back All Information is Correct Continue Exit

Print

### Summary Report-COMP-BOTH-8

Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call.

Select **Submit** when you are finished with this section.

### Screenshot

MyNAEP For Schools District: St Marys City (J9)

Welcome Nelsen Middle School Help Contact Us My Account Logout Grade 8 Assessment: 2/7/2018

Full Screen Mode COMP-BOTH-8

### Print Summary Report

Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call.

Select **Submit** when you are finished with this section.

Print Summary Report Back to Beginning Back Submit Exit

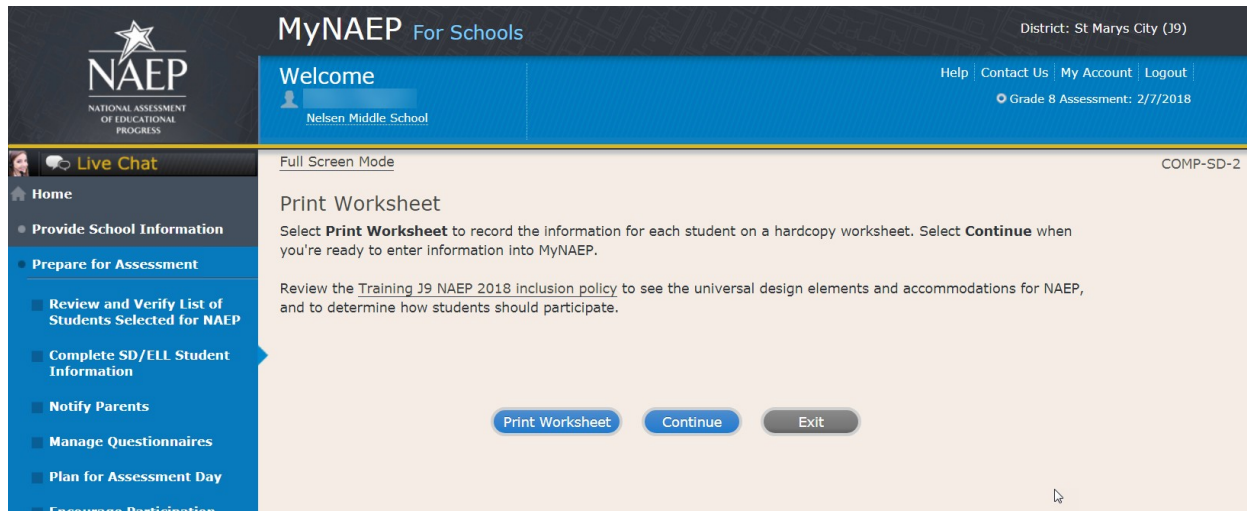
## Provide Information for SD (IEP or 504 Plan) Only

Print Worksheet-COMP-SD-2

Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.

Review the [NAEP inclusion policy](#) (see OMB# 1850-0928 v.10, Appendix D1-8) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### Screenshot



The screenshot displays the MyNAEP For Schools web application interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: St Marys City (19)' are on the right. A blue navigation bar contains 'Welcome' and 'Nelsen Middle School' on the left, and 'Help', 'Contact Us', 'My Account', and 'Logout' on the right. Below the navigation bar, a sidebar on the left lists menu items: 'Live Chat', 'Home', 'Provide School Information', 'Prepare for Assessment' (highlighted), 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', and 'Plan for Assessment Day'. The main content area is titled 'Print Worksheet' and contains the following text: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.' and 'Review the [Training 19 NAEP 2018 inclusion policy](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the main content area, there are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The top right corner of the main content area shows 'Full Screen Mode' and 'COMP-SD-2'.

## SD Details-COMP-SD-3

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name:

- Which of the following [IDEA categories](#) (see list below) best describes each student's identified disability(ies)?
  - Autism
  - Deaf-blindness
  - Deafness
  - Developmental delay
  - Emotional disturbance
  - Hearing impairment
  - Intellectual disability
  - Multiple disabilities
  - Orthopedic impairment
  - Other health impairment
  - Specific learning disability
  - Speech or language impairment
  - Traumatic brain injury
  - Visual impairment, including blindness
- What is the [degree](#) of each student's disability(ies)? (a hover note displays in the system that reads: The response should be based on the knowledge of the person most familiar with this student's disability(ies) and based on the professional judgment how it/they might compare to other students with similar)
- At what [grade level](#) (note that in the system a hover note appears that reads: For example, a grade 4 student that is selected to take the NAEP math assessment and who performs at a second-grade level should be marked as two or more years below grade level.) does this student perform in the NAEP subject?

All columns can be sorted by selecting the column header.

### ***Screenshot***

The screenshot shows the MyNAEP For Schools interface for Nelsen Middle School. The main content area is titled 'SD Details' and contains the following text:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name:

- Which of the following IDEA categories best describes each student's identified disability(ies)?
- What is the degree of each student's disability(ies)?
- At what grade level does this student perform in the NAEP subject?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)	Grade level performance in NAEP subject
		PC0801/01	Yes, IEP	Social Studies - Paper			
		DS0801/07	Yes, IEP	Social Studies - Tablet			
		PC0801/04	Yes, IEP	Social Studies - Paper			
		PC0801/05	Yes, IEP	Social Studies - Paper			
		DS0801/10	Yes, IEP	Social Studies - Tablet			
		PC0801/20	Yes, IEP	Social Studies - Paper			
		DS0801/35	Yes, IEP	Social Studies - Tablet			

At the bottom of the page, there are five buttons: 'Back to Beginning', 'Back', 'All Information is Correct', 'Continue', and 'Exit'.

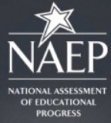
## How Students Should Participate-COMP-SD-4

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see OMB# 1850-0928 v.10, Appendix D1-8) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Why is the student excluded from NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

## Screenshot



Live Chat

Home

Provide School Information

Prepare for Assessment

Review and Verify List of Students Selected for NAEP

Complete SD/ELL Student Information

Notify Parents

Manage Questionnaires

Plan for Assessment Day

Encourage Participation

Update Student List

Support Assessment Activities

Wrap Up

Full Screen Mode

COMP-SD-4

### How Students Should Participate

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training J9 NAEP 2018 inclusion policy](#) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Why is the student excluded from NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	NAEP subject	How is student assessed on the state or classroom assessments?	How should the student be assessed on NAEP?	Universal design elements	NAEP accommodations
		PC0801/01	Yes, IEP	Social Studies - Paper				
		DS0801/07	Yes, IEP	Social Studies - Tablet				
		PC0801/04	Yes, IEP	Social Studies - Paper				
		PC0801/05	Yes, IEP	Social Studies - Paper				
		DS0801/10	Yes, IEP	Social Studies -				

Back to Beginning

Back

All Information is Correct

Continue

Exit

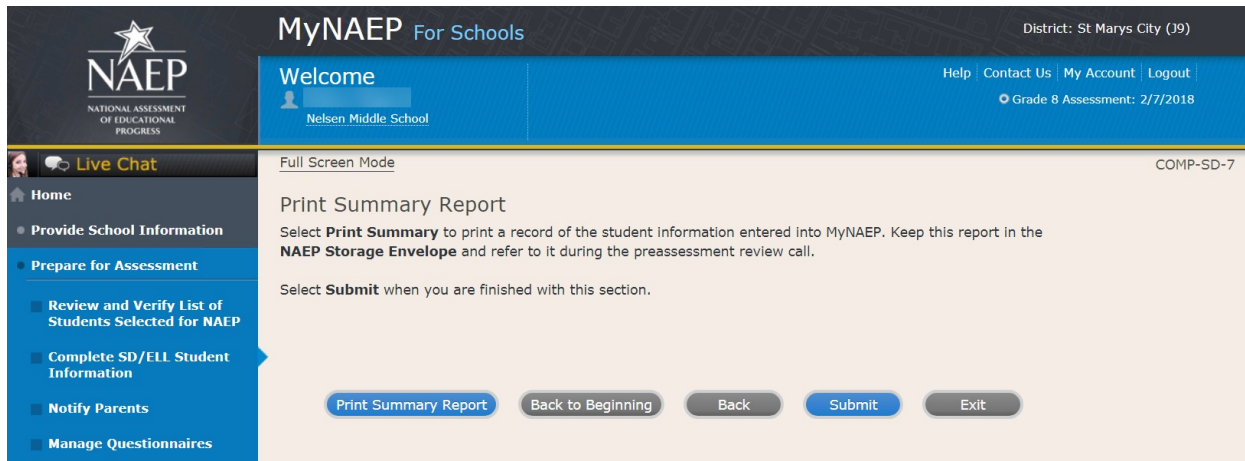


## Print Summary Report-COMP-SD-7

Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call.

Select **Submit** when you are finished with this section.

## Screenshot



The screenshot displays the MyNAEP For Schools web application interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes "MyNAEP For Schools" and "District: St Marys City (39)". A blue navigation bar contains "Welcome" and "Nelsen Middle School" on the left, and "Help | Contact Us | My Account | Logout" and "Grade 8 Assessment: 2/7/2018" on the right. A left sidebar menu lists: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, and Manage Questionnaires. The main content area is titled "Print Summary Report" and includes the text: "Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call." and "Select **Submit** when you are finished with this section." At the bottom of the main area are five buttons: "Print Summary Report", "Back to Beginning", "Back", "Submit", and "Exit". The top right of the main area shows "Full Screen Mode" and "COMP-SD-7".

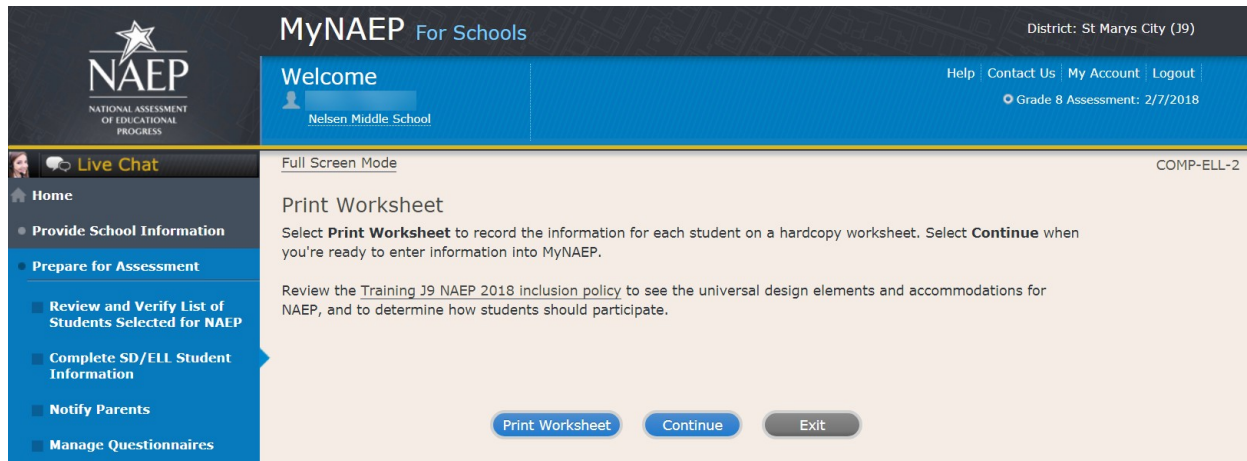
## Provide Information for ELL Only

Print Worksheet-COMP-ELL-2

Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.

Review the [NAEP inclusion policy](#) (see OMB# 1850-0928 v.10, Appendix D1-9) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### Screenshot



The screenshot displays the MyNAEP For Schools web application interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The main header area includes the text 'MyNAEP For Schools' and 'District: St Marys City (J9)'. A blue navigation bar contains 'Welcome' and 'Nelsen Middle School' on the left, and 'Help', 'Contact Us', 'My Account', and 'Logout' on the right. Below the navigation bar is a 'Live Chat' button and a sidebar menu with options: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, and Manage Questionnaires. The main content area is titled 'Print Worksheet' and contains the following text: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.' and 'Review the [Training J9 NAEP 2018 inclusion policy](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the content area are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page ID 'COMP-ELL-2' is visible in the top right corner of the content area.

For each student listed below, record the following information by selecting the Edit pencil next to the student name. Review the [NAEP inclusion policy](#) (see OMB# 1850-0928 v.10, Appendix D1-8) prior to completing.

- What is the student's primary language?
- Including this year, how long has this student been receiving [academic instruction primarily in English](#)? (a hover note displays in the system that reads: Instructor presents academic content in English and the student receives only occasional translation of words or explanation of ideas/concepts in his/her native language.)
- At what [grade level](#) (a hover note displays in the system that reads: For example, a grade 4 student that is selected to take the NAEP math assessment and who performs at a second-grade level should be marked as two or more years below grade level.) does this student perform in the NAEP subject?
- How would you characterize this student's [English proficiency](#) (a hover note displays in the system that reads: How this student's English language proficiency compares to other ELLS in the same grade.) in listening comprehension, reading, speaking, and writing?

All columns can be sorted by selecting the column header.

### Screenshot

The screenshot shows the 'MyNAEP For Schools' interface for Nelsen Middle School. The main content area is titled 'ELL Details' and contains the following instructions:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 39 NAEP 2018 inclusion policy](#) prior to completing.

- What is the student's primary language?
- Including this year, how long has this student been receiving [academic instruction primarily in English](#)?
- At what [grade level](#) does this student perform in the NAEP subject?
- How would you characterize this student's [English proficiency](#) in listening comprehension, reading, speaking, and writing?

All columns can be sorted by selecting the column header.

Student name	Session/Line #	ELL classification	NAEP subject	Primary language	Other primary language (Specify)	Academic instruction primarily in English	Grade level in NAEP subject	English proficiency listening	English proficiency reading	English proficiency speaking	English proficiency writing
	PC0801/02	Yes, ELL	Social Studies - Paper								
	DS0801/13	Yes, ELL	Social Studies - Tablet								
	DS0801/39	Yes, ELL	Social Studies - Tablet								

At the bottom of the page, there are five buttons: 'Back to Beginning', 'Back', 'All Information is Correct', 'Continue', and 'Exit'.

## How Students Should Participate-COMP-ELL-4

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see OMB# 1850-0928 v.10, Appendix D1-8) prior to completing.

- How long has each student been enrolled in U.S. schools? (One full academic year is defined as one full school year before the assessment)
- How should the student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Why is the student excluded from NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

## Screenshot

The screenshot shows the MyNAEP For Schools interface for Nelsen Middle School. The main content area is titled "How Students Should Participate" and contains the following instructions and list:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 39 NAEP 2018 inclusion policy](#) prior to completing.

- How long has each student been enrolled in U.S. schools? (One full academic year is defined as one full school year before the assessment)
- How should the student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Why is the student excluded from NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	ELL classification	NAEP subject	How long has this student been enrolled in U.S. schools?	How should the student be assessed on NAEP?	Universal design elements	NAEP accommodations
		PC0801/02	Yes, ELL	Social Studies - Paper				
		DS0801/13	Yes, ELL	Social Studies - Tablet				
		DS0801/39	Yes, ELL	Social Studies - Tablet				

At the bottom of the interface, there are five buttons: "Back to Beginning", "Back", "All Information is Correct" (highlighted in green), "Continue", and "Exit".

## Print Summary Report-COMP-ELL-6

Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call.

Select **Submit** when you are finished with this section.

## Screenshot

The screenshot displays the MyNAEP For Schools web application interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes "MyNAEP For Schools" and "District: St Marys City (J9)". A blue navigation bar contains "Welcome" and "Nelsen Middle School" on the left, and "Help", "Contact Us", "My Account", and "Logout" on the right. Below the navigation bar is a sidebar with a "Live Chat" icon and a list of menu items: "Home", "Provide School Information", "Prepare for Assessment" (highlighted in blue), "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", and "Notify Parents". The main content area shows "Full Screen Mode" and "COMP-ELL-6" in the top right. The title "Print Summary Report" is centered. Below the title, the text reads: "Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call. Select **Submit** when you are finished with this section." At the bottom of the content area, there are five buttons: "Print Summary Report", "Back to Beginning", "Back", "Submit", and "Exit".

## Print Reports

Print Reports-COMP-REP-1

### Before entering student data in the system

Print the worksheets to record student information.

### After entering student data in the system

Select **Print Summary Report** to print a record of the student information entered in the system. Keep this report in the NAEP Storage Envelope and refer to it during the preassessment review call. Print the **Exclusion Report** to discuss with the NAEP State Coordinator.

## Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: St. Marys City (J9)". A navigation bar contains links for "Help", "Contact Us", "My Account", and "Logout", along with the user's school "Nelsen Middle School" and the current assessment "Grade 8 Assessment: 2/7/2018". A left sidebar menu lists various assessment preparation steps, with "Prepare for Assessment" selected. The main content area is titled "Print Reports" and includes the following instructions and buttons:

- Before entering student data in the system**  
Print the worksheets to record student information.  
Buttons: "Print Worksheet for SD Only", "Print Worksheet for ELL Only", "Print Worksheet for Both SD and ELL"
- After entering student data in the system**  
Select **Print Summary Report** to print a record of the student information entered in the system. Keep this report in the NAEP Storage Envelope and refer to it during the preassessment review call. Print the **Exclusion Report** to discuss with the NAEP State Coordinator.  
Buttons: "Print SD Only Summary Report", "Print ELL Only Summary Report", "Print Both SD and ELL Summary Report", "Print Exclusion Report"
- Buttons: "Exit", "Submit"

## Sample of information contained in worksheets and reports:

(note the worksheets are resources to assist teachers in collecting the information that will be contained in the summary reports)

### Both SD and ELL

Worksheet Page 1

NAEP 2019 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL)							05/11/2018 3:55 PM				
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201											
A	B	C	D	E	F	G	H				
							For each item listed below, how would you characterize this student's English proficiency?				
							<ul style="list-style-type: none"> <li>•No proficiency</li> <li>•ELL beginning</li> <li>•ELL intermediate</li> <li>•ELL advanced</li> <li>•Don't know</li> </ul>				
Student Name	Session/ Line #	ELL Classification SD Classification	NAEP Subject	What is the student's primary language?	Including this year, how long has this student been receiving academic instruction primarily in English?	At what grade level does this student perform in the NAEP subject?	Listening comprehension in English	Reading English	Speaking English	Writing English	
Duggan, Whitney	DS0801/13	Yes, ELL Yes, IEP	Reading - Tablet		<ul style="list-style-type: none"> <li>•Does not receive academic instruction primarily in English</li> <li>•Less than 1 year</li> <li>•1 to 2 years</li> <li>•2 to 3 years</li> <li>•3 years or more</li> <li>•Don't know</li> </ul>	<ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>					

Worksheet Page 2

NAEP 2019 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL)						05/11/2018 3:55 PM	
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201							
I	J	K	L	M	N		
					Record the student's disability(ies).		
					<ul style="list-style-type: none"> <li>•Specific learning disability</li> <li>•Hearing impairment/deafness</li> <li>•Speech or language impairment</li> <li>•Intellectual disability</li> <li>•Emotional disturbance</li> <li>•Orthopedic impairment</li> <li>•Traumatic brain injury</li> <li>•Autism</li> <li>•Development delay (age 9 or younger)</li> <li>•Visual impairment/blindness</li> <li>•Other health impairment (specify)</li> </ul>		
					What is the degree of this student's disability(ies)?		
					<ul style="list-style-type: none"> <li>•Profound/Severe</li> <li>•Moderate</li> <li>•Mild</li> <li>•Don't know</li> </ul>		
Student Name	Session/ Line #	ELL Classification SD Classification	NAEP Subject				
Duggan, Whitney	DS0801/13	Yes, ELL Yes, IEP	Reading - Tablet				

<b>NAEP 2019 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL)</b> 05/11/2018 3:55 PM School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201							
P	Q	R	S	T	U	V	W
Student Name	Session/ Line #	ELL Classification SD Classification	NAEP Subject	How long has the student been enrolled in U.S. schools?  •One academic year or more •Less than one academic year	How is student assessed on state or classroom assessments in the NAEP subject?  •Without accommodations •With accommodations •With the Virginia Modified Assessment •Meets (or met) participation criteria for Virginia Alternate Assessment	How should the student be assessed on NAEP subject?  •Without accommodations •With accommodations •Do not test	What Universal Design elements and/or accommodations does the student need to access NAEP?
Duggan, Whitney	DS0801/13	Yes, ELL Yes, IEP	Reading - Tablet				



**For SD Only**

Worksheet Page 1

NAEP 2019 Worksheet for Students with Disabilities (SD) Only						
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201						
A	B	C	D	E	F	G
				Record the student's disability(ies). <ul style="list-style-type: none"> <li>•Specific learning disability</li> <li>•Hearing impairment/deafness</li> <li>•Speech or language impairment</li> <li>•Intellectual disability</li> <li>•Emotional disturbance</li> <li>•Orthopedic impairment</li> <li>•Traumatic brain injury</li> <li>•Autism</li> <li>•Development delay (age 9 or younger)</li> <li>•Visual impairment/blindness</li> <li>•Other health impairment (specify)</li> </ul>		At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>
Student Name	Session/ Line #	SD Classification	NAEP Subject		What is the degree of this student's disability(ies)? <ul style="list-style-type: none"> <li>•Profound/Severe</li> <li>•Moderate</li> <li>•Mild</li> <li>•Don't know</li> </ul>	
Essex, Luis	DS0801/14	Yes, IEP	Reading - Tablet			

Worksheet Page 2

NAEP 2019 Worksheet for Students with Disabilities (SD) Only						
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201						
H	I	J	K	L	M	N
				How is student assessed on state or classroom assessments in the NAEP subject? <ul style="list-style-type: none"> <li>•Without accommodations</li> <li>•With accommodations</li> <li>•With the Virginia Modified Assessment</li> <li>•Meets (or met) participation criteria for Virginia Alternate Assessment</li> </ul>	How should student be assessed on NAEP? <ul style="list-style-type: none"> <li>•Without accommodations</li> <li>•With accommodations</li> <li>•Do not test</li> </ul>	What Universal Design elements and/or accommodations does the student need to access NAEP?
Student Name	Session/ Line #	SD Classification	NAEP Subject			
Essex, Luis	DS0801/14	Yes, IEP	Reading - Tablet			

**For ELL Only**

Worksheet Page 1

NAEP 2019 Worksheet for English Language Learners (ELL) Only							05/11/2018 4:31 PM			
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201							H			
							For each item listed below, how would you characterize this student's English proficiency?			
							<ul style="list-style-type: none"> <li>•No proficiency</li> <li>•ELL beginning</li> <li>•ELL intermediate</li> <li>•ELL advanced</li> <li>•Don't know</li> </ul>			
A	B	C	D	E	F	G				
					Including this year, how long has this student been receiving academic instruction primarily in English?  <ul style="list-style-type: none"> <li>•Does not receive academic instruction primarily in English</li> <li>•Less than 1 year</li> <li>•1 to 2 years</li> <li>•2 to 3 years</li> <li>•3 years or more</li> <li>•Don't know</li> </ul>	At what grade level does this student perform in the NAEP subject?  <ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>				
Student Name	Session/ Line #	ELL Classification	NAEP Subject	What is the student's primary language?			Listening comprehension in English	Reading English	Speaking English	Writing English
Gibson, Jazon	DS0801/16	Yes, ELL	Reading - Tablet							

Worksheet Page 2

NAEP 2019 Worksheet for English Language Learners (ELL) Only							05/11/2018 4:31 PM			
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201							H			
							For each item listed below, how would you characterize this student's English proficiency?			
							<ul style="list-style-type: none"> <li>•No proficiency</li> <li>•ELL beginning</li> <li>•ELL intermediate</li> <li>•ELL advanced</li> <li>•Don't know</li> </ul>			
A	B	C	D	E	F	G				
					Including this year, how long has this student been receiving academic instruction primarily in English?  <ul style="list-style-type: none"> <li>•Does not receive academic instruction primarily in English</li> <li>•Less than 1 year</li> <li>•1 to 2 years</li> <li>•2 to 3 years</li> <li>•3 years or more</li> <li>•Don't know</li> </ul>	At what grade level does this student perform in the NAEP subject?  <ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>				
Student Name	Session/ Line #	ELL Classification	NAEP Subject	What is the student's primary language?			Listening comprehension in English	Reading English	Speaking English	Writing English
Nieblas, Cathleen	DS0801/33	Yes, ELL	Math - Tablet							

NAEP 2019 Worksheet Report for English Language Learners (ELL) Only						
School Name: 4K MCFARLAND District Name: BRIGGS NAEP ID: 5120201						05/11/2018 4:31 PM
I	J	K	L	M	N	O
Student Name	Session/ Line #	ELL Classification	NAEP Subject	How long has the student been enrolled in U.S. schools?  •One academic year or more •Less than one academic year	How should student be assessed on NAEP?  •Without accommodations •With accommodations •Do not test	What Universal Design elements and/or accommodations does the student need to access NAEP?
Gibson, Jazon	DS0801/16	Yes, ELL	Reading - Tablet			

## Create Accommodation Sessions (Field Staff Only)

The screenshot shows the MyNAEP For Schools interface for Lauren Byrne at 4K MCFARLAND. The user is in the 'Review and Verify List of Students Selected for NAEP' step. A red warning message states: "Do not proceed with this task until the Preassessment Review Call". Below this, instructions indicate that the Submit button will be greyed out until all required links are checked. The required links are: Provide Information for Students Who Are Both SD and ELL, Provide Information for SD (IEP or 504 Plan) Only, and Provide Information for ELL Only. Once selected, the system will create accommodation sessions based on the recorded data. A final instruction states: "Do not select Submit until you have confirmed the SD/ELL data for each student, as you can only complete this task once." At the bottom, there are 'Submit' and 'Exit' buttons.

# Notify Parents

Note: In this section the school coordinator will download and customize the parent notification letter (see Appendix B4 for the template of the letter), upload the customized letter to the system, and certify the date parents were notified. This is to ensure that parents/legal guardians are notified of their student's selection to participate in NAEP, which is a requirement of the Reauthorized Elementary and Secondary Education Act (ESEA).<sup>3</sup>

Prepare for Assessment

Notify Parents

All parents and guardians of selected students must be notified in writing before NAEP can conduct the assessment.

Complete the following:

- [Watch Notify Parents Tutorial \(3:46\) \(https://bcove.video/2xyrOUA\)](https://bcove.video/2xyrOUA)
- [Download Parent/Guardian Notification Template](#)
- [Upload Letter](#)
- [Verify Parent/Guardian Notification](#)

Additional Resources

- [Parent's page on Nation's Report Card website](#)
- [What Every Parent Should Know About NAEP: PDF version](#)
- [What Every Parent Should Know About NAEP: Video version](#)
- [Sample Questions Booklets](#)

## Screenshot

The screenshot shows the 'MyNAEP For Schools' interface. The header includes the NAEP logo and 'District: St. Marys City (J9)'. The user is logged in as 'Nelsen Middle School'. The main content area is titled 'Notify Parents' and contains the following text: 'All parents and guardians of selected students must be notified in writing before NAEP can conduct the assessment.' Below this, a blue box lists tasks to complete: 'Watch Notify Parents Tutorial (3:46)', 'Download Parent/Guardian Notification Template', 'Upload Letter', and 'Verify Parent/Guardian Notification'. At the bottom, there is a section for 'Additional Resources' with links to the Nation's Report Card website, NAEP information PDF and video, and sample question booklets.

## Download Parent/Guardian Notification Template

<sup>3</sup> Please note that parents/legal guardians are required to receive notification of student participation but NAEP does not require explicit parental consent (*by law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment*).

## Download Parent/Guardian Notification Template-PAR-TMP-1

You can download, customize, and distribute the parent notification letter(s) below.

[Parent/Guardian Notification Letter - Social Studies](#) (see [Appendices D2-11 and D2-12](#))

[Parent/Guardian Notification Letter - Civics, Geography, and U.S. History \(Spanish version\)](#) ([Note: Spanish translations will be submitted as part of a future amendment](#))

[Translation Notice – Multilingual](#)

[\(Note: The text of the following translation notice is translated into a variety of languages that school coordinators can add to parent/guardian notification letter: “Dear Parents/Guardians: This important notice concerns an upcoming activity at your child’s school. If necessary, please have the notice translated.”\)](#)

Here are some suggestions for notifying parents about NAEP:

- Mail/email the letter to parents
- Send the letter home with students
- Include the letter on the school website or in a newsletter

Unable to download the template? Try disabling pop-up blockers or adding mynaep.com as a trusted site to your browser. Still having trouble? Contact the NAEP help desk at 1-800-283-6237.

## Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the user's district 'District: St Marys City (39)'. A navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout', along with the user's school 'Nelsen Middle School' and the current assessment 'Grade 8 Assessment: 2/7/2018'. A left sidebar menu lists various tasks such as 'Live Chat', 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', and 'Support Assessment Activities'. The main content area is titled 'Download Parent/Guardian Notification Template' and includes the same text and list of suggestions as the text above. At the bottom of the content area are 'Submit' and 'Exit' buttons.

## Upload Letter

Upload Letter-PAR-UPLD-1

1. When do you plan on distributing the letter?

2. Please upload the letter that you distributed to parents and guardians. If you distributed the letter in more than one language, just upload the English version.

Select Choose File or Browse... to locate and upload your file.

SC chose to provide hard copy parent letter

Unable to upload your letter? Try removing any large graphics such as school letterhead. Or you can give your NAEP representative a hardcopy on assessment day.

## Screenshot

The screenshot displays the 'MyNAEP For Schools' interface for 'Nelsen Middle School'. The page title is 'Upload Letter' and the ID is 'PAR-UPLD-1'. The main content area contains the following instructions:

1. When do you plan on distributing the letter?  
[Text input field with calendar icon]
2. Please upload the letter that you distributed to parents and guardians. If you distributed the letter in more than one language, just upload the English version.  
Select Choose File or Browse... to locate and upload your file.  
[Choose File] No file chosen

Below the instructions, there is a checkbox:  SC chose to provide hard copy parent letter

Unable to upload your letter? Try removing any large graphics such as school letterhead. Or you can give your NAEP representative a hardcopy on assessment day.

At the bottom of the form are two buttons: **Submit** and **Exit**.

## Verify Parent/Guardian Notification

Verify Parent/Guardian Notification-PAR-VER-1

Please tell us a few details about how you notified parents of the assessment.

1. When did you notify parents?
2. How did you notify them?

Mailed/emailed letter to parents  
Sent letter home with students  
Posted notice in newsletter  
Other

\*If you answered Other to the above question, please explain.

3. Other than updating the placeholder text, did you make any changes to the letter?

Yes No

4. Who received a notification?

Parents/guardians of sampled students only  
Parents/guardians of all grade 8 students

5. Please certify that you notified parents and guardians of the assessment by typing your name in the box.

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (J9)'. A navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout', along with the user's name 'Nelsen Middle School' and the assessment date 'Grade 8 Assessment: 2/7/2018'. The main content area is titled 'Verify Parent/Guardian Notification' and contains the following questions and options:

1. When did you notify parents?
2. How did you notify them?  
 Mailed/emailed letter to parents  
 Sent letter home with students  
 Posted notice in newsletter  
 Other  
**\*If you answered Other to the above question, please explain.**
3. Other than updating the placeholder text, did you make any changes to the letter?  
 Yes  
 No
4. Who received a notification?  
 Parents/guardians of sampled students only  
 Parents/guardians of all grade 8 students
5. Please certify that you notified parents and guardians of the assessment by typing your name in the box.

At the bottom of the form, there are four buttons: 'Save', 'All Information is Correct', 'Submit', and 'Exit'.

# Plan for Assessment Day

**Note:** In this section the school coordinator will determine assessment session times and locations, share cell phone policy to ensure security of NAEP items, and make a plan to encourage student participation. This is meant to ensure that the school is prepared for a successful administration of NAEP.

Prepare for Assessment

Plan for Assessment Day

In this section, record assessment details and provide logistical instructions for the NAEP team to ensure that assessment day runs smoothly.

**Note:** If less than 90% of the selected students attend the assessment, the NAEP team may need to return to your school for a makeup assessment at a later date. Your NAEP representative will discuss this with you after the original assessment has been conducted.

Complete the following:

- [Watch Plan for Assessment Day Tutorial \(4:39\) \(https://bcove.video/2fDAvDb\)](https://bcove.video/2fDAvDb)
- [Record Assessment Details](#)
- [Provide NAEP Team Instructions](#)

Additional Resources

- [Suggested Testing Room Layouts](#)

## Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and "District: St Marys City (J9)" on the right. Below the header, there is a "Welcome" section for "Nelsen Middle School" with links for "Help", "Contact Us", "My Account", and "Logout". The main content area is titled "Prepare for Assessment" and "Plan for Assessment Day". It contains a note about the 90% attendance requirement and a list of tasks to complete: "Watch Plan for Assessment Day Tutorial (4:39)", "Record Assessment Details", and "Provide NAEP Team Instructions". Below this, there is an "Additional Resources" section with a link to "Suggested Testing Room Layouts". A left sidebar menu contains various navigation options, with "Plan for Assessment Day" highlighted.



## Record Assessment Details

Record Assessment Details-PLN-DET-1

Some students will take NAEP on **tablets** while others will take the assessment on **paper**. **Representatives need to administer these assessments in separate locations.**

Review the information below, then record locations and start times for each session.

Testing Locations


Select locations that...

- have enough seats and adequate space for all students
- are free of distractions and interruptions
- have a board available for the NAEP team to write information

For **tablet sessions**, select a location that...

[Click here](#) to view photos of the NAEP equipment and an ideal testing location.

**Sample photo:**



Tables or flat desks are necessary in the testing location.  
*Photo: 7/8*

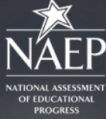
Next Image

Close

## Time Requirements

- Locations should be available 60 minutes before the start time so that the NAEP team can set up.
- Paper sessions will last about 90 minutes.
- Tablet sessions will last about 120 minutes.
- **Allow 45 minutes between tablet sessions for equipment refresh.**

Screenshot



# MyNAEP For Schools

District: St Marys City (J9)

Welcome
Help | Contact Us | My Account | Logout

Nelsen Middle School
Grade 8 Assessment: 2/7/2018

Live Chat

Home

Provide School Information

**Prepare for Assessment**

Review and Verify List of Students Selected for NAEP

Complete SD/ELL Student Information

Notify Parents

Manage Questionnaires

Plan for Assessment Day

Encourage Participation

Update Student List

Support Assessment Activities

Wrap Up

Full Screen Mode PLN-DET-1

## Record Assessment Details

Some students will take NAEP on **tablets** while others will take the assessment on **paper**. **Representatives need to administer these assessments in separate locations.**

Review the information below, then record locations and start times for each session.

### Testing Locations

Select locations that...

- have enough seats and adequate space for all students
- are free of distractions and interruptions
- have a board available for the NAEP team to write information

For **tablet sessions**, select a location that...

- is on the first floor or is elevator-accessible (NAEP team will transport heavy equipment)
- has flat desks or tables (no slanted and/or small desks)
- has electrical outlets that are easily accessible

[Click here](#) to view photos of the NAEP equipment and an ideal testing location.

### Time Requirements

- Locations should be available 60 minutes before the start time so that the NAEP team can set up.
- Paper sessions will last about 90 minutes.
- Tablet sessions will last about 120 minutes.
- **Allow 45 minutes between tablet sessions** for equipment refresh.

### Tablet Sessions

Session	Assessment Date	Number of Students	Location	Start Time
DS0801-A	2/7/2018	25	<input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>
DS0801-B	2/7/2018	25	<input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>

### Paper Sessions

Session	Assessment Date	Number of Students	Location	Start Time
PC0801	2/7/2018	25	<input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>

Save
All Information is Correct
Continue
Exit

**Tips**

- Students taking NAEP with extended time should be placed in the group that allows ample time for their accommodation.
- Students who will not be taking NAEP and students who will be assessed in separate sessions do not appear on this page.

**Tablet Groups**

- NAEP has assigned each student taking the tablet assessment to a group. The maximum number of students per group is 25.
- If there is a scheduling conflict, you may switch students between groups below. If you don't need to make any changes to the groupings, select Submit.
- Group DS0801-A: 25 student(s)
- Group DS0801-B: 25 student(s)

Total number of students taking the tablet assessment (includes students in accommodation sessions): 50

**Screenshot**

The screenshot shows the MyNAEP For Schools interface for Nelsen Middle School. The page title is "Record Assessment Details". A "Tips" box contains the following information:

- Students taking NAEP with extended time should be placed in the group that allows ample time for their accommodation.
- Students who will not be taking NAEP and students who will be assessed in separate sessions do not appear on this page.

Tablet Groups information:

- NAEP has assigned each student taking the tablet assessment to a group. The maximum number of students per group is 25.
- If there is a scheduling conflict, you may switch students between groups below. If you don't need to make any changes to the groupings, select Submit.
- Group DS0801-A: 25 student(s)
- Group DS0801-B: 25 student(s)
- Total number of students taking the tablet assessment (includes students in accommodation sessions): 50

Session/Line#	Last Name	First Name	Assessment Date	Start Time	Location	Extended Time	Group
DS0801/01			2/7/2018				A ▾
DS0801/02			2/7/2018				A ▾
DS0801/03			2/7/2018				A ▾
DS0801/04			2/7/2018				A ▾
DS0801/05			2/7/2018				A ▾
DS0801/06			2/7/2018				A ▾
DS0801/07			2/7/2018				A ▾
DS0801/08			2/7/2018				A ▾
DS0801/09			2/7/2018				A ▾
DS0801/10			2/7/2018				A ▾

Navigation buttons at the bottom: Back to Beginning, Back, Save, All Information is Correct, Submit, Exit.

## Provide NAEP Team Instructions

Provide NAEP Team Instructions

Before the Assessment-PLN-TEAM-1

1. Where should the team park?
2. The team will bring their NAEP ID badges and check in at the front office. Do they need to follow any other school protocols?
3. The team will be bringing in 3 cases of tablets or laptops for testing the sampled students. Does your school have a suitable testing location on the first floor? If not, is there an available elevator that we can use when we arrive 60-90 minutes before testing is scheduled to begin (usually early morning)?
4. Where is the best place for the team to unload the equipment for testing that is closest to the testing location?
5. Before the assessment, your NAEP representative will need to briefly meet with you. Where will you be?
6. How and by what time does your school announce closings or delays?
7. The NAEP team wants to be sensitive to any special needs your students may have. Have there been any traumatic events with the students, the school, or the community during the last year?
8. Students respond more positively when they know that the school administration supports NAEP. Can the principal or other school staff member take a moment during the daily announcements or before the assessment to introduce NAEP, reinforce its importance, and ask students to do their best?

Yes

No

9. NAEP provides appointment cards (available in the Support Assessment Activities section) to remind students of the assessment. You can print out the cards yourself or we can mail them to you. Which do you prefer?

I'll print the cards myself

Please mail the cards to me

I won't be using them

**MyNAEP For Schools** District: St Marys City (39)

Welcome Nelsen Middle School Help Contact Us My Account Logout Grade 8 Assessment: 2/7/2018

Full Screen Mode PLN-TEAM-1

## Provide NAEP Team Instructions

### Before the Assessment

- Where should the team park?
- The team will bring their NAEP ID badges and check in at the front office. Do they need to follow any other school protocols?
- The team will be bringing in 3 cases of tablets or laptops for testing the sampled students. Does your school have a suitable testing location on the first floor? If not, is there an available elevator that we can use when we arrive 60-90 minutes before testing is scheduled to begin (usually early morning)?
- Where is the best place for the team to unload the equipment for testing that is closest to the testing location?
- Before the assessment, your NAEP representative will need to briefly meet with you. Where will you be?
- How and by what time does your school announce closings or delays?
- The NAEP team wants to be sensitive to any special needs your students may have. Have there been any traumatic events with the students, the school, or the community during the last year?
- Students respond more positively when they know that the school administration supports NAEP. Can the principal or other school staff member take a moment during the daily announcements or before the assessment to introduce NAEP, reinforce its importance, and ask students to do their best?  
 Yes  
 No
- NAEP provides appointment cards (available in the [Support Assessment Activities](#) section) to remind students of the assessment. You can print out the cards yourself or we can mail them to you. Which do you prefer?  
 I'll print the cards myself  
 Please mail the cards to me  
 I won't be using them

## Provide NAEP Team Instructions

During the Assessment-PLN-TEAM-2

1. The law prohibits students from photographing or sharing NAEP questions. Please assist us with one of these security measures:

- Notify students that cell phones are banned from the testing location
- Notify students that cell phones must be turned off and placed under their seats
- No assistance can be provided

2. In case of an emergency, who should the NAEP team contact for assistance?

3. Is there anything scheduled, such as a fire drill or assembly, that might interrupt the assessment?

4. How should the NAEP team handle restroom breaks? Do students need hall passes?

5. Is it possible for a school staff member to remain in the room(s) during the assessment?

## Screenshot

The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: St Marys City (J9)' are on the right. A blue navigation bar contains 'Welcome' and 'Nelsen Middle School' on the left, and 'Help', 'Contact Us', 'My Account', and 'Logout' on the right. Below the navigation bar, a sidebar on the left lists various assessment preparation steps, with 'Prepare for Assessment' selected. The main content area is titled 'Provide NAEP Team Instructions' and 'During the Assessment'. It contains five numbered questions with corresponding text input fields. The first question includes three radio button options. At the bottom, there are five buttons: 'Back', 'Save', 'All Information is Correct' (highlighted in green), 'Continue', and 'Exit'.

## Provide NAEP Team Instructions

### After the Assessment-PLN-TEAM-3

1. NAEP grants 90 minutes of community service to students who take the assessment. How would you like to distribute the certificates of community service?

The NAEP team should give the certificates to students after the assessment

The NAEP team should give the certificates to me

We will not be offering certificates of community service to students

2. Students taking the paper assessment must be dismissed all together at the end of each session. Students in the tablet sessions may be dismissed as they finish or all together. Which do you prefer for the tablet sessions?

Students should be dismissed as they finish the assessment

Students should all be dismissed at the same time (students can bring a book to read if they finish early)

Other (specify)

3. How should the NAEP team dismiss students who receive extended time, which may take up to three times as long?

4. Where should the NAEP team send students after the assessment?

5. After the assessment, your NAEP representative will need to briefly meet with you and access the red NAEP storage envelope. Where will you be?

**(Note: School coordinators store student and teacher lists in the red NAEP storage envelope. The envelope and its contents are destroyed by the school at the end of the schools year.)**



The screenshot shows the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', the user's school 'Nelsen Middle School', and the assessment details 'District: St Marys City (J9)' and 'Grade 8 Assessment: 2/7/2018'. A left sidebar contains a 'Live Chat' button and a menu with options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Provide NAEP Team Instructions' and contains five numbered questions with text input fields and radio button options. At the bottom, there are buttons for 'Back to Beginning', 'Back', 'Save', 'All Information is Correct', 'Submit', and 'Exit'.

MyNAEP For Schools District: St Marys City (J9)

Welcome Nelsen Middle School Help Contact Us My Account Logout Grade 8 Assessment: 2/7/2018

Full Screen Mode PLN-TEAM-3

### Provide NAEP Team Instructions

#### After the Assessment

1. NAEP grants 90 minutes of community service to students who take the assessment. How would you like to distribute the certificates of community service?
  - The NAEP team should give the certificates to students after the assessment
  - The NAEP team should give the certificates to me
  - We will not be offering certificates of community service to students
2. Students taking the paper assessment must be dismissed all together at the end of each session. Students in the tablet sessions may be dismissed as they finish or all together. Which do you prefer for the tablet sessions?
  - Students should be dismissed as they finish the assessment
  - Students should all be dismissed at the same time (students can bring a book to read if they finish early)
  - Other (specify)
3. How should the NAEP team dismiss students who receive extended time, which may take up to three times as long?
4. Where should the NAEP team send students after the assessment?
5. After the assessment, your NAEP representative will need to briefly meet with you and access the red NAEP storage envelope. Where will you be?

Back to Beginning Back Save All Information is Correct Submit Exit

# Encourage Participation

Note: In this section the school coordinator can access resources to encourage participation among students to ensure that the administration is successful.

Prepare for Assessment

Encourage Participation

NAEP is successful because of your support, and we want NAEP to be a positive experience for everyone involved at your school. The more that teachers, parents, and students know about NAEP, the more smoothly assessment day will go.

If less than 90% of the selected students attend the assessment, the NAEP team may need to return to your school for a makeup assessment at a later date. Use the resources in this section to encourage students to attend and to do their best on NAEP.

Complete the following:

- [Watch Encourage Participation Tutorial \(2:06\)](https://bcove.video/2xyGZwU) (<https://bcove.video/2xyGZwU>)
- [Review Resources](#)
- [Select Strategies to Encourage Participation](#)

Additional Resources

- [Measure Up News for the School Community](https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/NAEP_Measure_Up_for_Public_Schools_Winter_2018.pdf) ([https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/NAEP\\_Measure\\_Up\\_for\\_Public\\_Schools\\_Winter\\_2018.pdf](https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/NAEP_Measure_Up_for_Public_Schools_Winter_2018.pdf))
- [Digitally-based Assessments](https://nces.ed.gov/nationsreportcard/dba/) (<https://nces.ed.gov/nationsreportcard/dba/>)

## Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The user is logged in as 'Nelsen Middle School' and is viewing the 'Prepare for Assessment' section. The main content area is titled 'Encourage Participation' and contains the following text: 'NAEP is successful because of your support, and we want NAEP to be a positive experience for everyone involved at your school. The more that teachers, parents, and students know about NAEP, the more smoothly assessment day will go. If less than 90% of the selected students attend the assessment, the NAEP team may need to return to your school for a makeup assessment at a later date. Use the resources in this section to encourage students to attend and to do their best on NAEP.' Below this text, there is a section titled 'Complete the following:' with three bullet points: 'Watch Encourage Participation Tutorial (2:06)', 'Review Resources', and 'Select Strategies to Encourage Participation'. At the bottom, there is a section titled 'Additional Resources' with two bullet points: 'Measure Up News for the School Community' and 'Digitally-based Assessments'. The left sidebar contains a navigation menu with items like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The top right corner shows 'District: St Marys City (19)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/7/2018'.

## Review Resources

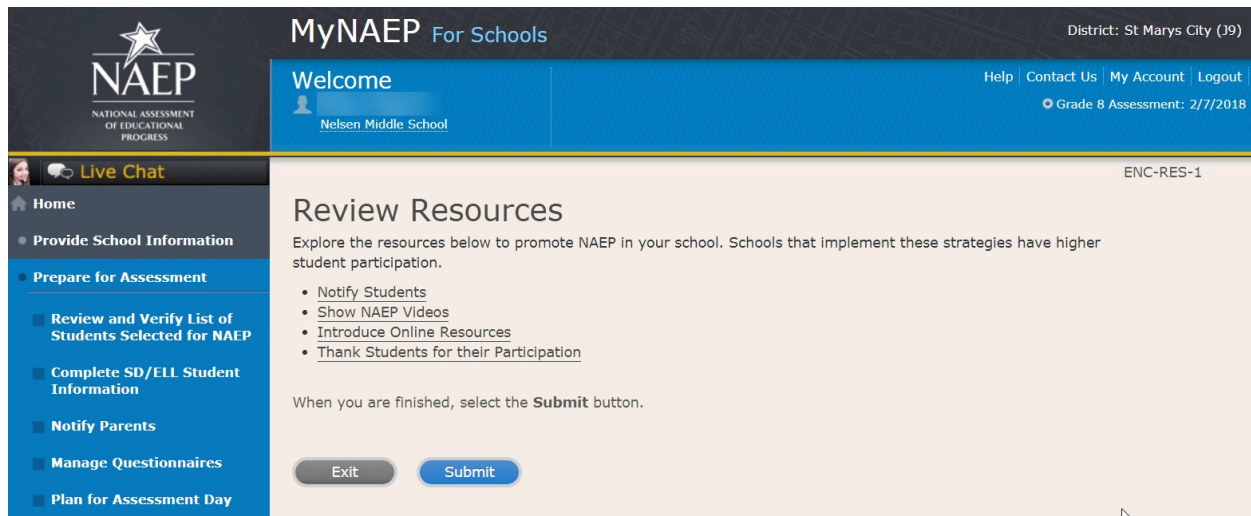
ENC-RES-1

Explore the resources below to promote NAEP in your school. Schools that implement these strategies have higher student participation.

- [Notify Students](#)
- [Show NAEP Videos](#)
- [Introduce Online Resources](#)
- [Thank Students for their Participation](#)

When you are finished, select the **Submit** button.

Screenshot



The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and the district name "District: St Marys City (J9)" on the right. Below the header, a blue navigation bar contains a "Welcome" message for "Nelsen Middle School" and links for "Help", "Contact Us", "My Account", and "Logout". A "Grade 8 Assessment: 2/7/2018" indicator is also present. The main content area is titled "Review Resources" and contains the same text and list of resources as described in the document. At the bottom of this section are "Exit" and "Submit" buttons. A sidebar on the left lists navigation options: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, and Plan for Assessment Day. A "Live Chat" icon is also visible in the sidebar.

## Notify Students About NAEP-ENC-STDT-1

It's important for students to know the importance of NAEP and that they have been selected to represent their peers across the country. Use the templates below to share information about NAEP, its importance, and details about the upcoming assessment.

- [Sample Morning Announcements - Grade 8 Social Studies](#)
- [Sample Student Notification Letter - Grade 8 Social Studies](#)
- [Social Media Posts - Grade 8](#)

**Note:** See OMB# 1850-0928 v.10, Appendix D1-11 for Sample Morning Announcements, Sample Student Notification Letter, and Social Media Posts

## Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. The user is identified as 'Nelsen Middle School' and the district is 'St Marys City (J9)'. The page title is 'Notify Students About NAEP'. The main content area contains the following text: 'It's important for students to know the importance of NAEP and that they have been selected to represent their peers across the country. Use the templates below to share information about NAEP, its importance, and details about the upcoming assessment.' Below this text is a list of three links: 'Sample Morning Announcements - Grade 8 Social Studies- (39 KB, DOCX)', 'Sample Student Notification Letter - Grade 8 Social Studies- (39 KB, DOCX)', and 'Social Media Posts - Grade 8- (55 KB, DOCX)'. An 'Exit' button is located at the bottom of the content area. The left sidebar contains a navigation menu with options: Home, Provide School Information, Prepare for Assessment (selected), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, and Plan for Assessment Day. The top right corner shows 'Grade 8 Assessment: 2/7/2018' and 'ENC-STDT-1'.

## Videos-ENC\_VID-1

See what real students and teachers have to say about NAEP. These videos share information about how NAEP results are used, and how students and teachers can make a difference through their participation.

- [Introducing NAEP to Teachers \(4:27\)](https://youtu.be/zR1_pUdSIFg) ([https://youtu.be/zR1\\_pUdSIFg](https://youtu.be/zR1_pUdSIFg))
- [Introducing NAEP to Students \(4:36\)](https://youtu.be/8drjkhe0iQU) (<https://youtu.be/8drjkhe0iQU>)
- [What Every Parent Should Know About NAEP \(4:51\)](https://youtu.be/RurH739zdN0) (<https://youtu.be/RurH739zdN0>)

## Screenshot

The screenshot shows the MyNAEP For Schools website interface. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and "District: St Marys City (39)" on the right. Below the header, there is a "Welcome" section for "Nelsen Middle School" and navigation links for "Help", "Contact Us", "My Account", and "Logout". A "Grade 8 Assessment: 2/7/2018" indicator is also present. The main content area is titled "Videos" and contains the same introductory text as above, followed by a list of three video links: "Introducing NAEP to Teachers (4:27)", "Introducing NAEP to Students (4:36)", and "What Every Parent Should Know About NAEP (4:51)". An "Exit" button is located at the bottom of the video list. On the left side, there is a sidebar menu with options: "Live Chat", "Home", "Provide School Information", "Prepare for Assessment" (which is currently selected), "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Notify Parents", and "Manage Questionnaires". The ID "ENC-VID-1" is visible in the top right corner of the main content area.

The [Nation's Report Card](https://nces.ed.gov/nationsreportcard/) website has resources for all audiences. (<https://nces.ed.gov/nationsreportcard/>)

[Nation's Report Card: Digitally Based Assessments](https://nces.ed.gov/nationsreportcard/dba/) (<https://nces.ed.gov/nationsreportcard/dba/>)

Learn how NAEP is using new technologies to assess students in a digital environment. Introduce this [brief interactive tutorial](https://enaep-public.naepims.org/2018/Tutorial_Intro_Webpage/index.html) ([https://enaep-public.naepims.org/2018/Tutorial\\_Intro\\_Webpage/index.html](https://enaep-public.naepims.org/2018/Tutorial_Intro_Webpage/index.html)) to students selected for the tablet assessments, so that they can become familiar with how to use the on-screen interactive tools.

[Nation's Report Card: Student's page](https://nces.ed.gov/nationsreportcard/students/) (<https://nces.ed.gov/nationsreportcard/students/>)

Students selected for NAEP can test themselves and [answer real assessment questions](https://nces.ed.gov/nationsreportcard/nqt/) (<https://nces.ed.gov/nationsreportcard/nqt/>) for different subject areas.

[Nation's Report Card: Educator's page](https://nces.ed.gov/nationsreportcard/educators/) (<https://nces.ed.gov/nationsreportcard/educators/>)

Teachers can [create their own tests](https://nces.ed.gov/nationsreportcard/nqt/) (<https://nces.ed.gov/nationsreportcard/nqt/>) using NAEP assessment items, and can also explore NAEP results.

[Nation's Report Card: Parent's page](https://nces.ed.gov/nationsreportcard/parents/) (<https://nces.ed.gov/nationsreportcard/parents/>)

Parents can review [what participation in NAEP means for their child](https://nces.ed.gov/nationsreportcard/parents/#sec2) (<https://nces.ed.gov/nationsreportcard/parents/#sec2>) and how results from assessments are used.

## Screenshot

The screenshot shows the MyNAEP For Schools web application interface. At the top, there is a header with the NAEP logo (National Assessment of Educational Progress) on the left, the text "MyNAEP For Schools" in the center, and "District: St Marys City (J9)" on the right. Below the header is a blue navigation bar with "Welcome" and a user profile icon for "Nelsen Middle School". On the right side of the navigation bar are links for "Help", "Contact Us", "My Account", and "Logout", along with a notification for "Grade 8 Assessment: 2/7/2018".

The main content area is titled "NAEP Online" and contains the following text:

The [Nation's Report Card](https://nces.ed.gov/nationsreportcard/) website has resources for all audiences.

[Nation's Report Card: Digitally Based Assessments](https://nces.ed.gov/nationsreportcard/dba/)  
Learn how NAEP is using new technologies to assess students in a digital environment. Introduce this [brief interactive tutorial](https://enaep-public.naepims.org/2018/Tutorial_Intro_Webpage/index.html) to students selected for the tablet assessments, so that they can become familiar with how to use the on-screen interactive tools.

[Nation's Report Card: Student's page](https://nces.ed.gov/nationsreportcard/students/)  
Students selected for NAEP can test themselves and [answer real assessment questions](https://nces.ed.gov/nationsreportcard/nqt/) for different subject areas.

[Nation's Report Card: Educator's page](https://nces.ed.gov/nationsreportcard/educators/)  
Teachers can [create their own tests](https://nces.ed.gov/nationsreportcard/nqt/) using NAEP assessment items, and can also explore NAEP results.

[Nation's Report Card: Parent's page](https://nces.ed.gov/nationsreportcard/parents/)  
Parents can review [what participation in NAEP means for their child](https://nces.ed.gov/nationsreportcard/parents/#sec2) and how results from assessments are used.

At the bottom of the main content area is an "Exit" button. On the left side of the interface is a vertical sidebar menu with the following items: "Live Chat", "Home", "Provide School Information", "Prepare for Assessment" (which is highlighted), "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Notify Parents", "Manage Questionnaires", "Plan for Assessment Day", "Encourage Participation", "Update Student List", and "Support Assessment Activities".

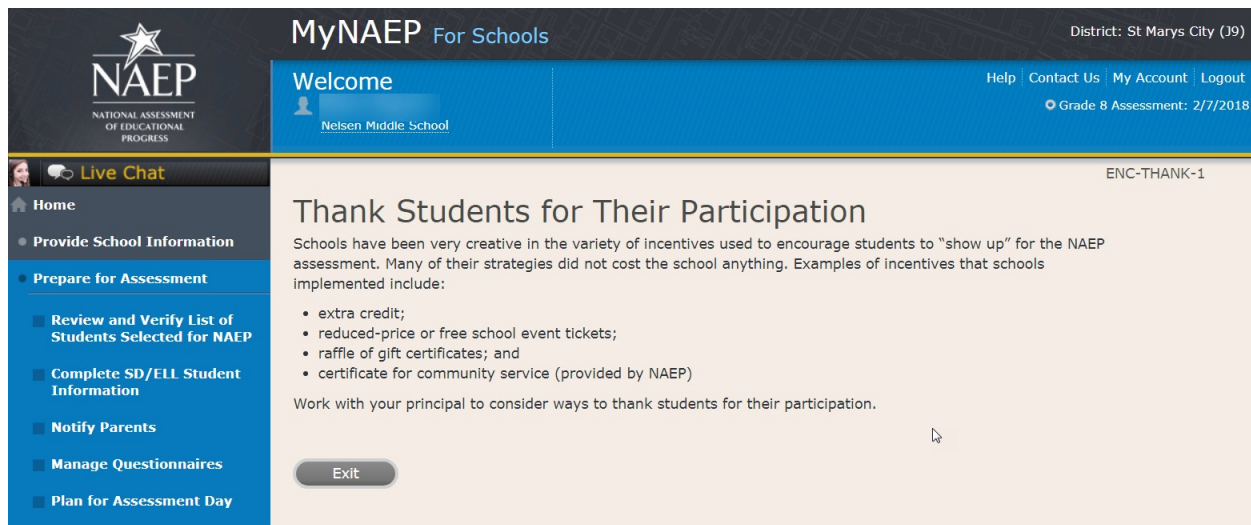
## Thank Students for Their Participation

Schools have been very creative in the variety of incentives used to encourage students to “show up” for the NAEP assessment. Many of their strategies did not cost the school anything. Examples of incentives that schools implemented include:

- extra credit;
- reduced-price or free school event tickets;
- raffle of gift certificates; and
- certificate for community service (provided by NAEP)

Work with your principal to consider ways to thank students for their participation.

## Screenshot



The screenshot shows the MyNAEP For Schools website interface. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress), the title 'MyNAEP For Schools', and the district 'St Marys City (39)'. A 'Welcome' message is displayed for 'Nelsen Middle School'. The main content area features a 'Thank Students for Their Participation' heading, followed by a paragraph explaining that schools have been creative in using incentives to encourage student participation. A list of incentives is provided: extra credit, reduced-price or free school event tickets, raffle of gift certificates, and certificate for community service (provided by NAEP). Below the list, a paragraph advises working with the principal to consider ways to thank students. An 'Exit' button is located at the bottom of the content area. The left sidebar contains navigation links: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, and Plan for Assessment Day. The top right corner includes links for Help, Contact Us, My Account, and Logout, along with the text 'Grade 8 Assessment: 2/7/2018'. The page ID 'ENC-THANK-1' is visible in the top right corner of the content area.

## Select Strategies to Encourage Participation

Strategies-ENC-STRAT-1

Which strategies below have you used or do you plan on using at your school? This information helps us develop more effective resources for you.

- Notify students
- Show NAEP videos
- Introduce NAEP online resources
- Thank students for their participation
- Other, specify
- None

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the user's name 'Betsy Magrini' from 'Nelsen Middle School'. The district is identified as 'St Marys City (19)'. A navigation menu on the left lists various tasks, with 'Encourage Participation' highlighted. The main content area is titled 'Select Strategies to Encourage Participation' and contains a form with the following text: 'Which strategies below have you used or do you plan on using at your school? This information helps us develop more effective resources for you.' Below this text is a list of five strategies, each with an unchecked checkbox: 'Notify students', 'Show NAEP videos', 'Introduce NAEP online resources', 'Thank students for their participation', and 'Other, specify'. At the bottom of the form, there are four buttons: 'Save', 'All Information is Correct' (highlighted in green), 'Submit', and 'Exit'. The page ID 'ENC-STRAT-1' is visible in the top right corner of the content area.



# Update Student List

Note: In this section the school coordinator will identify any newly enrolled students since the original list of students was provided in the fall. The school coordinator will upload a current list of students via Excel or review original list and add newly enrolled students. This is meant to ensure all students have an opportunity to be sampled so NAEP can assess a representative sample of students.

Prepare for Assessment

Update Student List

A list of grade 8 students was submitted in the fall, and NAEP selected students from this list to participate. Any new students, or students who were mistakenly left off this list last fall, must have an opportunity to be selected.

In this section you will upload a list of all currently enrolled grade 8 students. The updated list should reflect January 2018 enrollment.

After you submit the current list, you will receive email notifications when you need to complete additional steps.

Complete the following:

- [Watch Update Student List Tutorial \(8:29\) \(https://bcove.video/2xj4v1r\)](https://bcove.video/2xj4v1r)
- [Give Access for Student Data Specialist \(optional\)](#)
- [Submit Current List](#)

Additional Resources

- [Student List Requirements and Instructions](#)

## Screenshot

The screenshot displays the MyNAEP For Schools interface for Nelsen Middle School. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (J9)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', and 'Logout', along with the current assessment date 'Grade 8 Assessment: 2/7/2018'. A left sidebar menu lists various assessment preparation steps, with 'Update Student List' highlighted. The main content area is titled 'Update Student List' and contains the following text: 'Prepare for Assessment', 'Update Student List', 'A list of **grade 8** students was submitted in the fall, and NAEP selected students from this list to participate. **Any new students, or students who were mistakenly left off this list last fall, must have an opportunity to be selected.**', 'In this section you will upload a list all currently enrolled grade 8 students. The updated list should reflect **January 2018 enrollment.**', and 'After you submit the current list, you will receive email notifications when you need to complete additional steps.' Below this text is a light blue box with three bullet points: 'Watch Update Student List Tutorial (8:29)', 'Give Access for Student Data Specialist (optional)', and 'Submit Current List'. At the bottom, an 'Additional Resources' section lists 'Student List Requirements and Instructions'.

## Give Access for Student Data Specialist

### Give Access for Student Data Specialist –INES-SPE 1-1

The person at your school most familiar with creating a report of currently enrolled grade 8 students should submit the current roster in early January. The roster must be an Excel file, and it should include the following information for each student.

- Student ID (optional, no SSNs)
- First name
- Middle name/initial (optional)
- Last name
- Month of birth
- Year of birth

Use the table below if you would like to designate a student data specialist to complete this task.

- After entering the name and email information select Save
- Then select the Send Email button
- Select Submit

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (J9)'. Below the navigation bar, there is a 'Welcome' section for 'Nelsen Middle School' with links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Give Access for Student Data Specialist' and includes the following text: 'The person at your school most familiar with creating a report of currently enrolled grade 8 students should submit the current roster in early January. The roster must be an Excel file, and it should include the following information for each student.'

- Student ID (optional, no SSNs)
- First name
- Middle name/initial (optional)
- Last name
- Month of birth
- Year of birth

Use the table below if you would like to designate a student data specialist to complete this task.

- After entering the name and email information select Save
- Then select the Send Email button
- Select Submit

First Name	Last Name	Email Address	Send Email	Email Sent Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send Email"/>	

At the bottom of the page, there are three buttons: 'Save', 'Submit', and 'Exit'.

## Submit Current List

Submit Current List

Prepare File-USL-SUB-1

NAEP needs a complete and current list of all students in grade 8 (**not just new students**). The list should reflect **January 2018 enrollment** and will help NAEP identify any students who have enrolled since the fall of 2017. Include all students, even students who are commonly excluded from other testing programs.

To prepare your list:

- Read the [instructions](#).
- Download the [Excel template](#).
- Read [tips](#) for formatting the Excel file.
- Select **Continue** when you are ready to upload your file.

**Note: the details for the bullets above can be found in the Additional Resources section, under the Student List Requirements and Instructions sub-section of this document.**

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. The user is logged in as 'Nelsen Middle School' and is viewing the 'Submit Current List' page for 'USL-SUB-1'. The page content includes the following text:

**Prepare File**

NAEP needs a complete and current list of all students in grade 8 (**not just new students**). The list should reflect **January 2018 enrollment** and will help NAEP identify any students who have enrolled since the fall of 2017. Include all students, even students who are commonly excluded from other testing programs.

To prepare your list:

- Read the [instructions](#).
- Download the [Excel template](#).
- Read [tips](#) for formatting the Excel file.
- Select **Continue** when you are ready to upload your file.

At the bottom of the main content area, there are two buttons: 'Continue' (highlighted in blue) and 'Exit' (grey).

## Submit Current List

### Upload File-USL-SUB-2

1. Does your student data file contain column headers?
2. Date list is accurate as of:  
Click to show calendar (mm/dd/yyyy)
3. Select **Choose File or Browse** to locate and select the file on your computer. This must be an Excel file containing all currently enrolled grade 8 students at your school.
4. Select the **Upload** button.

## Screenshot

The screenshot displays the MyNAEP For Schools interface. The header includes the NAEP logo, 'MyNAEP For Schools', and 'District: St Marys City (J9)'. The user is logged in as 'Nelsen Middle School'. The main content area is titled 'Submit Current List' and 'Upload File'. It contains the following instructions:

1. Does your student data file contain column headers? Yes ▾
2. Date list is accurate as of:  (mm/dd/yyyy)
3. Select **Choose File** or **Browse** to locate and select the file on your computer. This must be an Excel file containing all currently enrolled grade 8 students at your school.
4. Select the **Upload** button.

Below the instructions, there is a 'File Name:' field with a 'Choose File' button and 'No file chosen' text. At the bottom, there are 'Upload', 'Back', and 'Exit' buttons.

## Submit Current List-USL-SUB-3

How is each **student name** formatted in your Excel file?

Split across **multiple** columns (regardless of order)

For example:

First Name      Last Name

Rosa              Parks

or

First Name      Middle Name      Last Name

Rosa              Louise              Parks

Contained within a **single** column (regardless of order)

For example:

Name

Rosa Parks

or

Name

Rosa Louise Parks

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and the district 'St Marys City (09)'. A 'Welcome' message is displayed for 'Nelsen Middle School'. The main content area is titled 'Submit Current List' and asks 'How is each **student name** formatted in your Excel file?'. There are two radio button options: 'Split across **multiple** columns (regardless of order)' and 'Contained within a **single** column (regardless of order)'. The first option is selected. Below the first option, there are two examples: 'For example: First Name Last Name or First Name Middle Name Last Name' with corresponding input boxes containing 'Rosa Parks' and 'Rosa Louise Parks'. The second option is unselected. Below the second option, there are two examples: 'For example: Name or Name' with corresponding input boxes containing 'Rosa Parks' and 'Rosa Louise Parks'. At the bottom of the form, there are four buttons: 'Back', 'Save', 'Save and Continue', and 'Exit'. The left sidebar contains a 'Live Chat' button and a list of navigation items: Home, Provide School Information, Prepare for Assessment (selected), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, and Support Assessment Activities.

## Submit Current List-SCR-SUB-4

How is **date of birth** formatted in your Excel file?

Split across **multiple** columns (regardless of order)

For example:

Month Year

1 2015

or

Month Day Year

1 20 2015

Contained within a **single** column (regardless of order)

For example:

Date of Birth

1/20/2015

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: St Marys City (J9)'. The user is logged in as 'Nelsen Middle School'. The main content area is titled 'Submit Current List' and asks 'How is **date of birth** formatted in your Excel file?'. There are two radio button options:

- Split across **multiple** columns (regardless of order)  
For example: 

Month	Year
1	2015

 or 

Month	Day	Year
1	20	2015
- Contained within a **single** column (regardless of order)  
For example: 

Date of Birth
1/20/2015

At the bottom of the page, there are four buttons: 'Back', 'Save', 'Save and Continue', and 'Exit'.

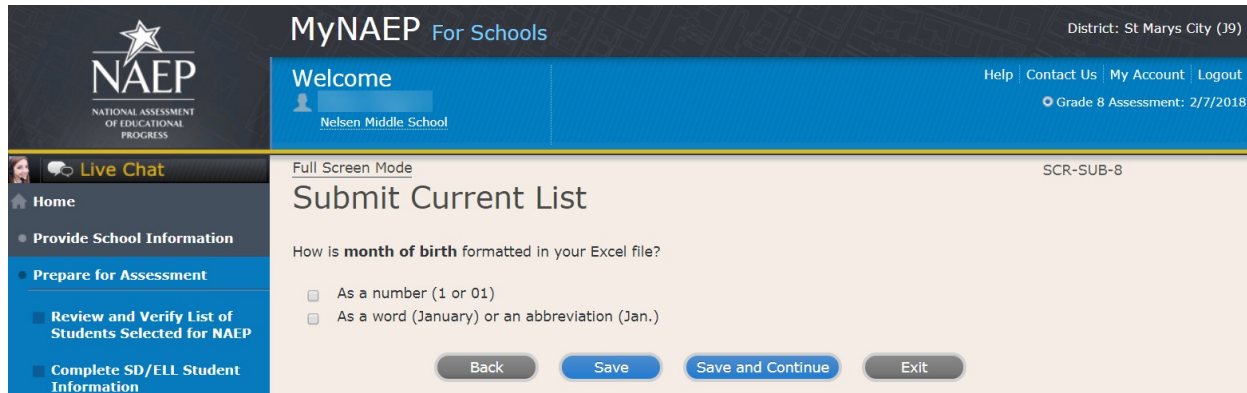
Submit Current List-SCR-SUB-8

How is **month of birth** formatted in your Excel file?

As a number (1 or 01)

As a word (January) or an abbreviation (Jan.)

### Screenshot



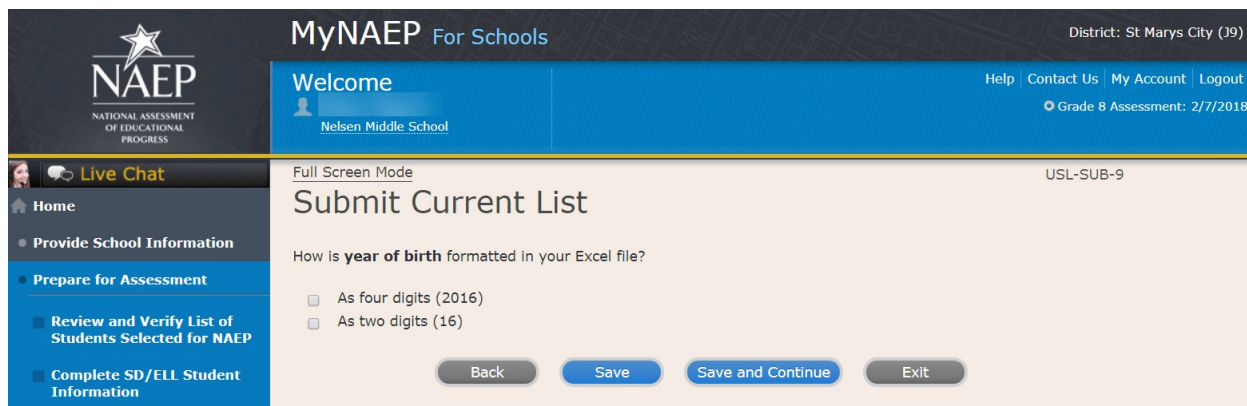
Submit Current List-USL-SUB-9

How is **year of birth** formatted in your Excel file?

As four digits (2016)

As two digits (16)

### Screenshot



## Submit Current List

### Identify Your Columns-USL-SUB-5

NAEP needs to know what student data is in each column of your Excel file.

We have matched your column headings (on the left) with our required categories (on the right). For example, if your file has a column called "FName," the system already matched that to our "First Name" category.

- Review the matches in the table below, making any changes by selecting the drop-down menu.
- If your Excel file contains information that NAEP doesn't need (like homeroom), mark those columns as **Not Applicable**.

Tip: Do the column headings on the left display student data (e.g., Rosa) instead of column headings (e.g., Name)?

- Select the **Back to Beginning** button.
- On the **Upload File** screen, specify that your file does not contain column headers by selecting **No** for question number 1.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the school name 'Nelsen Middle School', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Submit Current List' and contains instructions for identifying columns. A table below the instructions maps 'Your file's column headings' to 'NAEP's column headings'.

Your file's column headings	NAEP's column headings	Clear
FIRSTNAME	First Name	
MIDDLENAME	Middle Name	
LASTNAME	Last Name	
MOB	Month of Birth	
YOB	Year of Birth	

Buttons at the bottom of the screen include: Back to Beginning, Back, Save, Save and Continue, and Exit.



## Submit Current List

### Final Review-USL-SUB-13

You're almost done!

- Check to make sure that student names are in the appropriate columns and that months and years of birth appear correctly.
- Select the **Edit pencil** to make changes to individual students.
- If something looks wrong and you need to upload a new file, select **Start Over**.
- To complete this task, select **Submit**.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district 'District: St Marys City (J9)'. The user is logged in as 'Nelsen Middle School' with a 'Grade 8 Assessment: 2/7/2018'. The main content area is titled 'Submit Current List' and 'Final Review'. It contains the text 'You're almost done!' and a list of instructions: 'Check to make sure that student names are in the appropriate columns and that months and years of birth appear correctly.', 'Select the **Edit pencil** to make changes to individual students.', 'If something looks wrong and you need to upload a new file, select **Start Over**.', and 'To complete this task, select **Submit**.' Below the instructions is a table with columns: 'Edit', 'Row', 'State Unique Student ID', 'First Name', 'Middle Name', 'Last Name', 'Month of Birth', and 'Year of Birth'. The table contains 12 rows of student data. At the bottom of the page are four buttons: 'Start Over', 'Back', 'Submit', and 'Exit'.

Edit	Row	State Unique Student ID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
	2					1	2004
	3					11	2003
	4					5	2003
	5					4	2004
	6					1	2004
	7					5	2004
	8					6	2003
	9					9	2003
	10					12	2003
	11					3	2004
	12					10	2003

Submit Current List

Thank You – USL-SUB-14

Thank you for submitting your list. You will soon receive an email letting you know if any additional students are selected to participate in NAEP.

## Screenshot

The screenshot displays the MyNAEP For Schools web application interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: St Marys City (J9)'. A blue navigation bar contains 'Welcome Betsy Magrini, Nelsen Middle School' and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. A 'Grade 8 Assessment: 2/7/2018' indicator is also present. A left sidebar menu lists options: 'Live Chat', 'Home', 'Provide School Information', 'Prepare for Assessment' (highlighted), 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', and 'Notify Parents'. The main content area shows 'Full Screen Mode' and 'USL-SUB-14'. The primary heading is 'Submit Current List', followed by a 'Thank You' message: 'Thank you for submitting your list. You will soon receive an email letting you know if any additional students are selected to participate in NAEP.' An 'Exit' button is located at the bottom center of the message area.

# Support Assessment Activities

## Support Assessment Activities

Help students remember the date, time, and location of the assessment. Use the link below to print **Student Appointment Cards** and distribute them to the students.

Circulate the *Measure Up* newsletter and **Teacher Notification Letter**. Attach the **Listing of Sampled Students** to the letter so that teachers can direct students to the correct assessment location. This list is confidential and should be returned to you and placed in the red **NAEP Storage Envelope** after the assessment.

Complete the following:

- [Print Student Appointment Cards \(see Additional Resources section of this document\)](#)
- [Print Teacher Notification Letter for distribution to teachers \(see Additional Resources section of this document\)](#)
- [Print Listing of Sampled Students](#)

## Additional Resources

- [Measure Up News for the School Community \(see OMB# 1850-0928 v.10, Appendix D1-11\)](#)
- [Facts for Teachers \(see OMB# 1850-0928 v.10, Appendix D1-7\)](#)

## Screenshot

The screenshot displays the MyNAEP For Schools website interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: St Marys City (J9)' are on the right. A navigation bar includes 'Welcome' with a user profile for 'Nelsen Middle School', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the navigation bar, a sidebar on the left contains a 'Live Chat' button and a menu with options: 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities' (highlighted), and 'Wrap Up'. A 'HELP' button is at the bottom of the sidebar. The main content area features the title 'Support Assessment Activities' followed by instructions to help students remember assessment details. It lists tasks to complete: 'Print Student Appointment Cards' (checked), 'Print Teacher Notification Letter for distribution to teachers', and 'Print Listing of Sampled Students'. Below this, an 'Additional Resources' section lists 'Measure Up News for the School Community' and 'Facts for Teachers'.

# Wrap Up

## Wrap Up

Thank you for serving as your school's NAEP coordinator. The assessment could not have taken place without your support.

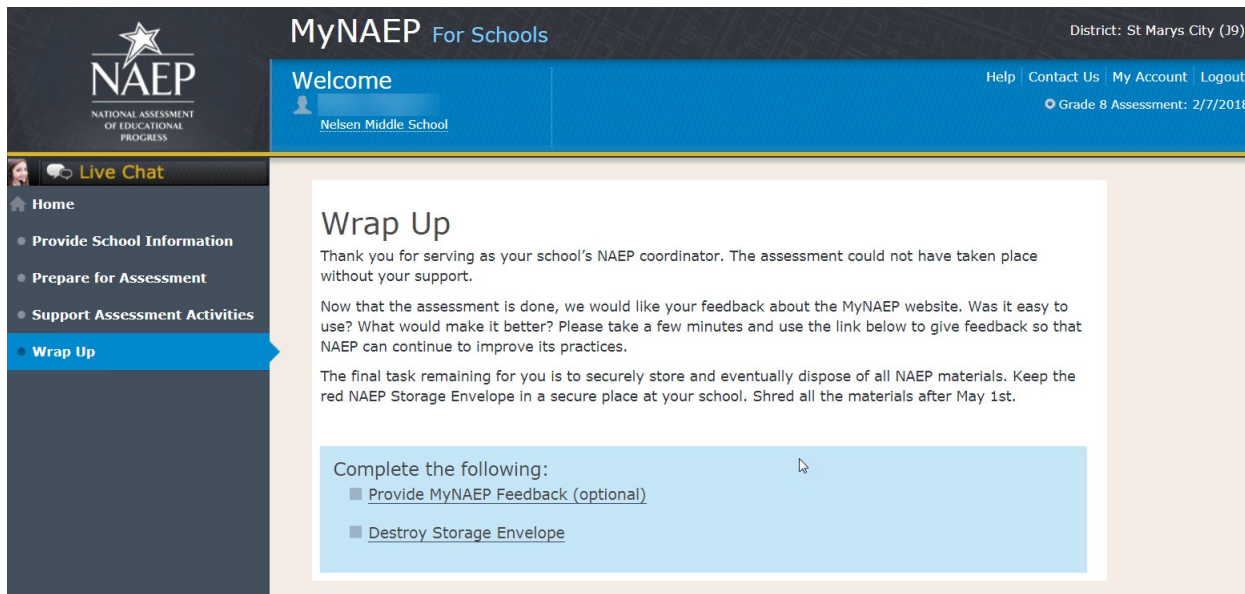
Now that the assessment is done, we would like your feedback about the MyNAEP website. Was it easy to use? What would make it better? Please take a few minutes and use the link below to give feedback so that NAEP can continue to improve its practices.

The final task remaining for you is to securely store and eventually dispose of all NAEP materials. Keep the red NAEP Storage Envelope in a secure place at your school. Shred all the materials after May 1st.

Complete the following:

- [Provide MyNAEP Feedback \(optional\)](#)
- [Destroy Storage Envelope](#) (Note: School coordinators store student and teacher lists in the red NAEP storage envelope. The envelope and its contents are destroyed by the school at the end of the schools year.)

## Screenshot



The screenshot displays the MyNAEP For Schools website interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' is in the center. The user's district, 'St. Marys City (J9)', is shown on the right. Below the header, a 'Welcome' message is displayed for 'Nelsen Middle School'. A navigation menu on the left includes 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up' (which is highlighted). The main content area features the 'Wrap Up' heading and the following text: 'Thank you for serving as your school's NAEP coordinator. The assessment could not have taken place without your support. Now that the assessment is done, we would like your feedback about the MyNAEP website. Was it easy to use? What would make it better? Please take a few minutes and use the link below to give feedback so that NAEP can continue to improve its practices. The final task remaining for you is to securely store and eventually dispose of all NAEP materials. Keep the red NAEP Storage Envelope in a secure place at your school. Shred all the materials after May 1st.' Below this text, a light blue box contains the instruction 'Complete the following:' followed by two bullet points: 'Provide MyNAEP Feedback (optional)' and 'Destroy Storage Envelope'.

## Screenshot

### Provide MyNAEP Feedback

NAEP is always looking for ways to make the MyNAEP website more user-friendly. We get our best ideas for improvement from actual users like you. You can be a part of shaping these future improvements by sharing your answers to the questions below.

How easy was it for you to register an account on the MyNAEP website?

- Very easy
- Somewhat easy
- No opinion
- Not very easy
- Not easy at all

How easy was it for you to update student demographic information in the *Review and Verify List of Students Selected for NAEP* section of the MyNAEP website?

- Very easy
- Somewhat easy
- No opinion
- Not very easy
- Not easy at all

How easy was it for you to record how students with disabilities and/or English language learners should be assessed in the *Complete SD/ELL Student Information* section of the MyNAEP website?

- Very easy
- Somewhat easy
- No opinion
- Not very easy
- Not easy at all

# Note: The following content is the text that displays after clicking the hyperlinks listed in the preceding pages

## Additional Resources

### Prepare for Assessment

Instructions for the School Coordinator brochure

#### Instructions for the School Coordinator

Completing Preassessment Activities for NAEP 2018

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2018. We look forward to working with you to make NAEP a positive experience at your school. This begins with completing activities before the assessment.

For the upcoming assessments, the MyNAEP for Schools website will serve as your primary resource to prepare for the assessment. MyNAEP provides you with an electronic way to complete the preassessment tasks at your own pace. Visit the MyNAEP website at [www.mynaep.com](http://www.mynaep.com) to get started. If you have not yet registered for MyNAEP, refer to the School Coordinator Responsibilities: A Guide to MyNAEP brochure you received earlier this fall for instructions, or your NAEP representative can assist you.

Your NAEP representative will follow up with you very soon to review the activities listed in this brochure and answer any questions you may have about completing these tasks. There are short video tutorials for each task, and we recommend reviewing them before completing the tasks.

If you need assistance before then, contact the NAEP help desk at 1-800-283-NAEP (6237) or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com).

Thank you for your support of the National Assessment of Educational Progress!

December 4, 2017

On December 4, 2017, the sections of Prepare for Assessment on MyNAEP will be available to schools. At that time you can begin to complete the preassessment tasks listed below by selecting the Prepare for Assessment link.

#### Review and Verify List of Students Selected for NAEP

In this section, you will review the list of students selected for NAEP for accuracy and completeness. This section must be completed before completing the SD/ELL student information.

- Update missing or incorrect student demographic data.
- Update missing or incorrect classifications for students with disabilities (SD) and English language learners (ELL).
- Indicate if there are students with a Section 504 Plan who need testing accommodations.
- Identify any students who cannot take NAEP.

#### Complete SD/ELL Student Information

In this section, you will review the list of students identified as SD and/or ELL and provide information on what accommodations (if any) students require for NAEP.

- Review NAEP inclusion policy.

- Identify up to five specialists at your school to provide information for students with disabilities and English language learners.
- Indicate how each student identified as SD and/or ELL should be assessed on NAEP.

### Notify Parents/Guardians

By law, the parents/guardians of the students selected for NAEP must be notified in writing before the assessments can take place. In this section, you are given instructions for notifying parents/guardians about the assessment and will confirm that parents/guardians of the students selected for NAEP have been notified.

- Notify parents/guardians as soon as possible using the Parent/Guardian Notification Letter ([see Appendices D2-11 and D2-12](#)) available to download in this section (available in both English and Spanish).
- Verify parent/guardian notification.
- Upload your Parent/Guardian Notification Letter and indicate when you plan to send the letter.

### Manage Questionnaires

In this section, you will identify school staff members to complete online NAEP questionnaires and you will ensure that questionnaires are completed by the assessment date.

- Identify who will complete Teacher Questionnaires and record their email addresses and which subjects they teach.
- Confirm who will complete the School Questionnaire.
- Send welcome emails and questionnaire links to questionnaire recipients.
- Monitor completion of the questionnaires.
- Grade 12 and TEL schools do not complete Teacher Questionnaires.

### Plan for Assessment Day

In this section, you will provide information to help the NAEP team plan for assessments at your school.

- Review the student group assignments for testing and provide the start time(s) and testing location(s).
- Answer questions necessary to plan the assessment logistics.

### Encourage Participation

In this section, you will review strategies that can help motivate students to participate on NAEP. There are links to videos and other promotional materials.

- Record what strategies you plan to use in your school.
- Note that makeup sessions may be needed if the assessment is canceled due to weather or if attendance at the assessment is less than 90 percent.

### January 2, 2018

On January 2, 2018, the remaining section of Prepare for Assessment on MyNAEP will be available to schools.

### Update Student List

In this section, you will update the list of students currently enrolled in the selected grade. NAEP will use this list to identify students who were not included on the original list of students submitted to NAEP in the fall.

- You will be notified if any new students have been selected for NAEP as a result of updating the student list. For any newly sampled students, complete the “Provide Demographic Data for Newly Selected Students,” “Complete SD/ELL Information for Newly Selected Students” (if necessary), and “Notify Parents of Newly Selected Students.”

### 1 week before assessment

Approximately 1 week before your assessment, visit the Support Assessment Activities section.

## Support Assessment Activities

In this section, you have access to material for notifying students and faculty about the NAEP assessment.

- Print Student Appointment Cards to distribute to students to notify them of the date, time, and location of the assessment.
- Print the Teacher Notification Letter and distribute to all teachers. This letter provides the date, time, and location for each assessment session.
- Print the List of Students Selected for NAEP and the Measure Up newsletter and distribute them, along with the Teacher Notification Letter, to all teachers for the sampled grade.

Thank you for helping us make NAEP in your school a success!

Remember to visit the MyNAEP for Schools website at [www.mynaep.com](http://www.mynaep.com) to receive details about the assessment activities in your school.

### What Is NAEP?

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. NAEP is congressionally mandated, and was first administered in 1969 to measure student achievement nationally. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States.

For more information, visit <http://nces.ed.gov/nationsreportcard> or contact the NAEP help desk at 1-800-283-NAEP (6237) or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com).



## Instructions for the School Coordinator

### 1 week before assessment

Approximately 1 week before your assessment, visit the **Support Assessment Activities** section.

#### Support Assessment Activities

In this section, you have access to material for notifying students and faculty about the NAEP assessment.

- Print Student Appointment Cards to distribute to students to notify them of the date, time, and location of the assessment.
- Print the Teacher Notification Letter and distribute to all teachers. This letter provides the date, time, and location for each assessment session.
- Print the List of Students Selected for NAEP and the Measure Up newsletter and distribute them, along with the Teacher Notification Letter, to all teachers for the sampled grade.

**Thank you for helping us make NAEP in your school a success!**

Remember to visit the MyNAEP for Schools website at [www.mynaep.com](http://www.mynaep.com) to receive details about the assessment activities in your school.

### What Is NAEP?

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. NAEP is congressionally mandated, and was first administered in 1969 to measure student achievement nationally. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States.

For more information, visit <http://nces.ed.gov/nationsreportcard> or contact the NAEP help desk at 1-800-283-NAEP (6237) or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com).

This publication was prepared for the National Assessment of Educational Progress by Westat under contract ED-05-13-C-0019 to the National Center for Education Statistics, U.S. Department of Education



### Completing Preassessment Activities for NAEP 2018

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2018. We look forward to working with you to make NAEP a positive experience at your school. This begins with completing activities before the assessment.

For the upcoming assessments, the MyNAEP for Schools website will serve as your primary resource to prepare for the assessment. MyNAEP provides you with an electronic way to complete the preassessment tasks at your own pace. Visit the MyNAEP website at [www.mynaep.com](http://www.mynaep.com) to get started. If you have not yet registered for MyNAEP, refer to the *School Coordinator Responsibilities: A Guide to MyNAEP* brochure you received earlier this fall for instructions, or your NAEP representative can assist you.

Your NAEP representative will follow up with you very soon to review the activities listed in this brochure and answer any questions you may have about completing these tasks. There are short video tutorials for each task, and we recommend reviewing them before completing the tasks.

If you need assistance before then, contact the NAEP help desk at 1-800-283-NAEP (6237) or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com).

*Thank you for your support of the National Assessment of Educational Progress*



2018

### December 4, 2017

On December 4, 2017, the sections of **Prepare for Assessment on MyNAEP** will be available to schools. At that time you can begin to complete the preassessment tasks listed below by selecting the **Prepare for Assessment** link.

#### Review and Verify List of Students Selected for NAEP

In this section, you will review the list of students selected for NAEP for accuracy and completeness. This section must be completed before completing the SD/ELL student information.

- Update missing or incorrect student demographic data.
- Update missing or incorrect classifications for students with disabilities (SD) and English language learners (ELL).
- Indicate if there are students with a Section 504 Plan who need testing accommodations.
- Identify any students who cannot take NAEP.

#### Complete SD/ELL Student Information

In this section, you will review the list of students identified as SD and/or ELL and provide information on what accommodations (if any) students require for NAEP.

- Review NAEP Inclusion policy.
- Identify up to five specialists at your school to provide information for students with disabilities and English language learners.
- Indicate how each student identified as SD and/or ELL should be assessed on NAEP.

### Notify Parents/Guardians

By law, the parents/guardians of the students selected for NAEP must be notified in writing before the assessments can take place. In this section, you are given instructions for notifying parents/guardians about the assessment and will confirm parents/guardians of the students selected for NAEP have been notified.

- Notify parents/guardians as soon as possible using the Parent/Guardian Notification Letter available to download in this section (available in both English and Spanish).
- Verify parent/guardian notification.
- Upload your Parent/Guardian Notification Letter and indicate when you plan to send the letter.

### Manage Questionnaires

In this section, you will identify school staff members to complete online NAEP questionnaires and ensure questionnaires are completed by the assessment date.

- Identify who will complete Teacher Questionnaires and record their email addresses and which subjects they teach.
- Confirm who will complete the School Questionnaire.
- Send welcome emails and questionnaire links to questionnaire recipients.
- Monitor completion of the questionnaires.
- Grade 12 and TEL schools do not complete Teacher Questionnaires.

### Plan for Assessment Day

In this section, you will provide information to help the NAEP team plan for assessments at your school.

- Review the student group assignments for testing and provide the start time(s) and testing location(s).
- Answer questions necessary to plan the assessment logistics.

### Encourage Participation

In this section, you will review strategies that can help motivate students to participate on NAEP. There are links to videos and other promotional materials.

- Record what strategies you plan to use in your school.
- Note that makeup sessions may be needed if the assessment is canceled due to weather or if attendance at the assessment is less than 90 percent.

### January 2, 2018

On January 2, 2018, the remaining section of **Prepare for Assessment on MyNAEP** will be available to schools.

### Update Student List

In this section, you will update the list of students currently enrolled in the selected grade. NAEP will use this list to identify students who were not included on the original list of students submitted to NAEP in the fall.

- You will be notified if any new students have been selected for NAEP as a result of updating the student list. For any newly sampled students, complete the "Provide Demographic Data for Newly Selected Students," "Complete SD/ELL Information for Newly Selected Students" (if necessary), and "Notify Parents of Newly Selected Students."

## Digitally-based Assessments

This resource is a hyperlink to the Nation's Report Card site: <https://nces.ed.gov/nationsreportcard/dba/>.

The screenshot shows the NAEP website's "Digitally Based Assessments" page. At the top, there is a navigation bar with "IES NCES National Center for Education Statistics" and a search bar. Below this is a secondary navigation bar with "About", "Assessments", "Publications and Newsroom", "Participating in NAEP?", "Resources", and "Help". The main content area features a large banner image of a classroom with a laptop and the text "NAEP digitally based assessments in the classroom." To the right of the banner is a "Related Information" sidebar with links to "Explore Assessment Data", "Assessment Frameworks", "Assessment Process", "Technical Documentation", "Educator Resources", "Try NAEP's Assessments", and "Participating in NAEP?". Below the banner is a paragraph of text explaining the transition to digital assessments.

IES NCES National Center for Education Statistics

NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Follow NAEP | Facebook | Twitter | YouTube | Subscribe to NewsFlash | Contact NAEP

About Assessments Publications and Newsroom Participating in NAEP? Resources Help

Home / Digitally Based Assessments

### Digitally Based Assessments

NAEP digitally based assessments in the classroom.

Related Information

- Explore Assessment Data >
- Assessment Frameworks >
- Assessment Process >
- Technical Documentation >
- Educator Resources >
- Try NAEP's Assessments >
- Participating in NAEP? >

Today's students are digital natives. Their schools are usually equipped with computers, and digital tools are an integral part of the learning environment. To address the increased role of technology in classrooms, the National Center for Education Statistics (NCES) is transitioning the National Assessment of Educational Progress (NAEP) from paper and pencil to digitally based assessments. NCES is utilizing established best practices for NAEP to remain at the forefront of innovation for large-scale assessments. NCES is also exploring new testing methods and question types to reflect the growing use of technology in education.

## Review and Verify List of Students Selected for NAEP

### Information Needed to Review and Verify List of Students Selected for NAEP

#### Information Needed to Review and Verify List of Students Selected for NAEP

You will review and confirm the following information for each selected student on your list. Please collect this information in advance.

- Grade-level
- Enrollment status (**have any students withdrawn?**)
- If the student is **foreign exchange**, or **does not attend classes on campus**
- Student ID (**optional**)
- Month of Birth
- Year of Birth
- Gender
- Race/ethnicity
- National School Lunch Program eligibility status – **only if the information is shown** (reduced price lunch, free lunch, student not eligible)
- Student with disability classification (IEP, 504)
- English Language Learner (Limited English Proficiency) status

#### Determine if any selected students cannot take NAEP

Please use the reasons in the bulleted list below to determine if any selected students cannot take NAEP.

- Withdrawn
- Graduated
- Expelled
- Does not attend any **academic** classes in campus
- Home schooled and receives limited services on campus
- Student listed more than once
- Not enrolled in the tested grade
- Foreign exchange student
- Student deceased
- Long-term illness/homebound (will not be in school during NAEP testing).
- Parent notified about NAEP and refused NAEP testing.
- Student notified about NAEP and refused NAEP testing.
- Student meets (or met) participation criteria for the state alternate assessment (student is currently eligible or was eligible in the past to take the state alternate assessment).
- Student is classified as an English language learner and has been enrolled in U.S. schools less than 1 full academic year before the NAEP assessment and cannot access NAEP.

#### Review and verify student demographic information

NAEP collects demographic information to report results for student groups. Please collect the information described below for each sampled student.

- Race/Ethnicity:
  - **Hispanic, of any race:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.

- **White, not Hispanic:** A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.
- **Black or African American, not Hispanic:** A person having origins in any of the Black peoples of Africa.
- **Asian, not Hispanic:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native, not Hispanic:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Native Hawaiian or Pacific Islander, not Hispanic:** A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or More Races (Non-Hispanic):** A person who identifies with two or more of the non-Hispanic categories above.
- School Lunch Status – if column appears:
  - **Student not eligible to participate:** Student is not eligible for free or reduced-price lunch.
  - **Free lunch:** Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the National School Lunch Program (NSLP) should code all students as “free lunch.”
    - If it is not possible to distinguish between “free” and “reduced price” for some students, code these students as eligible for free lunch.
  - **Reduced price lunch:** Student is eligible for reduced-price lunch.
  - **School not participating:** School does not participate in the NSLP. When used, this code must be applied to all students.

Review and verify classifications of Students with Disabilities (SD) and English Language Learners (ELL)

Please indicate each student’s SD/ELL classification with these codes.

- Students with disabilities (SD):
  - **Yes, IEP:** Student has a formal Individualized Education Plan (IEP) or the student’s IEP is in progress.
  - **Yes, 504:** Student has a 504 plan and needs accommodations to participate in NAEP (if the student does not need accommodations to be tested on NAEP, classify the student as No, not SD).
  - No, not SD
- English language learners (ELL):
  - Yes, ELL
  - **No, Formerly ELL:** Student is monitored for state reporting.
  - No, not ELL

## Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP

This memo replaces the United States Department of Agriculture (USDA) Letter

Date: School Year 2017-18

To: School Nutrition Program Personnel

From: National Assessment of Educational Progress (NAEP)

Subject: Policy on Limited Disclosure of Children's Eligibility Information to NAEP

As stated in the Eligibility Manual for School Meals (Section 5 - Confidentiality and Disclosure, Disclosure Requirements), school food authorities may disclose, without parent/guardian consent, children's names and eligibility status (whether they are eligible for free meals or free milk or reduced price meals) to persons directly connected with the administration or enforcement of a Federal or State education program, such as NAEP, as permitted by section 9(b)(6)(A)(ii)(I) of the Richard B. Russell National School Lunch Act.

The relevant section from page 88 of the Eligibility Manual for School Meals is shown below:

Because NAEP is a Federal education program, LEAs may disclose, without parent or guardian consent, children's names and eligibility status to persons directly connected to the administration or enforcement of NAEP. Additionally, LEAs may disclose children's names and eligibility status to persons directly connected with the administration or enforcement of State educational assessment programs to the extent the State assessment is part of the NAEP. Other State education programs may access participants' names and eligibility status, without parent or guardian consent. However, in both situations, the program must be established at the State (not local) level.

The term "persons directly connected" for the purpose of disclosure to NAEP includes Federal, State, and local program operators responsible for NAEP administration or compliance, and their contractors. This does not imply that these persons have routine access to participants' eligibility status. There must be a "need to know" relating to the administration or enforcement of a Federal education program or for legitimate NAEP purposes.

The above information is available on the FNS website at <https://www.fns.usda.gov/2017-edition-eligibility-manual-school-meals>.

# Complete SD/ELL Student Information

## Inclusion on NAEP Fact Sheet

### Inclusion on NAEP

#### Students with Disabilities and English Language Learners

##### WHAT IS NAEP?

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects such as mathematics and reading.

NAEP is congressionally mandated, and was first administered in 1969 to measure student achievement nationally. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States.

##### The Importance of Inclusion

The responses of students with disabilities and English language learners on NAEP represent those of hundreds of other similar students. Without them, information about how to best meet the educational needs of these students would be lost. NAEP incorporates inclusive policies and practices into every aspect of the assessment, including selection of students, participation in the assessment administration, and valid and effective accommodations. Such best practices are essential to ensuring an inclusive assessment that yields meaningful NAEP results for all students with disabilities and English language learners. By representing their peers across the nation on NAEP, students with disabilities and English language learners help to ensure that NAEP results can be used to inform efforts to improve educational programs.

To ensure that the National Assessment of Educational Progress (NAEP) reflects the educational progress of all students, students with disabilities and English language learners must be included to the fullest extent possible.

##### Selection

Students with disabilities and English language learners are selected to participate in NAEP just like any other student. NAEP is administered to a sample of students who represent the student population of the nation as a whole and of individual states and districts participating in the Trial Urban District Assessment (TUDA). Within each selected school and grade to be assessed, students are chosen at random to participate in NAEP. Regardless of race/ethnicity, socioeconomic status, disability, status as an English language learner, or any other factors, every student has the same chance of being chosen.

For more information about NAEP, visit <http://nces.ed.gov/nationsreportcard>

For More Information Contact your NAEP State Coordinator with specific questions about including students with disabilities and English language learners. Details of the National Assessment Governing Board's policy on testing and reporting results on students with disabilities and English language learners on NAEP are available at <http://www.nagb.org/publications/inclusion-special-population-naep.pdf>. Current NAEP accommodations and inclusion policies are posted on the website at <http://nces.ed.gov/nationsreportcard/about/inclusion.asp>.

##### Participation

Many students with disabilities and English language learners are able to participate in the assessment administration alongside their peers.

Participating in NAEP allows students with disabilities and English language learners to experience a large-scale assessment administration without high-stakes consequences. Since NAEP does not produce scores for individual

students or results for schools, participation in NAEP is not tied to grades or evaluations of students, teachers, or schools.

### Accommodations

Students with disabilities and English language learners are provided with testing accommodations so that they can demonstrate their content knowledge and skills on NAEP. NAEP offers a comprehensive set of accommodations to increase access to testing for students with disabilities and English language learners. To ensure that appropriate accommodations are determined for individual students, NAEP relies on school staff to make inclusion and accommodations decisions for those students selected for the assessment.

The accommodations allowed on NAEP and those allowed in states are often similar, but there may be some differences. Sometimes these differences result from the way that the subject being measured is defined in the NAEP frameworks. For example, NAEP does not allow read-aloud of any part of the NAEP reading test except the instructions, because decoding words is part of what the NAEP framework is measuring.

Your NAEP State Coordinator has developed inclusion guidelines for including students with disabilities and English language learners on NAEP and provided them to schools selected for the assessment. These instructions will highlight any differences between NAEP and your state's policies and provide guidance on how to include and accommodate sampled students.



## Inclusion on NAEP

*Students with Disabilities and English Language Learners*

### WHAT IS NAEP?

- The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects such as mathematics and reading.
- NAEP is congressionally mandated, and was first administered in 1969 to measure student achievement nationally. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States.

### The Importance of Inclusion

**The responses of students with disabilities and English language learners on NAEP represent those of hundreds of other similar students.** Without them, information about how to best meet the educational needs of these students would be lost. NAEP incorporates inclusive policies and practices into every aspect of the assessment, including selection of students, participation in the assessment administration, and valid and effective accommodations. Such best practices are essential to ensuring an inclusive assessment that yields meaningful NAEP results for all students with disabilities and English language learners. By representing their peers across the nation on NAEP, students with disabilities and English language learners help to ensure that NAEP results can be used to inform efforts to improve educational programs.

### Selection

**Students with disabilities and English language learners are selected to participate in NAEP just like any other student.** NAEP is administered to a sample of students who represent the student population of the nation as a whole and of individual states and districts participating in the Trial Urban District Assessment (TUDA). Within each selected school and grade to be assessed, students are chosen at random to participate in NAEP. Regardless of race/ethnicity, socioeconomic status, disability, status as an English language learner, or any other factors, every student has the same chance of being chosen.

To ensure that the National Assessment of Educational Progress (NAEP) reflects the educational progress of all students, students with disabilities and English language learners must be included to the fullest extent possible.

For more information about NAEP, visit <http://nces.ed.gov/nationsreportcard>



### For More Information

Contact your NAEP State Coordinator with specific questions about including students with disabilities and English language learners. Details of the National Assessment Governing Board's policy on testing and reporting results on students with disabilities and English language learners on NAEP are available at <http://www.nagb.org/publications/inclusion-special-population-naep.pdf>. Current NAEP accommodations and inclusion policies are posted on the website at <http://nces.ed.gov/nationsreportcard/about/inclusion.asp>.

### Participation

**Many students with disabilities and English language learners are able to participate in the assessment administration alongside their peers.**

Participating in NAEP allows students with disabilities and English language learners to experience a large-scale assessment administration without high-stakes consequences. Since NAEP does not produce scores for individual students or results for schools, participation in NAEP is not tied to grades or evaluations of students, teachers, or schools.

### Accommodations

**Students with disabilities and English language learners are provided with testing accommodations so that they can demonstrate their content knowledge and skills on NAEP.** NAEP offers a comprehensive set of accommodations to increase access to testing for students with disabilities and English language learners. To ensure that appropriate accommodations are determined for individual students, NAEP relies on school staff to make inclusion and accommodations decisions for those students selected for the assessment.

The accommodations allowed on NAEP and those allowed in states are often similar, but there may be some differences. Sometimes these differences result from the way that the subject being measured is defined in the NAEP frameworks. For example, NAEP does not allow read-aloud of any part of the NAEP reading test except the instructions, because decoding words is part of what the NAEP framework is measuring.

Your NAEP State Coordinator has developed inclusion guidelines for including students with disabilities and English language learners on NAEP and provided them to schools selected for the assessment. These instructions will highlight any differences between NAEP and your state's policies and provide guidance on how to include and accommodate sampled students.

3e85407e28c33471320

# Letter from Department of Education Encouraging Inclusion



## UNITED STATES DEPARTMENT OF EDUCATION

Dear Principal or Administrator:

Thank you for allowing your school to participate in the National Assessment of Educational Progress (NAEP). These assessments are vital to measuring the academic skills and progress of the students in our nation and in each state.

As you know, the Individuals with Disabilities Education Act (IDEA) requires that all students with disabilities participate in state and district wide assessment programs through regular assessments, including with appropriate accommodations when necessary, or alternate assessments. The Elementary and Secondary Education Act (ESEA) likewise requires the participation of students with disabilities in the student academic assessments required under that Act, and also requires that English learners, as well as other groups of students, participate in those state assessments. The law allows for reasonable accommodations on assessments administered to English learners. Although federal law does not explicitly specify similar requirements regarding the participation of students with disabilities and English learners in NAEP, the NAEP program has been working very hard to make its sample of students taking the assessments as representative as possible of all students. We are asking you to ensure that the greatest possible number of students with disabilities and English learners in your school, who are selected to participate, do in fact take the assessments.

Please keep in mind that NAEP does not produce results for individual students or schools, as your state or district tests might. All results are summarized only at the national and state levels (and for a few large urban districts). In other words, the NAEP assessments do not impose consequences for the student or the school, and are instead intended purely to provide a picture of educational performance and progress.

We want to include as many students as possible in the picture NAEP provides for us. For this reason, we ask you to do all you can to help ensure the participation of students who are selected for NAEP whenever possible, including students with disabilities and English learners. Students taking the NAEP are able to use most of the testing accommodations they usually receive in other tests (e.g., extended time, small group testing). Most students with disabilities and English learners are indeed able to participate in NAEP with their fellow students.

NAEP is one of the most visible and important indicators of educational performance in this country, and we very much appreciate your support in making NAEP as inclusive as possible.

Handwritten signature of Libia Socorro Gil in cursive.

Libia Socorro Gil, Ph.D.  
Assistant Deputy Secretary and  
Director  
Office of English Language Acquisition

Handwritten signature of Michael K. Yudin in cursive.

Michael K. Yudin  
Acting Assistant Secretary  
Office of Special Education and Rehabilitative Services

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202-6510

[www.ed.gov](http://www.ed.gov)

Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.

## Information Needed to Include SD/ELL Students

### Information Needed to Include Students with Disabilities

You will enter the following information for each sampled student classified as a **student with disability**.

- The IDEA category that best describes the student's disability. The following categories are used by the Individual with Disabilities Education Act (IDEA).
  - Specific learning disability
  - Hearing impairment/deafness
  - Visual impairment/blindness
  - Speech or language impairment
  - Intellectual disability
  - Emotional disturbance
  - Orthopedic impairment
  - Traumatic brain injury
  - Autism
  - Development delay (age 9 or younger)
  - Other health impairment (specify)
  
- The degree of each student's disability.
  - Mild
  - Moderate
  - Profound/Severe
  
- Grade-level performance for the subject to be assessed.
  - At or above grade level
  - One year below grade level
  - Two or more years below grade level
  - Not receiving instruction in the designated subject (math or reading)
  
- How is the student assessed on the state assessment? If your state does not offer a state assessment, use classroom assessments as a reference point.
  - With accommodations
  - Without accommodations
  - With an alternate assessment, etc.
  
- Testing accommodations that each student typically receives.

### Information Needed to Include English Language Learners

You will enter the following information for each sampled student classified as an **English Language Learner** (Limited English Proficiency).

- Each student's primary language.
  
- How long has each student received academic instruction in English?
  - Does not receive instruction primarily in English

- Less than 1 year
  - 1 to 2 years
  - 2 to 3 years
  - 3 years or more
  
- Grade-level performance for the subject to be assessed.
  - At or above grade level
  - One year below grade level
  - Two or more years below grade level
  - Not receiving instruction in the designated subject (math or reading)
  
- Each student's English proficiency for listening, reading, speaking and writing.
  - No proficiency
  - Beginning
  - Intermediate
  - Advanced
  
- How long has each student been enrolled in U.S. schools?
  - Less than 1 full academic year
  - 1 full academic year or more
  
- Testing accommodations that each student typically receives.

## Notify Parents

### Parent's page on Nation's Report Card website

This resource is a hyperlink to the NCES site: <https://nces.ed.gov/nationsreportcard/parents/>.



The screenshot shows the NAEP website interface. At the top, there is a header with the IES and NCES logos, and a search bar. Below the header is a navigation menu with links for About, Assessments, Publications and Newsroom, Participating in NAEP?, Resources, and Help. The main content area is titled 'Parents and Guardians' and includes a link for 'En Español'. The featured article is 'The Nation's Report Card: It's More Than Just a Test', which discusses the importance of NAEP for parents and educators. A sidebar on the right provides 'Related Information' with links to 'Overview of NAEP', 'How Schools and Students Are Selected', 'Inclusion of SD/ELL Students', 'How Assessments are Administered in Schools', 'Digitally Based Assessments', 'Experience an Assessment', 'Guide to Understanding Reports', 'Explore Assessment Data', and 'The Nation's Report Card'.

### What Every Parent Should Know About NAEP: PDF version

This brochure is available here on the NCES website: <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>.

### What Every Parent Should Know About NAEP: Video version

This video is available here on the NCES website: <http://nces.ed.gov/nationsreportcard/videos/parentvideo/>.

### Sample Questions Booklets

This resource is a hyperlink to all the sample questions booklets posted on the NCES site: <https://nces.ed.gov/nationsreportcard/about/booklets.aspx>.

# Room Layouts for NAEP Tablet Sessions

The following pages contain a series of diagrams that illustrate how NAEP staff may set up a room for tablet assessments. The diagrams encompass the following setups:

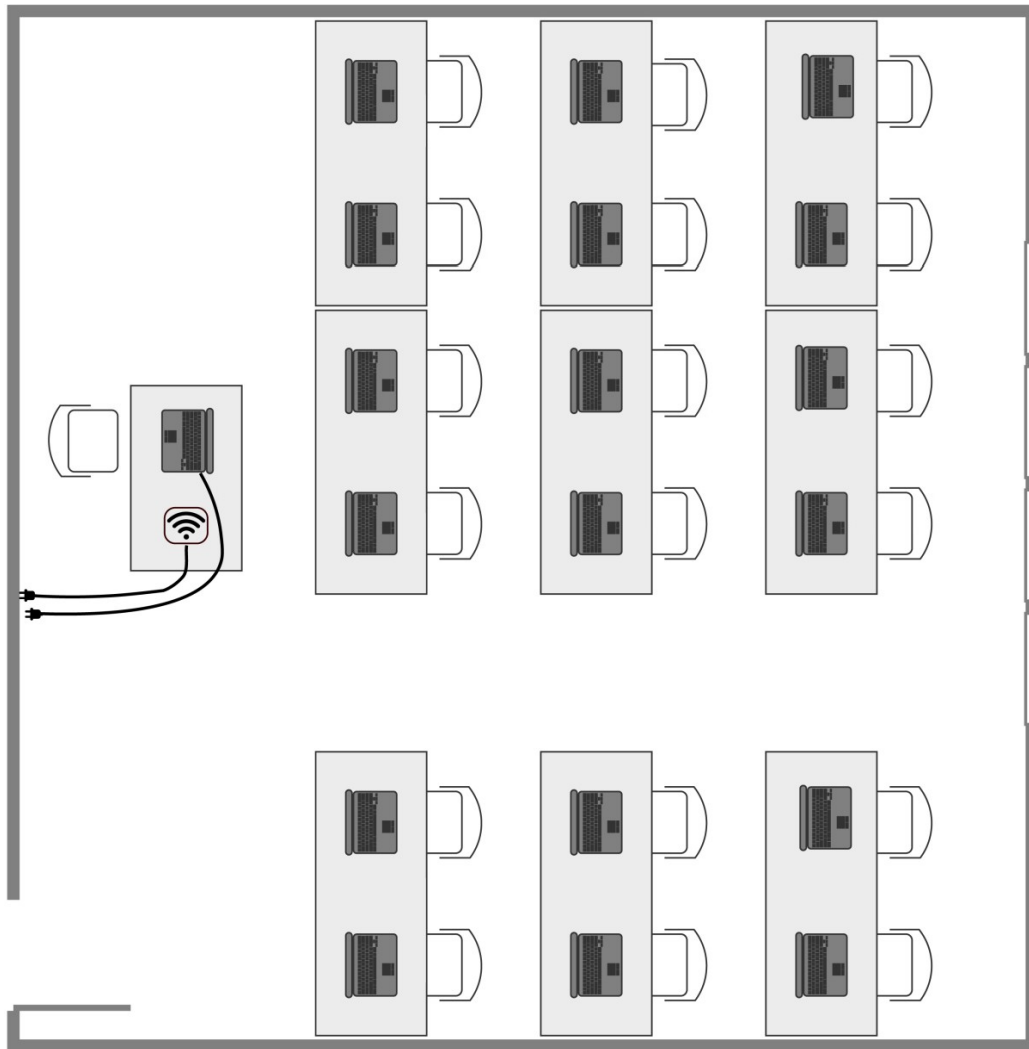
#### Classroom Style

- Library or Media Center
- Long Tables
- U-shape with Tablets Facing Outward
- U-shape with Tablets Facing Inward

Your NAEP representative will determine the best arrangement based on the characteristics of the room you identify. If setting up for the assessment requires rearranging any furniture, the NAEP team will put back the furniture when they are finished.

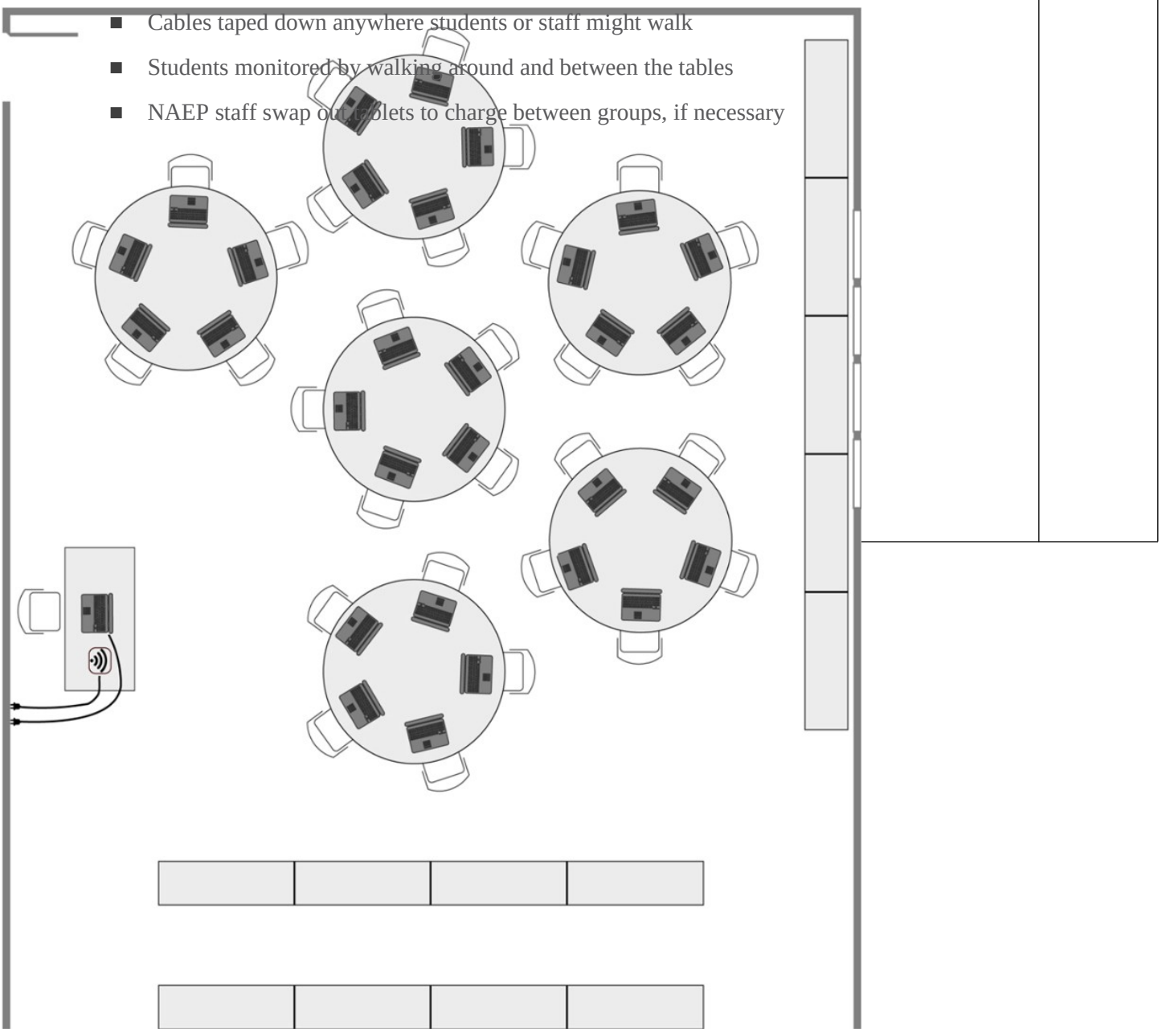
## Classroom Style

- eNAEP Network set up in a central location, typically the front of the classroom
- Cables taped down anywhere students or staff might walk
- Students monitored by walking between the rows
- NAEP staff swap out tablets to charge between groups, if necessary



# Library or Media Center

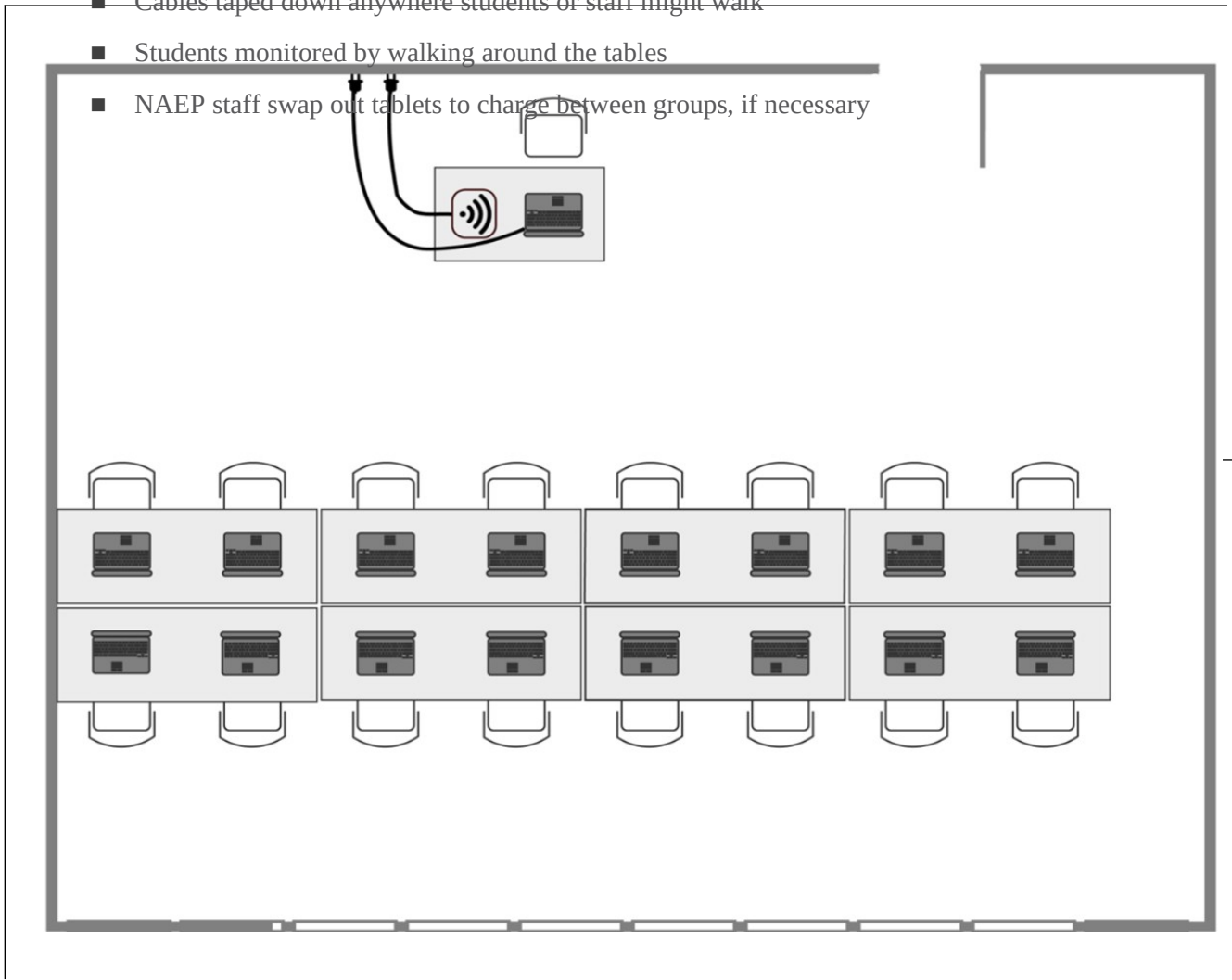
- eNAEP Network set up in a central location
- Cables taped down anywhere students or staff might walk
- Students monitored by walking around and between the tables
- NAEP staff swap out tablets to charge between groups, if necessary





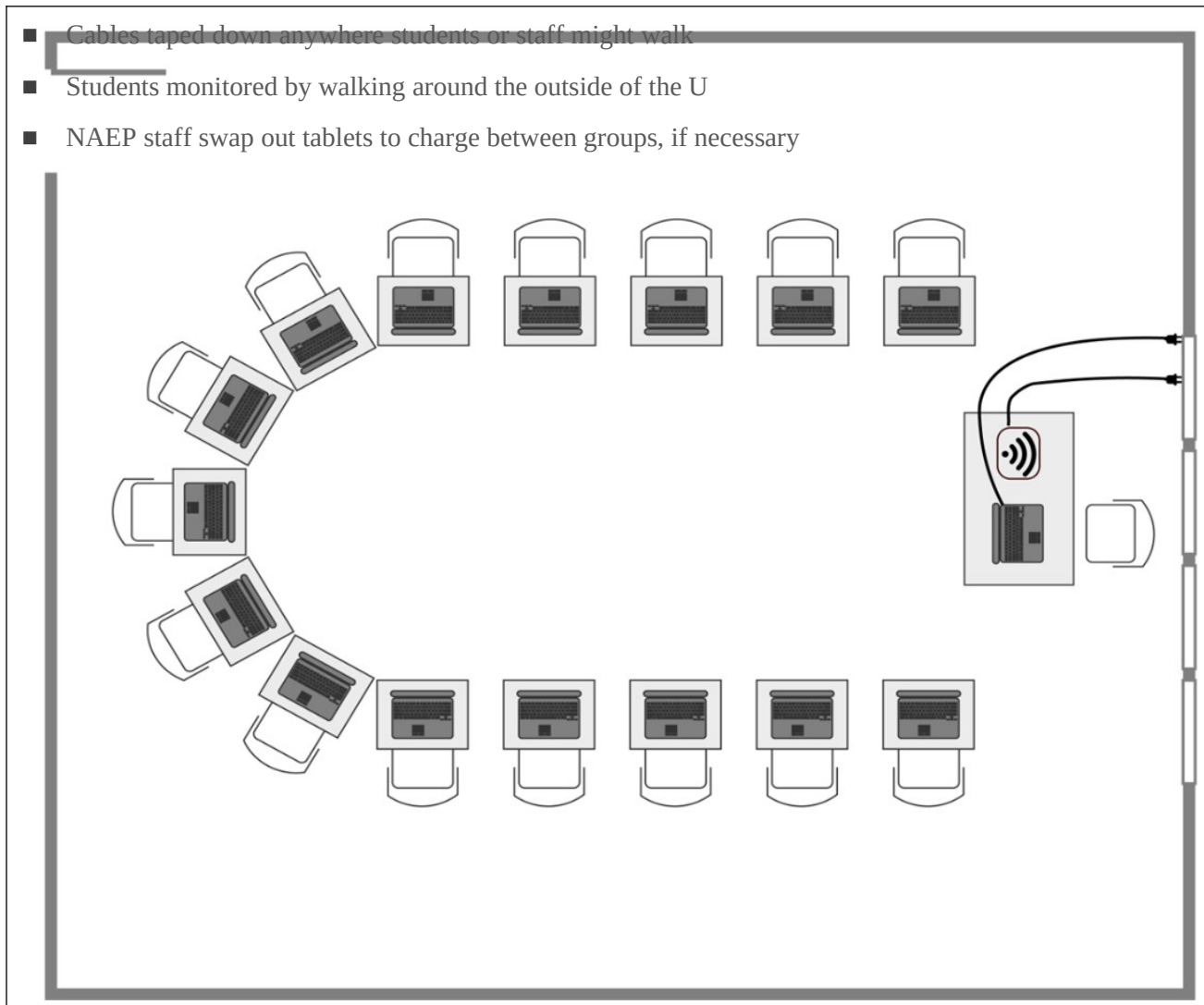
## Long Tables

- eNAEP Network set up in a central location
- Cables taped down anywhere students or staff might walk
- Students monitored by walking around the tables
- NAEP staff swap out tablets to charge between groups, if necessary

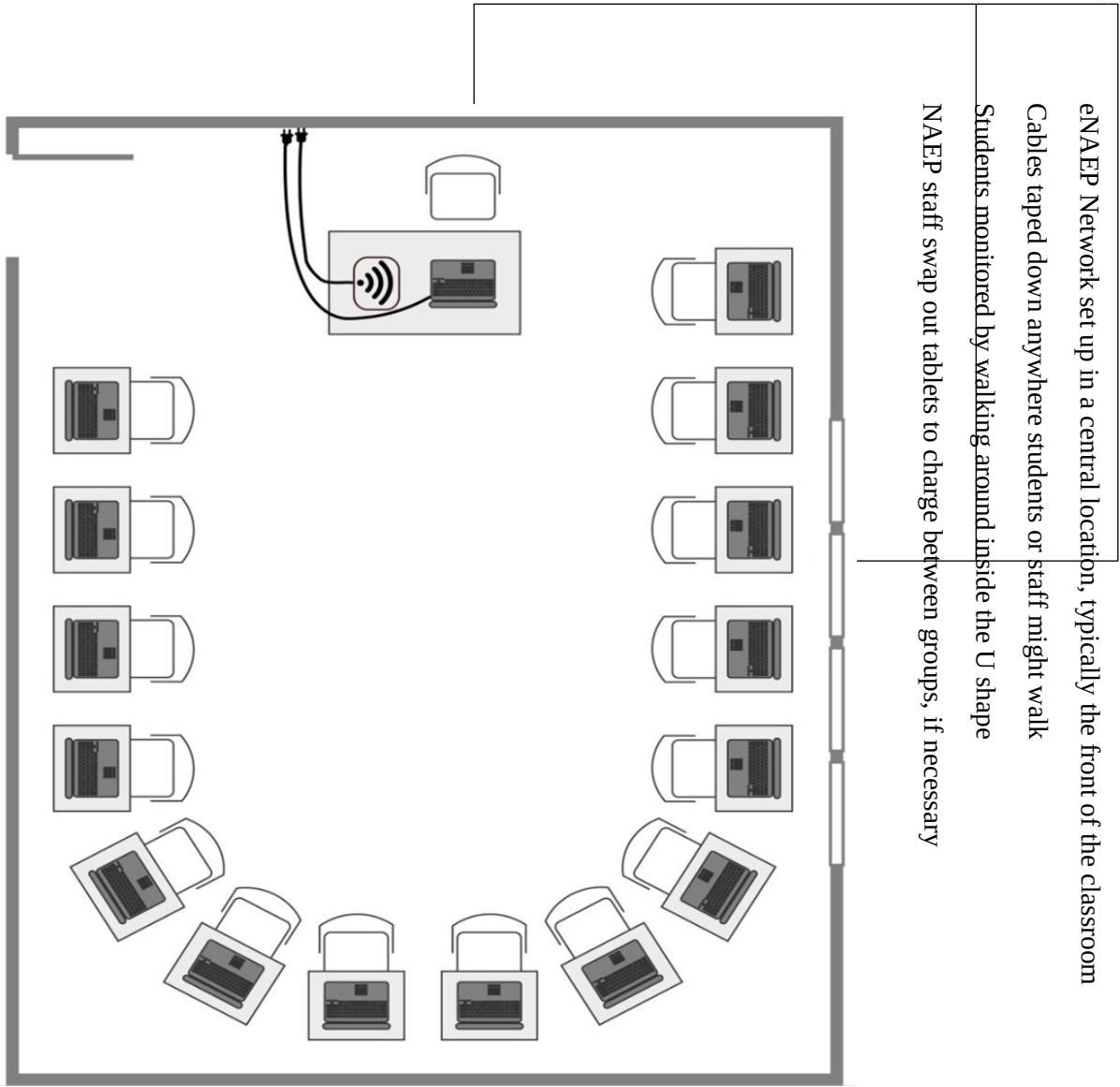


## U Shape with Tablets Facing Inward

- eNAEP Network set up in a central location, typically the front of the classroom
- Cables taped down anywhere students or staff might walk
- Students monitored by walking around the outside of the U
- NAEP staff swap out tablets to charge between groups, if necessary

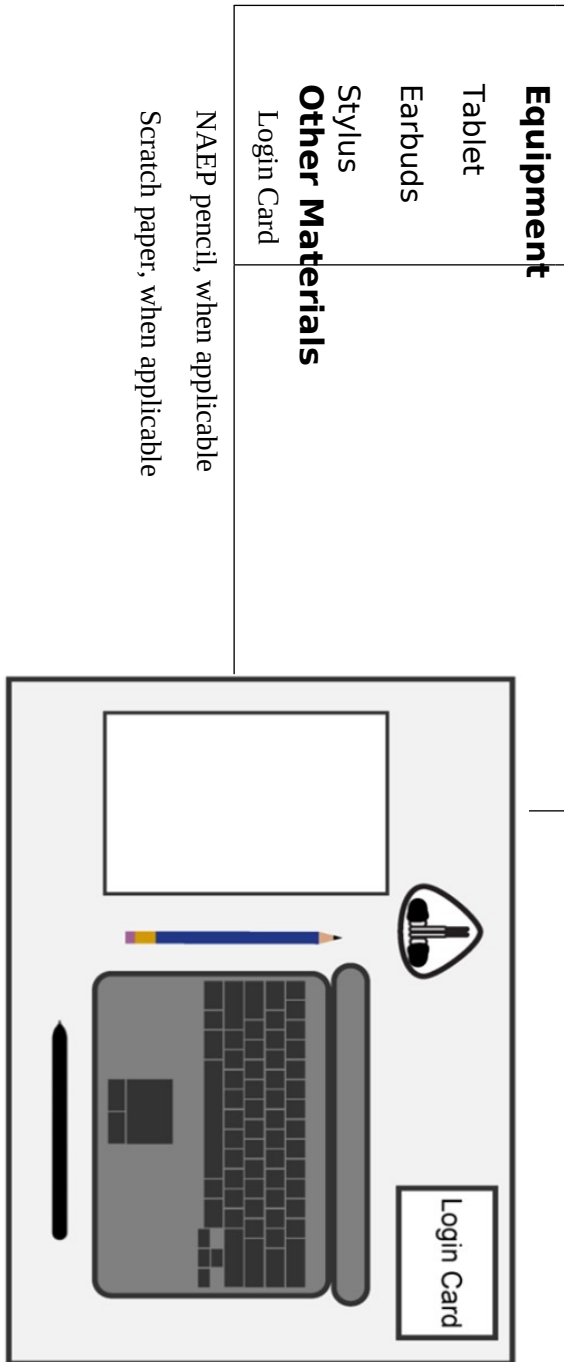


## U Shape with Tablets Facing Outward



## Typical Student Workstation

Most students will only need enough space for the tablet, earbuds, a stylus, and a scratch paper ancillary with pencil.



# Room Layouts for NAEP Paper Sessions

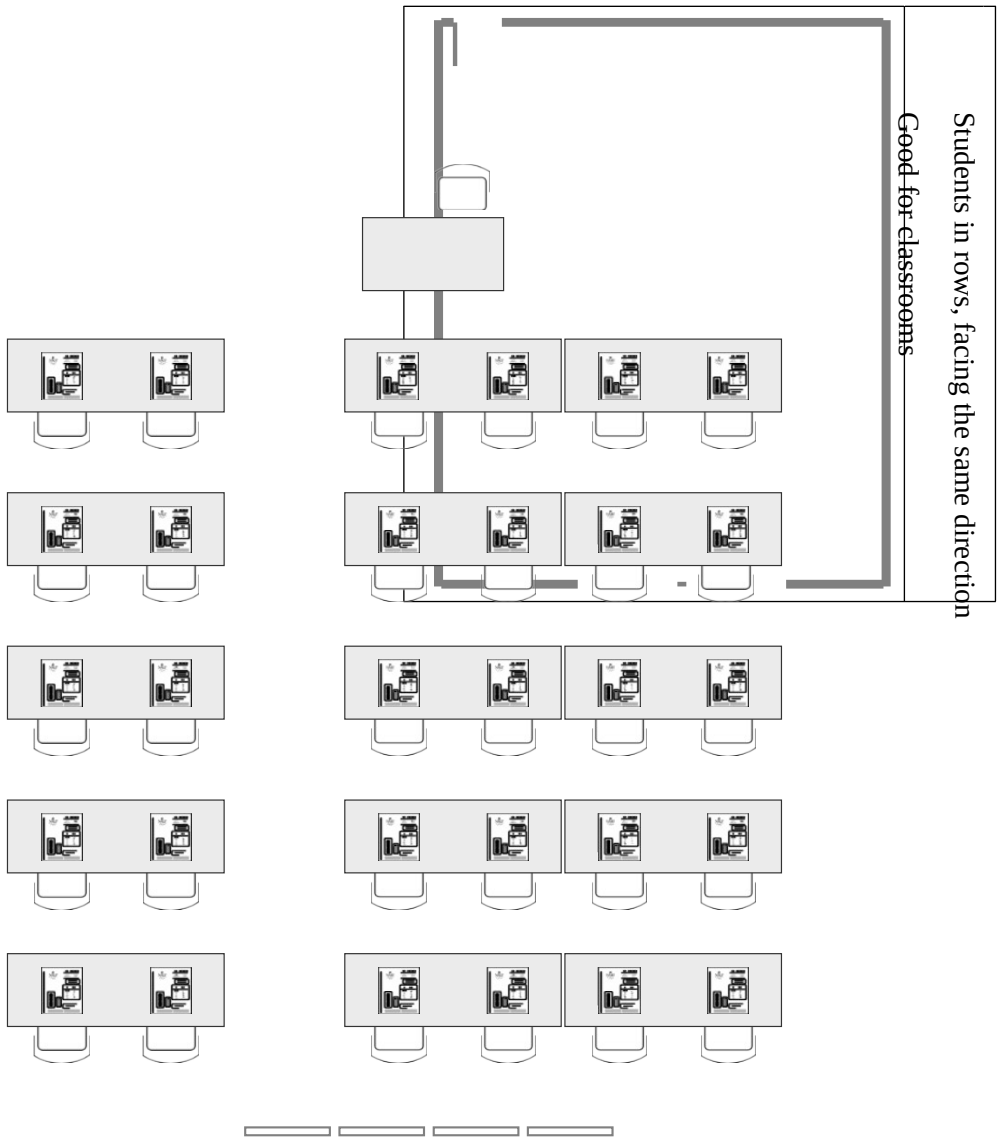
The following pages contain a series of diagrams that illustrate how NAEP staff may set up a room for paper assessments. The diagrams encompass the following setups:

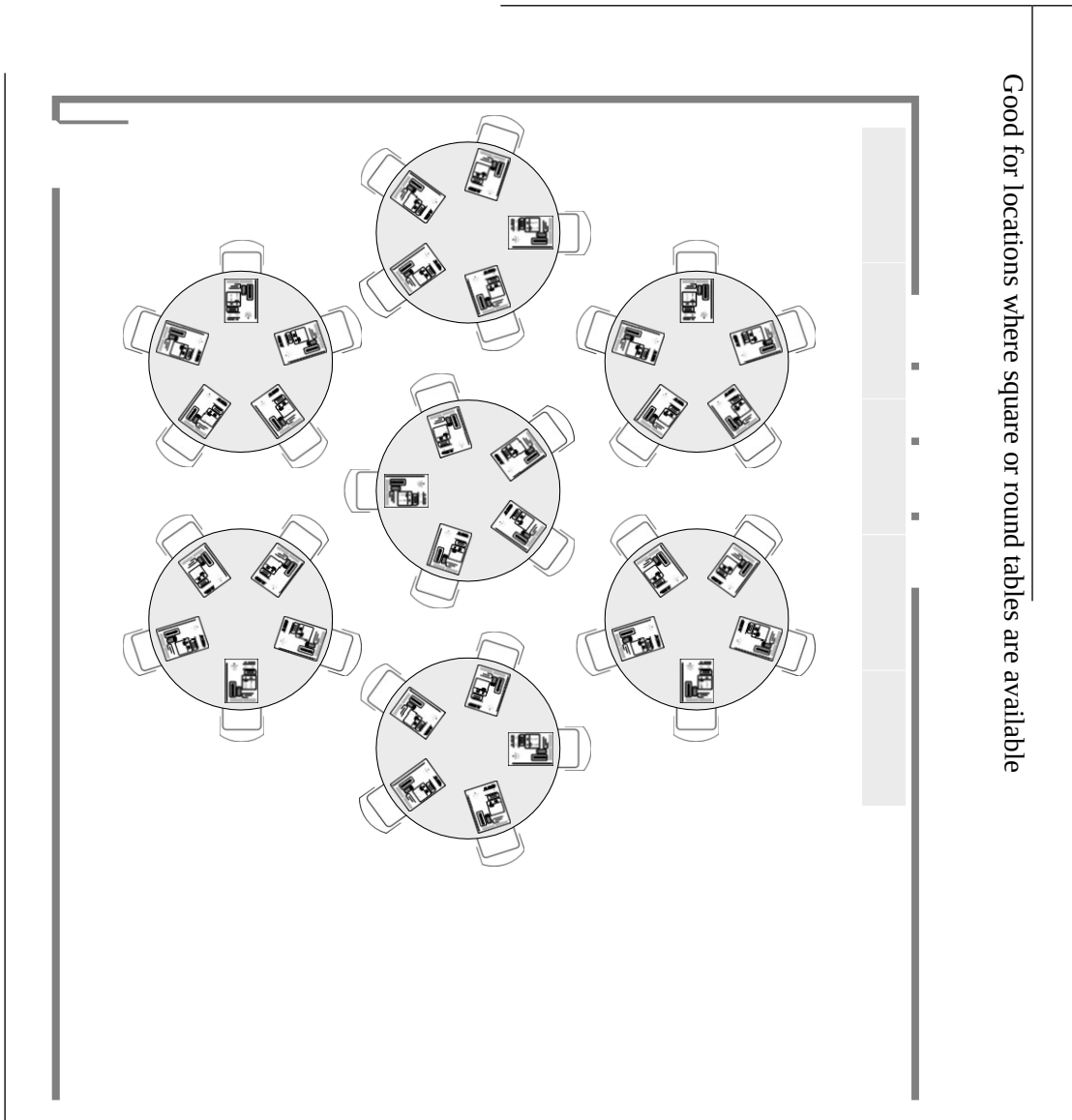
## Classroom Style

- Library or Media Center
- Cafeteria

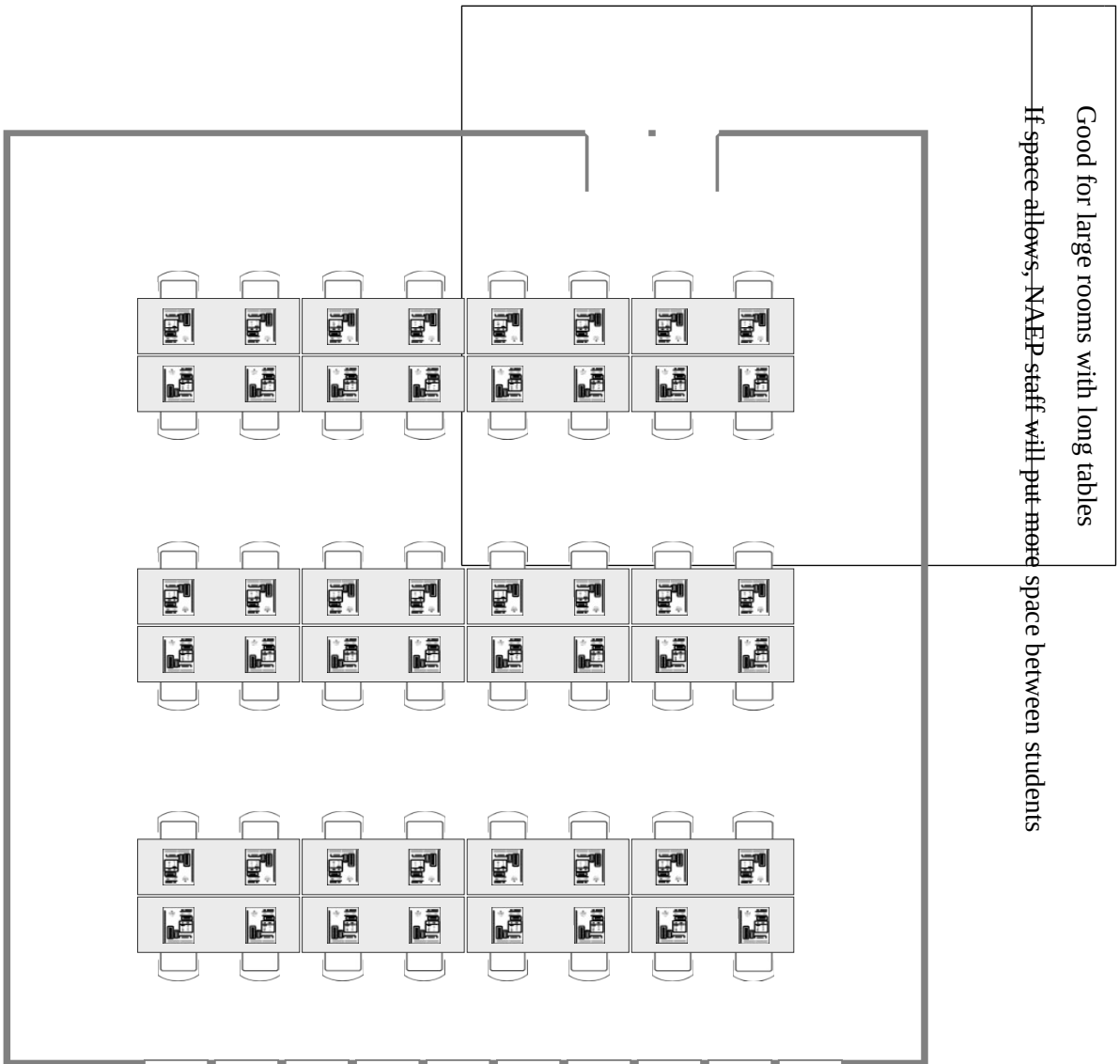
Your NAEP representative will determine the best arrangement based on the characteristics of the room you identify. If setting up for the assessment requires rearranging any furniture, the NAEP team will put back the furniture when they are finished.

# Classroom Style





# Cafeteria





## Encourage Participation

### Measure Up: NAEP News for the School Community

This resource is a hyperlink to the Measure Up newsletter posted on the NCES website:

[https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/NAEP\\_Measure\\_Up\\_for\\_Public\\_Schools\\_Winter\\_2018.pdf](https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/NAEP_Measure_Up_for_Public_Schools_Winter_2018.pdf)

### Digitally-based Assessments

This resource is a hyperlink to the Nation's Report Card site: <https://nces.ed.gov/nationsreportcard/dba/>.

The screenshot shows the NAEP website page for 'Digitally Based Assessments'. The page features a navigation bar with links for 'About', 'Assessments', 'Publications and Newsroom', 'Participating in NAEP?', 'Resources', and 'Help'. A search bar is located in the top right corner. The main content area includes a large image of a classroom with a laptop displaying a test interface, overlaid with the text 'NAEP digitally based assessments in the classroom.' To the right of the image is a 'Related Information' sidebar with links to 'Explore Assessment Data', 'Assessment Frameworks', 'Assessment Process', 'Technical Documentation', 'Educator Resources', 'Try NAEP's Assessments', and 'Participating in NAEP?'. Below the image, there is a paragraph of text explaining the transition to digital assessments.

IES : NCES National Center for Education Statistics

NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Follow NAEP | Subscribe to NewsFlash | Contact NAEP

About Assessments Publications and Newsroom Participating in NAEP? Resources Help

Home / Digitally Based Assessments

### Digitally Based Assessments

NAEP digitally based assessments in the classroom.

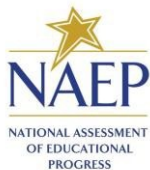
Related Information

- Explore Assessment Data
- Assessment Frameworks
- Assessment Process
- Technical Documentation
- Educator Resources
- Try NAEP's Assessments
- Participating in NAEP?

Today's students are digital natives. Their schools are usually equipped with computers, and digital tools are an integral part of the learning environment. To address the increased role of technology in classrooms, the National Center for Education Statistics (NCES) is transitioning the National Assessment of Educational Progress (NAEP) from paper and pencil to digitally based assessments. NCES is utilizing established best practices for NAEP to remain at the forefront of innovation for large-scale assessments. NCES is also exploring new testing methods and question types to reflect the growing use of technology in classrooms.

# Update Student List

## Student List Requirements and Instructions



### NAEP 2018 Instructions for Preparing a Current List of Students

#### Part I: Requirements

NAEP needs a complete and current list of **all students** in the selected grade(s) to be assessed (**not just new students**).

- The list should reflect **January 2018** enrollment.
- The list will help NAEP identify any students that were not included on the original list submitted in the fall of 2017.
- Include all students, even students who are commonly excluded from other testing programs.
- Your student list **must be a Microsoft Excel file** (version 95 or later). If your student information is available in a different format, you can simply copy and paste the data into Excel.
- If you need assistance, call the NAEP Help Desk at 1-800-283-6237.

Include the following information for each student in the selected grade.

- ✓ Student first name
- ✓ Student last name
- ✓ Month of birth
- ✓ Year of birth

If available, please include...

- ✓ Student middle name/initial
- ✓ State unique student ID (**do not use the student's Social Security number**)

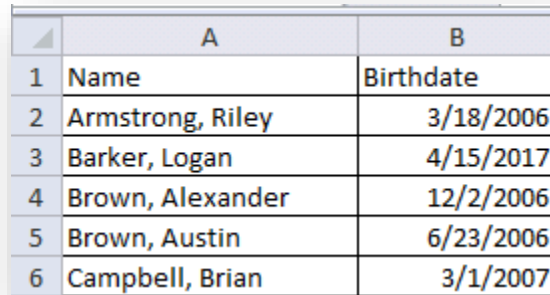
#### Part II: List Format

You will need to answer questions about your Excel file's format during the upload process. Will your file have all student information in separate columns? Good! That means you're using the preferred format, pictured below.

	A	B	C	D	E
1	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
2	Riley	R	Armstrong	3	2006
3	Logan	D	Barker	4	2007
4	Alexander	Michael	Brown	12	2006
5	Austin	Todd	Brown	6	2006
6	Brian	Matthew	Campbell	3	2007

NAEP will also accept student names and birth dates formatted in **single columns**.

- During the upload, you'll tell us how student names and birthdates are formatted.
- You will specify the order of student names, whether or not the student name column includes middle names, and how the names are separated (**by a space, comma, or other character**). Middle names and initials are optional. The example below is **last name, first name**.
- The same idea applies to birth dates, too. The example below is **mm/dd/yyyy**.



	A	B
1	Name	Birthdate
2	Armstrong, Riley	3/18/2006
3	Barker, Logan	4/15/2017
4	Brown, Alexander	12/2/2006
5	Brown, Austin	6/23/2006
6	Campbell, Brian	3/1/2007

### Part III: Pre-upload Checklist

**Formatting errors can cause the file upload to fail.** Save time by using this pre-upload checklist. If you can check off everything on this list, then you're ready to upload your file.

- The file was prepared after January 1st and contains all currently enrolled students in the selected grade.
- Blank rows do not start until after the last student record. There are no blank cells or rows within the required student information (blanks for middle names and student IDs are ok).
- The file has only one worksheet with data on it. The extra worksheets are blank.
- The file does not have any footers or images at the bottom.
- The header for my file is in a single row, and there are no images at the top.
- The filename ends with **.xls** or **.xlsx**.
- I understand how student names are formatted in my file.
- I understand how month and year of birth are formatted in my file.

## Part IV: Special Situations & Tips

- The first row of data in your file will be read as the column headers. Each succeeding row will be considered a student record.
- Use the most current enrollment information available, so that all students have an equal opportunity to be selected for NAEP.
- If more than one grade-level is being assessed at your school, submit separate Excel files for each grade.
- Year-round schools with multiple tracks of students should not include any students who will be on break on the scheduled assessment date.
- **If MyNAEP cannot process your file, try selecting the Back button and revising your answers about how the Excel file is formatted.** In the example below, the user checked the wrong box for the number of digits in the birth year. The red text at the top of the screen will display the number of digits in the birth year (in this case, four).

### Submit Current Roster of Students

Year of Birth

Here is a value from your Date of Birth column: 7/1/2001 12:00:00 AM

As it appears above, how is **year of birth** represented? If the value above displays time, disregard that portion.


As four digits (2015)

As two digits (15)

[Back](#) [Save](#) [Save and Continue](#) [Exit](#)

## Support Assessment Activities

### Appointment Cards

 <p>Appointment for <b>Aich, Alexandria</b> on .</p> <p>Please go to <b>Media Center</b> at <b>8:20 am</b>. <i>You may bring your own earbuds or headphones.</i></p> <p>NAEP School ID: 4020131      Session: DA0801</p>
---