

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

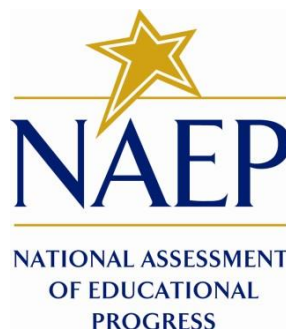
Appendix J2

*Communication Materials To Be Used in Early
Stages of NAEP 2018 Recruitment*

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

OMB# 1850-0928 v.4

Revision to a previously approved package (1850-0928 v.3)



Note that the numbering of Appendix J2 materials is not sequential. The numbers reflect the corresponding previously used version of the communication material contained in Appendix D (e.g. Appendix J2-3 is the 2018 version of Appendix D-3).

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**Appendix J2-1.a: NAEP Participation Letter for Chiefs from
NCES Commissioner**



UNITED STATES DEPARTMENT OF EDUCATION
INSTITUTE OF EDUCATION SCIENCES
NATIONAL CENTER FOR EDUCATION STATISTICS

<DATE>

NAME
TITLE
ADDRESS 1
ADDRESS 2
CITY, STATE, ZIP

Dear NAME:

The National Center for Education Statistics (NCES) has begun preparing for the 2018 cycle of the National Assessment of Educational Progress (NAEP), and I would like to inform you of assessment activities that will be taking place in your state. Because the NAEP assessments will be conducted at the national level only, there will be no state level results reported; the national results for these assessments will be available in 2019.

From January 29 through March 9, 2018, the following NAEP assessments will occur:

- Technology and Engineering Literacy (TEL) at grade 8
- U.S. History, Civics, and Geography at grade 8
- Field and pilot testing at grades 4, 8, and 12 and special studies

Participation in these components is voluntary, but as each state's participation in NAEP is essential for providing a national perspective of how students are performing in U.S. history, civics, geography and technology and engineering literacy, I respectfully encourage your support. Your NAEP State Coordinator will receive the sample of schools selected for these assessments in May of this year. Also, for your information we have included a one-page chart of the activities currently taking place in your state for the NCES assessments.

Frameworks for the U.S history, civics, geography, and technology and engineering literacy assessments can be accessed at www.nagb.org.

NCES is also exploring the feasibility of linking the National Teacher and Principal Survey (NTPS), which collects data on core topics such as classes taught and school characteristics, with student performance on NAEP. In 2018, NCES will explore the operational feasibility of linking the two studies. In a couple of weeks, you will receive a letter with more detailed information and a request for state volunteers to participate in this study.

The following international assessments will also occur as part of our 2018 cycle: the Program for International Student Assessment (PISA), the Teaching and Learning International Survey (TALIS), the International Computer and Information Literacy Survey (ICILS), and the International Early Learning Study (IELS). If interested, states have the opportunity to participate and receive results for these international assessments. Please see the enclosed information sheet that outlines the necessary information, if interested in state level participation.

Each of the NCES assessment program areas will contact states with more detailed information about the assessments, including further description of the program and specifics for when administration will occur. We will continue to keep you informed of NAEP activities and notify you of any changes to the NAEP assessments. If you have any questions or if you would like additional information about the assessments, please contact Holly Spurlock, Program Director, Assessment Operations, at holly.spurlock@ed.gov or (202) 245-7132, or Gina Broxterman at gina.broxterman@ed.gov or (202) 245-7791. Further information is also available through the NAEP website at www.nationsreportcard.gov.

Thank you for your continued support of NAEP.
Sincerely,

A handwritten signature in cursive script, appearing to read "Peggy Carr".

Peggy Carr, Ph.D.
Acting Commissioner
National Center for Education Statistics

CC: State Assessment Director

**Appendix J2-1.b: NAEP Participation Letter from Chief State School
Officer to District Superintendent**

**Early May NAEP 2018 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 **number** schools in your district have been selected to participate in the 2018 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. Selected schools represent schools across the nation, and their participation provides NAEP an accurate picture of student performance. **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.

Selected schools are notified in advance so that principals can place the assessment window (January 29 to March 9, 2018) on their calendars and incorporate NAEP into the planned school program. A few additional schools within **School District** may also be selected at a later date; your NAEP State Coordinator will contact you should this happen. Starting in June, each school will receive its assessment date. Schools may work with the NAEP State Coordinator if there is a conflict with the scheduled assessment date.

The NAEP 2018 administration will include two main assessment programs. The attached list of district schools selected for NAEP shows the assessment program for each selected school.

- Operational Assessments
 - Grade 8: Civics, geography, and U.S. history
 - Grade 8: Technology and engineering literacy
- Pilot Assessments and Special Studies
 - Grades 4, 8, and 12: Reading special studies and science pilots
 - Grade 4: Oral reading fluency study
 - Grade 12: Mathematics and reading pilots

For the operational assessments, NAEP will administer civics, geography, and U.S. history assessments to grade 8 students. Most students will take the assessment on tablets provided by NAEP representatives, while a small subset of students will take paper-and-pencil versions of the assessment. NAEP is administering these assessments via both tablets and paper booklets to evaluate any differences in student performance. The technology and engineering literacy assessment will be administered via laptops to maintain compatibility with previous years. National results will be released as The Nation's Report Card.

NAEP will also administer pilot assessments and special studies on tablets. Reading special studies and science pilots will be administered at grades 4, 8, and 12. Grade 12 students will also participate in mathematics and reading pilots. Results will not be released but will be used to inform NAEP assessments.

Some grade 4 students may participate in a small oral reading fluency study that collects information on basic reading skills, such as decoding, word recognition, and fluency. Other special studies may occur in a few schools as well. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including tablets and laptops, and administer the assessment.

Please include the NAEP assessment window (January 29 to March 9, 2018) on your district test calendar. Information about NAEP can be found in the enclosures listed below and 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

Enclosures: List of district schools selected for NAEP
Facts for Districts

CC: State Testing Director
District Testing Director
NAEP State Coordinator

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, student 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 student 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 J2-3: NAEP State Coordinator Selection Notification
Letter to Principal**

**May NAEP 2018 Notification Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For TEL Schools**
Red text should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across the nation by participating in the 2018 administration of the National Assessment of Educational Progress (NAEP). 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, within the U.S. Department of Education. As part of the NAEP 2018 program, selected grade 8 students will participate in the computer-based technology and engineering literacy (TEL) assessment.

The TEL assessment will measure students' capacity to use, understand, and evaluate technology, as well as to understand technological principles and strategies. Students will use NAEP-provided laptops to complete problem-solving tasks based on interactive scenarios reflecting realistic situations, along with multiple-choice and short-answer questions. The results from this assessment will be released as The Nation's Report Card, and results from the 2014 assessment are available at https://nationsreportcard.gov/tel_2014.

For now, I am writing only to notify you of the assessment. In June, I will send you an assessment date. If the date presents a conflict for your school, we will work together to identify an alternate. Our goal is to schedule the assessment prior to the beginning of the school year so that you may include it on your 2017-2018 school calendar.

At the beginning of the school year, I will send you detailed assessment information and will ask you to identify a school coordinator, **provide a student list**, and submit additional information. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including laptops, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Technology and engineering literacy
- **Grade:** 8
- **Sessions:** Two sequential sessions of approximately 15 students each
- **Session duration:** Approximately 120 minutes per session (including transition time and instructions)
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 29–March 9, 2018

More information about NAEP can be found in the enclosures listed below and at <http://nces.ed.gov/nationsreportcard/about/schools.asp>. 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

Enclosures: *Facts for Principals* – [Link for electronic mailing](#)

CC: District Test Director

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, student 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 student 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.

**May NAEP 2018 Notification Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Social Studies Schools**
Red text should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across the nation by participating in the 2018 administration of the National Assessment of Educational Progress (NAEP). 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, within the U.S. Department of Education. As part of the NAEP 2018 program, students will participate in civics, geography, and U.S. history assessments.

Most students will take the assessment on tablets provided by NAEP representatives. A subset of students will take paper-and-pencil versions of the assessment. NAEP is administering the assessments via both tablets and paper booklets to evaluate any differences in student performance. Each student will be assessed in only one subject. The results from these assessments will be released as The Nation's Report Card, and results from the 2014 assessment are available at https://nationsreportcard.gov/hgc_2014.

For now, I am writing only to notify you of the assessment. In June, I will send you an assessment date. If the date presents a conflict for your school, we will work together to identify an alternate. Our goal is to schedule the assessment prior to the beginning of the school year so that you may include it on your 2017-2018 school calendar.

At the beginning of the school year, I will send you detailed assessment information and will ask you to identify a school coordinator, **provide a student list**, and submit additional information. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Civics, geography, and U.S. history
- **Grade:** 8
- **Tablet sessions:** One or two sessions of about 25 students each. Each session will last approximately 120 minutes (including transition time and instructions).
- **Paper booklet sessions:** One or two sessions of about 25 students each. The session(s) will last approximately 90 minutes and must be conducted in a separate space from the tablet sessions.
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 29–March 9, 2018

More information about NAEP can be found in the enclosures listed below and at <http://nces.ed.gov/nationsreportcard/about/schools.asp>. 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

Enclosures: *Facts for Principals* – [Link for electronic mailing](#)

CC: District Test Director

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, student 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 student 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.

**May NAEP 2018 Notification Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For pilot assessment schools (all grades)**
Red text should be customized before mail merge; highlighted text represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across the nation by participating in the 2018 administration of the National Assessment of Educational Progress (NAEP). 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, within the U.S. Department of Education. As part of the NAEP 2018 program, students will participate in **mathematics, reading, and science** pilot assessments and special studies. Results will not be released but will be used to inform NAEP assessments.

Students will use tablets provided by NAEP to complete the assessment. Each student will be assessed in only one subject. As NAEP transitions to digitally based assessments, results from these assessments will help determine how to maximize the use of tablets.

Include following paragraph for grade 4 ORF schools only. A subset of students may be selected to participate in an oral reading fluency study, which offers students an opportunity to put their basic reading skills into practice. The module allows students to read a series of passages aloud and assesses their aptitude in decoding, word recognition, and fluency to yield descriptive data on how well students respond to oral reading challenges. The recorded student responses are confidential, and they provide context and meaning to the assessment results.*

For now, I am writing only to notify you of the assessment. In June, I will send you an assessment date. If the date presents a conflict for your school, we will work together to identify an alternate. Our goal is to schedule the assessment prior to the beginning of the school year so that you may include it on your 2017-2018 school calendar.

At the beginning of the school year, I will send you detailed assessment information and will ask you to identify a school coordinator, **provide a student list**, and submit additional information. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** **Mathematics, reading, and science**
- **Grade:** **4 or 8 or 12**
- **Sessions:** Two sequential sessions of approximately 25 students each
- **Session Duration:** Approximately 120 minutes for students, including transition time and instructions
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 29–March 9, 2018

More information about NAEP can be found in the enclosures listed below and at <http://nces.ed.gov/nationsreportcard/about/schools.asp>. 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

Enclosures: *Facts for Principals* – [Link for electronic mailing](#)

CC: District Test Director

**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, student 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 student 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 J2-4: NAEP Facts for Districts Brochure

NAEP 2018

Facts for Districts

NAEP is an integral part of education in the United States.

- ▶ Elected officials, policymakers, and educators all use NAEP results to develop ways to improve education.
- ▶ NAEP is a congressionally mandated project administered by the National Center for Education Statistics, within the U.S. Department of Education and the Institute of Education Sciences.
- ▶ NAEP serves a different role than state assessments. While states have their own unique assessments with different content standards, the same NAEP assessment is administered in every state, providing a common measure of student achievement.
- ▶ Depending on the type of NAEP assessment that is administered, the data can be used to compare and understand the performance of demographic groups within your state, the nation, other states, and districts that participate in the Trial Urban District Assessment. NAEP is not designed to collect or report results for individual students, classrooms, or schools.
- ▶ To provide a better understanding of educational experiences and factors that may be related to students' learning, students, teachers, and principals who participate in NAEP are asked to complete survey questionnaires.




"The NAEP representatives were informative and provided specific instructions when administering the assessment. Their professionalism and knowledge before the assessment ensured that the students had a positive experience with NAEP."

- Amneris Montalvo, NAEP School Coordinator, Citrus Grove Middle School, Miami, FL

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, technology and engineering literacy, and U.S. history. The results of NAEP are released as The Nation's Report Card.

District staff play an essential role in NAEP. Superintendents and district staff can work closely with principals to explain the importance of the assessment to teachers and participating students. When students take part in the assessment and give their best effort, NAEP gets the most accurate measure possible of student achievement across the country. The table below shows which subjects will be assessed in 2018. National results will be released for the civics, geography, U.S. history, and technology and engineering literacy assessments—information collected from pilots is used to prepare for future NAEP assessments.

The NAEP 2018 Program (January 29 to March 9, 2018)

Grade	Subject	Format		
		 Tablet	 Laptop	 Paper/Pencil
Grade 4	Reading (Special Studies)	✓		
	Science (Pilot)	✓		
Grade 8	Civics, Geography and U.S. History	✓		✓
	Technology and Engineering Literacy		✓	
	Reading (Special Study)	✓		
Grade 12	Science	✓		
	Mathematics (Pilot)	✓		
	Reading (Pilot/Special Study)	✓		
	Science (Pilot)	✓		



It's important to know...

NAEP was first administered in 1969 to measure student achievement nationally. In 1990, NAEP was administered at the state level for the first time. Students in grades 4 and 8 are currently assessed at the national and state levels in mathematics and reading every two years and in other subjects in alternating years. In 2002, NAEP began the Trial Urban District Assessment program, which measures student achievement in some of the nation's large urban districts. Students, teachers, and schools are asked to complete a survey questionnaire in order to provide valuable contextual information about participating students' educational experiences and opportunities to learn both in and out of the classroom.

Special studies are also conducted periodically. They are administered as part of NAEP and often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures. For more information about NAEP special studies, visit <https://nces.ed.gov/nationsreportcard/studies>.

NAEP is considered the gold standard of assessments because of its high technical quality. From the development of assessment frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation. NAEP is a trusted resource that measures student progress and helps inform policy decisions that improve education in the United States.

NAEP reports on results for different demographic groups rather than for individual students or schools. Within a school, just some of the student population participates, and student responses are combined with those from other participating students to produce the results. Student responses on NAEP are confidential*, and the privacy of each participating school and student is essential. Names of participating students never leave the school and are not associated with the digital or paper test booklet after the student takes the assessment.

NAEP uses a carefully designed sampling process. This process ensures that the schools and students selected are representative of schools and students across the United States. To ensure that the sample represents all students in the nation's schools, NAEP allows a broad range of accommodations for students with disabilities and English language learners.

NAEP is designed to cause minimal disruption of classroom instruction. Including transition time, directions, and the completion of a survey questionnaire, it takes approximately 120 minutes for students to complete digital assessments and up to 90 minutes for students to complete paper-and-pencil assessments. Each student will be assessed in one format and one subject only. Teachers do not need to prepare their students to take the assessment but should encourage them to do their best. NAEP representatives provide significant support to your district's schools by working with the designated coordinator in each school to organize assessment activities. NAEP representatives will bring all necessary materials and equipment to schools on assessment day. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access.

NAEP items can be used as a helpful educational resource in the classroom. Teachers and district staff can use the NAEP Questions Tool at <http://nces.ed.gov/nationsreportcard/nqt> to see how students' performance compares nationally on specific items. Released NAEP items come with a scoring guide, sample student responses, and performance data.

District and school staff can also

- ▶ view results, depending on the type of assessment, for the nation, states, and selected urban districts over time;
- ▶ compare results for various demographic groups; and
- ▶ access information designed for teachers, students, and parents.

Visit the NAEP website at <http://nces.ed.gov/nationsreportcard> to access this information and more.

*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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.



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Appendix J2-5: NAEP Facts for Principals Brochure

NAEP 2018

Facts for Principals



NAEP is an integral part of education in the United States.

- ▶ Elected officials, policymakers, and educators all use NAEP results to develop ways to improve education.
- ▶ NAEP is a congressionally mandated project administered by the National Center for Education Statistics, within the U.S. Department of Education and the Institute of Education Sciences.
- ▶ NAEP serves a different role than state assessments. While states have their own unique assessments with different content standards, the same NAEP assessment is administered in every state, providing a common measure of student achievement.
- ▶ Depending on the type of NAEP assessment that is administered, the data can be used to compare and understand the performance of demographic groups within your state, the nation, other states, and districts that participate in the Trial Urban District Assessment. NAEP is not designed to collect or report results for individual students, classrooms, or schools.
- ▶ To provide a better understanding of educational experiences and factors that may be related to students' learning, students and principals who participate in NAEP are asked to complete survey questionnaires.

"Informational assessment materials were accessible and easy to understand. The NAEP representative assigned to our school was supportive and very knowledgeable about assessment protocols and what our school needed to do to be well prepared. On testing day, the NAEP team was organized and administered the assessment efficiently."

- Ronda E. George, Assistant Principal, Noe Middle School, Louisville, KY

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, U.S. history, and technology and engineering literacy. The results of NAEP are released as The Nation's Report Card.

NAEP is designed to be minimally disruptive to schools, and NAEP representatives will provide significant support to your school on assessment day. As principals, you make an important contribution to the program by selecting and empowering a NAEP school coordinator, meeting with teachers and participating students, and encouraging your students to participate and do their best. You are essential partners in NAEP. When students participate and give their best effort, NAEP gets the most accurate measure possible of student achievement across the country.

In 2018, the NAEP technology and engineering literacy assessments will be administered on laptops to students at grade 8. There will be two sequential sessions of students taking this assessment. Results will be released at the national level. NAEP representatives will bring all necessary materials and equipment to schools on assessment day. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access.



It's important to know...

NAEP was first administered in 1969 to measure student achievement nationally. In 1990, NAEP was administered at the state level for the first time. Students in grades 4 and 8 are currently assessed at the national and state level in mathematics and reading every two years and in other subjects in alternating years. In 2002, NAEP began the Trial Urban District Assessment program, which measures student achievement in some of the nation's large urban districts. Students and schools are asked to complete a survey questionnaire in order to provide valuable contextual information about participating students' educational experiences and opportunities to learn both in and out of the classroom.

Special studies are also conducted periodically. They are administered as part of NAEP and often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures. For more information about NAEP special studies, visit <https://nces.ed.gov/nationsreportcard/studies>.

NAEP is considered the gold standard of assessments because of its high technical quality. From the development of assessment frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation. NAEP is a trusted resource that measures student progress and helps inform policy decisions that improve education in the United States.

NAEP reports on results for different demographic groups rather than for individual students or schools. Within a school, just some of the student population participates, and student responses are combined with those from other participating students to produce the results. Students responses on NAEP are confidential*, and the privacy of each participating school and student is essential. Names of participating students never leave the school and are not associated with the digital or paper test booklet after the student takes the assessment.

NAEP uses a carefully designed sampling process. This process ensures that the schools and students selected are representative of schools and students across the United States. To ensure that the sample represents all students in the nation's schools, NAEP allows a broad range of accommodations for students with disabilities and English language learners.

NAEP is designed to cause minimal disruption of classroom instruction. Including transition time, directions, and completion of a survey questionnaire, it takes approximately 120 minutes for students to complete digital assessments. Teachers do not need to prepare their students to take the assessment but should encourage them to do their best. NAEP representatives provide significant support to your school by working with the designated coordinator in your school to organize assessment activities.

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NAEP 2018

Facts for Principals



Civics



Geography



U.S. History

National Assessment of
Educational Progress

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In 2018, the NAEP civics, geography, and U.S. history assessments will be administered on tablets to students at grade 8. A small number of students, in a session separate from those taking the assessment on tablets, may take paper-and-pencil assessments in these subjects. Administering these assessments via both tablet and paper and pencil will help NAEP evaluate any differences in student performance between the two types of administration—each student will be assessed in one format and one subject only. Results will be released at the national level. NAEP representatives will bring all necessary materials and equipment to schools on assessment day. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access.



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NAEP 2018

Facts for Principals

Grade 12



Mathematics



Reading



Science

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In 2018, NAEP will administer mathematics, reading, and science pilot assessments on tablets at grade 12. Each student will be assessed in only one subject. Results from these pilot assessments will not be released but will be used to inform NAEP assessments. Science pilot assessments will include hands-on tasks where students use materials and laboratory equipment to perform actual science experiments. NAEP representatives will bring all necessary materials and equipment to schools on assessment day. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access.



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Special studies are also conducted periodically. They are administered as part of NAEP and often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures. For more information about NAEP special studies, visit <https://nces.ed.gov/nationsreportcard/studies>.

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NAEP 2018

Facts for Principals

Grade 8



Reading



Science

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NAEP 2018

Facts for Principals

Grade 4



Reading



Science

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**Appendix J2-9: NAEP Save-the-Date Letter from NAEP State
Coordinator to School Principal**

**NAEP 2018 Save-the-Date Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL – For All Sampled Schools**
Red text should be customized before mail merge; highlighted text represents mail merge fields

Save the date! NAEP is coming on (assessment date).

Dear Principal:

In May, I notified you that your school was selected to participate in the 2018 administration of the National Assessment of Educational Progress (NAEP). This letter includes the scheduled assessment date for your school.

Your school's grade (4 or 8 or 12) students will take the assessment for about 90 to 120 minutes on (assessment date). Please place the NAEP assessment date on your 2017-2018 school calendar. Approximately (estimated student sample) students from your school will be selected to participate, but that number will vary, depending on actual fall 2017 student enrollment. NAEP representatives will provide significant support to your school, bring all necessary materials and equipment, and administer the assessment.

If you have questions or a conflict with the scheduled assessment date, please contact me at (telephone number) or (email address) by (date). I will send you more information about preparing for the assessment at the beginning of the school year.

NAEP provides a common measure of student achievement across the country and is used to inform education policies and practices. Schools and students have an important role in ensuring that NAEP provides accurate results. Our goal is 100 percent participation in this important assessment, and we know that we can count on you to help us reach it.

Sincerely,

NAEP State Coordinator

CC: District Test Coordinator

Enclosure: NAEP in Your School 2018

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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 J2-10: NAEP in Your School Brochure

NAEP 2018 In Your School



What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- ▶ First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, U.S. history, and technology and engineering literacy.
- ▶ The schools and students participating in NAEP represent schools and students across the country.
- ▶ NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- ▶ NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

NAEP will be administered on laptops to a sample of eighth-grade students in your school between January 29 and March 9, 2018. Students will be assessed in technology and engineering literacy. This assessment measures students' capacity to use, understand, and evaluate technology, as well as understand technological principles and strategies.

National results will be reported for grade 8. The results of NAEP are used by teachers, principals, parents, policymakers, and researchers to assess students' progress in various subject areas and develop ways to improve education in the United States.

What is involved?

Students will spend approximately 120 minutes completing the assessment, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal will also complete a questionnaire. These questionnaires are designed to help provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, approximately 16,000 eighth-grade students will be assessed in technology and engineering literacy.



It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. A member of your school's staff will need to be assigned to serve as the school coordinator and be the primary contact for the assessment. This person should be:

- ▶ familiar with how students participate in statewide assessments; and
- ▶ comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- ▶ working with schools to confirm the assessment date;
- ▶ communicating with principals about the importance of NAEP and student participation;
- ▶ providing schools with instructions for preparing a list of eighth-grade students and information about notifying parents of participating students;
- ▶ providing guidance for including students with disabilities and English language learners; and
- ▶ responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- ▶ selecting a random sample of students from the school list of eighth-graders;
- ▶ verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- ▶ working with the school coordinator to finalize assessment logistics;
- ▶ bringing all assessment materials to the school on the scheduled day; and
- ▶ conducting the assessment.

Each principal will be responsible for:

- ▶ assigning a school staff member to serve as school coordinator;
- ▶ including the NAEP assessment date on the school calendar;
- ▶ empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- ▶ informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- ▶ confirming the scheduled assessment date with the NAEP State Coordinator;
- ▶ registering for the MyNAEP website and providing information about the school;
- ▶ overseeing the submission of an electronic list of eighth-grade students;
- ▶ using the MyNAEP website to prepare for the assessment;
- ▶ informing parents of the assessment (more information will be provided on how to complete this task);
- ▶ communicating with the NAEP representative to finalize assessment preparations;
- ▶ organizing the availability of school space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- ▶ collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.



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NAEP 2018 In Your School



Civics



Geography



U.S. History

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- ▶ First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, U.S. history, and technology and engineering literacy.
- ▶ The schools and students participating in NAEP represent schools and students across the country.
- ▶ NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- ▶ NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

NAEP will be administered on tablets to a sample of eighth-grade students in your school between January 29 and March 9, 2018. Students will be assessed in civics, geography, and U.S. history. A small number of students may take paper-and-pencil assessments in these subjects. Administering these assessments via both tablet and paper and pencil will help NAEP evaluate any differences in student performance.

National results will be reported. The results of NAEP are used by teachers, principals, parents, policymakers, and researchers to assess students' progress in various subject areas and develop ways to improve education in the United States.

What is involved?

Each student will be assessed in one format and one subject only. It takes approximately 120 minutes for students to complete digital assessments and up to 90 minutes for students to complete paper-and-pencil assessments, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and grade 8 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to help provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, across tablet and paper-and-pencil formats, approximately 52,000 eighth-grade students will be assessed in civics, geography, and U.S. history.



It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. A member of your school's staff will need to be assigned to serve as the school coordinator and be the primary contact for the assessment. This person should be:

- ▶ familiar with how students participate in statewide assessments; and
- ▶ comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- ▶ working with schools to confirm the assessment date;
- ▶ communicating with principals about the importance of NAEP and student participation;
- ▶ providing schools with instructions for preparing a list of eighth-grade students and information about notifying parents of participating students;
- ▶ providing guidance for including students with disabilities and English language learners; and
- ▶ responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- ▶ selecting a random sample of students from the school list of eighth-graders;
- ▶ verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- ▶ working with the school coordinator to finalize assessment logistics;
- ▶ bringing all assessment materials to the school on the scheduled day; and
- ▶ conducting the assessment.

Each principal will be responsible for:

- ▶ assigning a school staff member to serve as school coordinator;
- ▶ including the NAEP assessment date on the school calendar;
- ▶ empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- ▶ informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- ▶ confirming the scheduled assessment date with the NAEP State Coordinator;
- ▶ registering for the MyNAEP website and providing information about the school;
- ▶ overseeing the submission of an electronic list of eighth-grade students;
- ▶ using the MyNAEP website to prepare for the assessment;
- ▶ informing parents of the assessment (more information will be provided on how to complete this task);
- ▶ communicating with the NAEP representative to finalize assessment preparations;
- ▶ organizing the availability of school space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- ▶ collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.



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NAEP 2018 In Your School

Grade 12



Mathematics



Reading



Science

National Assessment of
Educational Progress

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- ▶ First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, U.S. history, and technology and engineering literacy.
- ▶ The schools and students participating in NAEP represent schools and students across the country.
- ▶ NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- ▶ NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

NAEP will administer mathematics, reading, and science pilot assessments on tablets to a sample of twelfth-grade students in your school between January 29 and March 9, 2018. Science pilot assessments will include hands-on tasks where students use materials and laboratory equipment to perform actual science experiments.

Results from these pilot assessments will not be released but will be used to inform NAEP assessments.

What is involved?

Each student will be assessed in only one subject. Students will spend approximately 120 minutes completing the assessment, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal will also complete a questionnaire. These questionnaires are designed to help provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, approximately 34,700 twelfth-grade students will participate in mathematics, reading, and science pilot assessments in 2018.



For more information about NAEP, visit
www.nces.ed.gov/nationsreportcard

It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. A member of your school's staff will need to be assigned to serve as the school coordinator and be the primary contact for the assessment. This person should be:

- ▶ familiar with how students participate in statewide assessments; and
- ▶ comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- ▶ working with schools to confirm the assessment date;
- ▶ communicating with principals about the importance of NAEP and student participation;
- ▶ providing schools with instructions for preparing a list of twelfth-grade students and information about notifying parents of participating students;
- ▶ providing guidance for including students with disabilities and English language learners; and
- ▶ responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- ▶ selecting a random sample of students from the school list of twelfth-graders;
- ▶ verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- ▶ working with the school coordinator to finalize assessment logistics;
- ▶ bringing all assessment materials, including science materials and laboratory equipment, to the school on the scheduled day; and
- ▶ conducting the assessment.

Each principal will be responsible for:

- ▶ assigning a school staff member to serve as school coordinator;
- ▶ including the NAEP assessment date on the school calendar;
- ▶ empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- ▶ informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- ▶ confirming the scheduled assessment date with the NAEP State Coordinator;
- ▶ registering for the MyNAEP website and providing information about the school;
- ▶ overseeing the submission of an electronic list of twelfth-grade students;
- ▶ using the MyNAEP website to prepare for the assessment;
- ▶ informing parents of the assessment (more information will be provided on how to complete this task);
- ▶ communicating with the NAEP representative to finalize assessment preparations;
- ▶ organizing the availability of school space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- ▶ collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.



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NAEP 2018 In Your School

Grade 8



Reading



Science

National Assessment of
Educational Progress

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- ▶ First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, U.S. history, and technology and engineering literacy.
- ▶ The schools and students participating in NAEP represent schools and students across the country.
- ▶ NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- ▶ NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

NAEP will administer reading special studies and science pilot assessments on tablets to a sample of eighth-grade students in your school between January 29 and March 9, 2018. Science pilot assessments will include hands-on tasks where students use materials and laboratory equipment to perform actual science experiments.

Results from these pilot assessments and special studies will not be released but will be used to inform NAEP assessments.

What is involved?

Each student will be assessed in only one subject. Students will spend approximately 120 minutes completing the assessment, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and grade 8 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to help provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, approximately 18,100 eighth-grade students will participate in reading and science pilot assessments in 2018.



It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. A member of your school's staff will need to be assigned to serve as the school coordinator and be the primary contact for the assessment. This person should be:

- ▶ familiar with how students participate in statewide assessments; and
- ▶ comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- ▶ working with schools to confirm the assessment date;
- ▶ communicating with principals about the importance of NAEP and student participation;
- ▶ providing schools with instructions for preparing a list of eighth-grade students and information about notifying parents of participating students;
- ▶ providing guidance for including students with disabilities and English language learners; and
- ▶ responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- ▶ selecting a random sample of students from the school list of eighth-graders;
- ▶ verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- ▶ working with the school coordinator to finalize assessment logistics;
- ▶ bringing all assessment materials, including science materials and laboratory equipment, to the school on the scheduled day; and
- ▶ conducting the assessment.

Each principal will be responsible for:

- ▶ assigning a school staff member to serve as school coordinator;
- ▶ including the NAEP assessment date on the school calendar;
- ▶ empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- ▶ informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- ▶ confirming the scheduled assessment date with the NAEP State Coordinator;
- ▶ registering for the MyNAEP website and providing information about the school;
- ▶ overseeing the submission of an electronic list of eighth-grade students;
- ▶ using the MyNAEP website to prepare for the assessment;
- ▶ informing parents of the assessment (more information will be provided on how to complete this task);
- ▶ communicating with the NAEP representative to finalize assessment preparations;
- ▶ organizing the availability of school space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- ▶ collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.



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NAEP 2018 In Your School

Grade 4



Reading



Science

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- ▶ First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing, as well as civics, geography, U.S. history, and technology and engineering literacy.
- ▶ The schools and students participating in NAEP represent schools and students across the country.
- ▶ NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- ▶ NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

NAEP will administer reading special studies and science pilot assessments on tablets to a sample of fourth-grade students in your school between January 29 and March 9, 2018. Science pilot assessments will include hands-on tasks where students use materials and laboratory equipment to perform actual science experiments.

Results from these pilot assessments and special studies will be used to inform NAEP assessments.

What is involved?

Each student will be assessed in only one subject. Students will spend approximately 120 minutes completing the assessment, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and grade 4 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to help provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, approximately 20,300 fourth-grade students will participate in reading and science pilot assessments in 2018.



It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. A member of your school's staff will need to be assigned to serve as the school coordinator and be the primary contact for the assessment. This person should be:

- ▶ familiar with how students participate in statewide assessments; and
- ▶ comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- ▶ working with schools to confirm the assessment date;
- ▶ communicating with principals about the importance of NAEP and student participation;
- ▶ providing schools with instructions for preparing a list of fourth-grade students and information about notifying parents of participating students;
- ▶ providing guidance for including students with disabilities and English language learners; and
- ▶ responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- ▶ selecting a random sample of students from the school list of fourth-graders;
- ▶ verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- ▶ working with the school coordinator to finalize assessment logistics;
- ▶ bringing all assessment materials, including science materials and laboratory equipment, to the school on the scheduled day; and
- ▶ conducting the assessment.

Each principal will be responsible for:

- ▶ assigning a school staff member to serve as school coordinator;
- ▶ including the NAEP assessment date on the school calendar;
- ▶ empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- ▶ informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- ▶ confirming the scheduled assessment date with the NAEP State Coordinator;
- ▶ registering for the MyNAEP website and providing information about the school;
- ▶ overseeing the submission of an electronic list of fourth-grade students;
- ▶ using the MyNAEP website to prepare for the assessment;
- ▶ informing parents of the assessment (more information will be provided on how to complete this task);
- ▶ communicating with the NAEP representative to finalize assessment preparations;
- ▶ organizing the availability of school space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- ▶ collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.

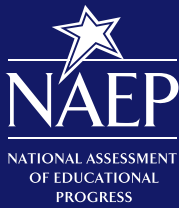


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Appendix J2-11: NAEP in Your Private School



2018

NAEP in Your Private School

Technology and Engineering Literacy Assessment

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's public and private school students know and can do in various subjects.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists and teachers from around the nation.
- The schools and students participating in NAEP make an important contribution by representing other schools and students across the country.
- NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

Why assess private schools?

Private school data are essential for examining the picture of education in the United States. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of the nation's students. NAEP has consistently demonstrated how the performance of students in private schools compares positively to the performance of students in public schools.

Why participate in NAEP?

Your school has been selected to represent other private schools across the nation. Your participation is needed to ensure a complete picture of the academic progress of the nation's students, and it is vital that all selected students participate. Schools, students, and teachers who participate in NAEP perform a valuable community service and enable The Nation's Report Card to provide a more inclusive picture of what our nation's students know and can do in key subject areas.

NAEP has the support of numerous private school organizations, including the National Association of Independent Schools (NAIS), the National Catholic Educational Association (NCEA), and the Council for American Private Education (CAPE).

The NAEP 2018 program in your school

From January 29 to March 9, 2018, NAEP will be administered in public and private schools across the country. Selected students at grade 8 will participate in a technology and engineering literacy (TEL) assessment administered on a laptop. First administered in 2014, the TEL assessment measures students' capacity to use, understand, and evaluate technology as well as understand technological principles and strategies. NAEP representatives will bring all materials and equipment, including laptops, to the school on assessment day. The school's internet, networks, or computers will not be needed. Students will spend approximately 120 minutes completing the assessment, which includes transition time and directions and completion of a student questionnaire. The questionnaire provides valuable information about students' educational experiences and opportunities to learn about technology and engineering both inside and outside of the classroom.

The school principal will also be asked to complete a questionnaire that will ask about school characteristics and policies, particularly those relevant to technology and engineering.

The results of the technology and engineering literacy assessments will be released as The Nation's Report Card.

Continued on next page

“Private schools have participated in NAEP for decades, and the Council for American Private Education (CAPE) supports NAEP and encourages your participation.”

Joe McTighe
Executive Director, CAPE

For more information about NAEP visit:

- Program overview
<http://nces.ed.gov/nationsreportcard>
- Private school participation
<http://nces.ed.gov/nationsreportcard/about/nonpublicschools.asp>
- TEL assessment
<http://nces.ed.gov/nationsreportcard/tel>

What are the responsibilities of NAEP representatives?

NAEP representatives work directly with schools and are responsible for

- Confirming the assessment date and time with the school
- Providing schools with instructions for preparing a list of eligible students from which a random sample will be selected for participation in the assessment
- Providing schools with information about notifying parents of selected students
- Providing resources, guidelines, and support to assist the school coordinator in completing activities and finalizing assessment arrangements
- Bringing all assessment materials and equipment, including laptops, to the school on assessment day
- Conducting the assessments
- Responding to questions from the school throughout the assessment period

What are the responsibilities of the principal and school coordinator?

The principal is responsible for

- Including the NAEP assessment date on the school calendar
- Designating a school coordinator to work with NAEP representatives and to prepare for the assessment
- Informing school staff about NAEP and why participation is critically important
- Completing the school questionnaire

The school coordinator is responsible for

- Confirming that the suggested assessment date works with the school calendar
- Securing space for the assessment to take place
- Providing a list of eligible students from which a random sample will be selected for participation in the assessment (student names will always be kept confidential) *
- Informing parents about the assessment
- Completing preassessment activities with guidance and support from NAEP representatives
- Ensuring that students attend the session on the assessment date

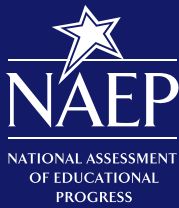
*The information each student provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.

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NAEP in Your Private School

Civics, Geography, U.S. History

2018

What is NAEP?

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- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's public and private school students know and can do in various subjects.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists and teachers from around the nation.
- The schools and students participating in NAEP make an important contribution by representing other schools and students across the country.
- NAEP monitors academic progress over time and reports on student achievement nationally. The results are released as The Nation's Report Card.

Why assess private schools?

Private school data are essential for examining the picture of education in the United States. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of the nation's students. NAEP has consistently demonstrated how the performance of students in private schools compares positively to the performance of students in public schools.

Why participate in NAEP?

Your school has been selected to represent other private schools across the nation. Your participation is needed to ensure a complete picture of the academic progress of the nation's students, and it is vital that all selected students participate. Schools, students, and teachers who participate in NAEP perform a valuable community service and enable The Nation's Report Card to provide a more inclusive picture of what our nation's students know and can do in key subject areas.

NAEP has the support of numerous private school organizations, including the National Association of Independent Schools (NAIS), the National Catholic Educational Association (NCEA), and the Council for American Private Education (CAPE).

The NAEP 2018 program in your school

From January 29 to March 9, 2018, NAEP will be administered in public and private schools across the country. Selected students at grade 8 will participate in digitally based assessments in civics, geography, and U.S. history conducted on tablets. A small number of students may take paper and pencil assessments. NAEP is administering these assessments via both tablets and paper booklets to evaluate any differences in student performance between the two types of administration. Each student will be assessed in only one subject and in one type of assessment administration. NAEP representatives will bring all materials and equipment, including tablets, to the school on assessment day. The school's internet, networks, or computers will not be needed. Students will spend approximately 120 minutes completing the assessment, which includes transition time and directions and completion of a student questionnaire. The questionnaire provides valuable information about students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and the grade 8 teachers of the subjects being assessed will also be asked to complete a questionnaire. NAEP collects information from schools and teachers to provide a more complete understanding of the results. Topics such as classroom experience, teacher training, and school policies can be valuable information for education stakeholders who need to gain a better picture of student performance.

The results of the civics, geography, and U.S. history assessments will be released as The Nation's Report Card.

Continued on next page

“Private schools have participated in NAEP for decades, and the Council for American Private Education (CAPE) supports NAEP and encourages your participation.”

Joe McTighe
Executive Director, CAPE

For more information about NAEP visit:

- Program overview
<http://nces.ed.gov/nationsreportcard>
- Private school participation
<http://nces.ed.gov/nationsreportcard/about/nonpublicschools.asp>

What are the responsibilities of NAEP representatives?

NAEP representatives work directly with schools and are responsible for

- Confirming the assessment date and time with the school
- Providing schools with instructions for preparing a list of eligible students from which a random sample will be selected for participation in the assessment
- Providing schools with information about notifying parents of selected students
- Providing resources, guidelines, and support to assist the school coordinator in completing activities and finalizing assessment arrangements
- Bringing all assessment materials and equipment, including tablets, to the school on assessment day
- Conducting the assessments
- Responding to questions from the school throughout the assessment period

What are the responsibilities of the principal and school coordinator?

The principal is responsible for

- Including the NAEP assessment date on the school calendar
- Designating a school coordinator to work with NAEP representatives and to prepare for the assessment
- Informing school staff about NAEP and why participation is critically important
- Completing the school questionnaire

The school coordinator is responsible for

- Confirming that the suggested assessment date works with the school calendar
- Securing space for the assessment to take place
- Supporting teachers' access to the teacher questionnaires
- Providing a list of eligible students from which a random sample will be selected for participation in the assessment (student names will always be kept confidential)*
- Informing parents about the assessment
- Completing preassessment activities with guidance and support from NAEP representatives
- Ensuring that students attend the session on the assessment date

*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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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.

Find us on:



Get NAEP on the go with the *NAEP Results* mobile app!



**Appendix J2-12: NAEP Assessment Details Letter from NAEP
State Coordinator to Principal**

Early Fall NAEP 2018 Assessment Details Letter
NAEP STATE COORDINATOR TO PRINCIPALS

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

Dear **principal name**:

At the end of the school year, I notified **school name** of its selection to participate in the National Assessment of Educational Progress (NAEP). I am following up with you to provide additional information about the upcoming assessment.

To prepare for the assessment, please:

- Place the NAEP assessment date, **assessment date**, on your school calendar.
- Review the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP* and designate a school coordinator to serve as the liaison for all NAEP activities in your school. **Give the enclosed NAEP folder to your designated 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 assessment will contact your school coordinator in early December. During the assessment, 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.

*This paragraph should only be included for NTPS-NAEP pilot study schools. In addition to NAEP, your school has also been selected to participate in the National Teacher and Principal Survey (NTPS)-NAEP pilot study. NTPS is a system of related questionnaires that provide descriptive data on the context of elementary and secondary education. The study is designed to explore the feasibility of administering both NAEP and NTPS questionnaires to a common set of teachers and schools and ultimately enhance the utility of both NAEP and NTPS. The study involves school, principal, and teacher questionnaires; **no student or instructional time is required.** More information is available in the attached fact sheet.*

Again, I would like to express my appreciation for your assistance with this very important assessment 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 NAEP 2018. If you would like to access the MyNAEP site (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 school coordinator, including the following:
Letter to your school coordinator
School Coordinator Responsibilities: A Guide to MyNAEP
MyNAEP Registration Instructions
Student List Submission Instructions
Parent/Guardian Notification Letter
National Teacher and Principal Survey Fact Sheet

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, student 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 student 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 J2-13: NAEP Assessment Details Letter from NAEP
State Coordinator to School Coordinator**

Early Fall NAEP 2018 Assessment 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 2018 National Assessment of Educational Progress (NAEP). I look forward to working with you to coordinate NAEP in your school. A sample of your grade **grade** students will be taking **assessment subjects** assessments on **assessment 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.

- *August-September* – Register at 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*.
- *October-November* – 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**.
- *December-January* – An assigned NAEP representative who is responsible for administering the assessment will contact you in early December. 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 assessment. 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; 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.
- *One week before the assessment* – Visit the **Support Assessment Activities** section to print student appointment cards and notify teachers in advance so they know when to release students.
- *May 1* – Confirm that all confidential hardcopy NAEP materials have been shredded.

During the assessment, 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 *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 assessment. 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
Student List Submission Instructions
Parent/Guardian Notification Letter

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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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 J2-14: School Coordinator Responsibilities: A Guide to
MyNAEP**

School Coordinator Responsibilities

A Guide to MyNAEP

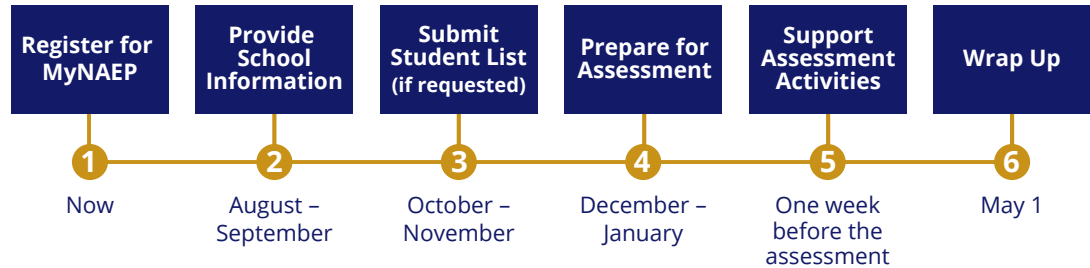
2018

The MyNAEP website provides participating schools with a convenient way to prepare for the upcoming National Assessment of Educational Progress (NAEP).

- MyNAEP will serve as your primary resource and action center throughout the assessment process.
- MyNAEP offers school coordinators an electronic way to prepare for the assessment at their own pace.
- The MyNAEP menu is a virtual checklist of all activities that school coordinators need to complete throughout the school year. It is important to check in regularly to make sure your school is on track with preparations.
- Visit the MyNAEP website to get started: www.mynaep.com.

Each school participating in NAEP 2018 has a designated staff member to serve as the NAEP school coordinator. You have been selected to serve as coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!

MyNAEP Activity Timeline



In the fall, you will need to complete the following activities:

Register for the MyNAEP website.

MyNAEP provides you with all of the information your school needs to participate in NAEP, including information about what to expect at each stage. Multiple school staff members may register to access the site, but only school coordinators and principals will have full access. Register at www.mynaep.com by entering your school's assigned registration ID. For detailed instructions on how to register, see page 3.

Complete and submit school information.

Go to the **Provide School Information** section to enter and submit your school's contact and characteristic information, including your school's name, address, and the number of students enrolled in the selected grade. Providing up-to-date information about your school ensures that materials can be accurately prepared for the assessment.

Continued on page 2

Prepare and submit a list of your school's students in the selected grade level (if requested).

NAEP requires a complete list of students in the selected grade. NAEP uses the list to draw a random sample of students who will participate in the assessment and to collect demographic information. The **Submit Student List** section will appear for schools that need to prepare and upload this list in the fall. Student names will always be kept confidential*, and individual student responses and scores on NAEP are never reported.

*In December, the NAEP representative responsible for administering NAEP in your school will contact you and discuss how to complete the following tasks listed under the **Prepare for Assessment** menu:*

Review student information and prepare for the assessment of students with disabilities and English language learners (SD/ELL).

Visit the **Review and Verify List of Students Selected for NAEP** section to review the student sample and identify any students who cannot take the assessment. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information in the **Complete SD/ELL Student Information** section about how SD/ELL students will participate in the assessment and the accommodations they will receive.

Inform parents/guardians of student participation.

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. An electronic copy of the Parent/Guardian Notification Letter is available in the **Notify Parents** section to download, print, and distribute.

Manage the completion of questionnaires by school staff.

You are responsible for managing the completion of online survey questionnaires designed to provide contextual information for the assessment results. You can assign, email, and monitor questionnaires for completion through the **Manage Questionnaires** section of MyNAEP.

Plan assessment day logistics.

Assessment day details, including the location(s) and start time of the assessment, and how students and teachers will be notified, need to be entered via the **Plan for Assessment Day** section.

Promote the importance of NAEP with school staff and students.

Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP represent thousands of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available in the **Encourage Participation** section.

Update the student list to reflect January 2018 enrollment.

All eligible students must have an opportunity to be selected. In January, visit the **Update Student List** section and upload an Excel file of students currently enrolled in the selected grade or add new students to the original list submitted in the fall. NAEP may draw a random sample of newly identified students to select students who were not on the original list.

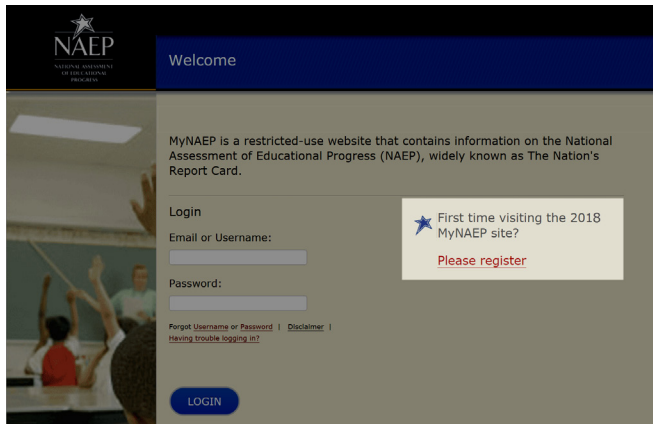
On the assessment date, you will meet your NAEP representative and assessment team and be responsible for the following:

Ensure that students attend the session.

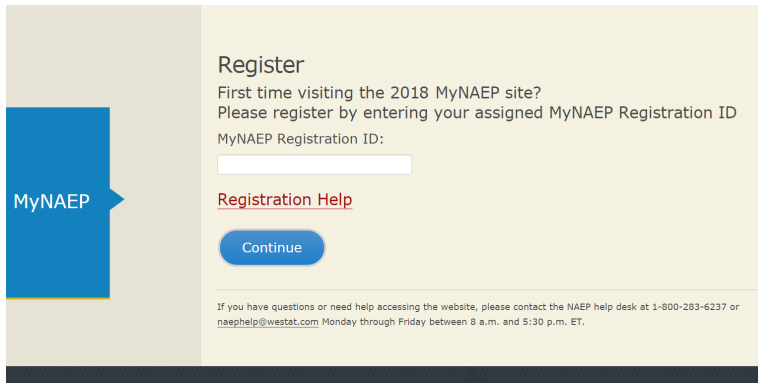
Prior to the assessment start time, you need to be available to ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. You and the teachers of selected students are encouraged to remain in the room during the assessment. If attendance of sampled students is less than 90 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the students who were absent. After the assessment, please safeguard all NAEP materials until May 1 and confirm that all materials have been shredded.

How to Register and Access MyNAEP

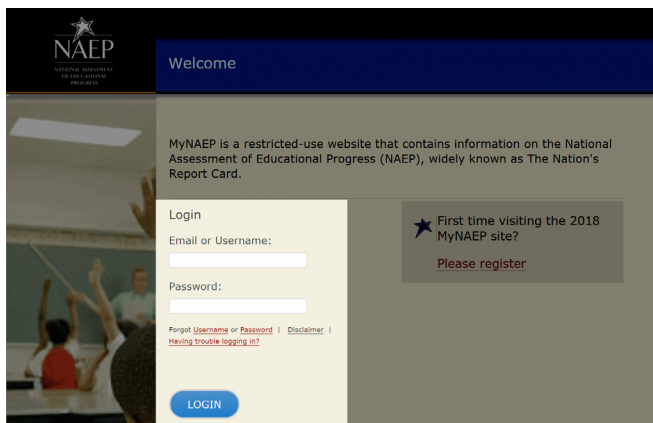
- 1 Go to www.mynaep.com. On the right side of the screen, select **Please register**.



- 2 Enter the MyNAEP registration ID included in the letter or email sent by your NAEP representative and select **Continue**. If you cannot locate your registration ID, contact your NAEP representative or the NAEP help desk at 800-283-6237 or naephelp@westat.com. Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.



- 3 Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential* information, so all users will be prompted to accept a confidentiality agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password.



MyNAEP Resources

The diagram below identifies key features that will help you update information easily throughout the school year.

- 1 The **Help** and **Contact Us** links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
- 2 Your school's selected grade(s) and scheduled assessment date are shown in the blue banner.
- 3 Use the **Provide School Information** section to confirm your school's address, contact information, and other characteristics.
- 4 Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information in January.
- 5 The **Prepare for Assessment** menu has seven key tasks for the weeks leading up to the assessment. These tasks will become available starting in December.

The screenshot shows the MyNAEP For Schools interface. At the top, there is a header with the NAEP logo and the text 'MyNAEP For Schools'. Below the header, there is a navigation bar with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Provide School Information' and contains a list of tasks to complete. The tasks are: 'School Contact Information' (which includes 'School name and address', 'Shipping address', 'Principal contact information', and 'School coordinator contact information') and 'School Characteristics Information' (which includes '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)', and 'School start and end times'). The interface also shows a sidebar with a 'Live Chat' button and a 'Home' button. The assessment date is shown as 'Grade 8 Assessment: 2/9/2018'.

Online Resources

Information for selected schools	http://nces.ed.gov/nationsreportcard/about/schools.aspx
<i>Introducing NAEP to Teachers</i> video	http://nces.ed.gov/nationsreportcard/videos/teachervideo
<i>Introducing NAEP to Students</i> video	http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx
<i>What Every Parent Should Know About NAEP</i> video	http://nces.ed.gov/nationsreportcard/videos/parentvideo
Sample Questions booklets	http://nces.ed.gov/nationsreportcard/about/booklets.aspx
NAEP Questions Tool	http://nces.ed.gov/NationsReportCard/nqt
Information for parents	http://nces.ed.gov/nationsreportcard/parents
Assessment frameworks	http://nagb.org/publications/frameworks.html

*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, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every National Center for Education Statistics (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 student 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 J2-17: NAEP Sample Parent Letter

NAEP 2018 PARENT/GUARDIAN NOTIFICATION LETTER
Technology and engineering literacy assessment
(School Letterhead)
(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessment because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child **(will/might)** take the technology and engineering literacy assessment, which will be administered on laptops provided by NAEP. The assessment will measure students' capacity to use, understand, and evaluate technology as well as to understand technological principles and strategies needed to develop solutions and achieve goals. Students will complete problem-solving tasks based on scenarios reflecting realistic situations, as well as multiple-choice and short-answer questions. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Does NAEP Ask?"

The assessment takes about 120 minutes for most students. The results are completely confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347).

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 their 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 NAEP. We know that **(school name)**'s students will show what our nation's students know and can do.

Sincerely,

School Principal

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.

NAEP 2018 PARENT/GUARDIAN NOTIFICATION LETTER
Civics, geography, and U.S. history assessments
(School Letterhead)
(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessment because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child **(will/might)** take an assessment in one of the following subjects: civics, geography, or U.S. history. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Does NAEP Ask?"

The assessment takes about 90 to 120 minutes for most students. The results are completely confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347).

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 their 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 NAEP. We know that **(school name)**'s students will show what our nation's students know and can do.

Sincerely,

School Principal

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.

NAEP 2018 PARENT/GUARDIAN NOTIFICATION LETTER
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) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessment because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child **(will/might)** take an assessment in one of the following subjects: mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Does NAEP Ask?"

The assessment takes about 120 minutes for most students. The results are completely confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347).

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 their 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 NAEP. We know that **(school name)**'s students will show what our nation's students know and can do.

Sincerely,

School Principal

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 J2-23: Initial Recruitment Private School Letter

NAEP 2018 Initial Contact Letter from NAEP Representative to Private School

Red text should be customized

[Date]
[Administrator Name]
[School Name]
[Address]
[City], [State] [Zip]

Dear [Head Administrator]:

[School name] has been selected to represent private schools across our nation by participating in the 2018 National Assessment of Educational Progress (NAEP). This year, your grade 8 students will have the opportunity to participate in **(digitally based assessments administered on tablets in civics, geography, and U.S. history. A small number of students may take paper and pencil assessments in civics, geography, or U.S. history. NAEP is administering these assessments via both tablets and paper booklets to evaluate any differences in student performance between the two types of administration. Each student will be assessed in only one subject and in one type of administration.) OR (an innovative technology and engineering literacy (TEL) assessment administered on laptops).** The 2018 NAEP assessment window is **January 29** through **March 9, 2018**. We will work with you to arrange a date within the assessment window that is convenient for your schedule. NAEP representatives will provide significant support to schools, bring all necessary materials and equipment **(including tablets OR laptops)** and administer the assessment. The school's internet, networks, or computers will not be needed.

Your school's participation is vitally important to ensure that the performance of private school students is accurately reported. Historically, NAEP data have shown, across subjects and over time, that the performance of private school students compares favorably with that of public school students. You can demonstrate leadership in civic responsibility by participating and encouraging your teachers and students to support NAEP. By participating in NAEP your students will set a positive example for their peers by practicing good citizenship and contributing to data that serve to improve and strengthen the educational options for our nation's youth.

OPTIONAL: INSERT SCHOOL PERSONALIZATION PARAGRAPH AS APPROPRIATE

NAEP is regarded as the gold standard of assessments because of its high technical quality. NAEP representatives, who submit fingerprints for an FBI clearance and sign an oath of confidentiality, bring all materials and equipment for the assessment and conduct the sessions. Principals appoint a school staff member as school coordinator who works with the NAEP representative to complete the logistical and clerical tasks associated with participation.

OPTIONAL: INSERT ENDORSEMENT PERSONALIZATION PARAGRAPH/SENTENCE AS APPROPRIATE

I thank you for considering participation and look forward to working with you and your staff. I will contact you soon to review the enclosed materials and answer any questions that you may have. In the interim, you may wish to select a school staff member to serve as the school coordinator to assist with coordinating assessment details. Additional information about NAEP is available at <http://nces.ed.gov/nationsreportcard>, including sample questions, previous results, and other publications. For specific information for private schools, including a short 4-minute video in which heads of schools and teachers discuss their experiences with NAEP, see <http://nces.ed.gov/nationsreportcard/about/nonpublicschools.asp>.

If you have questions, please contact me at [XXX-XXX-XXXX] or [____@naepmail.westat.com].

Sincerely,

NAEP Representative

Telephone number

Email address

cc: Principal **[IF THE ORIGINAL IS ADDRESSED TO A HEADMASTER]**

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, student 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 student 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.

Enclosures: *NAEP in Your Private School*
 Measure Up for Private Schools
 An Introduction to NAEP for Private Schools [optional]
 NAEP 2014 Results brochures (TEL or social studies) [optional]

Appendix J2-24: NAEP to Diocese Superintendent Letter

NAEP 2018 Sample Letter from NCEA to Diocese Superintendent-Red text should be customized

Spring 2017

Dear Superintendent:

I am pleased to inform you that (number) schools in your diocese have been selected for the 2018 National Assessment of Educational Progress (NAEP). First administered in 1969, NAEP is the largest nationally representative assessment of what students in public and private schools across the country know and can do in core subjects. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess student progress and develop ways to improve education in the United States. Once more, NAEP results consistently show that the performance of students both in private schools overall and in Catholic schools compares positively to students in public schools.

Private schools account for approximately 26 percent of all schools in the nation and educate approximately 9 percent of all students. About 40 percent of all private school students are educated in Catholic schools. Therefore, it is important that all selected schools participate to provide an accurate and fair representation of the performance of private school students. Catholic schools have achieved excellent participation in NAEP for many years.

From January 29 through March 9, 2018, NAEP representatives will administer digitally based assessments on tablets to grade 8 students in civics, geography, and U.S. history. Some students will take paper and pencil versions of the civics, geography and U.S. history assessments to evaluate any differences in student performance between the two types of administration. In addition, grade 8 schools and students may also be selected to participate in the innovative technology and engineering literacy (TEL) assessment administered on laptops. Individual students will be assessed in only one subject and via one type of administration. All materials and equipment, including tablets and laptops, will be provided by NAEP representatives. National results, will be released as The Nation's Report Card. Assuming reporting standards are met, results will also be reported for Catholic and other private schools.

As in the past, NAEP is identifying schools in the sample in May so that principals can place the NAEP assessment on their 2017-2018 school calendars. The list of sampled schools in your diocese is attached. A NAEP representative will be contacting you soon to answer any questions you may have and discuss contacting individual schools. You may choose to designate a diocese-level NAEP coordinator for these schools. If you do so, NAEP representatives will ask you for the name and contact information of your coordinator and will discuss with that coordinator the protocol for contacting selected schools.

Please visit the NAEP website at <http://nces.ed.gov/nationsreportcard> for complete information about NAEP, including sample questions and previous results. For information specifically for private schools, visit <http://nces.ed.gov/nationsreportcard/about/nonpublicschools.asp>.

I strongly urge you to contact and encourage the selected schools in your diocese to participate in the NAEP 2018 assessment. Your leadership will most certainly have a positive impact on school participation. Our goal is 100 percent participation, and I am counting on you to help us reach that goal!

I have designated Sr. Dale McDonald, NCEA's Director of Public Policy and Educational Research, as our NAEP representative. If you have questions or concerns about participating in NAEP, please contact her at 571-257-0010 or mcdonald@ncea.org.

Sincerely,

Thomas Burnford, D.Min., NCEA President

Attachment: List of Sampled Schools

NAEP 2018 Sample Letter from NCEA to Diocese Superintendent-Red text should be customized

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, student 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 student 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.