

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

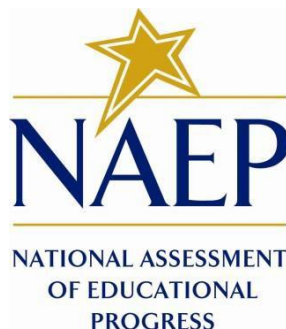
*Appendix J2*

*Communication Materials To Be Used in Early  
Stages of NAEP 2019 Recruitment*

*Request for Clearance for  
NAEP Assessments for 2018-2019*

*OMB# 1850-0928 v.9*

Revision to a previously approved package (1850-0928 v.8)



March 2018

Appendix D provides the full, draft set of possible communication and recruitment materials to be used in NAEP 2018 and 2019. This appendix (Appendix J2) provides initial 2019 communication materials

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## **Appendix J2-1: NAEP 2019 Facts for Districts**

## NAEP 2019 Facts for Districts

### Page One Sidebar

#### **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 (TUDA). 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.

### Page One Body

*“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. 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 results provide the most accurate measure possible of student achievement across the country.

Results will be released at the national, state, and TUDA levels for the mathematics and reading assessments at grades 4 and 8. National results will be released for the science assessment at grades 4, 8, and 12 and the mathematics and reading assessments at grade 12. NAEP will also administer pilot assessments in 2019. Information collected from pilots will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement. By participating in pilot assessments, schools and students take an active role in how NAEP is administered and how other students will experience the assessment. Most students will take the assessment on tablets, while a

small subset of students will take paper-and-pencil versions. Administering assessments via both tablets and paper booklets help in evaluating any difference in student performance between the two types of administration.

NAEP representatives will bring all necessary materials and equipment to schools on assessment day, including tablets with keyboards. 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. The table below shows which subjects will be assessed in 2019.

<b>The NAEP 2019 Program (January 28 to March 8, 2019)</b>		
<b>Grades</b>	<b>Subjects</b>	<b>Formats</b>
<b>Grades 4 and 8</b>	Mathematics Mathematics (Pilot) Reading Reading (Pilot) Science	Tablet Tablet Tablet Tablet Tablet or Paper and Pencil
<b>Grade 12</b>	Mathematics Reading Science	Tablet or Paper and Pencil Tablet or Paper and Pencil Tablet or Paper and Pencil

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For more information about NAEP, visit [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard).

Page Two Body

**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 2 years and in other subjects periodically. The NAEP TUDA program, which measures student achievement in some of the nation’s large urban districts, began in 2002.

**Special studies will also be conducted in 2019.**

- American Indian and Alaska Native students participating in the NAEP mathematics and reading assessments at grades 4 and 8 will also be included in the National Indian Education Study (NIES). NIES describes the condition of education for American Indian and Alaska Native (AI/AN) students in the United States and its connection with native culture. Students will participate in NIES by completing the NAEP mathematics or reading assessment and a short survey questionnaire, including questions about their educational experiences and opportunities to learn about their AI/AN culture and traditions.
- The High School Transcript Study will analyze transcripts from a sample of high school graduates. This study provides information about coursetaking patterns and examines relationships with educational achievements through the link to NAEP data.
- Some students may also be selected to answer additional contextual questions, as part of the NAEP student survey questionnaire, for other special studies to help put NAEP achievement

results into context and better understand how well education is meeting the needs of all students.

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 results are reported 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.

**A carefully designed sampling process ensures that NAEP-selected schools and students are representative of all schools and students across the United States.** To ensure that the sample represents all students in the nation's schools, a broad range of accommodations are allowed 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 items can be used as a helpful educational resource in the classroom.** Teachers and district staff can use the NAEP Questions Tool (<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.

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 J2-2: NAEP 2019 Facts for Principals  
Grade 12 Mathematics, Reading, and Science**

**NAEP 2019  
Facts for Principals  
Grade 12 Mathematics, Reading, and Science**

Sidebar Page One

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- 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 (TUDA). 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.

Body Page One

*"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*

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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 results provide the most accurate measure possible of student achievement across the country.

**In 2019, the NAEP mathematics, reading, and science assessments will be administered on tablets to students at grade 12.** A small number of students may take paper-and-pencil assessments in mathematics, reading, and science. Administering these assessments via both tablet and paper and pencil will help in evaluating 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, including tablets with keyboards, 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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#### Page Two Body

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**Appendix J2-3: NAEP 2019 Facts for Principals  
Grades 4 and 8 Mathematics, Reading, and Science**

**NAEP 2019  
Facts for Principals  
Grades 4 and 8 Mathematics, Reading, and Science**

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**In 2019, the NAEP science assessment and pilot assessments in mathematics and reading will be administered on tablets to students at grades 4 and 8.** A small number of students may take the science assessment via paper and pencil. Administering this assessment via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration. Each student will be assessed in one format and one subject only. Science results will be

released at the national level. Results from the pilot assessments will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement. By participating in pilot assessments, schools and students take an active role in how NAEP is administered and how other students will experience the assessment. NAEP representatives will bring all necessary materials and equipment, including tablets with keyboards, 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 will also be conducted in 2019.** Some students may be selected to answer additional contextual questions, as part of the NAEP student survey questionnaire, for special studies to help put NAEP achievement results into context and better understand how well education is meeting the needs of all students.

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**Appendix J2-4: NAEP 2019 Facts for Principals  
Grades 4 and 8 Mathematics and Reading**

**NAEP 2019  
Facts for Principals  
Grades 4 and 8 Mathematics and Reading**

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**In 2019, the NAEP mathematics and reading assessments will be administered on tablets to students at grades 4 and 8.** Results will be released at the national, state, and TUDA levels. Each student will be assessed in only one subject. NAEP representatives will bring all necessary materials and equipment, including tablets with keyboards, 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.

#### Page One Footer

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**A carefully designed sampling process ensures that NAEP-selected schools and students are representative of all schools and students in their district, state, and across the United States.** To

ensure that the sample represents all students in the nation's schools, a broad range of accommodations are allowed 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.

**NAEP items can be used as a helpful educational resource in the classroom.** Teachers and district staff can use the NAEP Questions Tool (<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.

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.

#### Page Two Footer

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This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025 to the National Center for Education Statistics, U.S. Department of Education.

**Appendix J2-5: NAEP 2019 Notification Letter from Chief State School  
Officer to District Superintendent**

**Early May NAEP 2019 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 2019 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 (NCES), within the U.S. Department of Education. Selected schools represent schools across **state name** and the nation, and their participation provides 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 28 to March 8, 2019) 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 2019 administration will include two main assessment programs. The attached list of district schools selected for NAEP shows the assessment program for each selected school.

- State-level assessments
  - Grades 4 and 8: Mathematics and reading
- National and pilot assessments
  - Grades 4 and 8: Science assessments; mathematics and reading pilots
  - Grade 12: Mathematics, reading, and science assessments

For the state-level assessments, NAEP will administer mathematics and reading assessments to students in grades 4 and 8. Students will take the assessment on tablets provided by NAEP representatives. National and state-level results will be released as The Nation's Report Card. American Indian and Alaska Native students participating in the NAEP mathematics and reading assessments at grades 4 and 8 will also be included in the National Indian Education Study (NIES). The NIES describes the condition of education for American Indian and Alaska Native students in the United States.

For the national-level assessments, NAEP will administer science assessments to students in grades 4, 8, and 12. In addition to science, grade 12 students will take mathematics and reading assessments. Most students will take the assessment on tablets provided by NAEP representatives, while a small subset of students will take paper-and-pencil versions. NAEP is administering these assessments via both tablets and paper booklets to evaluate any differences in student performance between the two types of administration. National results will be released as The Nation's Report Card.

NAEP will also administer pilot assessments on tablets. Students in grades 4 and 8 will also participate in mathematics and reading pilots. Results from these pilots will not be released but will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement.

Selected high schools will participate in the High School Transcript Study, which involves the collection of student transcripts and course catalogues. This information will be used to examine course-taking patterns of students and the relationships with educational achievements through the link to NAEP data. Other special studies may occur in some schools as well. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including tablets, and administer the assessment.

Please include the NAEP assessment window (January 28 to March 8, 2019) 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* – [Link for electronic mailing](#)

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 J2-6: NAEP 2019 Notification Letter from NAEP State  
Coordinator to School Principal; For Grades 4 and 8 Mathematics, Reading,  
and Science National Sample**

**May NAEP 2019 Notification Letter From  
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Grade 4 and 8 Mathematics, Reading, and  
Science National Sample**

**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 2019 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 (NCES), within the U.S. Department of Education. As part of the NAEP 2019 program, students will participate in national assessments in science and pilot assessments in mathematics and reading. Science results will be released as The Nation's Report Card. Results from the pilots will ensure that future NAEP assessments continue to be a reliable measure of student achievement.

Most students will take the assessment on tablets provided by NAEP representatives. A subset of students will take paper-and-pencil versions of the science assessment. NAEP is administering the science assessment via both tablets and paper booklets to evaluate any differences in student performance. Each student will be assessed in only one subject and format.

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 the assessment date on your 2018–2019 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. NAEP representatives will provide significant support to your school, bring all materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Mathematics, reading, and science
- **Grade:** **4 or 8**
- **Tablet sessions:** Up to two sequential sessions of about 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Paper booklet sessions:** One session of about 25 students, lasting approximately 90 minutes, which must be conducted in a separate space from the tablet sessions.
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 28–March 8, 2019

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 J2-7: NAEP 2019 Notification Letter from NAEP State  
Coordinator to School Principal; For Grades 4 and 8 Mathematics and  
Reading State Sample**

**May NAEP 2019 Notification Letter From  
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Grade 4 and 8 Mathematics and Reading  
State Sample**

**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 **state name** and the nation by participating in the 2019 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 (NCES), within the U.S. Department of Education. As part of the NAEP 2019 program, students will participate in mathematics and reading assessments. National, state-level, and some district-level results will be released as The Nation's Report Card.

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 the assessment date on your 2018–2019 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. NAEP representatives will provide significant support to your school by administering the assessment and bringing all materials and equipment, including the tablets on which students take the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Mathematics and reading
- **Grade:** **4 or 8**
- **Tablet sessions:** Up to two sequential sessions of about 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 28–March 8, 2019

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 J2-8: NAEP 2019 Notification Letter from NAEP State  
Coordinator to School Principal; For Grade 12 Mathematics, Reading, and  
Science**

**May NAEP 2019 Notification Letter From  
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Grade 12 Mathematics, Reading, and Science**  
**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 2019 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 (NCES), within the U.S. Department of Education. As part of the NAEP 2019 program, students will participate in national assessments in mathematics, reading, and science. Results of the national assessments will be released as The Nation's Report Card.

Most students will take the assessment on tablets provided by NAEP representatives. A subset of students will take paper-and-pencil versions of the mathematics, reading, and science 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 and format. Selected high schools will participate in the High School Transcript Study, which involves the collection of student transcripts and course catalogues. This information will be used to examine coursetaking patterns of students and relate those patterns to educational achievement and NAEP assessment data. To learn more about the High School Transcript Study, please visit <https://nces.ed.gov/nationsreportcard/hsts>.

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 2018–2019 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. NAEP representatives will provide significant support to your school, bring all materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Mathematics, reading, and science.
- **Grade:** 12
- **Tablet sessions:** Up to two sequential sessions of no more than 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Paper booklet sessions:** One session of no more than 35 students lasting approximately 90 minutes, which must be conducted in a separate space from the tablet sessions.
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 28–March 8, 2019

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 J2-9: NAEP 2019 School Coordinator Responsibilities: A Guide to MyNAEP**

# School Coordinator Responsibilities

A Guide to MyNAEP

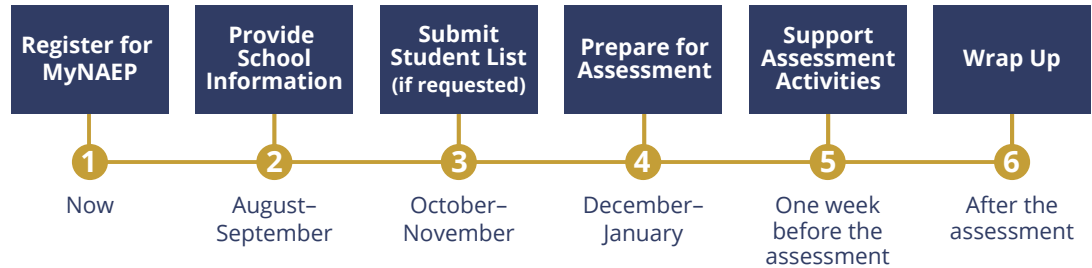
2019

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](http://www.mynaep.com).

*Each school participating in NAEP 2019 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



## You will need to complete the following activities:

### 1. Register for the MyNAEP website (now).

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](http://www.mynaep.com) by entering your school's assigned registration ID. For detailed instructions on how to register, see page 3.

### 2. Complete and submit school information (August–September).

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

### 3. Prepare and submit a student list (if requested, October–November).

NAEP requires a complete list of students in the selected grade(s). 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 be kept confidential, and individual student responses and scores on NAEP are never reported.\*

Continued on page 2



For more information about NAEP, visit [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard)

Find us on:



#### 4. Complete the tasks listed within the Prepare for Assessment menu (December–January).

*In December, the NAEP representative responsible for administering NAEP in your school will contact you to schedule a preassessment review call 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(s) 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 hundreds 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 2019 enrollment.*

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



*The NAEP representative will contact you for the preassessment review call to confirm information entered into MyNAEP. Most preassessment review calls are scheduled in January. Be sure to finish **all Prepare for Assessment** menu tasks **before the call** to prevent multiple calls or rescheduling.*

#### 5. Support Assessment Day Activities (one week before the assessment).

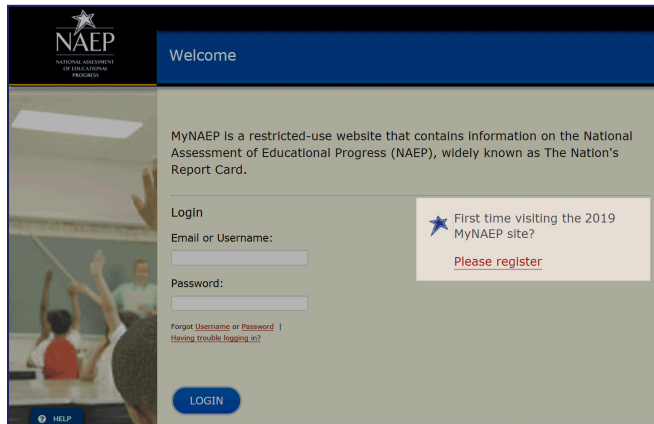
Prior to the assessment day, you need to remind teachers and students about the assessment and ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. You and the teachers of selected students are encouraged to remain 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.

#### 6. Wrap Up (after the assessment).

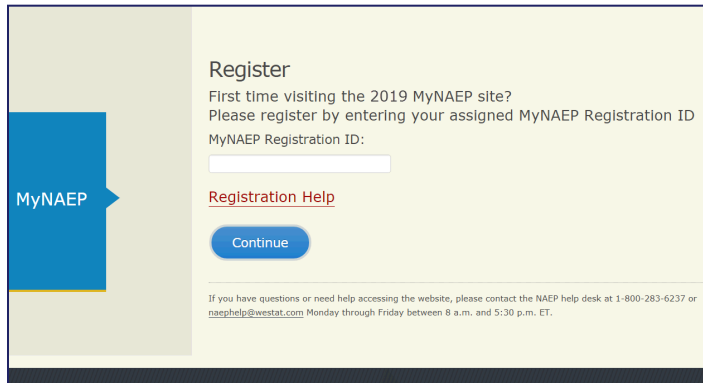
Please safeguard all materials until the date noted on the NAEP storage envelope, and confirm that all materials have been shredded.

# How to Register and Access MyNAEP

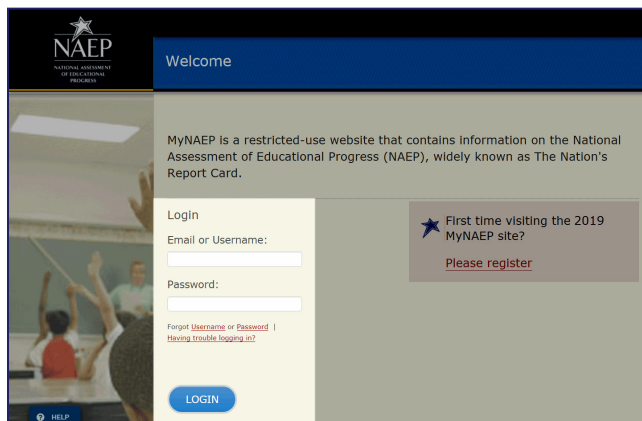
- 1 Go to [www.mynaep.com](http://www.mynaep.com). On the right side of the screen, select **Please register**.



- 2 Enter the MyNAEP registration ID included in the letter or email sent by your NAEP coordinator and select **Continue**. If you cannot locate your registration ID, contact your NAEP coordinator or the NAEP help desk at 800-283-6237 or [naephelp@westat.com](mailto: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.

## Online Resources

Information for selected schools	<a href="https://nces.ed.gov/nationsreportcard/participating/schools.aspx">https://nces.ed.gov/nationsreportcard/participating/schools.aspx</a>
<i>Introducing NAEP to Teachers</i> video	<a href="http://nces.ed.gov/nationsreportcard/videos/teachervideo">http://nces.ed.gov/nationsreportcard/videos/teachervideo</a>
<i>Introducing NAEP to Students</i> video	<a href="http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx">http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx</a>
<i>What Every Parent Should Know About NAEP</i> video	<a href="http://nces.ed.gov/nationsreportcard/videos/parentvideo">http://nces.ed.gov/nationsreportcard/videos/parentvideo</a>
Sample Questions booklets	<a href="http://nces.ed.gov/nationsreportcard/about/booklets.aspx">http://nces.ed.gov/nationsreportcard/about/booklets.aspx</a>
NAEP Questions Tool	<a href="http://nces.ed.gov/nationsreportcard/nqt">http://nces.ed.gov/nationsreportcard/nqt</a>
Information for parents	<a href="http://nces.ed.gov/nationsreportcard/parents">http://nces.ed.gov/nationsreportcard/parents</a>
Assessment frameworks	<a href="https://www.nagb.gov/focus-areas/naep-frameworks.html">https://www.nagb.gov/focus-areas/naep-frameworks.html</a>
Digitally Based Assessments	<a href="https://nces.ed.gov/nationsreportcard/dba/">https://nces.ed.gov/nationsreportcard/dba/</a>

\*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 2019 Assessment Details Letter NAEP State  
Coordinator to Principals**

**Early Fall NAEP 2019 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 NAEP school coordinator to serve as the liaison for all NAEP activities in your school. **Give the enclosed folder to your designated NAEP school coordinator.** The school coordinator should
  - ✓ **know how to collect student information**, such as birth dates, demographic information, and if any students have withdrawn;
  - ✓ **be comfortable using a computer**, since all assessment preparation activities will be completed online; and
  - ✓ **be familiar with how students participate in statewide assessments.**

A NAEP representative responsible for administering the 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.

*The following 2 paragraphs should only be included for HSTS schools. Your school has also been selected for the 2019 High School Transcript Study (HSTS) which is conducted in conjunction with NAEP. The HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned and the grades they received, and examines the relationship between these coursetaking patterns to the achievement of those graduates participating in the twelfth-grade 2019 NAEP. HSTS involves **no** student or teacher time. However, **you will need to designate a HSTS coordinator** (usually the school registrar) to serve as the main point of contact. The HSTS coordinator should*

- ✓ **know how to access course catalogs and student transcripts;** and
- ✓ **be comfortable using a computer** to upload documents and process student information.

*Give the enclosed **HSTS folder** to your designated coordinator. A study representative will contact the coordinator in October to discuss how to collect course catalogs for the study. The privacy of the information schools are asked to supply will be protected by the removal of names and other identifying information, as required by the Family Educational Rights and Privacy Act (FERPA).*

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 2019. If you would like to access the MyNAEP site ([www.mynaep.com](http://www.mynaep.com)), please register with this ID number: **MyNAEP Registration ID**. MyNAEP is a protected site, so you will create your own password. Should you have questions, please contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder for your NAEP school coordinator, including the following:  
Letter to your school coordinator  
*School Coordinator Responsibilities: A Guide to MyNAEP*  
**MyNAEP Registration Instructions**  
**Student List Submission Instructions**  
**Parent/Guardian Notification Letter**  
HSTS folder for your HSTS school coordinator, including the following:  
Letter to your HSTS coordinator  
*NAEP in Your School—High School Transcript Study*  
**MyNAEP Registration Instructions**

*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 J2-11: NAEP 2019 Assessment Details Letter NAEP State  
Coordinator to School Coordinator**

**Early Fall NAEP 2019 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 2019 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](http://www.mynaep.com) with the following registration ID: **MyNAEP Registration ID**. Answer the questions in the **Provide School Information** section by **date**. For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.
- **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 and other materials; please select assessment locations that are on the first floor or accessible by elevator.
  - Update the student list to add any new students who have enrolled since the fall. NAEP will draw a random sample from this group to ensure that all students have an opportunity to be selected for NAEP.
  - Participate in a preassessment review call with your assigned NAEP representative. During this call, you will review and confirm information entered into MyNAEP and other assessment details. Be sure to complete all **Prepare for Assessment** activities before the scheduled call.
- **One week before the assessment:** Visit the **Support Assessment Activities** section to print student appointment cards and notify teachers in advance so they know when to release students.

- **After the assessment:** Safeguard all confidential hardcopy materials until the date noted on the NAEP storage envelope.\* Shred all materials after the specified date.

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 *School Coordinator Responsibilities: A Guide to MyNAEP*. Additional information about NAEP can be found at <http://nces.ed.gov/nationsreportcard>.

Thank you in advance for your cooperation and effort in helping to coordinate this important 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**  
**MyNAEP Registration Instructions**

*\*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 J2-12: NAEP 2019 Save-the-Date Letter from NAEP State Coordinator  
to School Principal**

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

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 is 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 results are accurate. 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 2019*

*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 in Your Private School 2019 Grade 12 Mathematics,  
Reading, and Science**

**Grade 12 – Mathematics, Reading, and Science**

*Page 1 Sidebar:*

**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 is a common measure of academic progress across the nation and over time. The results are released as The Nation’s Report Card.

*Page 1 Text:*

**Why assess private schools?**

Private school data are essential for a complete picture of education in the United States and to inform future policy decisions. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of its students. NAEP has consistently demonstrated how student performance in private schools compares positively to student performance in public schools.

**Why participate in NAEP?**

Your school has been selected to represent other private schools across the nation, and it is vital that all selected students participate. Doing so helps accurately capture the nation’s student progress. 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 representation 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 2019 program in your school**



From January 28 to March 8, 2019, NAEP will be administered in public and private schools across the country. Selected students at grade 12 will participate in digitally based assessments, conducted on tablets, in mathematics, reading, and science. A small number of students may take paper-and-pencil assessments in mathematics, reading, and science. Administering these assessments via both tablets and paper booklets will help evaluate any differences in student performance between the two types of administration. Each student will be assessed in only one subject and format. NAEP representatives will bring all materials and equipment, including tablets with keyboards, to the school on assessment day. The school's internet, networks, or computers will not be needed. Students will spend up to 120 minutes completing the assessment. This includes transition time, directions, and completion of a student survey questionnaire. The questionnaire provides valuable information about students' educational experiences and opportunities to learn both inside and outside of the classroom.

The principal will also be asked to complete a questionnaire. NAEP collects information from schools to provide a more complete understanding of assessment results. Topics such as classroom experience, staff development, and school policies can be valuable information for education stakeholders who need to gain a better picture of student performance.

The results of the mathematics, reading, and science assessments will be released as The Nation's Report Card.

*Page 2 Sidebar:*

**For more information about NAEP visit:**

- Program overview <http://nces.ed.gov/nationsreportcard>
- Private school participation [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx)

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*“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

*Page 2 Text:*

**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; and
- 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; and
- 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 be kept confidential)\*;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

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*\*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: NAEP in Your Private School 2019 Grades 4 and 8  
Mathematics, Reading, and Science**

**Grades 4 and 8 – Mathematics, Reading, and Science**

*Page 1 Sidebar:*

**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 is a common measure of academic progress across the nation and over time. The results are released as The Nation’s Report Card.

*Page 1 Text:*

**Why assess private schools?**

Private school data are essential for a complete picture of education in the United States and to inform future policy decisions. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of its students. NAEP has consistently demonstrated how student performance in private schools compares positively to student performance in public schools.

**Why participate in NAEP?**

Your school has been selected to represent other private schools across the nation, and it is vital that all selected students participate. Doing so helps accurately capture the nation’s student progress. 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 representation 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 2019 program in your school**

From January 28 to March 8, 2019, NAEP will be administered in public and private schools across the country. Selected students at grade 4 and 8 will participate in digitally based assessments, conducted on tablets, in mathematics, reading, and science. A small number of students taking the science assessment may take paper-and-pencil assessments. Administering the science assessment via both tablets and paper booklets will help evaluate any differences in student performance between the two types of administration. Each student will be assessed in only one subject and format. NAEP representatives will bring all materials and equipment, including tablets with keyboards, to the school on assessment day. The school's internet, networks, or computers will not be needed. Students will spend up to 120 minutes completing the assessment. This includes transition time, directions, and completion of a student survey 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 4 and 8 teachers will also be asked to complete a survey questionnaire. NAEP collects information from schools and teachers to provide a more complete understanding of assessment 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 science assessment will be released as The Nation's Report Card.

*Page 2 Sidebar:*

**For more information about NAEP visit:**

- Program overview <http://nces.ed.gov/nationsreportcard>
- Private school participation [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx)

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*“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

*Page 2 Text:*

**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; and
- 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; and
- 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 be kept confidential)\*;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

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*\*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 J2-15: NAEP in Your Private School 2019 Grades 4 and 8  
Mathematics and Reading**

**Grades 4 and 8 – Mathematics and Reading**

*Page 1 Sidebar:*

**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 is a common measure of academic progress across the nation and over time. The results are released as The Nation’s Report Card.

*Page 1 Text:*

**Why assess private schools?**

Private school data are essential for a complete picture of education in the United States and to inform future policy decisions. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of its students. NAEP has consistently demonstrated how student performance in private schools compares positively to student performance in public schools.

**Why participate in NAEP?**

Your school has been selected to represent other private schools across the nation, and it is vital that all selected students participate. Doing so helps accurately capture the nation’s student progress. 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 representation 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 2019 program in your school**



From January 28 to March 8, 2019, NAEP will be administered in public and private schools across the country. Selected students at grade 4 and 8 will participate in digitally based assessments, conducted on tablets, in mathematics and reading. Each student will be assessed in only one subject. NAEP representatives will bring all materials and equipment, including tablets with keyboards, to the school on assessment day. The school's internet, networks, or computers will not be needed. Students will spend up to 120 minutes completing the assessment, which includes transition time, directions, and completion of a student survey 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 4 and 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 assessment 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 mathematics and reading assessments will be released as The Nation's Report Card.

*Page 2 Sidebar:*

**For more information about NAEP visit:**

- Program overview <http://nces.ed.gov/nationsreportcard>
- Private school participation [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx)

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*“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

*Page 2 Text:*

**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; and
- 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; and
- 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 be kept confidential)\*;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

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*\*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 J2-16: NAEP in Your School 2019 Grade 12 Mathematics,  
Reading, and Science**

## **NAEP 2019 in Your School Grades 12 Mathematics, Reading, and Science**

### Sidebar Page One

#### **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.
- 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 is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

### Body Page One

NAEP will be administered on tablets to a sample of twelfth-grade students between January 28 and March 8, 2019. Students will be assessed in mathematics, reading, and science. A small number of students may take the assessments via paper and pencil. Administering these assessments via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration.

Results will be reported at the national level. NAEP data 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 will also complete a questionnaire designed to provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. The principal will have the opportunity to opt in to receive preliminary data from questionnaire responses across the country.

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 the mathematics, reading, and science assessments, approximately 86,000 twelfth-grade students will be assessed.

For more information about NAEP, visit [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard).

### Body Page Two

### **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. You will need to assign a member of your school's staff 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 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;
- if requested, overseeing the submission of an electronic list of twelfth-grade students;
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with the NAEP representative and participating in a pre-assessment review call to finalize assessment preparations;
- reserving 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 J2-17: NAEP in Your School 2019 Grades 4 and 8 Mathematics,  
Reading, and Science**

## **NAEP 2019 in Your School Grades 4 and 8 Mathematics, Reading, and Science**

### Sidebar Page One

#### **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.
- 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 is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

### Body Page One

The NAEP science assessment and pilot assessments in mathematics and reading will be administered on tablets to a sample of fourth- and eighth-grade students between January 28 and March 8, 2019. A small number of students may take the science assessment via paper and pencil. Administering this assessment via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration.

Science results will be reported at the national level. Results from the pilot assessments will not be released but will be used to inform NAEP assessments. NAEP data 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 4 and 8 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. The principal and teachers will have the opportunity to opt in to receive preliminary data from questionnaire responses across the country.



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 the science and pilot assessments, over 46,000 students will be assessed in fourth grade and 47,000 in eighth grade.

For more information about NAEP, visit [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard).

### Body Page Two

### **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. You will need to assign a member of your school's staff 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- and 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 fourth- and 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;
- if requested, overseeing the submission of an electronic list of fourth- and/or eighth-grade students;
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with the NAEP representative and participating in a pre-assessment review call to finalize assessment preparations;
- reserving 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 J2-18: NAEP in Your School 2019 Grades 4 and 8 Mathematics  
and Reading**

## **NAEP 2019 in Your School Grades 4 and 8 Mathematics and Reading**

### Sidebar Page One

#### **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.
- 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 is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

### Body Page One

NAEP will be administered on tablets to a sample of fourth- and eighth-grade students between January 28 and March 8, 2019. Students will be assessed in mathematics and reading.

Under the Elementary and Secondary Education Act, districts and states receiving Title I funding are required to participate in the biennial NAEP mathematics and reading assessments in grades 4 and 8.

National, state, and, in some cases, district results will be reported. NAEP results 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 subject only. It takes approximately 120 minutes for students to complete 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 and 8 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. The principal and teachers will have the opportunity to opt in to receive preliminary data from questionnaire responses across the country.

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 the mathematics and reading assessments, over 320,000 students will be assessed in both the fourth and eighth grades.

For more information about NAEP, visit [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard).

### Body Page Two

### **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. You will need to assign a member of your school's staff 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- and 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 fourth- and 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;
- if requested, overseeing the submission of an electronic list of fourth- and/or eighth-grade students;
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with the NAEP representative and participating in a pre-assessment review call to finalize assessment preparations;
- reserving 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 J2-19: NAEP 2019 Sample Endorsement Letter from Private School Organization to Private School Administrator**

**NAEP 2019 Sample Endorsement Letter**  
**From Private School Organization to Private School Administrator**  
**Red text should be customized and letter should be finalized on organization letterhead**

Spring 2018

Dear Administrator:

I am writing to encourage you to participate in the 2019 National Assessment of Educational Progress (NAEP). Your decision has important implications for the entire private school community.

First administered in 1969, NAEP is the largest continuing and nationally representative measure of private and public school student achievement across the country. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States. Your school's participation will help make it possible for private school data to be reported and contribute to the picture of education across the nation and to future policy decisions. NAEP data have consistently shown across subjects and over time that students in private schools score higher than students in public schools.

Private schools account for about 26 percent of all schools in the nation and educate approximately 9 percent of all school children across the country. Therefore, it is important that our students' performance be included in all data that describe the condition of education in the United States. With your support, private schools can achieve excellent participation, and private school results can be reported.

A NAEP representative will contact you soon to discuss assessment details. In the meantime, please visit the NAEP website at <https://nces.ed.gov/nationsreportcard/> for complete information about NAEP, including sample questions and previous results. For information for private schools, including a short four-minute video in which heads of school and teachers discuss their experiences with NAEP, visit [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx).

NAEP representatives will administer the assessment and provide all materials and equipment necessary to conduct the assessment. All NAEP representatives submit to an FBI clearance process and sign an oath of confidentiality. In addition, the scores of individual schools and students are never identified, as results are only reported for categories of schools and students.

For the benefit of the private school community and to provide the most accurate information about student achievement in the United States, I strongly urge you to participate. Our goal is 100 percent school participation, and I am counting on you to help us reach that goal.

If you have questions or concerns about participating in NAEP, please contact [private school organization contact person and contact information] OR Mary Erbe at 502-459-0478 or [maryerbe@naepmail.westat.com](mailto:maryerbe@naepmail.westat.com).

Sincerely,

[Name]  
Private School Organization  
Title



**Appendix J2-20: NAEP 2019 Parent/ Guardian Notification Letter Private  
School Grade 12 Mathematics, Reading, and Science Assessments**

**NAEP 2019 PARENT/ GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL**  
**Grade 12-mathematics, reading, and science assessments**  
**(School Letterhead)**  
**(Insert Date Here)**

Dear Parent or Guardian:

We are pleased to notify you that **(school name)** has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students in public and private schools 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 state and school assessments 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/may)** 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 Are on the Test?"

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

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

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

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact **(name)** at **(telephone number)** or at **(email address)** if you have any questions. To learn more about private school participation in NAEP visit [http://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](http://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx).

We are excited that our school is participating in NAEP. We know that **(school name)**'s students will show what our nation's students in private schools 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 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 J2-21: NAEP 2019 Parent/ Guardian Notification Letter Private  
School Grades 4 and 8 Mathematics and Reading Assessments**

**NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL**  
**Grades 4 and 8-mathematics and reading assessments**  
**(School Letterhead)**  
**(Insert Date Here)**

Dear Parent or Guardian:

We are pleased to notify you that **(school name)** has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students in public and private schools 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 state and school assessments 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/may)** take an assessment in mathematics or reading. 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. **As part of the National Indian Education Study (NIES) 2019, American Indian and Alaska Native students may be asked additional questions during the student questionnaire phase of the assessment. The questions are tailored to students' educational experiences and the opportunities they have to learn about their culture and traditions.** More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

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

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

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

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <https://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact **(name)** at **(telephone number)** or at **(email address)** if you have any questions. To learn more about private school participation in NAEP, visit [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx).

We are excited that our school is participating in NAEP. We know that **(school name)**'s students will show what our nation's students in private schools 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 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 J2-22: NAEP 2019 Parent/ Guardian Notification Letter Private  
School Grades 4 and 8 Mathematics, Reading, and Science Assessments**

**NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL**  
**Grades 4 and 8-mathematics, reading, and science assessments**  
**(School Letterhead)**  
**(Insert Date Here)**

Dear Parent or Guardian:

We are pleased to notify you that **(school name)** has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students in public and private schools 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 state and school assessments 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/may)** 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 Are on the Test?”

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

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

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

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <https://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact **(name)** at **(telephone number)** or at **(email address)** if you have any questions. To learn more about private school participation in NAEP visit [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx).

We are excited that our school is participating in NAEP. We know that **(school name)**'s students will show what our nation’s students in private schools 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 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 J2-23: NAEP 2019 Parent/ Guardian Notification Letter Grades 4  
and 8 Mathematics, Reading, and Science Assessments**

**NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER**  
**Grades 4 and 8 – Mathematics, reading, and science assessments**  
**(School Letterhead)**  
**(Insert Date Here)**

Dear Parent or Guardian:

**(School name)** will participate in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. 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/may)** take an assessment in mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. **Your child may also receive an extended questionnaire that takes up to 10 more minutes and asks additional contextual questions.** The questionnaires help by providing valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

Assessments take about 120 minutes for most students, including transition time and directions. The results are confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws).\*

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

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

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

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

Sincerely,

**(School Principal’s Name)**

*\*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the*

*Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information 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 J2-24: NAEP 2019 Parent/ Guardian Notification Letter Grades 4  
and 8 Mathematics and Reading Assessments**

**NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER**  
**Grades 4 and 8 – Mathematics and reading 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. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. 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/may)** take an assessment in mathematics or reading. 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. As part of the 2019 National Indian Education Study, American Indian and Alaska Native students may receive additional questions tailored to their educational experiences and their opportunities to learn about their culture and traditions. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

The assessment takes about 120 minutes for most students, including transition time and directions. The results are confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws).\*

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

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

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

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

Sincerely,

**(School Principal’s Name)**

*\*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from*

*education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information 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 J2-25: NAEP 2019 Parent/ Guardian Notification Letter Grade 12  
Mathematics, Reading, and Science Assessments**



**NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER**  
**Grade 12 – 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. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. 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/may)** take an assessment in mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. **Your child may also receive an extended questionnaire that takes up to 10 more minutes and asks additional contextual questions.** The questionnaires help by providing valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

Assessments take about 120 minutes for most students, including transition time and directions. The results are confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws).\*

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

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

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

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

Sincerely,

**(School Principal’s Name)**

*\*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the*

*Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information 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 J2-26: 2019 State Guide to NAEP Participation**

## **State Guide to NAEP Participation 2019**

**The National Assessment of Educational Progress (NAEP)**, often called The Nation’s Report Card, is the largest nationally representative and continuing assessment of what students in the United States know and are able to do in various subjects. Since 1969, NAEP has been a common measure of student achievement across the country in mathematics, reading, science, writing, and many other subjects. Depending on the assessment, NAEP report cards provide national, state, and some district-level results, as well as results for different demographic groups. Federal and state policymakers, educators, and researchers use NAEP results to assess student progress and develop ways to improve education across the country and ensure that all students have the opportunity to succeed.

NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES), located within the U.S. Department of Education’s Institute of Education Sciences.

### **NAEP State Participation**

Since its inception, NAEP has been a partnership between the federal government and the states, and states have continued to support NAEP national assessments through their schools’ participation. In 1990, NAEP was administered at the state level for the first time. Since then, states have had the opportunity to receive results in mathematics, reading, science, and writing at grades 4 and 8, allowing for comparisons over time to the nation and other states. Beginning in 2003, all states have participated in the state NAEP mathematics and reading assessments at grades 4 and 8.

### **The NAEP 2019 Assessment Program**

The 2019 NAEP program will include digitally based assessments, administered on tablets, in mathematics, reading, and science at grades 4, 8, and 12. Some fourth- and eighth-grade students will take paper-and-pencil versions of the science assessment, and some twelfth-grade students will take paper-and-pencil versions of the mathematics, reading, and science assessments. Administering assessments via both tablet and paper booklets will help evaluate any differences in student performance between the two types of administration. In addition, schools and students may also be selected to participate in NAEP pilot testing in mathematics and reading. Pilots help improve future NAEP assessments and ensure that they continue to be a reliable measure of student achievement. NAEP representatives will bring all necessary materials and equipment to schools. Schools will not need to provide internet access.

In 2019, state-level data will be collected in mathematics and reading assessments at grades 4 and 8. Under the Elementary and Secondary Education Act Reauthorization of 2001 and continuing with the Every Student Succeeds Act (ESSA), which was signed into law in December 2015, state applications for Title I funds must include an assurance that states will participate in

the biennial NAEP mathematics and reading assessments at grades 4 and 8 and that state results will be reported.

Twenty-seven districts will participate in the NAEP Trial Urban District Assessment (TUDA) in mathematics and reading in grades 4 and 8. A primary goal of NAEP TUDA is to focus attention on urban education by measuring what students in the nation's large urban districts know and can do in mathematics and reading.

Additionally, some schools and students may be selected to participate in special studies, including the National Indian Education Study (NIES) and the High School Transcript Study (HSTS). The NIES describes the condition of education for American Indian and Alaska Native students in the United States. The HSTS analyzes transcripts from a sample of high school graduates to provide information about coursetaking patterns and examines relationships with educational achievements through the link to NAEP data.

Additional information about the NAEP program and the data collection process is available from your state's NAEP State Coordinator and through the NAEP website at <http://nces.ed.gov/nationsreportcard>.

*Sidebar text:*

This publication provides an overview of the NAEP 2019 assessments for state officials to promote understanding of the activities that will take place during the assessment cycle.

Additional information on the NAEP program and its data collection process is available from NAEP State Coordinators and through the NAEP website at <http://nces.ed.gov/nationsreportcard>.

### **School and Student Participation**

The NAEP 2019 state assessments will be administered to representative state samples of public school students in grades 4 and 8. States that have districts participating in NAEP TUDA will have more schools and students added to their samples in order to ensure a representative TUDA sample.

The NAEP contractor responsible for sampling and data collection will draw the sample for each state from the Common Core of Data (CCD), an NCES program that annually collects fiscal and other data about all public schools, public school districts, and state education agencies in the United States. The NAEP State Coordinator ensures the list of schools is current. As appropriate, demographic variables of racial and ethnic composition, type of school location, and school achievement on state assessments are used to help define which schools are selected within each state.

Within selected schools, students are randomly selected from a list of all students enrolled in the grade(s) to be assessed. The NAEP contractor works directly with the NAEP state and district coordinators on the submission of the student lists.

### **Parent Notification**

Federal law requires that parents or legal guardians of students selected for the NAEP sample be notified about the assessment and informed that they may choose not to allow their children to participate. NAEP State Coordinators are responsible for ensuring that districts or schools provide this information to all parents of students selected to participate in NAEP. Sample letters will be provided to NAEP State Coordinators for tailoring to state needs.

### **NAEP 2019 Mathematics and Reading Assessment Content**

Each NAEP assessment is based on a framework that describes the specific knowledge and skills that should be assessed. The National Assessment Governing Board oversees the creation of NAEP frameworks, with input from subject matter experts, practitioners, and members of the general public—including researchers, educators, business leaders, and policymakers. NAEP frameworks also describe the types of questions that should be included and how they should be designed and scored. NAEP frameworks are available at the National Assessment Governing Board website at <https://www.nagb.gov>.

The mathematics framework for NAEP 2019 is the same framework that has been used since 2005 for mathematics assessments at grades 4 and 8. This framework, approved by the National Assessment Governing Board, replaces the framework first used for the 1990 mathematics assessment and subsequent mathematics assessments through 2005. Trends in student performance for participating states can be measured since 1992 for grade 4 and 1990 for grade 8.

The mathematics framework calls for questions based on five content areas: number properties and operations; measurement; geometry; data analysis, statistics, and probability; and algebra. Questions are also categorized according to mathematical complexity, which describes what level of cognitive demand (low, moderate, or high) is required for students to answer each question correctly.

Students respond to both multiple-choice and constructed-response questions designed to assess the framework objectives.

The reading framework for NAEP 2019 is the same framework that has been used since the 2009 reading assessments at grades 4 and 8. This is the second reading framework approved by the National Assessment Governing Board and replaces the framework first used for the 1992 reading assessment and subsequent reading assessments through 2007. Trends in state achievement for participating states can be measured since 1992 for grades 4 and 8.

The reading framework specifies two types of texts be included on the assessment: literary texts and informational texts. The framework also specifies that vocabulary knowledge will be assessed. Vocabulary items function both as a measure of passage comprehension and as a test of readers' understanding of how the text influences the meaning of the word. The framework also specifies three cognitive targets, or behaviors and skills, for items from both literary and

informational texts: locate/recall, integrate/interpret, and critique/evaluate. To measure these cognitive skills, students respond to both multiple-choice and constructed-response items.

### **NAEP Reports and the Release of Results**

Prior to NCES' release of the NAEP 2019 national and state results, NAEP State Coordinators will receive selected data for review, which will include inclusion rates and demographic data. Because state participation is mandatory for the mathematics and reading assessments at grades 4 and 8, no formal approval process is required for results to be published; that is, a state is deemed to have given its permission to release its results if the state has submitted an application for Title I funds.

Results for each participating state will be analyzed and reported in a manner that permits comparisons both over time and to other participating states and the nation. To prepare for the release, NCES works with NAEP State Coordinators to analyze the data and assist in understanding the results.

The National Assessment Governing Board facilitates the initial public release of NAEP reports and determines the date and time for the release. To assist state participation in the release of the results, each state will be given the date and time of the national release so that state releases can be coordinated with the release of national and state NAEP results. States may prepare and release reports of their state NAEP results either concurrently with or subsequent to the official public release.

All assessment results are embargoed until the time of the national release of the NAEP data by the NCES commissioner. This means that no individual or party may share or disclose NAEP results prior to the initial public release of NAEP reports by NCES.

### **For More Information**

For more information about participating in the 2019 state assessment program, contact your NAEP State Coordinator and/or Gina Broxterman (Gina.Broxterman@ed.gov), Assessment Division, NCES (202-245-7791). Further information about NAEP is available at <http://nces.ed.gov/nationsreportcard> and <http://www.nationsreportcard.gov>. Information about the National Assessment Governing Board is available at <http://www.nagb.org>.

#### *Sidebar text:*

Find us on: [include updated social media icons]

Released questions from previous assessments are available online by using the NAEP Questions Tool at <https://nces.ed.gov/nationsreportcard/nqt/>. NAEP Item Maps can also be examined at the NAEP website at <https://www.nationsreportcard.gov/itemmaps>.

### **Back cover:**

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.

This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025.



**Appendix J2-27: 2019 Trial Urban District Assessment (TUDA) Guide to  
NAEP Participation**

## **Trial Urban District Assessment (TUDA) Guide to NAEP Participation 2019**

[Folded booklet design]

### **Front cover: Trial Urban District Assessment (TUDA) Guide to NAEP Participation 2019**

**The National Assessment of Educational Progress (NAEP)**, often called The Nation’s Report Card, is the largest nationally representative and continuing assessment of what students in the United States know and are able to do in various subjects. Since 1969, NAEP has been a common measure of student achievement across the country in mathematics, reading, science, writing, and many other subjects. Depending on the assessment, NAEP report cards provide national, state, and some district-level results, as well as results for different demographic groups. Federal and state policymakers, educators, and researchers use NAEP results to assess student progress and develop ways to improve education across the country and ensure that all students have the opportunity to succeed.

The Trial Urban District Assessment (TUDA), a special project within NAEP, was designed to explore the feasibility of using NAEP to report on the performance of public school students at the district level. TUDA began in 2002 with reading and writing assessments in selected large urban districts. Beginning in 2003, TUDA has assessed schools in reading and mathematics. The National Assessment Governing Board invites selected districts to participate. Currently 27 school districts are part of the program. TUDA districts will be invited to participate in mathematics and reading assessments at grades 4 and 8 in 2019.

NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES), located within the U.S. Department of Education’s Institute of Education Sciences.

### **The NAEP 2019 Assessment Program**

The 2019 NAEP program will include digitally based assessments, administered on tablets, in mathematics, reading, and science at grades 4, 8, and 12. Some fourth- and eighth-grade students will take paper-and-pencil versions of the science assessment, and some twelfth-grade students will take paper-and-pencil versions of the mathematics, reading, and science assessments. Administering assessments via both tablet and paper booklets will help evaluate any differences in student performance between the two types of administration. In addition, schools and students may also be selected to participate in NAEP pilot testing in mathematics and reading. Pilots help improve future NAEP assessments and ensure that they continue to be a reliable measure of student achievement. NAEP representatives will bring all necessary materials and equipment to schools. Schools will not need to provide internet access.

Additional information about the NAEP program and the data collection process is available from your TUDA Coordinator and through the NAEP website at <http://nces.ed.gov/nationsreportcard>.

*Sidebar text:*

This publication provides an overview of the NAEP 2019 assessments for district officials to promote understanding of the activities that will take place during the assessment cycle.

Additional information on the NAEP program and its data collection process is available through the NAEP website at <http://nces.ed.gov/nationsreportcard>.

### **School and Student Participation**

The NAEP 2019 TUDA assessments will be administered to representative district samples of public school students in grades 4 and 8.

The NAEP contractor responsible for sampling and data collection will draw the sample for each state from the Common Core of Data (CCD), an NCES program that annually collects fiscal and other data about all public schools, public school districts, and state education agencies in the United States. The NAEP State Coordinator ensures the list of schools is current. As appropriate, demographic variables of racial and ethnic composition, type of school location, and school achievement on state assessments are used to help define which schools are selected within each state.

Within selected schools, students are randomly selected from a list of all students enrolled in the grade(s) to be assessed. The NAEP contractor works directly with the NAEP state and district coordinators on the submission of the student lists.

### **Parent Notification**

Federal law requires that parents or legal guardians of students selected for the NAEP sample be notified about the assessment and informed that they may choose not to allow their children to participate. NAEP State and TUDA Coordinators are responsible for ensuring that districts or schools provide this information to all parents of students selected to participate in NAEP. Sample letters will be provided to NAEP State and TUDA Coordinators for tailoring to state and district needs.

### **NAEP 2019 Mathematics and Reading Assessment Content**

Each NAEP assessment is based on a framework that describes the specific knowledge and skills that should be assessed. The National Assessment Governing Board oversees the creation of NAEP frameworks, with input from subject matter experts, practitioners, and members of the general public – including researchers, educators, business leaders, and policymakers. NAEP frameworks also describe the types of questions that should be included and how they should be designed and scored. NAEP frameworks are available at the National Assessment Governing Board website at <https://www.nagb.gov>.

The mathematics framework for NAEP 2019 is the same framework that has been used since 2005 for mathematics assessments at grades 4 and 8. This framework, approved by the National Assessment Governing Board, replaces the framework first used for the 1990 mathematics assessment and subsequent mathematics assessments through 2005. Trends in student performance for participating states can be measured since 1992 for grade 4 and 1990 for grade 8.

The mathematics framework calls for questions based on five content areas: number properties and operations; measurement; geometry; data analysis, statistics, and probability; and algebra. Questions are also categorized according to mathematical complexity, which describes what level of cognitive demand (low, moderate, or high) is required for students to answer each question correctly.

Students respond to both multiple-choice and constructed-response questions designed to assess the framework objectives.

The reading framework for NAEP 2019 is the same framework that has been used since the 2009 reading assessments at grades 4 and 8. This is the second reading framework approved by the National Assessment Governing Board and replaces the framework first used for the 1992 reading assessment and subsequent reading assessments through 2007. Trends in state achievement for participating states can be measured since 1992 for grades 4 and 8.

The reading framework specifies two types of texts be included on the assessment: literary texts and informational texts. The framework also specifies that vocabulary knowledge will be assessed. Vocabulary items function both as a measure of passage comprehension and as a test of readers' understanding of how the text influences the meaning of the word. The framework also specifies three cognitive targets, or behaviors and skills, for items from both literary and informational texts: locate/recall, integrate/interpret, and critique/evaluate. To measure these cognitive skills, students respond to both multiple-choice and constructed-response items.

### **NAEP Reports and the Release of Results**

Prior to the NCES' release of the NAEP 2019 national and state results, NAEP TUDA Coordinators will receive selected data for review, which will include inclusion rates and demographic data. By agreeing to participate as a trial urban district for 2019, districts are giving permission to release their district results in mathematics and reading at grades 4 and 8.

Results for each participating district will be analyzed and reported in a manner that permits comparisons both over time and to other participating states and the nation. To prepare for the release, NCES works with NAEP TUDA Coordinators to analyze the data and assist in understanding the results.

The National Assessment Governing Board facilitates the initial public release of NAEP reports and determines the date and time for the release. To assist district participation in the release of the results, each district will be given the date and time of the national release so that district releases can be coordinated with the release of TUDA results.

Districts may prepare and release reports of their district NAEP results either concurrently with or subsequent to the official public release.

All assessment results are embargoed until the time of the national release of the NAEP data by the NCES commissioner. This means that no individual or party may share or disclose NAEP results prior to the initial public release of NAEP reports by NCES.

### **For More Information**

For more information about participating in the 2019 TUDA program, contact your NAEP TUDA Coordinator and/or Gina Broxterman (Gina.Broxterman@ed.gov), Assessment Division, NCES (202-245-7791). Further information about NAEP is available at <http://www.nationsreportcard.gov> and <http://nces.ed.gov/nationsreportcard>. Information about the National Assessment Governing Board is available at <http://www.nagb.org>.

### *Sidebar text:*

Find us on: [include updated social media icons]

Released questions from previous assessments are available online by using the NAEP Questions Tool at <https://nces.ed.gov/nationsreportcard/nqt/>. NAEP Item Maps can also be examined at the NAEP website (<https://www.nationsreportcard.gov/itemmaps>).

### **Back cover:**

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.

This publication was prepared for the National Assessment of Educational Progress by Westat under contract ED-IES-13-C-0020.

## **Appendix J2-28: 2019 NCES Letter to Chiefs**



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

April xx, 2018

NAME  
TITLE  
ADDRESS 1  
ADDRESS 2  
CITY, STATE, ZIP

Dear NAME:

The National Center for Education Statistics (NCES) is preparing for its next cycle of the National Assessment of Educational Progress (NAEP). I would like to inform you of assessment activities that will be taking place in your state. This letter will provide further detail on specifics of the NAEP assessments and give general information about other upcoming NCES assessment activities.

For 2019, at the state level, NAEP will be administered in mathematics and reading at grades 4 and 8. At the national level, science will be administered at grades 4, 8, and 12, and reading and mathematics will be administered at grade 12. The High School Transcript Study (HSTS) will also take place at grade 12. The HSTS analyzes transcripts from a nationally representative sample of high school graduates to provide information about coursetaking patterns and examines relationships with educational achievements through the link to NAEP data.

The NAEP assessment window will occur from January 28 through March 8, 2019. Under the Every Student Succeeds Act of 2015, state applications for Title I funds must include an assurance that the state will participate in the biennial NAEP mathematics and reading assessments at grades 4 and 8; participation in mathematics and reading assessments at grade 12 and in the science assessment at all grades is voluntary. Mathematics and reading results for NAEP will be available approximately 6 months after the assessment window for 4<sup>th</sup> and 8<sup>th</sup> grade results. NAEP reading and mathematics for the 12<sup>th</sup> grade and science results will then be released approximately 6 months after the mathematics and reading results

NCES will also conduct pilot testing of items for future assessments and carry out research studies, such as a NAEP-NTPS linking study. Pilot testing is critical to the development of NAEP assessments ensuring that the highest quality items are used for future NAEP assessments. By participating in pilot testing, schools and students take an active role in how NAEP is administered and how other students will experience the assessments.

In addition to NAEP, the following international assessments will be conducted in the 2018–2019 school year: the Program for International Student Assessment (PISA) and International Early Learning Study (IELS), both conducted in the fall, and the Trends in International Mathematics and Science Study (TIMSS) conducted in the spring. If interested, states have the opportunity to participate and receive results for some of these international assessments.

As in the past, we will inform your state assessment director and NAEP State Coordinator about the upcoming assessments. A brochure with specific information on state participation in NAEP is enclosed. Frameworks for the mathematics, reading, and science assessments can be accessed at [www.nagb.org](http://www.nagb.org). We will also continue to update your NAEP State Coordinator on all related NAEP activities.

To keep you abreast of NCES activities that might impact your state, we have included a one-page chart of the activities taking place for the 2019 NCES assessments. Included in this chart you will get an idea of when the recruitment, administration, and reporting activities will occur for the various NCES assessments.

We appreciate your participation and wish you a successful school year! If you have any questions or if you would like additional information about the assessments, please contact Holly Spurlock, Branch Chief, Assessment Operations, at [holly.spurlock@ed.gov](mailto:holly.spurlock@ed.gov) or (202) 245-7132 or Gina Broxterman, Project Director, State and District Operations at [gina.broxterman@ed.gov](mailto:gina.broxterman@ed.gov) or (202) 245-7791. Further information is also available through the NAEP website at [www.nationsreportcard.gov](http://www.nationsreportcard.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Peggy Carr", followed by a horizontal line.

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

CC: State Assessment Director  
NAEP State Coordinator

Enclosures



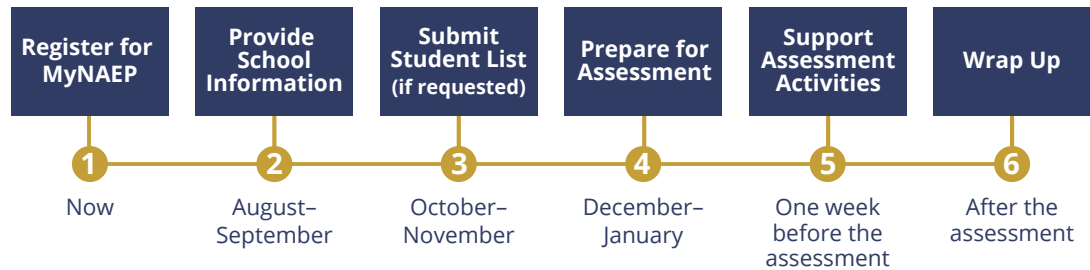
**Appendix J2-29: NAEP 2019 School Coordinator Responsibilities: A Guide to MyNAEP, Private**

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](http://www.mynaep.com).

*Each school participating in NAEP 2019 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



### You will need to complete the following activities:

#### Register for the MyNAEP website (now).

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](http://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 (August–September).

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

#### Prepare and submit a student list (if requested, October–November).

NAEP requires a complete list of students in the selected grade(s). 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 be kept confidential, and individual student responses and scores on NAEP are never reported.\* If you prefer, a NAEP representative will visit your school in January to collect the data and make the preassessment arrangements.

Continued on page 2



For more information about NAEP, visit [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard)

Find us on:



## Complete the tasks listed within the Prepare for Assessment menu (December–January).

*If you submit your data electronically, in December the NAEP representative responsible for administering NAEP in your school will contact you and discuss how to complete the following tasks under the **Prepare for Assessment** menu (the student data can be collected in person if you prefer):*

*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 or submit information to the NAEP representative 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. Your NAEP representative can also make this letter available if it is more convenient.

*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. If you prefer, your NAEP representative can provide hardcopies of the questionnaires.

*Plan assessment day logistics.*

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

*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 hundreds 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 2019 enrollment.*

All eligible students must have an opportunity to be selected. If you submitted your student list electronically in the fall, 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. If your NAEP representative collected the student data in person in January, you can skip this step.



*The NAEP representative will contact you for the preassessment review call to confirm information entered into MyNAEP. Most preassessment review calls are scheduled in January.*

## Support Assessment Day Activities (one week before the assessment).

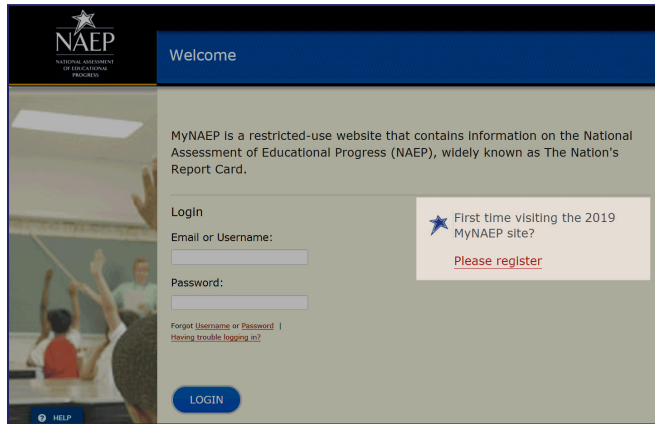
Prior to the assessment day, you need to remind teachers and students about the assessment and ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. Your NAEP representative can print these and send to you if you prefer. 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.

## Wrap Up (after the assessment).

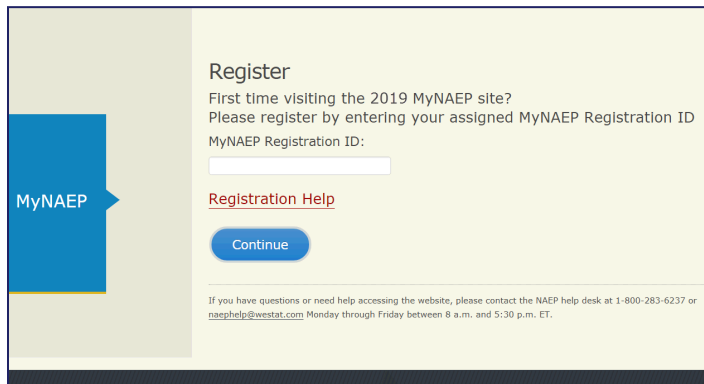
Please safeguard all materials until the date noted on the NAEP storage envelope, and confirm that all materials have been shredded.

# How to Register and Access MyNAEP

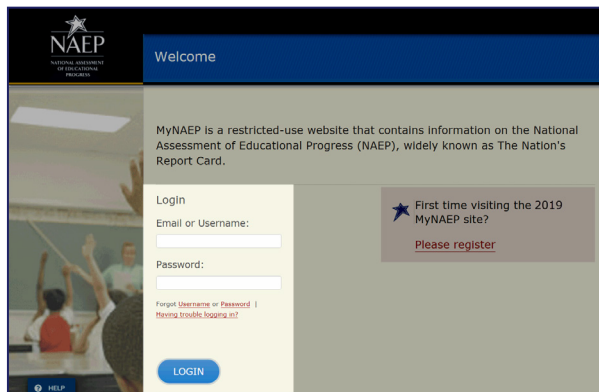
- 1 Go to **www.mynaep.com**. On the right side of the screen, select **Please register**.



- 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](mailto: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. You can write your username and password on the label above for easy access, and be sure to keep it in a secure place.



## 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.

## Online Resources

Information for private schools and to watch the private school video	<a href="https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx">https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx</a>
Information for selected schools	<a href="https://nces.ed.gov/nationsreportcard/participating/schools.aspx">https://nces.ed.gov/nationsreportcard/participating/schools.aspx</a>
<i>Introducing NAEP to Teachers</i> video	<a href="http://nces.ed.gov/nationsreportcard/videos/teachervideo">http://nces.ed.gov/nationsreportcard/videos/teachervideo</a>
<i>Introducing NAEP to Students</i> video	<a href="http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx">http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx</a>
<i>What Every Parent Should Know About NAEP</i> video	<a href="http://nces.ed.gov/nationsreportcard/videos/parentvideo">http://nces.ed.gov/nationsreportcard/videos/parentvideo</a>
Sample Questions booklets	<a href="http://nces.ed.gov/nationsreportcard/about/booklets.aspx">http://nces.ed.gov/nationsreportcard/about/booklets.aspx</a>
NAEP Questions Tool	<a href="http://nces.ed.gov/nationsreportcard/nqt">http://nces.ed.gov/nationsreportcard/nqt</a>
Information for parents	<a href="http://nces.ed.gov/nationsreportcard/parents">http://nces.ed.gov/nationsreportcard/parents</a>
Assessment frameworks	<a href="https://www.nagb.gov/focus-areas/naep-frameworks.html">https://www.nagb.gov/focus-areas/naep-frameworks.html</a>
Digitally Based Assessments	<a href="https://nces.ed.gov/nationsreportcard/dba/">https://nces.ed.gov/nationsreportcard/dba/</a>

\*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 J2-30: 2019 NIES Endorsement Letter from Bureau of Indian  
Education**



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Washington, D.C. 20240

IN REPLY REFER TO:

[DATE]

[Prefix] [First\_Name] [Last\_Name], Principal  
[School\_Name]  
[School\_Address\_1] [School\_Address\_2]  
[School\_City], [School\_State] [School\_Zip]

Dear [Prefix] [Last\_Name]:

The 2019 National Indian Education Study (NIES) will be conducted between January 28 and March 8, 2019 as part of the National Assessment of Educational Progress (NAEP). As the NIES sample includes all Bureau of Indian Education (BIE) funded schools serving grade 4 and 8 students, we are requesting [School\_Name]'s participation in the study. This federally-funded study focuses on the academic achievement in mathematics and reading, as well as educational experiences, of American Indian students at grades 4 and 8. NIES is conducted by the National Center for Education Statistics at the request of the U.S. Department of Education's Office of Indian Education within the Office of Elementary and Secondary Education.

[School\_Name]'s participation will help ensure that results from the study are meaningful and accurate. It also provides BIE-level data on student performance and educational experiences. Your school's participation will further strengthen the validity of the study. Department of Education representatives will provide significant support to your school, bring all necessary materials and equipment, and administer the study.

A representative from Tribal Tech, LLC (Tribal Tech), an American Indian-owned contractor, will contact you with additional information and address any questions you may have. We hope that by connecting with you now, the study will be easier to include on your 2018-2019 school calendar. Tribal Tech will contact you—or a coordinator appointed by you—again in the fall to confirm a date and prepare study arrangements.

Additional information about this study, including copies of all previous NIES reports, can be found on the NIES website at <http://nces.ed.gov/nationsreportcard/nies>. Should you have any immediate questions or concerns regarding the study, please call the NIES information number at 888-411-NIES(6437), or send an e-mail to [nies\\_information@tribaltechllc.com](mailto:nies_information@tribaltechllc.com).

We look forward to working with you on this worthwhile endeavor to advance the quality of education for all American Indian students. On behalf of the BIE, I want to thank you for your time and consideration.

Sincerely,

Mr. Tony Dearman, Director  
Bureau of Indian Education

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 J2-31: 2019 NIES Endorsement Letter from Tribal Education  
Departments National Assembly**



Tribal Education Departments  
National Assembly

[DATE]

[Prefix] [First\_Name] [Last\_Name], Principal  
[School\_Name]  
[School\_Address\_1] [School\_Address\_2]  
[School\_City], [School\_State] [School\_Zip]

Dear [Prefix] [Last\_Name]:

The National Indian Education Study (NIES) will be conducted between January 28 and March 8, 2019. The study is designed to describe the condition of education for American Indian and Alaska Native (AI/AN) students in the United States. NIES is the only nationwide study that explores Native cultures and academic achievement.

Tribal Education Departments National Assembly (TEDNA), a national non-profit membership organization for Tribal education agencies and departments, supports NIES as a valuable study providing critical information to policymakers, advocates, and other stakeholders about the academic performance and educational experiences of AI/AN students. Native communities benefit from direct feedback from Native students about their daily experiences in schools, from reading and mathematics to language and culture.

A representative from Tribal Tech, LLC (Tribal Tech), an American Indian-owned contractor, will be contacting you with additional information about the study and to address any questions you may have. Information about NIES, including frequently asked questions, can be found on the NIES website at <http://nces.ed.gov/nationsreportcard/nies>. If you have any questions or concerns, please call the NIES information number at 888-411-NIES(6437) or send an e-mail to [nies\\_information@tribaltechllc.com](mailto:nies_information@tribaltechllc.com).

I strongly encourage you to take part in this important study that can help bring educators together to explore ways to improve schools, promote Native languages and cultures, and more effectively advocate for our children and communities. With your school's support, this study can help strengthen the voices of our communities.

Sincerely,

**Quinton Roman Nose, Executive Director**

*Cheyenne & Arapaho Tribes*

Tribal Education Departments National Assembly  
309 NW 13th Street, Suite 103, Oklahoma City, OK 73103  
(405) 563-7912 | [qromannose@tedna.org](mailto:qromannose@tedna.org)

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 J2-32: 2019 NIES Endorsement Letter from Office of Elementary  
and Secondary Education**



## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

[DATE]

[Prefix] [First\_Name] [Last\_Name], Principal  
[School\_Name]  
[School\_Address\_1] [School\_Address\_2]  
[School\_City], [School\_State] [School\_Zip]

Dear [Prefix] [Last\_Name]:

The Office of Indian Education (OIE) is pleased to announce the National Indian Education Study (NIES) will take place between January 28 and March 8, 2019. The study, funded by the U.S. Department of Education's OIE since its inception in 2005, examines the educational experiences of grade 4 and 8 American Indian and Alaska Native (AI/AN) students across the country. We want to have as complete an understanding as possible about how AI/AN students are performing academically as well as explore the role native language and culture plays in their lives.

Having been previously conducted in 2005, 2007, 2009, 2011, and 2015, NIES has repeatedly provided policymakers and educators with critical information about the performance and educational experiences of AI/AN students. The study consists of two components: (1) an assessment of mathematics and reading achievement of students in grade 4 and 8, and (2) a survey for grade 4 and 8 students, their teachers, and principals of the schools they attend. The survey was developed in large part through in-person consultation with a technical review panel composed of American Indians from across the country representing different areas and perspectives in education.

A representative from Tribal Tech, LLC (Tribal Tech), an American Indian owned contractor, will be contacting you with additional information about the study and to address any questions you may have. Information about NIES, including all previous reports, can be found on the NIES website at <http://nces.ed.gov/nationsreportcard/nies>. If you have any questions, please call the NIES information number at 888-411-NIES(6437) or send an e-mail to [nies\\_information@tribaltechllc.com](mailto:nies_information@tribaltechllc.com).

NIES serves as an important role in improving the education of our AI/AN youth, and we very much would like you to be a part of the process of moving these improvements forward. I know I can count on you to help accomplish our goal of 100 percent participation.

Sincerely,

Tara Ramsey, Acting Director  
Office of Indian Education  
Office of Elementary and Secondary Education  
U.S. Department of Education

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

400 MARYLAND AVE., SW, WASHINGTON, DC 20202

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

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 J2-33: 2019 NIES Endorsement Letter from Teacher, Chris Gordon**



## Joseph K. Lumsden Bahweting School

1301 Marquette Avenue  
Sault Ste. Marie, Michigan 49783

Dr. Theresa Kallstrom, Superintendent

Website: [www.jklschool.org](http://www.jklschool.org)  
Telephone: 906-635-5055  
Fax: 906-635-3805

January 22, 2018

Dear [Prefix] [Last\_Name]:

The National Indian Education Study (NIES) will be conducted between January 28 and March 8, 2019. It is the largest educational study in the nation of American Indian and Alaska Native (AI/AN) students and the only nationwide study that explores Native cultures and academic achievement. Over 16,000 AI/AN students participated in the last NIES, which is held every four years.

I am a teacher and coordinator of Anishinaabe language and culture at Joseph K. Lumsden Bahweting School, a Bureau of Indian Education (BIE) grant funded school in Michigan. I also serve on the NIES Technical Review Panel, which is composed of AI/AN educators and researchers from across the country. The findings can be used as a tool to understand where our students succeed and where there is room to grow, while respecting the languages, cultures, and traditions that have been rooted in American Indian tribes and Alaska Native villages for thousands of years.

A representative from Tribal Tech, LLC (Tribal Tech), an American Indian-owned contractor, will be contacting you with additional information about the study and to address any questions you may have. Information about NIES, including survey questions and previous NIES reports, can be found on the NIES website at <http://nces.ed.gov/nationsreportcard/nies>. If you have any questions or concerns, please call the NIES information number at 888-411-NIES(6437) or send an e-mail to [nies\\_information@tribaltechllc.com](mailto:nies_information@tribaltechllc.com).

I encourage you to take part in this important study that can help your students, teachers, and community. Your school's participation will help ensure results from the study are meaningful and accurate. The more we understand, the more successful we can become.

Miigwech! (Thank you)

Sincerely,

Chris Gordon, Ph.D.

*Anishinaabe*

Teacher/Coordinator of Anishinaabe Language and Culture  
Joseph K. Lumsden Bahweting School

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 J2-34: 2019 NIES Sample Parent Letter**

**NIES SAMPLE PARENT/GUARDIAN NOTIFICATION LETTER**  
**(Insert Date Here)**

Dear Parent or Guardian:

(School name) has been selected to participate in the 2019 **National Indian Education Study (NIES)** on (date). The Office of Indian Education (OIE) within the U.S. Department of Education initiated NIES to provide valuable information on the educational achievement and experiences of American Indian and Alaska Native (AI/AN) students at grades 4 and 8.

The study contains two components: an assessment and a survey questionnaire. The first component of NIES is the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in public and private schools 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 state and school assessments because it provides a common measure of 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/may) take an assessment in mathematics or reading.

In addition to the assessment, 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. As part of NIES, AI/AN students will receive additional questions tailored to their educational experiences and their opportunities to learn about their culture and traditions. These additional questions will take up to 20 minutes for students to complete. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

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

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

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

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

We are excited that our school is participating in NIES, and we appreciate the contribution our students will make to the education of AI/AN students across the country.

Sincerely,



Principal Name, Title  
School Name  
Phone Number

*\*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 J2-35: 2019 NIES Flyer**

# NATIONAL INDIAN EDUCATION STUDY



The National Indian Education Study is designed to describe the condition of education for American Indian and Alaska Native students in the United States.

The National Indian Education Study (NIES) collects information on academic achievement and educational experiences of fourth- and eighth-grade American Indian and Alaska Native (AI/AN) students. The results from the study have been used in congressional testimony and help assess the progress of educational achievement among Native students in mathematics and reading.

NIES is designed to report results for the nation, for states that have relatively large populations of AI/AN students, and by school types. Because AI/AN students' experiences may vary depending on the types of schools they attend, results are also reported for three mutually exclusive categories: low density public schools (where less than 25 percent of students are AI/AN), high density public schools (where 25 percent or more students are AI/AN), and Bureau of Indian Education schools. Results from NIES will assist in monitoring the progress of academic achievement to better serve Native students across the nation.

## ASSESSMENT

Component I of the study consists of the mathematics and reading portions of the National Assessment of Educational Progress (NAEP), which is administered to students nationwide. The results of NAEP are released as The Nation's Report Card and are available for the nation, states, and in some cases, urban districts. NAEP representatives coordinate with individual schools to schedule and administer the 120-minute digital assessment.

## SURVEY

Component II of the study is an Indian education survey questionnaire. The survey questionnaire is administered to AI/AN students, their teachers, and school principals. It includes questions about the inclusion of Native languages and cultural perspectives in the curriculum and about interactions between the school and Native communities. The survey questionnaire is administered immediately following the NAEP assessment. Students are given 20 minutes to complete the survey; teachers and principals may need slightly longer. NIES data provide a better understanding of how cultural influences can affect the educational experiences of AI/AN students.





## BACKGROUND

NIES is conducted as a part of NAEP, which was expanded to allow for more in-depth reporting on the achievement and experiences of AI/AN students. The study is conducted by the U.S. Department of Education’s National Center for Education Statistics within the Institute of Education Sciences, at the request of the U.S. Department of Education’s Office of Indian Education within the Office of Elementary and Secondary Education. A Technical Review Panel, whose members include AI/AN teachers, administrators, and researchers from across the country, provides substantial input on the study. NIES is also supported by the Bureau of Indian Education, U.S. Department of the Interior.

## SCHEDULE

**May–September 2018** Schools selected to participate are notified, an assessment date is reserved between January 28 and March 8, 2019, and a school coordinator is appointed.

**December 2018–January 2019** School coordinators complete the fourth- and eighth-grade student information materials and arrange logistics for conducting the assessment.

**January–March 2019** Experienced NAEP representatives visit the schools to administer the assessment and the survey.

## WHERE CAN I GET MORE INFORMATION?

NIES Information Line or Email	1-888-411-NIES (6437) or <a href="mailto:nies_information@tribaltechllc.com">nies_information@tribaltechllc.com</a>
NIES website	<a href="http://nces.ed.gov/nationsreportcard/nies">http://nces.ed.gov/nationsreportcard/nies</a>
National Assessment of Educational Progress (NAEP)	<a href="http://nces.ed.gov/nationsreportcard">http://nces.ed.gov/nationsreportcard</a>
National Center for Education Statistics	<a href="http://nces.ed.gov">http://nces.ed.gov</a>
Office of Indian Education	<a href="http://www.ed.gov/about/offices/list/oese/oie/index.html">http://www.ed.gov/about/offices/list/oese/oie/index.html</a>

Results from previous NIES studies can be found on the National Indian Education Study website and through the NAEP Data Explorer: <http://nces.ed.gov/nationsreportcard/naepdata>.

This publication was prepared for the National Indian Education Study by Tribal Tech, LLC under contract ED-IES-15-C-0044 for the National Center for Education Statistics, U.S. Department of Education.

**Appendix J2-36: 2019 NIES Facts for Associate Deputy Directors Education  
Program Administrators, and ELOs**

# 2019 Facts for Associate Deputy Directors, Education Program Administrators, and Education Line Officers



National Assessment of Educational Progress

## **NIES helps to provide a more complete picture of the status of education for American Indian and Alaska Native (AI/AN) students in the United States.**

- ▶ Results from NIES are a reliable source of data on AI/AN students, especially for educators, administrators, and policymakers who address the educational needs of students.
- ▶ NIES data draw from a nationally representative sample of AI/AN students from public, private, Bureau of Indian Education (BIE), and Department of Defense schools.
- ▶ NIES data document the academic progress of AI/AN students and describe their cultural and language experiences both in school and wider communities.

The **National Indian Education Study (NIES)** describes the status of education for American Indian and Alaska Native (AI/AN) students in the United States. NIES is conducted in conjunction with the National Assessment of Educational Progress (NAEP) and will be administered in schools across the country between January 28 and March 8, 2019.

As educational leaders, you are essential partners contributing to the success of this study. You can support NIES by explaining to your principals and other school staff why the study is important. You can help by contacting school principals to offer your support and endorsing NIES when communicating with school staff. You may receive additional mailings with informational documents about NIES and NAEP.

### **What is involved?**

NIES has two main components. The first component is the NAEP mathematics and reading assessments at grades 4 and 8. The second component is a survey specific to NIES that investigates how students' Native traditions, languages, and cultures are integrated in the students' everyday lives. There is a survey given to students in this study as well as a survey for their teachers and school administrators.

To review the survey used in 2009, 2011, and 2015, visit <http://nces.ed.gov/nationsreportcard/nies/questionnaire.aspx>. The survey was developed, in large part, through the guidance of a technical review panel composed of AI/AN educators and researchers from across the country.



## About NAEP

The National Assessment of Educational Progress (NAEP) was first administered in 1969 to measure student achievement nationally. Since 1990, NAEP has also been administered at the state level. Fourth- and eighth-grade students are currently assessed at the national and state levels in mathematics and reading every 2 years, and in other subjects periodically.

**NAEP is the only measure that allows for valid comparisons of student performance to be made across states and select urban districts.** A state's own assessment is a valuable tool for providing information on student performance in that particular state. Because state assessments vary from state to state, their results cannot be used to compare student performance across the country. Results from NAEP can be compared, however, because the same assessment is given to students across the nation.

**NAEP reports on results for different demographic groups rather than for individual students or schools.** NAEP uses a carefully designed sampling process to ensure that the schools and students selected are representative of schools and students across the United States.

**NAEP is designed to cause minimal disruption of instruction.** It will take approximately 120 minutes for students to complete NAEP, including transition time, directions, and completion of a survey questionnaire. Teachers do not need to prepare their students to take the assessment. NAEP staff members administer the assessment and work with your designated NAEP school coordinator to organize assessment activities.

NAEP results are easily accessible online. To view results for the nation, states, and select urban districts, compare results for various demographic groups, and access information designed for teachers, students, and parents, visit <http://nces.ed.gov/nationsreportcard>.

## About NIES

NIES was first administered in 2005 to collect information on academic achievement and educational experiences of AI/AN students. In 2005, about 30 BIE schools per grade were included in the NIES sample. Beginning in 2007, all BIE schools serving grade 4 and/or 8 students were included in the NIES sample, and this will continue for NIES 2019. NIES was conducted every 2 years until 2011. The study is now conducted every 4 years.

**The NIES survey questionnaires are designed to cause minimal disruption in the classroom.** On average, it takes students up to 20 minutes to complete the survey; teachers and principals may need slightly longer.

**NIES measures and documents the academic achievements of AI/AN students.** Because NIES occurs on an ongoing basis, the study provides information on how AI/AN students progress in mathematics and reading over time.

NIES 2015 results are currently available online at <https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2017161>.

### For more information:

- ▶ Call the NIES Information Line at 1-888-747-NIES (6437)
- ▶ Email [nies\\_information@tribaltechllc.com](mailto:nies_information@tribaltechllc.com)

### To learn more, visit:

- ▶ NIES Website <http://nces.ed.gov/nationsreportcard/nies>
- ▶ NIES Data Explorer <http://nces.ed.gov/nationsreportcard/niesdata>
- ▶ National Assessment of Educational Progress (NAEP) <http://nces.ed.gov/nationsreportcard>
- ▶ National Center for Educational Statistics (NCES) <http://nces.ed.gov>
- ▶ Office of Indian Education (OIE) <http://www.ed.gov/about/offices/list/oese/oie/index.html>

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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 used to produce statistical reports.

## **Appendix J2-37: 2019 NAEP Overview Brochure**



## Why is student participation important?

NAEP assesses a sample of students across the country to be representative of all students in the United States. Students who are selected represent the nation's geographic, racial, ethnic, and socioeconomic diversity. Each student's participation is critical for providing an accurate and complete picture of student achievement.

Federal and state policymakers and researchers use NAEP results to assess student progress and develop ways to improve education across the country and ensure that all students have the opportunity to succeed.

## What is it like for students and schools to participate in NAEP?

- ▶ NAEP is administered to students during regular school hours. Each student is assessed in one subject area. Students spend between 90 and 120 minutes taking the assessment, including time to complete a survey questionnaire.
- ▶ NAEP representatives will bring all necessary materials, including tablets or laptops for digitally based assessments, to the schools on assessment day.
- ▶ Allowable accommodations are provided as necessary for students with disabilities and/or English language learners.
- ▶ Student responses on NAEP are confidential, and the privacy of each participating school and student is essential.\*

## What other data are collected during a NAEP assessment?

NCES includes survey questionnaires as part of NAEP to collect information that helps put the results into context. There are three types of survey questionnaires:

- ▶ Students complete questionnaires that provide information on their opportunities to learn in and outside of the classroom, educational experiences, and a variety of other topics, including race, ethnicity, socioeconomic status, and technology use. Students may skip any question by leaving a response blank.
- ▶ Teachers responsible for the subject of the administered assessment complete questionnaires that gather information on teacher trainings and instructional practices.
- ▶ School questionnaires, usually completed by the principal or assistant principal, gather information on school policies and characteristics.

Learn more about these questionnaires and how responses are kept confidential here: <http://nces.ed.gov/nationsreportcard/bgquest.aspx>

\*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 Security Enhancement of 2015. The collected information will be combined across respondents to produce statistical reports.



# An Overview of NAEP



★ Get NAEP on the go with the NAEP Results mobile app  
Download it today on Google Play

Find us on:   

## What is NAEP?

The National Assessment of Educational Progress (NAEP), often called The Nation's Report Card, is the largest nationally representative and continuing assessment of what students in public and private schools in the United States know and are able to do in various subjects. Since 1969, NAEP has been a common measure of student achievement across the country in mathematics, reading, science, and many other subjects. Depending on the assessment, NAEP report cards provide national, state, and some district-level results, as well as results for different demographic groups.

NAEP is a congressionally mandated project of the National Center for Education Statistics (NCES), located within the U.S. Department of Education's Institute of Education Sciences. NAEP data are also used in special studies conducted by NCES. These have included comparisons of proficiency standards across state assessments; insights from high school transcripts, including courses taken and credits earned; and in-depth looks at how different demographic groups perform across different types of schools.

The National Assessment Governing Board, an independent, bipartisan organization made up of governors, state school superintendents, teachers, researchers, and representatives of the general public, sets policy for NAEP.

### How is NAEP different from state assessments?

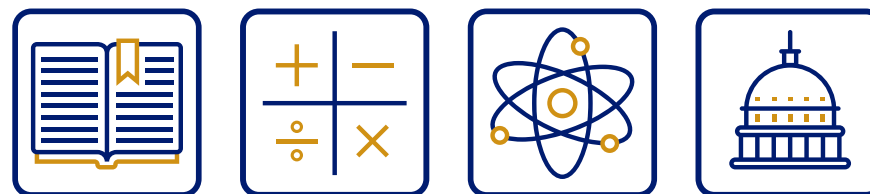
States have their own assessments, which are designed to provide individual student data about achievement based on different content standards, unique to each state. NCES administers the same NAEP assessment in every state, providing educators, policymakers, and parents with a common measure of student achievement that allows for direct comparisons among states and participating urban districts.



The NAEP website provides more extensive information about the assessment: <http://nces.ed.gov/nationsreportcard>

NAEP results are available on The Nation's Report Card website: <http://nationsreportcard.gov>

The NAEP website features many tools and applications designed to provide quick and easy access to NAEP assessment data, examples of the types of questions students answer, performance comparisons, and more: <http://nces.ed.gov/nationsreportcard/about/naeptools.asp>  
Appendix J2 2019 (OMB# 1850-0928 v.9)



### What subjects does NAEP assess?

NAEP includes a range of subjects at grades 4, 8, and 12 to provide a comprehensive look at the wide array of academic areas that are a part of a student's education. Subjects include civics, economics, geography, mathematics, music and visual arts, reading, science, technology and engineering literacy, U.S. history, and writing.

### How are NAEP results reported?

NAEP results are reported for the nation and, in most cases, for states, as well as for selected urban districts that participate in the Trial Urban District Assessment (TUDA). Results are reported as scores and as percentages of students reaching NAEP achievement levels—*Basic, Proficient, and Advanced*.

NAEP monitors overall educational progress for the nation, states, TUDA districts, and for different groups of students, including students with disabilities and English language learners. NAEP is not designed to provide results for individual students or schools.

### How is technology being used to measure and report student skills?

An increasing number of schools are making digital technologies an integral component of the learning environment. To assess students in more effective and engaging ways that mirror their classroom experiences, NAEP assessments have transitioned from traditional paper-and-pencil to a digital format.

To enhance the student experience, new interactive questions and features immerse students in the same types of activities they encounter in digital learning environments, which allow students to use multimedia to solve real-world problems. In a digital environment, helpful tools and features are built directly into the testing platform, making the assessment more accessible than ever for students. Digitally based assessments also provide new types of data that can deepen our understanding of what students know and are able to do in various subjects.

Learn more about digitally based assessments here: <http://nces.ed.gov/nationsreportcard/dba>

The following are examples of the types of NAEP questions and features students may encounter when participating in digitally based assessments.\*

#### 4th Grade Mathematics

Students use the online ruler to measure objects and then answer multiple-choice questions in a grade 4 mathematics digitally based assessment administered on a tablet.

What is the length of the pen?

A  72 millimeters

B  78 millimeters

C  82 millimeters

D  88 millimeters

E  92 millimeters

#### 8th Grade Technology and Engineering Literacy

In 2014, NAEP administered the first-ever technology and engineering literacy assessment on laptops. This question assessed grade 8 students' understanding of the recycling process and its impact on society.

THE RECYCLING PROCESS

Raw Material

Manufacturer

Product

Consumer

Used Product

Used Product

Landfill

Recycling Center

Recycled Product

KEY  
Rectangles = Processor  
Triangles = Inputs and/or Outputs

According to the diagram shown, which of the following is a major effect of the recycling process?

Select 1 of the 4 choices below.

A  Recycling causes people to consume more raw materials.

B  Recycling directly stimulates consumer demand for recycled products.

C  Recycling provides an incentive to discover new sources of raw materials.

D  Recycling allows products to be made from fewer raw materials.

#### 12th Grade Science

Students can use an online slider to observe changes in a nuclear reaction and then answer this multiple-choice question in a grade 12 science digitally based assessment administered on a tablet.

Use the slider to view the nuclear reaction that occurs when a high-energy particle collides with a large nucleus.

State 1      State 2      State 3

What type of nuclear reaction occurs, and why?

A  Fusion, because more high-energy particles are produced.

B  Fusion, because a high-energy particle combines with a large nucleus.

C  Fission, because two smaller nuclei are produced.

D  Fission, because mass is neither created nor destroyed during the process.

\* The 4th grade and 12th grade questions are not released assessment questions, but represent what students might be asked during a NAEP digitally based assessment. The 8th grade sample question was released from the 2014 NAEP technology and engineering literacy assessment.

## **Appendix J2-38: An Overview of NAEP for Private Schools**

# An Overview of NAEP for Private Schools



## What is NAEP?

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what students in public and private schools in the United States know and can do in various subjects. Since 1969, NAEP has provided a common measure of student achievement across the country. The results are released as The Nation's Report Card. Results are generally reported for private schools overall and for two groups of private schools, Catholic and Other Private schools, provided minimum participation benchmarks are met. NAEP is a congressionally mandated project conducted by the National Center for Education Statistics (NCES), located within the U.S. Department of Education's Institute of Education Sciences.

### Why assess private schools?

Private schools have participated in NAEP for decades and are an integral part of providing a complete picture of education in the United States. Private school data make an important contribution to our understanding of the condition of education in the United States and to future policy decisions. Without the participation of private schools, there would be no Nation's Report Card. NAEP has consistently demonstrated that the performance of private school students compares favorably to that of public school students.

### What subjects does NAEP assess?

NAEP assessments are conducted in a range of subjects at grades 4, 8, and 12 across the country. Assessments are given most frequently in mathematics, reading, science, and writing. Other subjects, including civics, economics, geography, music and visual arts, technology and engineering literacy, and U.S. history, are assessed periodically.

NAEP special studies are conducted periodically in addition to main assessments. 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 <http://nces.ed.gov/nationsreportcard/studies>.

The National Assessment Governing Board, which sets NAEP policy, determines the assessment schedule and what content should be measured. To download a detailed PDF version of the assessment schedule, please visit <http://www.nagb.org/newsroom/assessment-schedule.htm>.

### What are NAEP digitally based assessments?

An increasing number of schools are making digital tools an integral component of the learning environment, reflecting that the knowledge and skills needed for future postsecondary success involve the use of new technologies. NAEP is evolving to address this changing educational landscape through its transition to digitally based assessments; pencil-and-paper assessments are being replaced by devices such as touchscreen tablets.

Digitally based assessments allow NAEP to collect new types of data that provide depth in our understanding of what students know and can do in various subjects. New technologies and universal design features are improving NAEP's ability to offer accommodations to increase student participation. In a digital environment, features like adjusting font size and using a highlighter tool are available to all students during the test administration. To learn more about digitally based assessments, visit <http://nces.ed.gov/nationsreportcard/dba>.

- The NCES NAEP website provides more extensive information about the assessment: <http://nces.ed.gov/nationsreportcard>
- For specific information about private school participation in NAEP, visit: <http://nces.ed.gov/nationsreportcard/about/nonpublicschools.asp>
- The NAEP website features a number of tools and applications designed to provide quick and easy access to NAEP assessment data, previously

Appendix J2 2019 (OMB# 1850-0928 v.9)

- administered NAEP questions, performance comparisons, and more: <http://nces.ed.gov/nationsreportcard/about/naeptools.asp>
- To quickly access private school results, visit the private school quick data tool at [https://nces.ed.gov/nationsreportcard/about/private\\_school\\_quick\\_data.aspx](https://nces.ed.gov/nationsreportcard/about/private_school_quick_data.aspx)
- NAEP results are also available on The Nation's Report Card website: <http://nationsreportcard.gov>

The following are examples of the types of NAEP questions and features students may encounter when participating in digitally based assessments.\*

What is the length of the pen?

A  72 millimeters

B  78 millimeters

C  82 millimeters

D  88 millimeters

E  92 millimeters

#### 4th Grade Mathematics

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THE RECYCLING PROCESS

Raw Material

Manufacturer

Product

Consumer

Used Product

Used Product

Landfill

Recycling Center

Recycled Product

KEY

Rectangles = Processor

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According to the diagram shown, which of the following is a major effect of the recycling process?

Select 1 of the 4 choices below.

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Use the slider to view the nuclear reaction that occurs when a high-energy particle collides with a large nucleus.

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State 2

State 3

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\*The 4th grade and 12th grade questions are not released assessment questions, but represent what students might be asked during a NAEP digitally based assessment. The 8th grade sample question was released from the 2014 NAEP technology and engineering literacy assessment.  
Appendix J2 2019 (OMB# 1850-0928 v.9)

# Frequently Asked Questions

## What can private schools and students expect when participating in NAEP?

- NAEP is administered to students during regular school hours. Each student is assessed in one subject area. Students spend about 120 minutes taking the assessment, including time to complete a survey questionnaire.
- NAEP representatives will bring all necessary materials, including tablets or other devices for digitally based assessments, to the schools on assessment day.
- Allowable accommodations are provided as necessary for students with disabilities and/or English language learners.
- Student responses on NAEP are confidential, and the privacy of each participating school and student is essential.\*

## Why is private school student participation important?

The participation of all selected students enables NAEP to provide the most accurate and representative picture of student performance. NAEP uses a carefully designed sampling procedure for the assessment to be representative of public and private schools and students throughout the United States. Each participating student represents hundreds of other students. These students represent the geographic, racial, ethnic, and socioeconomic diversity that is our nation's student body. Districts, states, policymakers, and researchers all use NAEP results to assess student progress and develop ways to improve education across the country.

## What are NAEP survey questionnaires?

NAEP survey questionnaires are voluntarily completed by students, teachers, and principals who participate in a NAEP assessment. Students may answer as many questions as they like and may skip any question by leaving a response blank. NAEP survey questionnaires provide valuable information about participating students' educational experiences both in and

out of the classroom. Student survey questionnaires take no more than 15 minutes to complete and are administered at the end of the NAEP assessment. To learn more about these questionnaires, visit <http://nces.ed.gov/nationsreportcard/bgquest.aspx>.



\*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:



## **Appendix J2-39: 2019 Best Practices**



Dear **School Principal**,

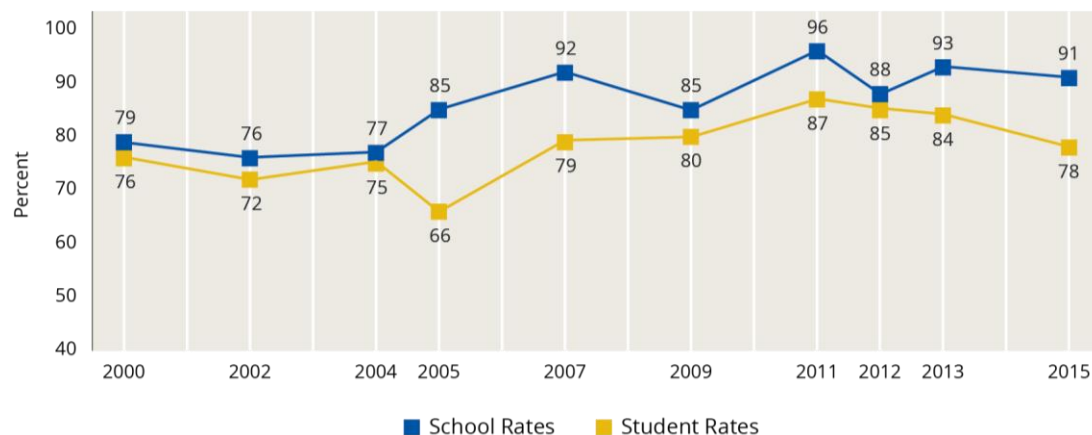
The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative measure of student achievement. Students will participate in mathematics, reading, and science assessments. National results in mathematics, reading, and science will be released as The Nation’s Report Card.

NAEP results provide valuable feedback to educators, elected officials, and policymakers who work to maintain and improve the quality of our education system. Since NAEP is designed to assess a representative sample of our nation’s students, the accuracy of NAEP relies on the full participation of you, your teachers, and students.

## Twelfth-grade participation

Historically, twelfth-grade student participation in NAEP has been a challenge. Student participation reached an all-time low in 2005—only 66 percent of sampled seniors participated. Both low participation and low motivation can undermine the validity and credibility of NAEP results for high school students. As the graph below demonstrates, NAEP participation has increased significantly with the implementation of *Best Practices* in 2007. Although the graph shows a small decline in subsequent years, student participation rates are still far better than 2005. Each year, strategies and resources from *Best Practices* offer schools an opportunity to renew efforts to engage students to participate.

NAEP School and Student Participation Rates for Public Schools: Grade 12



## Recommendations from the Secondary School Principals’ Working Group

*Best Practices* was created after NCES convened a Secondary School Principals’ Working Group in 2005 to address twelfth-grade participation rates. After discussing participation rates, student motivation, and high school student results, the working group concluded that the results did not reflect the true level of achievement of their students. The working group also concluded that high school principals and other school leaders could help improve participation rates by obtaining teacher buy-in and motivating students to take the assessment and do their best, and that best practices for achieving high participation should be

shared with principals. Their recommendations set the stage for the initial *Best Practices* prepared for the 2007 assessment.

## Preparing for NAEP 2019

Each year, NAEP resources and strategies are provided to promote the importance of NAEP to parents, teachers, and students. These resources and strategies are updated with each grade 12 administration of NAEP to reflect lessons learned from administrators like you.

This year, *Best Practices: Strategies for Supporting Twelfth-Grade NAEP Participation* is digital—organized around the theme of “NAEP and Your School: A Winning Combination!” You can download more than 15 customizable resources and templates directly from [www.mynaep.com](http://www.mynaep.com). These resources are listed below.

Prepare & Schedule	Work with Teachers	Motivate Students	Inform Parents
Student Notification Letter	<i>Introducing NAEP to Teachers</i> Video	<i>Introducing NAEP to Students</i> Video	Parent/Guardian Notification Letter
Morning Announcement Template	Talking Points for Principals to Teachers	Talking Points for Teachers to Students	Talking Points for Principals and Teachers to Parents
Social Media Posts	<i>Measure Up</i> Newsletter	Certificate of Community Service	The Nation’s Report Card Website
<i>NAEP in Your School</i>	Introducing NAEP to Teachers PowerPoint	Introducing NAEP to Students PowerPoint	Introducing NAEP to Parents PowerPoint
<i>Facts for Principals</i>	NAEP Questions Tool	Twelfth-Grade Incentive Ideas	<i>What Every Parent Should Know About NAEP</i> Brochure
Announcement PowerPoint Slide			

In addition, you will receive four emails in the months leading up to the assessment. Each email will highlight effective strategies for encouraging participation and will link to the above resources.

## What is in your box?

Your *Best Practices* box contains a lanyard and flash drive for downloading resources and customizable templates from [www.mynaep.com](http://www.mynaep.com).

If you have any questions about *Best Practices* or the upcoming NAEP assessment, please contact me at **NSC email** or **NSC phone number**. The NAEP 2019 assessment is another opportunity to show the public and everyone around the world, what our seniors know and can do in core subjects.

Sincerely,

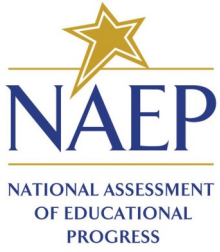
**NSC Name**

**Subject:** Prepare & Schedule

**Timeframe:** Week of 10/15/18

**To:** School Principal

**CC:** School Coordinator



# Best Practices

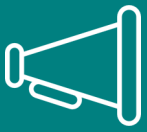
Strategies for Supporting  
Twelfth-Grade NAEP Participation

NAEP and Your School: A Winning Combination!

## ANNOUNCE | NOTIFY | EMPOWER

Planning for NAEP activities in advance can help ensure a successful administration. The actual day of the assessment runs most smoothly when your school staff is prepared to accommodate the assessment. I am available to answer any questions you have as you prepare for and schedule the assessment.

### Strategy 1: ANNOUNCE



Use the [sample social media posts](#) to announce that NAEP is coming to your school in 2019. Also post a message on your school's website about NAEP.

Remind teachers and students of the assessment in the morning announcements using the [sample morning announcement templates](#). Teachers should dismiss selected students prior to the assessment using the student appointment cards on [www.mynaep.com](http://www.mynaep.com) in the **Support Assessment Activities** section.

### Strategy 2: NOTIFY



Use the sample [student notification letter](#) to notify selected students of their participation in the NAEP assessment and to give more details about the importance of NAEP.

Schedule NAEP on the annual school calendar. This allows NAEP to be recognized as a part of your school's schedule of activities and helps avoid scheduling conflicts.

Notify students and staff by including the [announcement PowerPoint slide](#) on classroom monitors/screens.

### Strategy 3: EMPOWER



Learn more about NAEP 2019 by accessing [Facts for Principals](#).

Empower your NAEP school coordinator to effectively prepare for the assessment by providing the [NAEP in Your School](#) fact sheet.

## INCREASING STUDENT PARTICIPATION

Six strategies are associated with a statistically significant improvement in average student participation rates. In the months leading up to the assessment, you will receive information on how to implement the strategies below.



**ANNOUNCE NAEP** prior to assessment day to parents, students, and faculty.



**RECOGNIZE STUDENTS** that participated at a school awards assembly or other announcement.



**HOLD A MEETING** with seniors to explain the importance of NAEP using the resources shared in *Best Practices* emails.



**EXPLAIN THE IMPORTANCE** of NAEP to teachers using the PowerPoint presentation and video.



**INVITE TEACHERS** to attend assessment sessions.

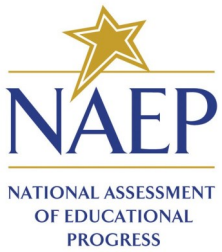


**GIVE STUDENTS** an item, such as tickets to a school event, yearbook, etc., to thank them for participating in NAEP.



[Discover More Strategies and Resources](#)

**Subject:** Work with Teachers  
**Timeframe:** Week of 11/5/18  
**To:** School Principal  
**CC:** School Coordinator



# Best Practices

Strategies for Supporting  
Twelfth-Grade NAEP Participation

NAEP and Your School: A Winning Combination!

## SHARE | PROVIDE | USE

Teachers are essential in motivating students to do their best on NAEP. It is important that teachers understand that NAEP is a valuable tool to show the nation what high school students know and can do in core subjects. Teachers may be reluctant to devote instructional time to an assessment, but it is important to have students participate and do their best on NAEP to ensure an accurate picture of high school student achievement.

### Strategy 1: SHARE



Hear what real educators are saying about NAEP by watching the [Introducing NAEP to Teachers](#) video. In this 5-minute video, teachers will learn more about the impact of NAEP, online resources, and strategies they can use to motivate students to do their best on the assessment.

Present the [Introducing NAEP to Teachers](#) PowerPoint presentation at a faculty meeting.

### Strategy 2: PROVIDE



Give teachers the [Measure Up](#) newsletter. It includes information about upcoming NAEP activities, results from recently released NAEP assessments and how they are being used, and how NAEP's online tools can be used as a classroom resource.

### Strategy 3: USE



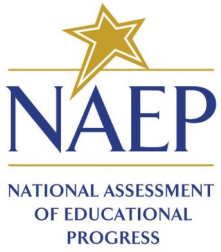
Refer to the [Talking Points from Principals to Teachers](#) to answer teachers' questions about NAEP. Principals can use these talking points to reiterate why teachers should encourage their students to participate.

Use the [NAEP Questions Tool](#) to supplement classroom instruction, provide additional insight into the content of the assessment, design classroom assessments, and show what students nationally or in your state or district know and can do in core subjects.



[Discover More Strategies and Resources](#)

**Subject:** Motivate Students  
**Timeframe:** Week of 12/3/18  
**To:** School Principal  
**CC:** School Coordinator



# Best Practices

Strategies for Supporting  
Twelfth-Grade NAEP Participation

NAEP and Your School: A Winning Combination!

## GIVE | REMIND | THANK

Students selected for NAEP represent thousands of other students like themselves. National results can be compromised if students at your school do not fully participate in the testing process. Your encouragement will convey the importance of the assessment and produce results that accurately measure what twelfth-graders know and can do in core subjects.

### Strategy 1: GIVE



Invite selected students to participate in NAEP using the specially designed invitations that were sent to your school earlier in the fall.

Give students who have been selected to take NAEP an opportunity to ask questions after showing the 5-minute video [Introducing NAEP to Students](#).

### Strategy 2: REMIND



Use the [Talking Points from Teachers to Students](#) to remind students of their important role in the NAEP assessment.

Remind students of what to expect when they take NAEP by sharing the [Introducing NAEP to Students](#) PowerPoint presentation at an assembly or student meeting.

### Strategy 3: THANK



Thank students who participated in NAEP at a school awards assembly and give them a [Certificate of Community Service](#).

Choose from the [twelfth-grade incentive ideas](#) to thank students for their participation in NAEP.



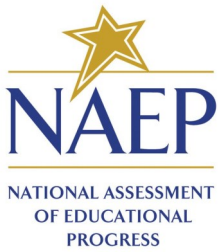
[Discover More Strategies and Resources](#)

**Subject:** Inform Parents

**Timeframe:** Week of 1/7/19

**To:** School Principal

**CC:** School Coordinator



# Best Practices

Strategies for Supporting  
Twelfth-Grade NAEP Participation

NAEP and Your School: A Winning Combination!

## INFORM | ENCOURAGE | INVITE

NAEP is the largest continuing and nationally representative measure of student achievement. NAEP results provide valuable feedback to educators, elected officials, and policymakers who work to maintain and improve the quality of our educational system. Since NAEP is designed to assess a representative sample of our nation's students, the accuracy of NAEP relies on the support of parents and the full participation of their twelfth-graders and the school.

### Strategy 1: INFORM



Inform parents of their student's selection to participate in NAEP 2019 and provide them with a copy of the [Parent/Guardian Notification Letter](#).

Use the [Talking Points From Principals and Teachers to Parents](#) to answer questions from parents.

### Strategy 2: ENCOURAGE



Direct parents to [The Nation's Report Card](#) website for more information.

Encourage parents to call or email their student's principal or the NAEP school coordinator to ask questions or receive additional information.

### Strategy 3: INVITE

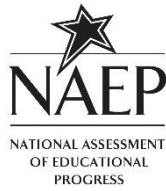


Invite parents to learn more about the NAEP assessment by showing the [Introducing NAEP to Parents](#) PowerPoint presentation at a parent-teacher organization meeting.

Provide parents with the [What Every Parent Should Know About NAEP](#) brochure to read and learn more about NAEP.



[Discover More Strategies and Resources](#)



It is with great pleasure that we inform you of your selection to participate in the 2019 National Assessment of Educational Progress (NAEP)! NAEP, also known as The Nation's Report Card, represents students across the country to show what they have learned in various subjects. Not every student is selected to take the assessment, but you have been chosen to participate in a mathematics, reading, or science assessment to represent hundreds of students like yourself all across the country.

We know that you will do your best and look forward to seeing you at the assessment. Thank you!

**Text for the box insert** (business card holder, left-hand inside page).

Your support matters! When principals like you encourage twelfth-graders to participate in the National Assessment of Educational Progress (NAEP) and do their best, you are helping NAEP capture a complete and accurate picture of what high school seniors throughout the country know and can do in a variety of subjects.



## **Appendix J2-40: 2019 Best Practices Supporting Documentation and Links**

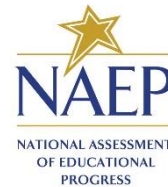
## References to Appendix J2-39 Best Practices, Page 138

The table below is a recreation of the table shown in the Best Practices in Appendix J2-39, on page 138. Below each communication material title, is an indication of where in Appendix J2 this information appears

<b>Prepare &amp; Schedule</b>	<b>Work with Teachers</b>	<b>Motivate Students</b>	<b>Inform Parents</b>
Student Notification Letter (Page 147)	Introducing NAEP to Teachers Video ( <a href="https://youtu.be/zR1_pUdSIFg">https://youtu.be/zR1_pUdSIFg</a> )	Introducing NAEP to Students Video ( <a href="https://youtu.be/8drjkh0iQU">https://youtu.be/8drjkh0iQU</a> )	Parent/Guardian Notification Letter (Appendix J2-23 to J2-25)
Morning Announcement Template (Page 148)	Talking Points for Principals to Teachers (Page 152)	Talking Points for Teachers to Students (Page 153)	Talking Points for Principals and Teachers to Parents (Page 156)
Social Media Posts (Page 149)	Measure Up Newsletter (Page 167)	Certificate of Community Service (Page 154)	The Nation's Report Card Website ( <a href="https://www.nationsreportcard.gov/">https://www.nationsreportcard.gov/</a> )
NAEP in Your School (Appendix J2-16 to J2-18)	Introducing NAEP to Teachers PowerPoint (Page 172)	Introducing NAEP to Students PowerPoint (Page 188)	Introducing NAEP to Parents PowerPoint (Page 205)
Facts for Principals (Appendix J2-2)	NAEP Questions Tool ( <a href="https://nces.ed.gov/nationsreportcard/nqt/">https://nces.ed.gov/nationsreportcard/nqt/</a> )	Twelfth-Grade Incentive Ideas (Page 155)	What Every Parent Should Know About NAEP Brochure (Page 157)
Announcement PowerPoint Slide (Page 166)			

# Notification Letter

## For Students



Dear Student:

Congratulations! You have been selected to participate in this year's National Assessment of Educational Progress, also known as NAEP. As a select participant, your test results will be part of what's called The Nation's Report Card! It is the most important assessment of what students from across the country know and can do in a variety of subject areas. It is different from our state assessments because it represents high school students across the country, not just those here in [state]. It is also different from the SAT and ACT because it focuses on student progress across several grade levels.

Not every student is selected to take it, but you have been chosen to represent thousands of your peers in this important assessment. Your participation will provide a snapshot of what students from across the country have learned in school, which in turn will inform major decisions about how to improve the education system in the United States. In short, it's important that you take part and give it your best effort!

You will take NAEP at [time, date, location] with other selected students. NAEP takes around 120 minutes, and you don't need to study for it. You will take a mathematics, reading, or science assessment. Upon completion of the assessment, you will receive a Certificate of Community Service. Your scores will be anonymous and will NOT affect your grades or academic record in any way.

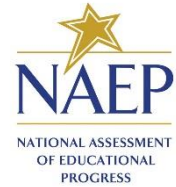
If you have any questions or would like to review sample questions, please ask [insert name of school contact person]. He/she will be happy to help. You can also visit <http://nces.ed.gov/nationsreportcard/students> for more information.

We are fortunate that our school has been selected to participate in NAEP and we are excited to have you take the assessment. We know that you will do your best and help us accurately represent the achievement of our students.

Sincerely,

(School Principal)

# School Announcement



## Templates

### Initial morning announcement

Good morning, students and teachers. I'm excited to announce that our school has been selected to participate in the 2018 National Assessment of Educational Progress, also known as NAEP. It is the largest continuing and nationally representative assessment of what students across the country know and can do in a variety of subjects. Some of our 12th-graders have been selected to take assessments in math, reading, and science. To those who have been selected for this important test, you have all our support, and I have NO doubt that you will represent us well! More details to follow as we move closer to our school's assessment day. Thank you in advance for your involvement.

### Morning announcement used in month leading up to NAEP assessment (possibly read once per week or biweekly)

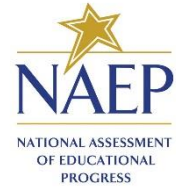
Good morning, students and teachers. The countdown to the NAEP assessment is under way. We are only \_\_\_ days away from NAEP Day on [Date], when some of our 12th-graders will take this important assessment to measure our nation's educational progress. Students and teachers, if you have any questions, please reach out to \_\_\_ our School's NAEP coordinator. Thank you.

### Morning announcement for day of NAEP assessment

Good morning, students and teachers. NAEP Day is finally here! I would like to remind everyone that today some of our 12th-graders will be participating in the National Assessment of Educational Progress. Teachers, please be sure to release those students 5 minutes before the assessment is scheduled to begin. For those students who are participating, please report to your designated locations on time. You are playing an important role in our nation's ability to measure what students across the country are learning. What's more, by taking the assessment, you are having an impact on the future of education for the students who follow you. Do your best, and good luck. Thank you.




# Social Media

## Sample Announcements





If your school uses Twitter and/or Facebook to communicate with parents, students, and teachers, you can use both platforms to communicate the importance of the assessment to teachers and to encourage student participation. The following tweets and Facebook posts are available for you to customize before posting to your school’s social media channels. When customizing, Facebook posts containing 200 characters of text or less and tweets containing less than 110 characters of text work best.



In addition, you can follow NAEP’s social media accounts as we regularly share resources, results, and tools for working with NAEP that states also share on their pages to prepare for participation in the assessments. Find our social media accounts below.

-  <https://www.facebook.com/NationalAssessmentofEducationalProgress/>
-  [https://twitter.com/@NAEP\\_NCES](https://twitter.com/@NAEP_NCES)
-  <https://www.youtube.com/user/TheNationsReportCard>



## Scheduling Information

 <b>Facebook</b>	 <b>Twitter</b>
<p>Our school will have the chance to make a difference in education on <b>[DATE]</b>! Learn why our participation in NAEP is important at <a href="http://1.usa.gov/1kVxTKI">http://1.usa.gov/1kVxTKI</a>.</p>	<p>We’re excited to announce our school will participate in #NAEP on <b>[DATE]</b>! Learn about this national assessment at <a href="http://1.usa.gov/1kVxTKI">http://1.usa.gov/1kVxTKI</a>.</p>
<p>A group of our 12th-graders will represent thousands of others across the country on <b>[DATE]</b>! Known as The Nation’s Report Card, NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in a variety of subjects. Learn more at <a href="http://1.usa.gov/1jVs1Wt">http://1.usa.gov/1jVs1Wt</a>.</p>	<p>#NAEP will be administered to select 12th-graders at our school on <b>[DATE]</b>. To learn more about the program, visit <a href="http://1.usa.gov/Ugb2Ct">http://1.usa.gov/Ugb2Ct</a>.</p> <p>Something big is happening on <b>[DATE]</b>. A group of our 12th-graders will participate in #NAEP that day! Learn more at <a href="http://1.usa.gov/1jFG4zn">http://1.usa.gov/1jFG4zn</a>.</p>



## Information for Teachers

 <b>Facebook</b>	 <b>Twitter</b>
<p>Teachers, how much do you know about NAEP? What does NAEP mean for you and your students? Hear what other teachers are saying at <a href="https://youtu.be/zR1_pUdSIFg">https://youtu.be/zR1_pUdSIFg</a>.</p>	<p>#Teachers, do you know why our #student participation in #NAEP is important? Find out: <a href="http://1.usa.gov/WiTIxT">http://1.usa.gov/WiTIxT</a>.</p>
<p>NAEP results help us better understand how our students are performing academically across the United States. Learn more about why participation is important at <a href="http://1.usa.gov/WiTIxT">http://1.usa.gov/WiTIxT</a>.</p>	<p>Some of our 12th-graders have been selected to participate in #NAEP! Discover what other #teachers are saying at <a href="http://youtu.be/zR1_pUdSIFg">http://youtu.be/zR1_pUdSIFg</a>.</p> <p>#Teachers, find out the types of questions your #students will see on #NAEP with the NAEP Questions Tool: <a href="http://1.usa.gov/1rx7VSt">http://1.usa.gov/1rx7VSt</a>.</p>

## Information for Students

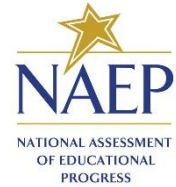
 <b>Facebook</b>	 <b>Twitter</b>
<p>12th-graders, don't forget! If you have been selected to take NAEP, your participation is essential for understanding what students across the country have learned in school. Warm up your mental gears by checking out the NAEP Test Yourself tool at <a href="http://bit.ly/2cm6NBa">http://bit.ly/2cm6NBa</a>.</p>	<p>The "AEP" in #NAEP does not stand for "Atomic Endangered Penguins!" Hear what other students have to say at <a href="http://youtu.be/8drjkhe0iQU">http://youtu.be/8drjkhe0iQU</a>.</p>
<p>What is NAEP? Learn the answer to this question and more at <a href="https://youtu.be/8drjkhe0iQU">https://youtu.be/8drjkhe0iQU</a>.</p>	<p>You don't have to study for #NAEP, but your participation is still important. Find out why: <a href="http://bit.ly/2ciTxeH">http://bit.ly/2ciTxeH</a>.</p> <p>Curious about the types of questions you can expect to see on #NAEP? Check out the NAEP Test Yourself tool at <a href="http://bit.ly/2cm6NBa">http://bit.ly/2cm6NBa</a>.</p>

## Information for Parents

 <b>Facebook</b>	 <b>Twitter</b>
<p>Parents, if your 12th-grader has been selected to take NAEP, he or she will represent thousands of other students across the United States. Discover other reasons why participation is so important at <a href="http://1.usa.gov/WiTIxT">http://1.usa.gov/WiTIxT</a>.</p>	<p>Mark your calendars, parents! Our school will participate in #NAEP on [DATE]. Learn more about the assessment at <a href="http://1.usa.gov/1zRr5HH">http://1.usa.gov/1zRr5HH</a>.</p>
<p>Do you have any burning questions about NAEP and your child's involvement? The wait is over! Learn the answers to your questions and more by visiting <a href="http://1.usa.gov/1rnbygh">http://1.usa.gov/1rnbygh</a>.</p>	<p>If your child has been selected to participate in #NAEP, find more information about the assessment at <a href="http://1.usa.gov/1rnbygh">http://1.usa.gov/1rnbygh</a>.</p>
	<p>Why is your child's participation in #NAEP important? Find out by visiting <a href="http://1.usa.gov/WiTIxT">http://1.usa.gov/WiTIxT</a>.</p>

# Talking Points

## Principals to Teachers



### What is NAEP?

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment that shows what students across the country know and can do in various subjects. It is different from our state assessments and even the SAT and ACT because it represents high school students across the country, not just those here in our state or those who plan to go on to college.

### Why should I encourage my students to participate?

NAEP is an important and integral part of education in the United States. The results of NAEP are released as The Nation's Report Card. Encouraging your students to participate and do their best gives them the opportunity to show how well our nation's students perform.

- Elected officials, policymakers, and educators all use NAEP results to develop ways to improve education.
- NAEP provides a common measure of student achievement across the country.
- NAEP data can be used to compare and understand the performance of demographic groups within your state, the nation, and select urban districts.
- Teachers can use sample NAEP questions and scoring guides as a resource for understanding student performance.

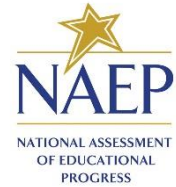
### What do I have to do?

Your students will need to be out of class for about 120 minutes for the assessment. You do not have to do anything to prepare for the assessment; you just need to release students from class and encourage them to do their best. Each student represents thousands of other high school students across the nation, so it is important that they participate and do their best.



# Talking Points

## Principals and Teachers to Students



### What is NAEP?

NAEP stands for the National Assessment of Educational Progress. You may know it as The Nation's Report Card. It's the largest continuing and nationally representative assessment of what students across the country know and can do in various subjects. It is different from our state assessments and even the SAT and ACT because it represents all high school students across the country, not just those here in our state or those who plan to go on to college.

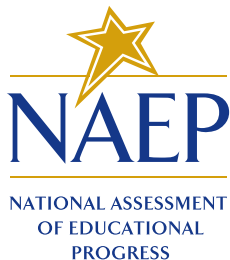
### Why should I participate?

NAEP is important. The results of NAEP are released as The Nation's Report Card and they help the President, Congress, and all of our educators make decisions about how to improve our education system. By participating, you have the ability to influence those decisions and contribute to the quality of education for future students. Not all students take the assessment. You have been chosen to represent other high school students in our school, in our state, and across the country. It is important that you take part and put forth your best effort.

### What do I have to do?

You will take the test with other selected students. The test takes only about 120 minutes. Students will be assessed in mathematics, reading, and science. Each student will be assessed in only one subject. Your scores will be anonymous and will not affect your grades or academic record in any way. Instead, they will be combined with the scores of other students to produce overall results. You should do your best because you were selected to represent students just like you across the country. When NAEP results are reported in the news, they influence the public's opinion of what high school students across the United States know and can do in a variety of subjects.

# Certificate of Community Service



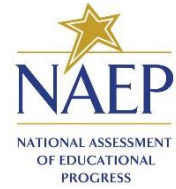
This is to verify that *(Name of Student)* \_\_\_\_\_  
has completed 1½ hours of community service by participating in the National Assessment of Educational Progress (NAEP). NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. Since each sampled student represents many others throughout the state and country, each student's participation is critical to NAEP's success.



Peggy Carr, Ph.D., Acting Commissioner  
National Center for Education Statistics  
U.S. Department of Education

Find us on:   

# Incentive Ideas



## For students who participate in NAEP

Student incentives can help boost NAEP participation rates in your school. Here are some examples of strategies used by school principals over the past 10 years.

### Raffle for prizes

Students who choose to participate can be entered into a raffle for a special prize. Some possible prizes are listed below.

- Free prom tickets
- Special parking space for a day or week
- Free yearbook
- Free yearbook space/page
- Gift card(s) from local businesses

### Free food

Some schools offer a simple breakfast as a thank you to participating students—bagels, donuts, coffee, orange juice. Another option is pizza for lunch, or snacks for after the assessment.

### Extra credit

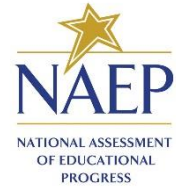
Drop a low homework score, or add extra credit to a test, quiz, or project.

### Graduation pin

Create and distribute a pin or honor tag to be worn during graduation.

# Talking Points

## Principals and Teachers to Parents



### What is NAEP?

The National Assessment of Educational Progress, or NAEP, is often called the gold standard of assessments and has been around since 1969. It's called The Nation's Report Card because it tells us how students across the country are doing. It is different from any of the other tests your child takes in school – including state assessments and even the SAT and ACT – because it represents all high school students in the United States, not just those in our state or those who plan to go on to college. As the largest national test, the results are found in the headlines of national and local news stories all over the country.

### Why should I encourage my child to participate?

NAEP is a window into the state of our educational system and what students are learning. It opens the door for parents to understand how well children like theirs are doing compared to other students in participating large urban districts, other states, the nation, and the rest of the world. Your child has been selected to represent other students like him or her across the country. Not every student or every school takes the test, and your child can help to show the country just how much all our high school students know and can do in a variety of subjects. The results of NAEP help the President, Congress, and educators make informed decisions about how to improve our education system. When your child participates, he or she is making a difference.

### What does my child have to do?

If your child is selected to participate in the assessment, he or she will need to be out of class for about 120 minutes. The results are anonymous and your child's grades won't be affected. We encourage students to get a good amount of sleep the night before and to eat breakfast that morning. Please encourage your child to do his or her best.

### Where can I find more information on NAEP?

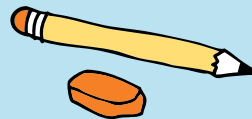
Visit The Nation's Report Card online at [www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard) and dig deeper into topics such as:

- How your child was selected
- NAEP accommodations
- NAEP scoring

Also, access the NAEP parent brochure at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2012469>.

## The Nation's Report Card

# What Every Parent Should Know About NAEP

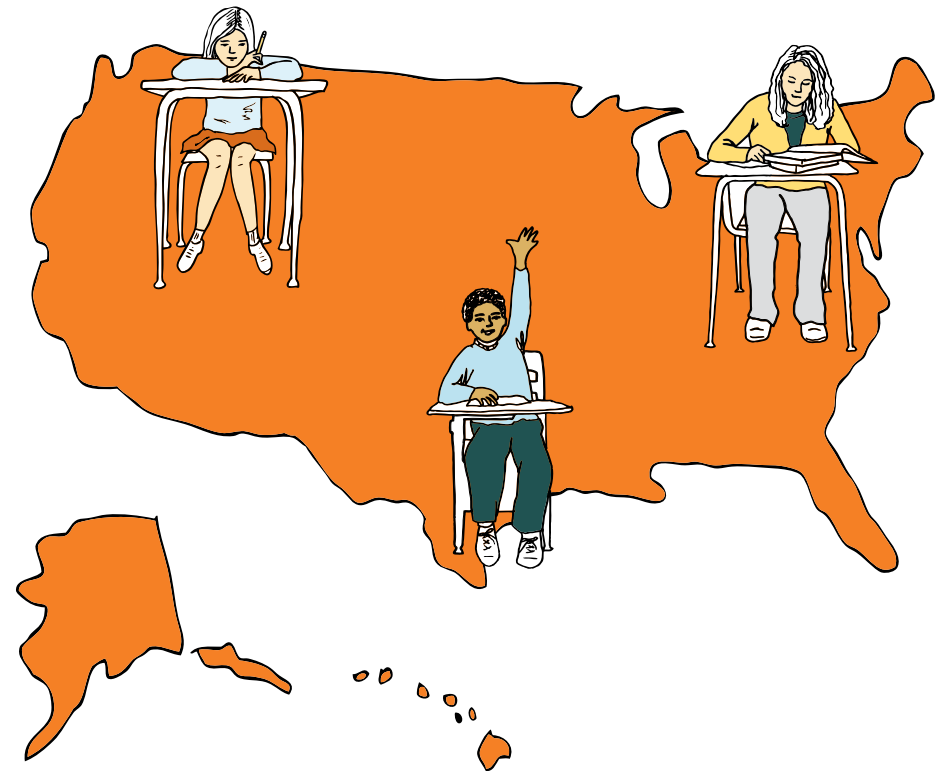


# You've probably heard of The Nation's Report Card.

**It's a resource. It's a national wakeup call. It's a window into the state of our educational system and what students are learning.**

It's more than just a test.

Today's students take tests for everything. **The National Assessment of Educational Progress (NAEP)**, though, is different. It's called The Nation's Report Card because it tells us how students across the country, not just in one particular school or state, are doing.



**“[T]he definitive source... for state-to-state comparisons in educational achievement...”**

EDUCATION WEEK

*-Influence: A Study of the Factors of Educational Achievement*

**“Only 12%** of U.S. high school seniors are proficient in the legacy of America’s past.”

abc NEWS



“...higher math scores are “undoubtedly” a **sign of the success of math instruction** in classrooms...”

THE WALL STREET JOURNAL

**“...urban school districts have steadily increased their scores since 2003...”**

The Miami Herald

Everyone’s talking about **NAEP**. As the largest national test, its results are found in the headlines of national and local news stories all over the country.

**“NAEP is the gold standard of student assessments.”**

The Washington Post

*-The Washington Post editorial board*

“Students taking the math exam who reported taking algebra I in eighth grade tended to outscore their peers who had not taken algebra I.”

MILWAUKEE · WISCONSIN  
JOURNAL SENTINEL

**“The nation’s report card on math and reading shows fourth- and eighth-graders scoring their best ever in math...”**

ASBURY PARK PRESS

“Today’s NAEP results confirm that **we have a crisis on our hands** when it comes to civics education.”

The New York Times

**“Very few students have the advanced skills that could lead to careers in science and technology, according to the results of a national exam...”**

LAWRENCE  
JOURNAL-WORLD

# NAEP: The Big Picture

The Nation's Report Card opens the door for parents to understand how well children like theirs are doing compared to other students in:

- Participating large urban districts
- Other states
- The nation
- The rest of the world!

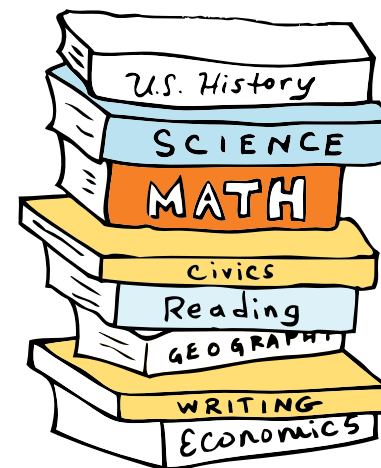




## NAEP in a Nutshell

- It is often called the gold standard of tests and has been around since 1969.
- The subjects most frequently tested are math, reading, science, and writing.
- Not every student or every school takes the test.
- The results are anonymous and if your child is asked to take it, his or her grades won't be affected.
- Accommodations are provided so that as many students as possible can participate.


# How would my child stack up?



### Use real NAEP questions to find out.

After each test, dozens of NAEP sample questions are released with The Nation's Report Card to show how real students performed in that subject.

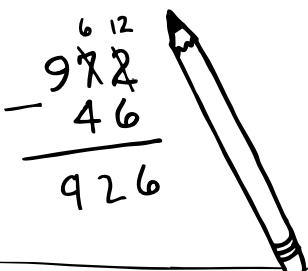
**U.S. History**



As part of the U.S. history assessment, students were asked the purpose of the Declaration of Independence.

**34 percent of fourth-grade students answered correctly.**

**Mathematics**


$$\begin{array}{r} 6 \ 12 \\ 972 \\ - 46 \\ \hline 926 \end{array}$$

As part of the math test, students were asked to subtract 46 from 972 and fill in their answer.

**76 percent of fourth-grade students answered correctly.**



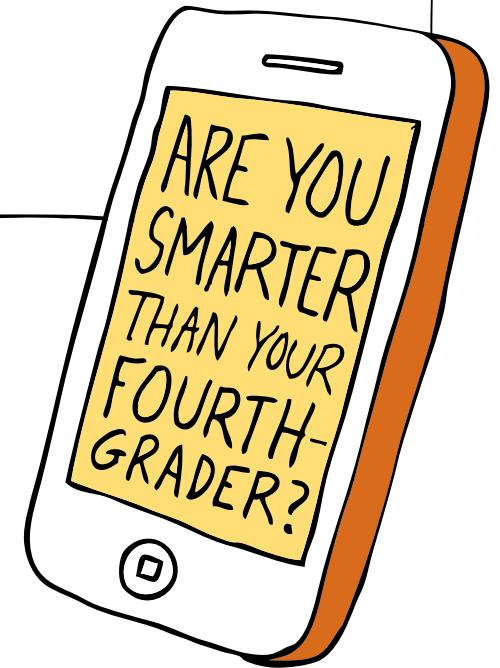
I tried my best. Mom said it was important!

## Give it a try. Test yourself!

### Science

Lightning and thunder happen at the same time, but you see the lightning before you hear the thunder. Explain why this is so.

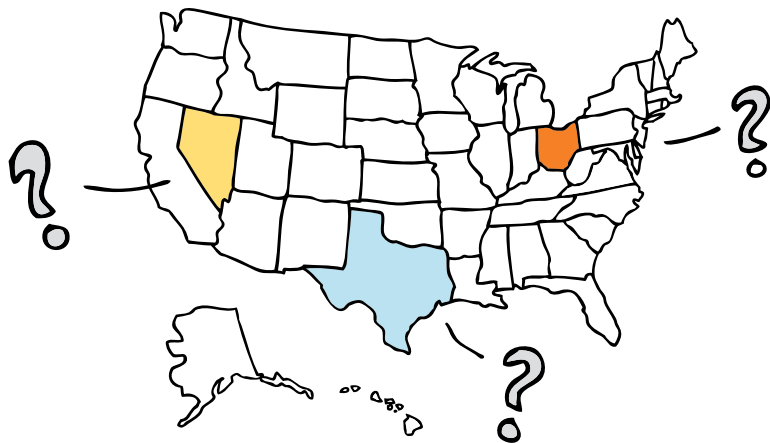
**Do you know the answer?**  
**Find out online!**



# What do all of these NAEP results tell us about education?

## See how your state measures up.

You can use NAEP results to compare your state to the nation, other states, and some large urban districts.



## Go beyond the scores.

NAEP reports provide more than just results in school subjects and grades.



See how students have performed over time, including by racial/ethnic groups and gender.

NAEP also looks at differences between the performances of groups of students, illuminating achievement gaps that exist among the nation's students.



Learn which states are closing achievement gaps, and see whether your state is making progress.

NAEP examines the path to high school graduation by studying coursetaking and grades of America's most recent high school graduates.



Find out if your child is prepared for the future.

## Look at the full picture.

NAEP also looks at the factors that may be related to learning—both inside and outside the classroom.

- ★ Fourth-graders who reported **reading for fun almost every day** scored higher on NAEP.
- ★ The percentage of twelfth-grade students who reported **studying the U.S. Constitution** in 2010 was lower than in 2006.
- ★ Eighth-graders who reported **taking algebra I** scored higher on average than students taking lower-level courses.
- ★ Since 1990, more high school graduates from each racial/ethnic group **completed a rigorous curriculum**.
- ★ 90 percent of fourth-graders who took the NAEP reading assessment in 2011 reported that they **had a home computer**.
- ★ More than any other single subject, **science was the key to reaching a higher curriculum level**.



## NAEP Sparks Change Across the Country

### Detroit, Michigan



In 2009, the NAEP assessment revealed that Detroit schoolchildren ranked the lowest in the nation in both grades 4 and 8. In response to the alarming results, *The Detroit Free Press* partnered with Detroit Public Schools (DPS) to create and implement a new reading initiative, The Call to Action for a new Reading Corps, which encouraged citizens to volunteer 100,000 hours collectively to tutor reading in DPS schools.

### North Carolina



In 2005, results from the NAEP reading assessment revealed that eighth grade students in North Carolina scored below the national average. In response, the state deployed more than 200 literacy coaches to middle schools around the state to help teachers reach students with reading difficulties before they made the transition to high school.

**Visit The Nation's Report Card online.  
[www.nces.ed.gov/nationsreportcard](http://www.nces.ed.gov/nationsreportcard)**

Dig deeper into topics such as:

- How your child was selected
- NAEP accommodations
- NAEP scoring

Stay involved! Connect with NAEP online to be the first to know about upcoming assessments and reports.



This document was prepared for the National Center for Education Statistics under Contract No. ED-07-DO-0338 with Hager Sharp.

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



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

# What is the Nation's Report Card?



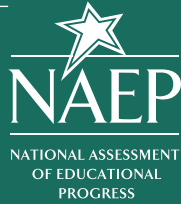
- A program that measures student achievement in major subject areas across the nation at grades 4, 8, and 12.
- It is also known as **NAEP**, which stands for the **National Assessment of Educational Progress**.
- NAEP is coming to our school on <assessment date>. Stay tuned for details!



<https://nationsreportcard.gov/>

# Measure Up

NAEP News for the School Community



## In This Edition

What's Happening in the World of NAEP?

What Subjects Does NAEP Assess?

The NAEP 2018 Assessments

NAEP Student Survey Questionnaires

NCES: Commemorating 150 Years of Innovation

Winter 2018



## What's Happening in the World of NAEP?

### Winter 2018

- Assessment window: January 29–March 9, 2018
- Grades 4 and 8: Reading special studies and science pilot assessments
- Grade 8: Civics, geography, technology and engineering literacy (TEL), and U.S. history assessments
- Grade 12: Mathematics, reading, and science pilot assessments

## What Subjects Does NAEP Assess?

NAEP assessments are conducted in a range of subjects at grades 4, 8, and 12 across the country. Assessments are given most frequently in mathematics, reading, science, and writing. Other subjects, including the arts, civics, economics, geography, technology and engineering literacy (TEL), and U.S. history, are assessed periodically. NAEP assessment results are reported at the national, state, and some urban district levels. For more information on the subjects NAEP administers, visit <https://nces.ed.gov/nationsreportcard/subjectareas.aspx>.

Learn more about the NAEP digitally based assessments at <https://nces.ed.gov/nationsreportcard/dba> and view *Going Digital: NAEP Assessments for the Future* at <https://www.youtube.com/watch?v=-Rj4k0l6h2c>. To view NAEP tutorials, visit <https://enaep-public.naepims.org/2017/EN/welcome.html>.



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

Appendix J2-2018 (OMB# 8350-0028 v.9)

Find us on:



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## THE NAEP 2018 Assessments

### Civics, geography, and U.S. history

The NAEP civics, geography, and U.S. history assessments will be administered to eighth-grade students on NAEP-provided tablets. A small number of eighth-grade students, in a session separate from those taking the assessments on tablets, may take paper-and-pencil assessments in civics, geography, and U.S. history. Administering these assessments via both tablet and paper and pencil will help evaluate any differences in student performance between the two types of administration.

### Technology and engineering literacy (TEL)

The TEL assessment measures students' capacity to use, understand, and evaluate technology as well as understand technological principles and strategies. In 2018, eighth-grade students who take this interactive assessment will be asked to complete computer simulations of technology and engineering scenario-based tasks set in a variety of real-world contexts.

To view a sample grade 8 TEL question, please see the image below. To view sample scenario-based tasks and explore the results of the 2014 TEL assessment, visit [https://www.nationsreportcard.gov/tel\\_2014](https://www.nationsreportcard.gov/tel_2014).

### Pilot assessments and special studies

Reading special studies and science pilot assessments on tablets at grades 4 and 8.

Students in grade 12 will take mathematics, reading, and science pilot assessments. Science pilot assessments will include hands-on tasks in which students use materials and laboratory equipment to perform actual science experiments. To explore hands-on tasks online, visit [https://www.nationsreportcard.gov/science\\_2009](https://www.nationsreportcard.gov/science_2009).

NAEP special studies are 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. Results from these pilot assessments and special studies will be used to inform NAEP assessments. For more information about NAEP special studies, visit <http:wces.ed.gov/nationsreportcard/studies>.

### NAEP-NTPS Linking Study

A small number of schools will participate in a pilot linking study to explore the feasibility of administering both NAEP and the National Teacher and Principal Survey (NTPS) to a common set of teachers and schools as part of the NAEP administration. The NAEP and NTPS questionnaires gather data that contribute to a better understanding of educational progress, as well as teacher and school staff experiences across the nation. The linking study will include selected schools, teachers, and principals

that participate in NAEP pilot administrations. To learn more about this linking study and why participation is important, view the NAEP-NTPS Linking Study Facts for Schools PDF at [https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/naep\\_ntps\\_linking\\_study\\_facts\\_for\\_schools.pdf](https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/naep_ntps_linking_study_facts_for_schools.pdf).

### NAEP survey questionnaires

NAEP survey questionnaires are voluntarily completed by students, teachers, and principals who participate in a NAEP assessment. Learn more about the NAEP student survey questionnaires from the teacher fact sheet on the next page. The fact sheet can also be printed single-sided on one page.

**THE RECYCLING PROCESS**

**KEY**  
 Rectangles = Processor  
 Triangles = Inputs and/or Outputs

According to the diagram shown, which of the following is a major effect of the recycling process?

Select 1 of the 4 choices below.

A  Recycling causes people to consume more raw materials.

B  Recycling directly stimulates consumer demand for recycled products.

C  Recycling provides an incentive to discover new sources of raw materials.

D  Recycling allows products to be made from fewer raw materials.

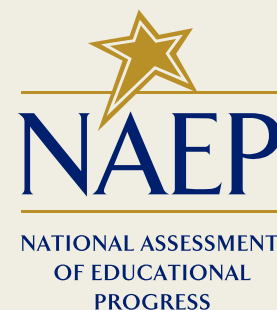
### 8th Grade Technology and Engineering Literacy

In 2014, NAEP administered the first-ever technology and engineering literacy assessment on laptops. This question assessed grade 8 students' understanding of the recycling process and its impact on society.



# NAEP STUDENT SURVEY QUESTIONNAIRES

## Facts for Teachers



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

- ▶ NAEP is a congressionally mandated project administered by the National Center for Education Statistics, within the U.S. Department of Education's Institute of Education Sciences.
- ▶ NAEP is considered the gold standard of assessments because of its high technical quality. From development to reporting results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- ▶ NAEP serves a different role than state assessments. 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 across the country.
- ▶ Depending on the type of NAEP assessment that is administered, the data can be used to compare and understand the performance of different student groups within the nation, your state, other states, and large urban districts that participate in the Trial Urban District Assessment.

### What are NAEP survey questionnaires?

**NAEP survey questionnaires are administered to** students, teachers, and school administrators as part of the NAEP assessment and collect contextual information to provide a better understanding of educational experiences and factors that are related to students' learning both in and out of the classroom. Student questionnaires only take 15 minutes to complete.

### What types of questions will my students be asked?

**To better determine how education is meeting the needs of all student groups,** NAEP survey questionnaires gather student information on a variety of topics, including race, ethnicity, socioeconomic status, technology use, and school climate. In addition, approximately half of the questions reflect the subject of the NAEP assessment the student has completed.

NAEP ensures that the questions are grounded in educational research and that the responses can provide information relevant to the subject being assessed.

### Why is it important for my students to complete the questionnaire?

**Your students' responses help** put student achievement results into context and allow for meaningful comparison between student groups. Each student's answers, along with the answers from other participating students across the nation, highlight what it takes to improve education in the United States. Policymakers, researchers, and educators like yourself can use the data to better understand the education experiences and needs of various demographic groups. Explore survey questionnaire data with the NAEP Data Explorer at <https://nces.ed.gov/nationsreportcard/naepdata>.

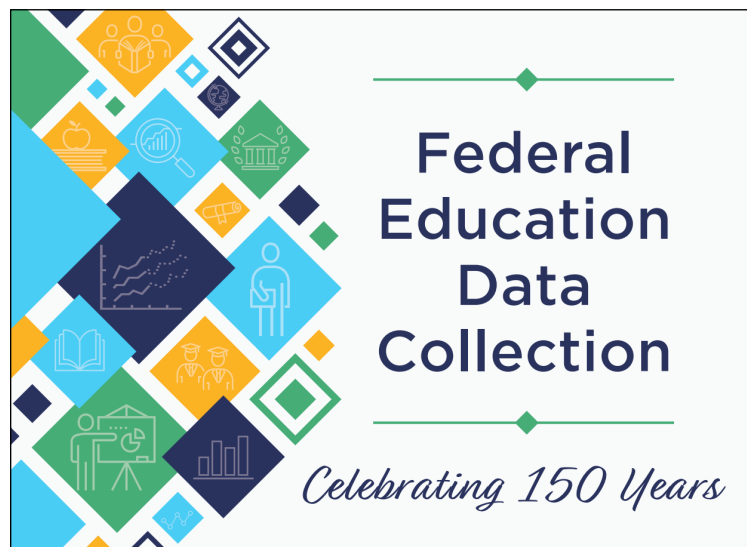
### Are my students required to participate? How does NAEP ensure their privacy?

**Participation is voluntary, and students may skip any question.** NAEP survey questionnaire responses are confidential.\* All participants in the NAEP assessment are assigned a unique identification number to ensure that they cannot be linked to any personally identifiable information. Responses are combined with data from all other students, and no data on any individual student can ever be identified.



To learn more about NAEP survey questionnaires and view actual questionnaires, visit [https://nces.ed.gov/nationsreportcard/survey\\_questionnaires.aspx](https://nces.ed.gov/nationsreportcard/survey_questionnaires.aspx).

## NCES: Commemorating 150 Years of Innovation



**On November 15, 2017, the American Educational Research Association, American Statistical Association, and Council of Professional Associations on Federal Statistics gathered for a forum entitled, “The National Center for Education Statistics: Commemorating 150 Years of Innovation—And Exploring Future Opportunities.” The following is excerpted from the introduction presented by Dr. Peggy Carr, Acting Commissioner, National Center for Education Statistics (NCES).**

The first federal office of education was created in 1867 by Congress to collect “such statistics and facts as shall show the condition and progress of education in the States and territories and shall aid the people of the United States in the establishment and maintenance of efficient school systems.” Today, 150 years later, NCES is proud to celebrate this mission and to continue to report on the condition of education in the United States relative to other nations with relevant, timely, and high quality data.

The U.S. Department of Education was created during a period of rapid technological and economic and social change, with the end of the Civil War, reconstruction, and the Industrial Revolution. The first Morrill Land Grant Act of 1862 granted federally controlled lands to states

to establish land grant colleges. Many states expanded their free common schooling, and the Federal Freedman’s Bureau opened publicly funded schools across the south, providing the opportunity of formal education for the first time to many former slaves. At that time, President Andrew Johnson signed the legislation creating NCES. Educators have been advocating for decades for the creation of an agency to monitor and report on the condition and progress of the growing country’s education system. During the annual meeting of the National Association of School Superintendents in Washington, D.C. in 1866, the superintendents drafted the bill [to create a federal agency] and Congressman James A. Garfield of Ohio, a former teacher who later became President, championed the bill in the House. Henry Bernard, a prominent Connecticut educator who advocated that the 1840 census gather data on illiteracy and on the existence and condition of educational institutions, became the first commissioner.

Over time there have been name changes, such as the Bureau of Education and the Office of Education, and changes in departments: the Department of Interior, then the Department of Health, Education and Welfare, and now the Department of Education.

From its beginning 150 years ago, NCES is now the third largest of the 13 primary federal statistical agencies. It is the source of education statistics for policymakers, researchers, educators, parents, students and media. NCES provides deeper insights into our educational system through longitudinal surveys; reliable, independent benchmarks for states, localities, and the institutions across this country; and data for the international benchmarkings.

To view the complete recording of “The National Center for Education Statistics: Commemorating 150 Years of Innovation—And Exploring Future Opportunities” forum, visit <https://www.youtube.com/watch?v=J99BECLsr-M>. View the “Federal Education Data Collection: Celebrating 150 Years” report at [https://nces.ed.gov/surveys/annualreports/pdf/Fed\\_Ed\\_Data\\_Collection\\_Celebrating\\_150\\_Years.pdf](https://nces.ed.gov/surveys/annualreports/pdf/Fed_Ed_Data_Collection_Celebrating_150_Years.pdf).

\*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.

# Before you use this presentation...

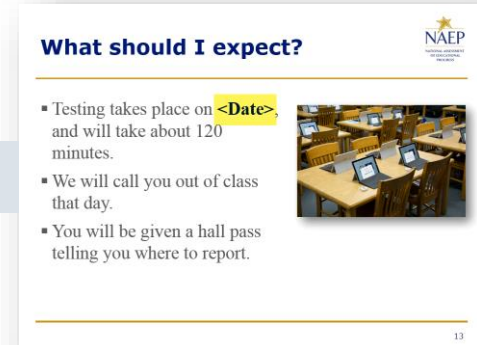
1. Insert your **school name** on **slide #2**.
2. Include the **assessment date** on **slide #12**.
3. Insert your **school name** on **slide #13**.
4. Delete this slide after making the above updates.

Slide #2



The Nation's Report Card  
National Assessment of Educational Progress  
Coming soon to <Insert School Name>!

Slide #12

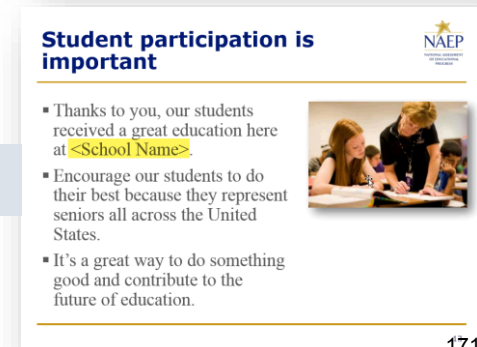


What should I expect?

- Testing takes place on <Date> and will take about 120 minutes.
- We will call you out of class that day.
- You will be given a hall pass telling you where to report.

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Slide #13



Student participation is important

- Thanks to you, our students received a great education here at <School Name>
- Encourage our students to do their best because they represent seniors all across the United States.
- It's a great way to do something good and contribute to the future of education.

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# The Nation's Report Card

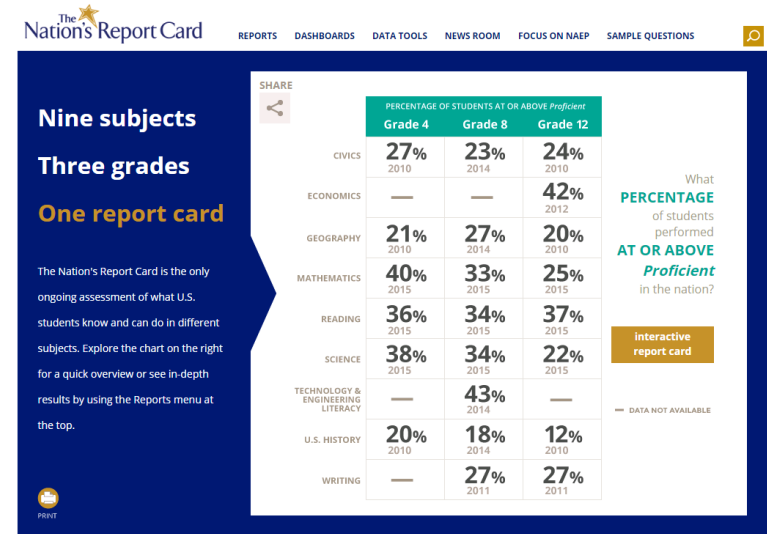
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National Assessment of Educational Progress

Coming soon to <Insert School Name>!

# What is the Nation's Report Card?

- A program that measures student achievement in major subject areas across the nation at grades 4, 8, and 12.
- It is also known as **NAEP**, which stands for the **National Assessment of Educational Progress**.
- Our school has been selected to represent schools across the country.



<https://nationsreportcard.gov/>

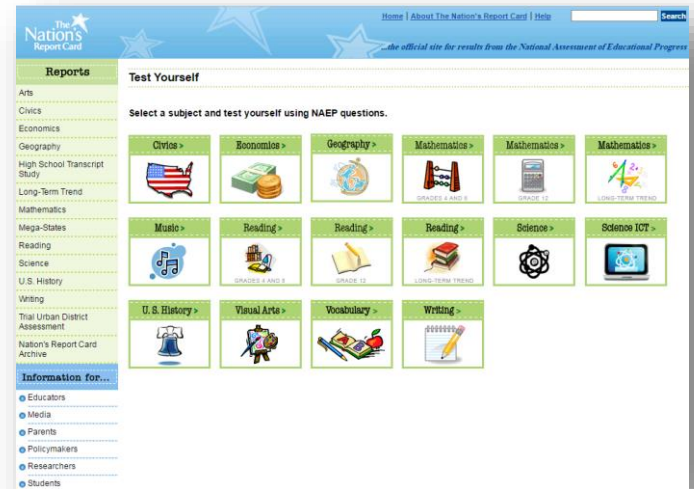
# What is included on the NAEP test?

- Seniors will take a mathematics, reading, or science assessment on a tablet.
  - Each student will take **one subject only**.
- The tablets include a keyboard, stylus, and earbuds. NAEP representatives will bring all equipment, and will administer the assessment.



# What is included on the NAEP test?

- Questions are multiple-choice, short answer, or essay.
- Questions about how teachers teach, students' educational experiences, and other information.
- Sample questions are available online.



<https://nationsreportcard.gov/testyourself.aspx>

# Sample Mathematics Question

If  $f(x) = \frac{x-1}{x}$ , what is  $f(5)$ ?

**A** 0

**B**  $\frac{4}{5}$

**C** 1

**D**  $\frac{6}{5}$

**E**  $\frac{24}{5}$

**84%** of students answered correctly during the 2013 assessment.



# Sample Reading Excerpt

---

“I don't mean to put a damper on things. I just mean we ought to treat fun reverently. **It is a mystery. It cannot be caught like a virus. It cannot be trapped like an animal.** The god of mirth is paying us back for all those years of thinking fun was everywhere by refusing to come to our party. I don't want to blaspheme fun anymore. **When fun comes in on little dancing feet, you probably won't be expecting it.** In fact, I bet it comes when you're doing your duty, your job, or your work. It may even come on a Tuesday.”

FUN by Suzanne Britt Jordan

From *The New York Times*, used with permission.

# Sample Reading Question

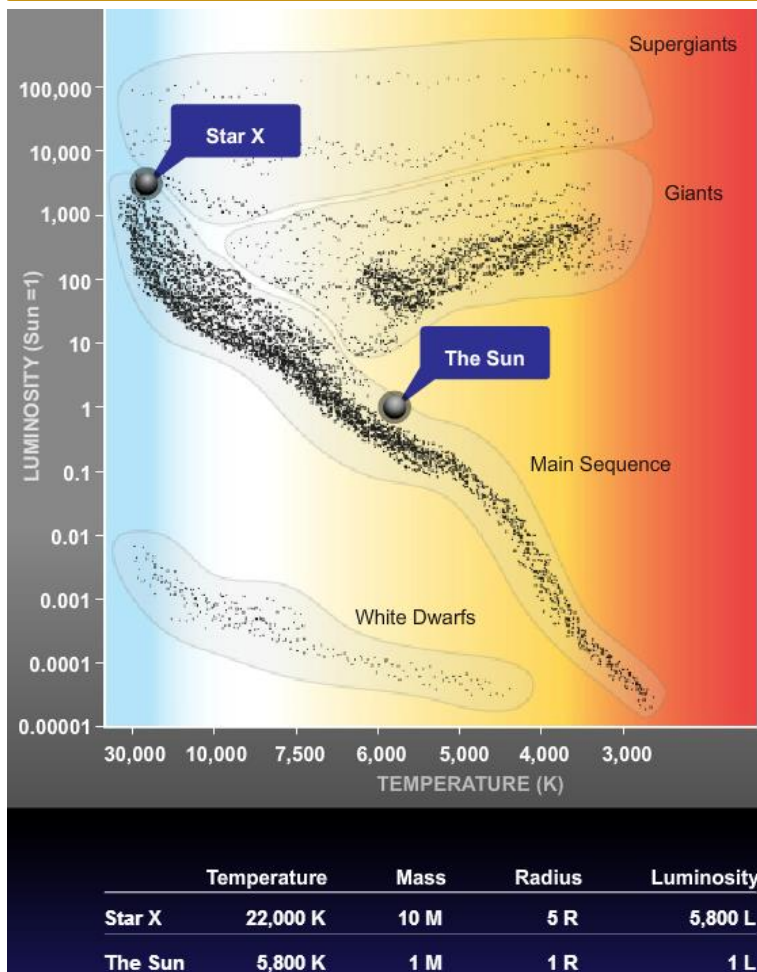
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Explain what the author means when she says, "**Fun is a rare jewel.**"

*She means that fun is not something that exists everywhere in everything. Rare jewels are precious and cherished, not something found in common, everyday life. She is saying that fun is just like that, that it should be precious and savored when it becomes available.*

**78%** of students wrote an acceptable response to this question during the 2013 assessment.

# Sample Science Question



Use the information on the left and your knowledge of processes that occur in stars to predict what stages you expect each star to go through as it ages.

What future stages will the Sun likely go through?  
**Select all that apply.**

- A** Giant
- B** Supergiant
- C** White dwarf
- D** Planetary nebula
- E** Supernova

**25%** of students had an acceptable response to this question during the 2009 assessment.

# Hands-on Science Tasks

- Students selected for the science assessment will use a kit to perform experiments and will use tablets to enter their observations.



# How do I prepare my students for NAEP?

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- There's no need for students to study or prepare.
- Students **should be encouraged to try their best** to answer each question. NAEP just wants to know how much seniors know about the subject area.
- Scores will be anonymous and will not affect grades or academic records in any way.
- Scores will be combined with other students' scores to show what seniors know about the subject area across the nation.

# What should students expect?

---

- Testing takes place on **<Date>**, and will take about 120 minutes.
- We will call students out of class that day.
- Students will receive a hall pass telling them where to report.



# Student participation is important

---

- Thanks to you, our students received a great education here at <School Name>.
- Encourage our students to do their best because they represent seniors all across the United States.
- It's a great way to do something good and contribute to the future of education.



# Principals play an important role too

---

- Principals will be given a survey to complete about our school's...
  - Demographic characteristics
  - Course requirements
  - Teachers
  - Teacher training on new content and teaching approaches
- This information, along with the student assessment, gives a broad picture of how students are taught across the nation.



# NAEP is important

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- Important decisions about education are made using the results of these tests.
- NAEP results are used by the media and policymakers to judge the quality of our nation's high schools.
- Students can contribute to improving the quality of education for every student in the United States.



# Find out more

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- Visit NAEP:

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

- Follow NAEP:



# A word from your peers!

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Here's a quick [video](#) made just for teachers...

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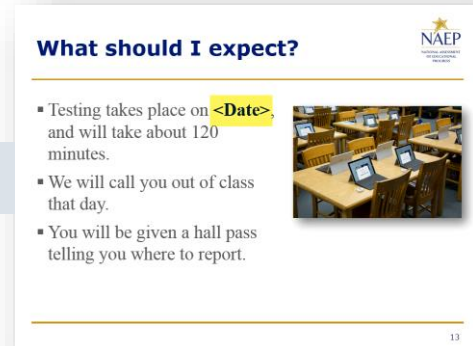
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Slide #2




The Nation's Report Card  
National Assessment of Educational Progress  
Coming soon to <Insert School Name>!

Slide #13



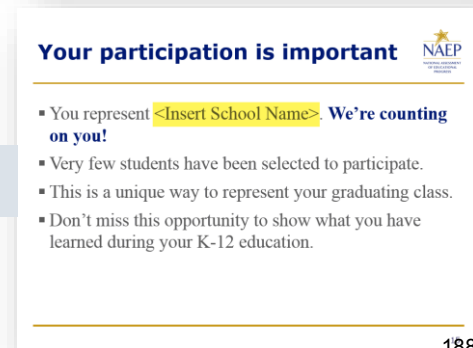
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13

Slide #15



Your participation is important

- You represent <Insert School Name>. We're counting on you!
- Very few students have been selected to participate.
- This is a unique way to represent your graduating class.
- Don't miss this opportunity to show what you have learned during your K-12 education.

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# The Nation's Report Card

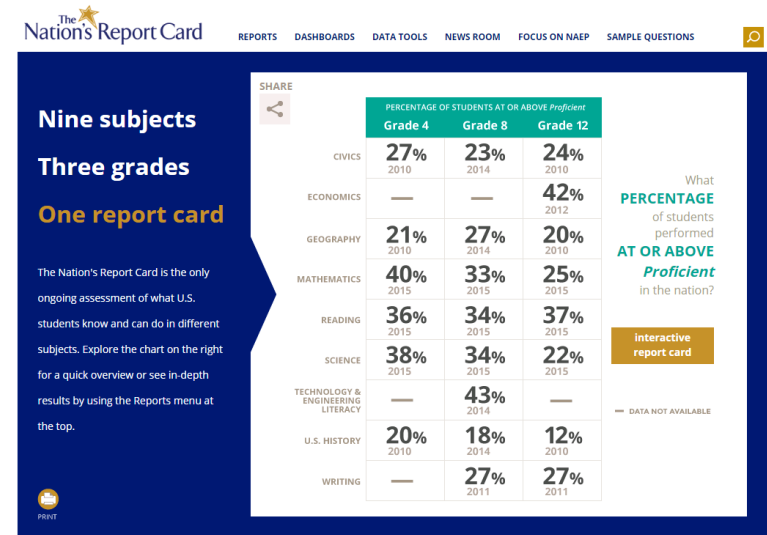
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National Assessment of Educational Progress

Coming soon to <Insert School Name>!

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- A program that measures student achievement in major subject areas across the nation at grades 4, 8, and 12.
- It is also known as **NAEP**, which stands for the **National Assessment of Educational Progress**.



<https://nationsreportcard.gov/>

# Does everyone take the NAEP test?

- No! **Very few high schools are selected for NAEP.**
  - First, schools are selected to represent other schools across the nation.
  - Then, a small group of students is randomly selected.



When you participate, **you represent hundreds of students like you** all across the county.

# What is included on the NAEP test?

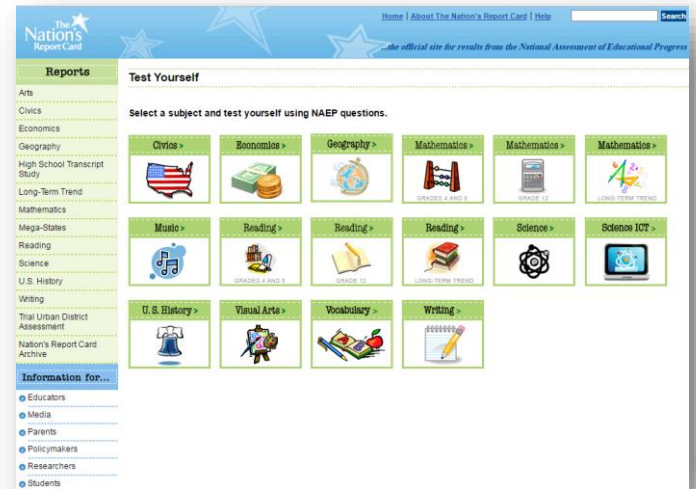
- Seniors will take a mathematics, reading, or science assessment on a tablet.
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- The tablets include a keyboard, stylus, and earbuds.
  - **You can keep the NAEP earbuds**, or bring your own earbuds if you prefer.





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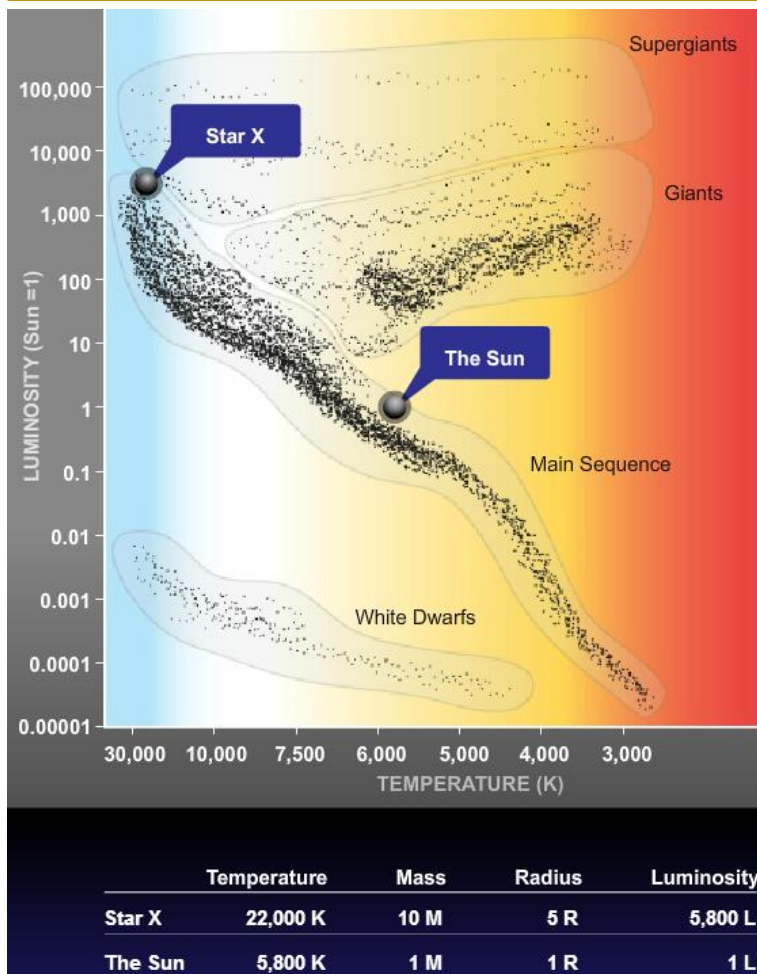
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# How should I prepare for NAEP?

---

- Good news! **You don't have to study.**
- You can skip any questions on the test, we just ask that you **try your best** to answer each question.
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- Your scores will be combined with other students' scores to show what seniors know about the subject areas across the nation.

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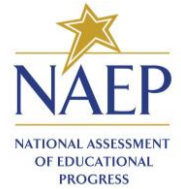
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# NAEP is important

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- NAEP is the **only** national measure of what students know and can do in a variety of subjects.
- Important decisions about education are made using NAEP results.
- We want you to do your best because you represent seniors all across the United States.
- You can contribute to improving the quality of education **for all students** in the United States.

# Your participation is important

---



- You represent <Insert School Name>. **We're counting on you!**
- Very few students have been selected to participate.
- This is a unique way to represent your graduating class.
- Don't miss this opportunity to show what you have learned during your K-12 education.

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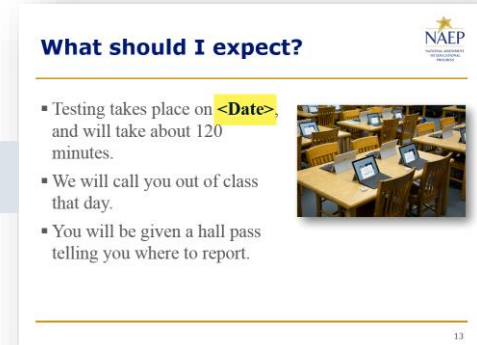
1. Insert your **school name** on **slide #2**.
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3. Insert **contact information** on **slide #18**.
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Slide #2




The Nation's Report Card  
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Slide #9



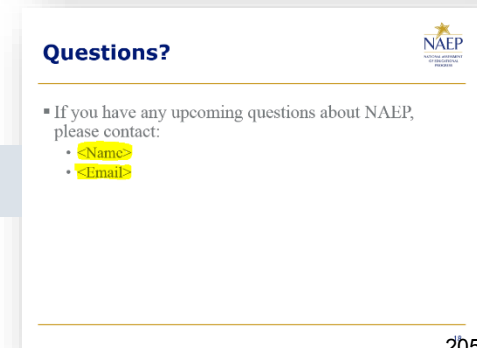
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Slide #18



Questions?

- If you have any upcoming questions about NAEP, please contact:
  - <Name>
  - <Email>

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# The Nation's Report Card

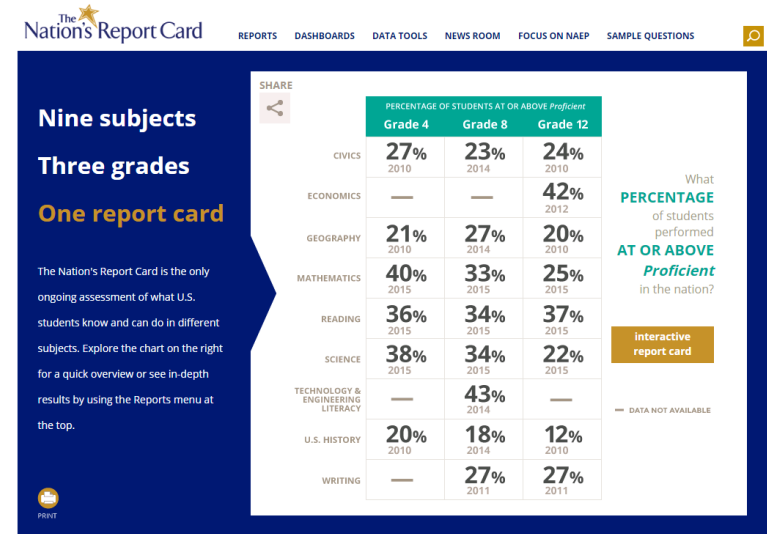
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National Assessment of Educational Progress

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# What is the Nation's Report Card?

- A program that measures student achievement in major subject areas across the nation at grades 4, 8, and 12.
- It is also known as **NAEP**, which stands for the **National Assessment of Educational Progress**.



<https://nationsreportcard.gov/>

# NAEP in a Nutshell

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- Often called the **gold standard** of assessments.
- First administered in 1969.
- The subjects most frequently assessed are...
  - mathematics,
  - reading,
  - science,
  - and writing.
- Accommodations are provided so that as many students as possible can participate.



# Does everyone take the NAEP test?

- **No! Very few high schools are selected for NAEP.**
  - First, schools are selected to represent other schools across the nation.
  - Then, a small group of students is randomly selected.



When students participate, **they represent hundreds of other students** all across the county.

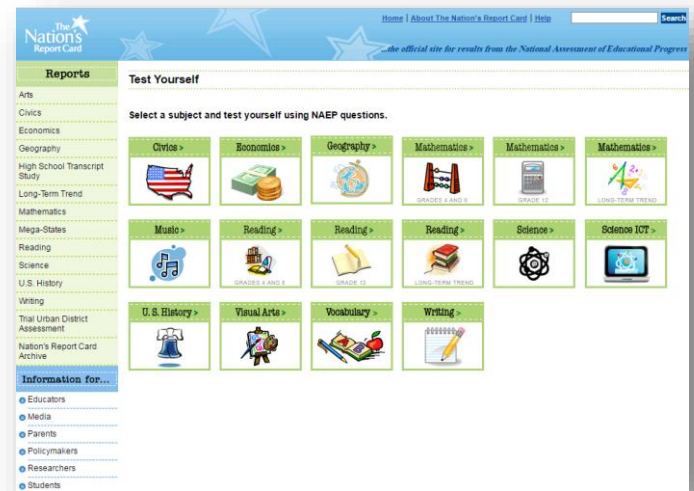
# What is included on the NAEP test?

- Seniors will take a mathematics, reading, or science assessment on a tablet.
  - Each student will take **one subject only**.
- The assessment also asks questions about daily routines and their educational experiences.
  - For example, students are asked if there is a computer at home and about the amount of reading they do.



# What is included on the NAEP test?

- Questions are multiple-choice, short answer, or essay.
- Questions about how your teachers teach, students' educational experiences, and other information.
- Sample questions are available online.



<https://nationsreportcard.gov/testyourself.aspx>

# Sample Mathematics Question

If  $f(x) = \frac{x-1}{x}$ , what is  $f(5)$ ?

**A** 0

**B**  $\frac{4}{5}$

**C** 1

**D**  $\frac{6}{5}$

**E**  $\frac{24}{5}$

**84%** of students answered correctly during the 2013 assessment.

# What should students expect?

- Testing takes place on **<Date>**, and will take about 120 minutes.
- Students will be given a hall pass with the testing location and time on it.



# Good news! No studying or prep required.

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- **Students are encouraged to try their best.**
- Students can skip any questions on the test.
- Scores will be **anonymous**.
  - Will not affect grades or academic record
  - Scores are combined to show what seniors know across the nation

# Student participation is important

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- We want to encourage our students to do their best because they represent seniors all across the United States.
- It's a great way to do something good and contribute to the future of education.



# NAEP is important

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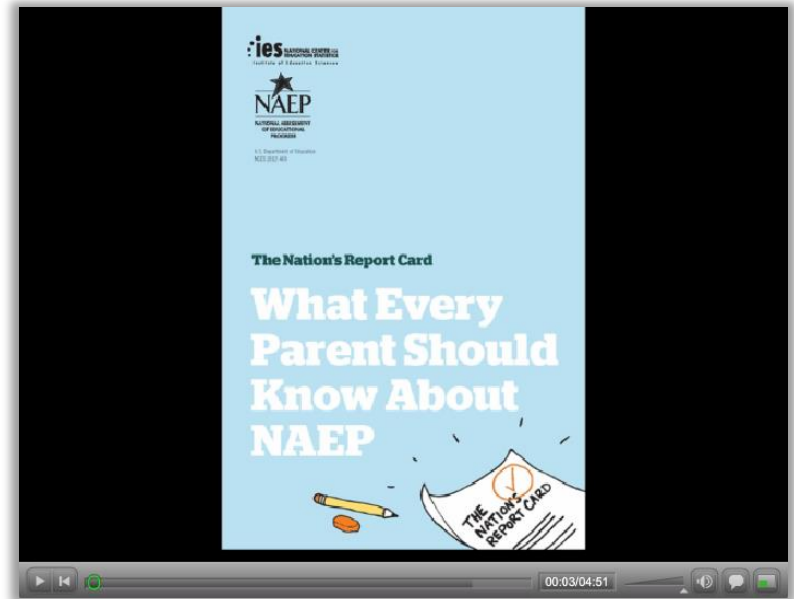
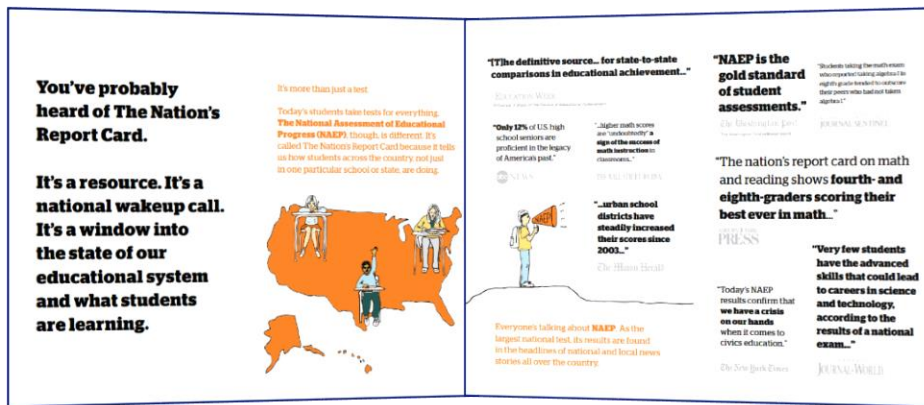
- Important decisions about education are made using the results of these tests.
- NAEP results are used by the media and policymakers to judge the quality of our nation's high schools.
- Students can contribute to improving the quality of education for every student in the United States.





# Resources for Parents

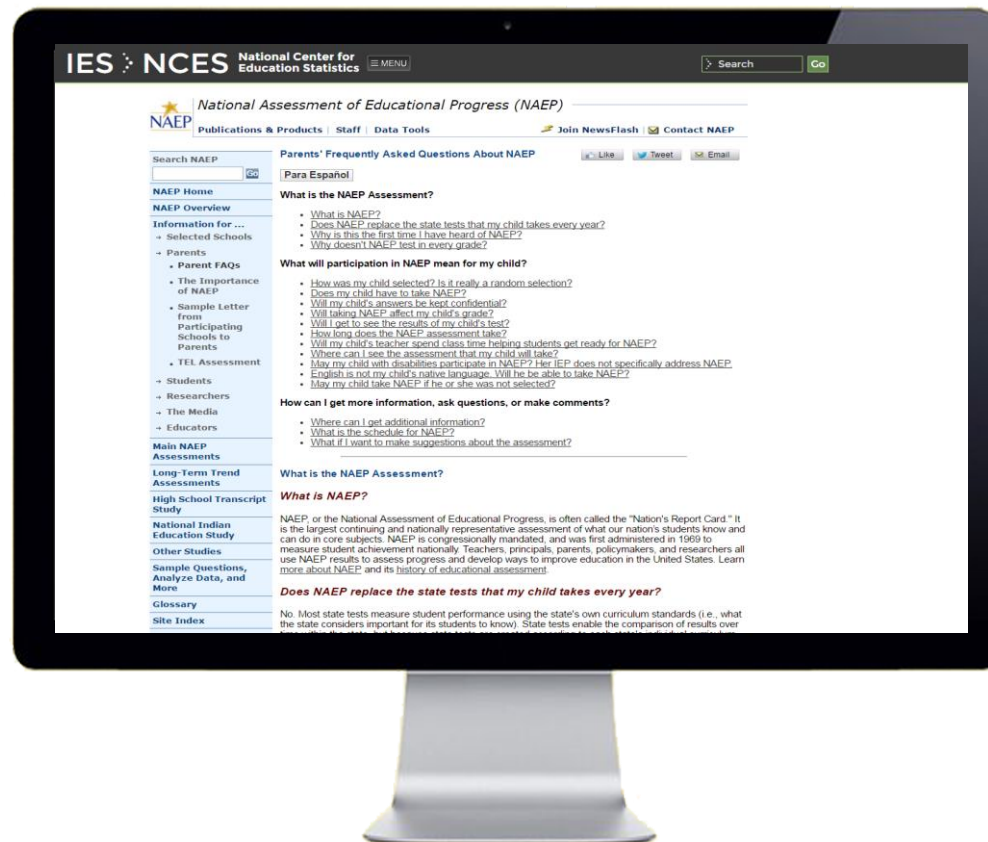
# What Every Parent Should Know About NAEP: Brochure & Video



<https://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>

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

# FAQs for Parents: NAEP Website



<https://nces.ed.gov/nationsreportcard/parents/faq.aspx#sec1>

# The Nation's Report Card Website: **Assessment Results**

The Nation's Report Card

REPORTS DASHBOARDS DATA TOOLS NEWS ROOM SAMPLE QUESTIONS Search

**Nine subjects**

**Three grades**

**One report card**

The Nation's Report Card is the only ongoing assessment of what U.S. students know and can do in different subjects. Explore the chart on the right for a quick overview or see in-depth results by using the Reports menu at the top.

EMAIL
 PRINT
 TWITTER
 FACEBOOK

	PERCENTAGE OF STUDENTS AT OR ABOVE <i>Proficient</i>		
	Grade 4	Grade 8	Grade 12
CIVICS	27% 2010	23% 2014	24% 2010
ECONOMICS	—	—	42% 2012
GEOGRAPHY	21% 2010	27% 2014	20% 2010
MATHEMATICS	40% 2015	33% 2015	25% 2015
READING	36% 2015	34% 2015	37% 2015
SCIENCE	34% 2009	32% 2011	21% 2009
TECHNOLOGY & ENGINEERING LITERACY	—	43% 2014	—
U.S. HISTORY	20% 2010	18% 2014	12% 2010
WRITING	—	27% 2011	27% 2011

What **PERCENTAGE** of students performed **AT OR ABOVE Proficient** in the nation?

**interactive report card**

— DATA NOT AVAILABLE

<https://www.nationsreportcard.gov/>

# Sample Questions Booklets

## Sample Questions Booklets

Sample Questions booklets are general information booklets about the NAEP assessments. They are given to schools participating in NAEP assessments so that administrators and teachers will have an idea of what to expect during an assessment. In addition, the booklets give teachers and the parents of participating students an opportunity to examine the types of questions students will be answering.

The Sample Questions booklets contain many of the features of the actual test booklets, including instructions, sample subject-area questions and student responses from previous NAEP assessments, and questions about the student's activities and characteristics related to education and the subject being assessed. Also included is a description of the framework for each subject assessed and a description of the [NAEP Questions Tool](#). The [subject-area questions and the survey questionnaires](#) are described below.

Sample Questions booklets for upcoming and recent assessments and field tests are available below in [PDF format](#). When the size of a booklet is especially large, the PDF is broken into pieces to make it easier to download. Note that prior to 2006, Sample Questions booklets were referred to as "demonstration booklets." Beginning with the 2006 assessments—civics, economics, and U.S. history—the booklets are referred to as Sample Questions booklets.

Assessment Year	Subject(s)
	<a href="#">mathematics, reading, and writing at grade 4</a> (8.4 MB) <a href="#">mathematics, reading, and writing at grade 8</a> (2.6 MB)

Looking for the TEL survey questionnaires?

- [Grade 8 Student](#) (204.14 KB)
- [Grade 8 School](#) (223.89 KB).

[Explore more survey questionnaires.](#)

<https://nces.ed.gov/nationsreportcard/about/booklets.aspx>

# Questions?

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- If you have any upcoming questions about NAEP, please contact:
  - <Name>
  - <Email>

## Introducing NAEP to High School Students

### Video Script

#### **Know why are you are here?**

No. *Laughter.*

I have no idea.

Can I get a hint?

#### **How do you feel about tests?**

I'm not the best test taker.

It depends on the type of test.

Preparing for them is not the funnest thing in the world.

Um, well, tests are not necessarily my friend.

Tests are never fun.

But I do try, because nobody likes to fail at anything.

#### **Have you ever heard of NAEP?**

No, I have not.

NAEP?

I've never heard of NAEP. I really don't know what NAEP is.

National...something...education? I don't know. *Laughter.*

I don't know what the "A" would stand for...

Atomic Endangered Penguins?

Have I ever heard of NAEP? No, what is it?

### **The National Assessment of Educational Progress.**

There we go. *Laughter.* OK.

It's a test administered to high school seniors, randomly chosen from across the country, uh, to assess what they've learned throughout their education so far.

It's just kind of like a reflection of how we're doing.

Like, testing helps them compare, like, the level of the learning experiences and kind of what they're doing.

It's interesting to see, like, what states know what in comparison to other ones I guess.

I believe that the test is pretty much for people to see what states or what cities, you know, are doing the best in, what they to improve in.

And it compares each state with one another.

The more knowledge we have about our school system, the better prepared we will be to help improve it.

### **The results are used to make important decisions about the future of our education.**

I think it'd be really useful. I think that, um, I think as Americans we have a right to know how we're doing.

So this is pretty important.

### **Have you ever heard of the Nation's Report Card?**

Girl on left: I have heard of that. Yeah, I've heard of the Nation's Report Card.

Girl on right: The nation has a grade?

Girl on left: Yeah! I think it's, like, something like how well schools are doing in general?

It's a good way to, like, check on, uh, which state is, like, top dog and everything.

So there needs to be some kind of way to – some kind of universal way – to see if these states have, and how they match up towards – match up with each other.

If that's what they need to make policies and help our education system...

If me taking this test can help improve the education system, then I'm for it.



**How long do you think it takes?**

Maybe 3 or 4 hours?

It's probably 6 hours, maybe.

I think it would have to be a little shorter, like maybe 2 hours.

**90 minutes**

That'd be heartwarming.

It's only 90 minutes? OK.

Oh really? That's surprising! That's not bad. Maybe I would take it then.

That's a movie.

That's the perfect length for me!

Will this count against me?

I just wouldn't stress about it as much, since it's not, like, it doesn't count towards a grade for school or, like, colleges don't see it.

What kind of subjects are on the test? Like, what it's going to be all about.

**Math, Reading, Science, Writing, Economics, US History, Civics**

**But, you'll only take one subject.**

In 90 minutes, I guess there would really only be enough time to in depth cover maybe only one subject.

You just want to know what I know.

I think everyone should at least try their best on this exam, because you should represent your state.

Taking this test seriously even though it's not directly benefitting you, its benefiting our world and people who come up behind you and, yes. I think you should do your best.

I would take a test if it were for the greater good. Even if it wasn't necessarily just my greater good – you know, for the greater good of myself, like, I think, I think I would still do it.

You can prove to yourself that you can do it!

And if you completed it and you know you did something right then, uh, you know, you should have a good feeling about yourself.

It's short. Um, it's helpful and you're not really getting graded.

I mean, I think that's the way to look at it.

It's worth the 90 minutes to do.

**NAEP allows us to see what our nation's students know and can do.**

**When you participate, you are helping to inform decision about how to improve the U.S. education system.**

**Thanks.**

## Introducing NAEP to Teachers

### Video Script

When the light bulb goes on and you see that they understand something, then they can apply it to their lives. That's the most rewarding.

A teacher embodies a lot of great things: a counselor, sometimes you're their support system, a sister...

It's really about building a relationship with students and being in this environment that is not only inspiring, but it energizes me. It makes me feel like I have a purposeful career.

Tests are an unfortunate reality.

As soon as they do a test, they just, kind of, freak out.

I think everyone complains about tests.

We do test a lot here. But they need it. We need it. You know, the data is very informative.

It's really difficult as an educator to assess where you are compared to the rest of the country, compared to the rest of the world, unless you have a baseline.

NAEP is important as each state has its own assessment, its own way of figuring out how their students are doing.

If someone is doing well in California, I want to know what they're doing. What resources are they using that I may not be using in the classroom that I can push my students to that next level?

It's all about comparing to see how we rate and hopefully we're all on the same page.

You can compare the knowledge of specific subjects across state lines.

As soon as I get that e-mail, I run to my principal's office and share the good news with him: that we are going to take part in this test.

This student just came to me and said, "Hey, you know, I'm going to take the NAEP testing." It was one day, it was for one class period and he came back and it was just fine.

So not even two hours...it's a 90-minute test.

You do not need to prep them. They don't need to prep for the test.

And while they might not get specific results back, student specific, but the state's going to get results back and the student can be like, "You know, I was a part of that."

So, who's using the data? School districts are using the data. The Department of Education is using the data. The President is using the data.

This is really important, not only for them but for their sisters, their brothers coming up, people behind them in their school, funding.

I would probably tell the student that it was used to gauge the United States. I would try to encourage her to take it more as a personal assessment of herself, but being used in the service of her country.

I would encourage every teacher to let that student experience the test because they might learn or grow, even from the assessment.

I definitely tell the students that I understand that they are being expected to take numerous assessments, numerous tests throughout the year, but that this is really important for them, that they should only try their best...

And when you come back, we'll catch you up with what you've missed in class.

I think that letting the students know that the questions are available online would be a huge motivation piece because I think when they hear 'test,' they're scared. But I think if they have a chance to, you know, see what they're being tested on, just like reviewing for a test in the classroom, they feel a little bit better.

I could prepare myself this wonderful little test as a pre-assessment.

A sample quiz online that the students could take? Oh, absolutely, yes. That would be really great.

It's going to impact the students when you let them know that, "Hey, it's bigger than you. It's a bigger picture and you get to be a part of that."

It is anonymous and we just want to see their competence: what they've achieved, what they've learned...

With the support from teachers like me, it would encourage students to participate and then hopefully get better and more comprehensive data.

It's great that you're being chosen for NAEP testing because you're a part of humanity. You're a part of a bigger thing for education in general.