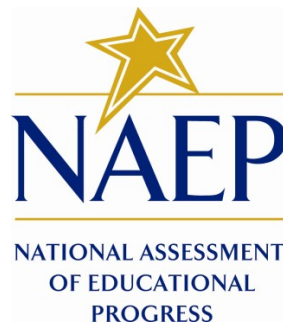


NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendix A
Materials for Simulated Classroom Pretesting and Usability Testing

National Assessment of Educational Progress (NAEP)
2021 eNAEP Pretesting and Usability Study

OMB# 1850-0803 v.266



April 2020

Table of Contents

Appendix A1: Recruitment Email/Letter to Youth Organizations.....	3
Appendix A2: EurekaFacts LLC Recruitment Phone Script for Community Centers and Organizations.....	5
Appendix A3: Flyer/Information Brochure.....	6
Appendix A4: Postcard/ Recruitment Internet.....	7
Appendix A5: Email/Letter Recruiting Parents or Legal Guardians of Student (under age 18) Participants.....	8
Appendix A6: EurekaFacts LLC Recruitment Phone Script for Parents/Legal Guardians of Student Participants.....	9
Appendix A7: EurekaFacts LLC Verification Phone Script for Student Participants Under Age 18.....	15
Appendix A8: Frequently Asked Questions (FAQs).....	17
Appendix A9: Consent Form for Parent/Legal Guardian of Student Participants.....	18
Appendix A10: Confirmation of Interview Email/Day of Session Reminder Email.....	20

Appendix A1: Recruitment Email/Letter to Youth Organizations

EMAIL SUBJECT: Paid Research Opportunity for < PLATFORM TRYOUTS: 4th, 8th grade; USABILITY: 4th, 8th grade Students>

Hello <RECIPIENT NAME>,

EurekaFacts, a social science research firm, is administering an important study on behalf of the U.S. Department of Education's National Center for Education Statistics (NCES). Because your organization plays an active role in the community, **we would like to ask for your assistance in letting your organization's parents, guardians, and students know that they can be involved in this research study.** I have included a flyer with a brief description of our study in the hopes that you can post it for everyone to see.

We are looking for students at or near 4th and 8th grades to come to <NAME OF INTERVIEW SITE AND LOCATION> <FOR PLATFORM TRYOUTS: to test the platform that delivers the test and identify issues with the system; FOR USABILITY: to explore how students interact with the tablet system that delivers the test and enhance the student experience>. **Local student participation is vital** in helping us develop the best way to deliver the test to thousands of other students across the country.

The voluntary sessions will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes> and **students will receive a <FOR PLATFORM TRYOUTS: \$35 gift card; FOR USABILITY: \$25 gift card> at the end of the session as a thank you.** Further, **one parent or guardian will receive a \$25 gift card as a thank you for bringing the student.**

Students will answer questions using a tablet computer as if it were an actual test; <USABILITY: Children will be asked to complete a series of tasks on the computer system and provide feedback to an interviewer about their experience>. Students' names will not be linked to their answers.¹

I have also included a Frequently Asked Questions (FAQs) page with additional information about the study.

To make it more convenient for students, if you have space available and a group of interested students, we are able to make arrangements to conduct testing at your location. Please let us know!

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

Sincerely,

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

¹ All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). 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 participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

ATTACHED: Flyer² and FAQs

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

Appendix A2: EurekaFacts LLC Recruitment Phone Script for Community Centers and Organizations

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

Good <morning/afternoon/evening>. My name is <CALLER NAME>. I am contacting you from EurekaFacts, a social science research firm, because your organization plays an active role in the community and we want to ask for your help spreading the word about a paid research opportunity for local students.

Specifically, we are recruiting students who are at or near 4th, 8th grades to come to <NAME OF INTERVIEW SITE AND LOCATION> <FOR PLATFORM TRYOUTS: to test the platform that delivers the test and identify issues with the system; FOR USABILITY: to explore how students interact with the tablet system that delivers the test and enhance the student experience>. NAEP is a test that goes out to thousands of students across the country to give the government an idea of how well our education system is performing.

The voluntary sessions will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes>. As a thank you, students will receive a <PLATFORM TRYOUTS: **\$35 gift card**; FOR USABILITY: **\$25 gift card**> at the end of the session. Further, **one parent or guardian will receive a \$25 gift card as a thank you for bringing the student.**

If you think there are some <ORGANIZATION NAME> staff, families, or members who would be interested in participating, and if it's alright with you, we would love to provide you with some flyers and FAQ sheets to circulate around your campus.

IF NO INTEREST: Alright, thank you for your time and have a wonderful <day/evening>. **[END CALL]**

IF INTERESTED, CONTINUE:

Okay, great, thank you so much! We'll get the study materials out to you all as soon as possible...what would be a good email address to send them to? **[RECORD EMAIL ADDRESS.]** Okay and who is the addressee for that email address? **[RECORD CONTACT NAME.]**

Okay, I've got that contact information down and we'll get the study information out to you shortly. The email will come from <PROJECT OR CALLER EMAIL ADDRESS>. Can I answer any questions for you at this time? **[ANSWER QUESTIONS.]**

Okay well, if you have any <additional> questions, please call <PHONE NUMBER> and ask about the NAEP study.

Thank you again for agreeing to be part of this important research project. Have a great day.

PAID RESEARCH STUDY

**<PLATFORM: \$35;
USABILITY: \$25>**

GIFT CARD
for each student participant
plus an extra gift card for a
parent.

We want opinions from local grade-school students!

The Department of Education's National Center for Education Statistics needs your help evaluating the computer system used to collect data for the National Assessment of Education Progress (NAEP).

<PLATFORM TRYOUTS: Classroom-like group sessions are available at <25 STUDENT TRYOUTS: 90 minutes, 40 STUDENT TRYOUTS: 135 minutes>; USABILITY: One-on-one interviews will last no more than 60 minutes.>

For more information or to register, please contact us or scan the QR code:

<PHONE NUMBER>
<EMAIL>



About EurekaFacts

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

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



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



ATTENTION PARENTS of 4th, 8th GRADE STUDENTS!

Sign your child up for an important study on behalf of the US Department of Education & they'll receive a gift card for <\$25/\$35> and you'll receive a gift card for \$25!

Participate at our office in Rockville, MD!

Contact us for more information

<<PHONE>>

<<EMAIL>>

<<URL>>

EurekaFacts, LLC
51 Monroe Street, F
Rockville, MD 2085



The Department of Education's National Center for Education Statistics needs local grade-school students to test the computer system used to collect data for the National Assessment of Educational Progress.

<PLATFORM TRYOUTS: Classroom-like group sessions are available for <25
STUDENT TRYOUTS: 90 minutes, 40
STUDENT TRYOUTS: 135 minutes>;
USABILITY: One-on-one interviews will last no more than 60 minutes.>

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

EMAIL—Subject: Paid Education Research Opportunity

Hello <FIRSTNAME>:

EurekaFacts, a social science research firm, is reaching out to parents of 4th and 8th grade students because we **need your help**. On behalf of the National Center for Education Statistics (NCES), which is part of the U.S. Department of Education, we are administering an important education research study.

We are looking for students at or near 4th and 8th grades to participate in a voluntary session that will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes>. As a thank you, students will receive a <PLATFORM TRYOUTS: **\$35 gift card**; FOR USABILITY: **\$25 gift card**> at the end of the session. Further, **one parent or guardian will receive a \$25 gift card as a thank you for bringing their child**.

NAEP is a test that goes out to thousands of students across the country to give the government an idea of how well our education system is performing.¹ **Your child's participation and opinions would help us find and fix issues before other students take the test nationwide.**

FOR PLATFORM TRYOUTS: Testing will be done in groups where students will be asked to answer questions using a tablet as if it were an actual test. Students will help us test the platform that delivers the test and identify issues with the system.

FOR USABILITY: During the interview, the student will be asked to complete some tasks on the testing platform while providing feedback to the interviewer on their experience. This will help us explore how students interact with the tablet system that delivers the test and enhance the student experience>. Your child's name will not be linked to their answers.²

This study is voluntary and has many sessions available. <USABILITY: *You can schedule at a time that works best for you and your child.*>

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

Thank you,

<NAME>

<JOB TITLE>

EurekaFacts, LLC

<CONTACT PHONE>

<Website Link>

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

² All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). 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 participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

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

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

Good <morning/afternoon/evening>. Is this the <NAME FROM CALL LIST> household? My name is <CALLER NAME>, and I am calling from EurekaFacts, a social science research firm, to tell you about a paid research opportunity. On behalf of the US Department of Education, we are recruiting students who are at or near 4th and 8th grades to help us test a computer system. If you qualify, your child will receive a <FOR PLATFORM TRYOUTS: **\$35 gift card**; FOR USABILITY: **\$25 gift card**> at the end of the session as a thank you. The parent or legal guardian who brings them to and from the study will **also receive a \$25 gift card**.

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

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

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

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

The study session will take place at <NAME OF INTERVIEW SITE AND LOCATION> and will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes> . <TRYOUTS: Your child will be in a classroom setting with a group of students. He/she will answer questions using a tablet computer as if it were an actual test; USABILITY: Your child will be asked to complete a series of tasks on the computer system and provide feedback to an interviewer about their experience>¹¹[Recruiter: If parent/legal guardian asks about confidentiality please read the statement in the footnote.¹]

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

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

¹ All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). 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 participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

NO

2

 →(THANK AND TERMINATE)

3. How many students in your house are at or near 4th and 8th grade?

4. What is/are the first name(s) of <each of> your <INSERT Q3 RESPONSE> child(ren)?

RECORD CHILD 1 NAME: _____

RECORD CHILD 2 NAME: _____

RECORD CHILD 3 NAME: _____

etc...

5. What grade is <Child #> in? [If not in grades 4 or 8 →(THANK AND TERMINATE)]

RECORD GRADE CHILD 1: _____

RECORD GRADE CHILD 2: _____

RECORD GRADE CHILD 3: _____

etc...

[FOR QUESTIONS 6-15, ASK ALL QUESTIONS FOR EACH CHILD FIRST, THEN PROCEED TO ASK ALL QUESTIONS TO THE SECOND CHILD AND SO FORTH]

6. What is <Child 1>'s sex? →(READ THE QUESTION AND RESPONSE OPTIONS)

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

7. What is <Child 1>'s age?

RECORD AGE:

8. What type of school does <Child 1> currently attend? (READ LIST)

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

9. What school does <Child 1> attend?

RECORD SCHOOL NAME:

10. Does <Child 1> currently receive an Individualized Education Plan (IEP)? * <If Participant is unfamiliar with the term, please read the following description: "Individualized Educational Plan (IEP) is a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services.">

	<u>SELECT ONE</u>
Yes	1
No	2
Don't Know	3

11. - Does your<Child 1> currently qualify as a Limited English Proficient (LEP)* Student? * <If Participant is unfamiliar with the term, please read the following description: "The "Limited English Proficient" (LEP) student is an individual who:

- a. Was not born in the US or whose native language is not English;
- b. Comes from an environment where English is NOT the dominant language;
- c. Is an American Indian or Alaska native from environments where English is NOT dominant language;
- d. Has significant amount of difficulty speaking, reading, writing, or understanding English.

	<u>SELECT ONE</u>
Yes	1
No	2
Don't Know	3

12. Is <Child 1> Hispanic or Latino? (DO NOT READ LIST)

	<u>SELECT ONE</u>
YES	1
NO	2

13. Which of the following categories best describes <Child 1>'s ethnic or racial background? (READ LIST)

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

14. Does <Child 1> participate in the National School Lunch program?

	SELECT ONE
YES	1
NO	2

15. Is <Child 1> deaf, hearing impaired, or hard of hearing?

	SELECT ONE
YES	1
NO	2

16. You have agreed for <Child 1> to participate in the study if he/she is selected. Now, I would like to ask your child a few questions to make sure they are also interested and eligible. You are welcome to stay on the line. Is he/she available to speak with me at this time?

IF CHILD IS NOT AVAILABLE:

a. Record call back date and time:

DATE: _____

TIME: _____

BEST PHONE: _____

b. IF MORE THAN 1 CHILD RETURN TO Q5. IF 1 CHILD ONLY END CALL.

IF CHILD IS AVAILABLE: Again, you are welcome to stay on the line, but please allow your child to speak for him/herself. Thank you. CONTINUE TO VERIFICATION SCRIPT (APPENDIX A7).

17. [SHOWN IF ELIGIBLE FOR TRYOUT] <Child 1> has agreed to participate and is eligible for a group research session. We are administering study sessions on the following date(s) in <April/June/August/October>. Which of these sessions works best with the availability of your family? [IF MORE THAN 1 CHILD: If more than one of your children ends up qualifying for a group session, you may bring them to the same session.]

18. [SHOWN IF INTERVIEW ELIGIBLE] <Child 1> has agreed to participate and is eligible for a one-on-one interview session. We are holding interviews between <DATE> and <DATE> and they can be scheduled on a date and time of your choosing. What day and time would work best for you to bring <Child 1> to an interview?

RECORD DATE AND TIME: _____

REPEAT Q5-Q16, Verification Script, & Q17/18 FOR ALL POTENTIALLY ELIGIBLE STUDENTS IN HOUSEHOLD.

19. To attend the session and receive the gift cards, we must receive a signed parental consent form. If you qualify, we will provide the consent form to you well before the session. You can sign and scan the consent form and email it to us, or you can bring it with you and give it to us in person. Do you understand that you must return a completed and signed consent form for your child to participate and to receive the gift cards?

	SELECT ONE
Yes	1
No	2

Thank you. The next few questions are for classification purposes only.

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

	SELECT ONE	
Yes	1	(CONTINUE TO 17A)
No	2	
Prefer not to answer	3	

17A. What is this language? (For example: Korean, Italian, Spanish, Vietnamese)

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

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

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

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

23. *For the scheduled research sessions, we will follow up over email to confirm them and provide consent forms. We may also need to follow-up with you for other reasons; with this in mind, can you please provide your contact information?*

RECORD PARENT/LEGAL GUARDIAN FIRST NAME: _____

RECORD PARENT/LEGAL GUARDIAN LAST NAME: _____

RECORD BEST EMAIL ADDRESS: _____

BEST PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

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

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

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

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

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

As I explained to your parent/legal guardian, I work for a social science research firm. We are running an important research study to test a tablet system the US Department of Education wants to use to send out an assessment to students all across the country. For the study session, if you agree to participate, you would be asked to visit <NAME OF INTERVIEW SITE AND LOCATION> and complete some tablet-based questions or tasks. You won’t be graded on what you say and won’t be shared with anyone you know. The US Department of Education’s National Center for Education Statistics, or NCES, simply wants to know about how you use the testing platform as you are working.

<PLATFORM TRYOUTS: Testing will be done in groups where students will be asked to answer questions using a tablet as if it were an actual test. Students will help us test the platform that delivers the test and identify issues with the system. The voluntary session will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes. ;

FOR USABILITY: During the interview, the student will be asked to complete some tasks on the testing platform while providing feedback to the interviewer on their experience. This will help us explore how students interact with the tablet system that delivers the test and enhance the student experience. The voluntary research session will last no more than 60 minutes.>

As a thank you, students will receive a <PLATFORM TRYOUTS: \$35 gift card; FOR USABILITY: \$25 gift card> at the end of the session. Further, one parent or guardian will receive a \$25 gift card as a thank you for bringing the student. As I said before, your responses would be used to improve the national test so that it works well for all students. We would not use your name to identify you in any of our records.

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

	SELECT ONE	
Yes	<input type="text" value="1"/>	→(CONTINUE TO Q2)
No	<input type="text" value="2"/>	→(READ THE FOLLOWING)

IF NO: Thank you for your time. I will need to let your parent/legal guardian know that you would not like to participate. Is he or she available? **TO PARENT/GUARDIANS:** Your child has decided not to participate, but I would like to thank you very much for taking the time to speak with me about this opportunity. IF 1 STUDENT

ONLY: Have a great day. **IF ANOTHER STUDENT, RETURN to Q5 of Phone Screener:** Let's move on the second student you mentioned, <Child 2>.

2. *What grade are you in?*

RECORD GRADE: _____

[MUST BE in/entering or have completed 4th or 8th grade. OTHERWISE THANK AND TERMINATE.]

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

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

4. *To attend the session and receive the gift card, we must receive a signed consent form from your parent or legal guardian. If you qualify to participate, we will email the form directly to your parent/legal guardian and they can sign, scan and email it back to us, or you can bring it with you and give it to us in person. Do you understand that you must have a completed and signed parental consent form to participate?*

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

*Thank you. We look forward to seeing you at the interview. Can you hand the phone back to the parent/guardian I was just speaking to? **RETURN TO Q23 OF PHONE SCRIPT.***

[END OF SCREENER]

Appendix A8: Frequently Asked Questions (FAQs)

Frequently Asked Questions (From Consent Form)

1. What is this study about?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is administering a study with students who are at or near the 4th and 8th grades to test the computer system that will be used for the National Assessment of Educational Progress (NAEP). Students' participation will help NCES find and fix issues before other students take the tests nationwide.

2. Where will the study sessions take place?

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

3. What will happen during the research session?

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

<<IF USABILITY: Students will be in a one-on-one setting with an interviewer. After introductions and some simple instructions, students will be asked to complete a series of tasks on a tablet. As they work, the interviewer may have questions about how well the system is working or about their general experience completing the tasks.>>

4. How long will the research session last?

The session will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes>. Participation requires only one visit to the site.

5. Will you keep information confidential?

All participants will be assigned a unique student identifier and their names will not be linked to any of their answers.¹

6. Will the results go to the participant's school?

No, responses will not be disclosed to any schools and will not be linked to any other personally identifiable information.

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

There are no known risks to participating in this study.

8. Who can I contact with questions or for further information?

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or email <CONTACT EMAIL>.

9. Is participation required?

Participation in this study is voluntary. Each participant has the right to refuse to answer particular questions and may elect to withdraw from this study at any time and can leave early if they wish.

¹ All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). 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 participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

PARENTAL CONSENT FORM FOR PARTICIPATION IN RESEARCH

Thank you for your interest in participating in the research study described below. This consent form explains the research study. Please read it carefully and feel free to ask questions about anything you do not understand. If you do not have questions now, you may ask them later as they occur to you.

1. What is this study about?

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is administering a study with students who are at or near the 4th and 8th grades to test the computer system that will be used for the National Assessment of Educational Progress (NAEP). Students' participation will help them find and fix issues before other students take the tests nationwide.

2. Where will the study sessions take place?

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

3. What will happen during the research session?

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

<<IF USABILITY: Students will be in a one-on-one setting with an interviewer. After introductions and some simple instruction, students will be asked to complete a series of tasks on a tablet. As they work, their interviewer may have questions about how well the system is working for them or about their general experience completing the tasks.>>

4. How long will the research session last?

The session will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes> . Participation requires only one visit to the site.

5. Will you keep information confidential?

All participants will be assigned a unique student identifier and their names will not be linked to any of their answers.¹

6. Will the results go to the participant's school?

No, responses will not be disclosed to any schools and will not be linked to any personally identifiable information, such as a school's name.

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

There are no known risks to participating in this study.

¹ All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). 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 participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

8. Who can I contact with questions or for further information?

<CONTACT NAME> is coordinating this session at EurekaFacts on behalf of NCES. If you have any questions, please call <CONTACT PHONE> or email <CONTACT EMAIL>.

9. Is participation required?

Participation in this study is voluntary. Each participant has the right to refuse to answer particular questions and may elect to withdraw from this study at any time and can leave early if they wish.

By signing below, you agree that your child, _____, may participate in this study and that we may record your child's conversation with the researcher. Your child will receive a <USABILITY: \$25; PLATFORM: \$35> gift card at the conclusion of the session.

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

Your signature below will indicate that your questions have been answered satisfactorily and that you have read and understood the information provided above.

Print Name: _____

Signature: _____ Date: _____

Email address: _____

Appendix A10: Confirmation of Interview Email/Day of Session Reminder Email

Dear <NAME>:

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

The interview will last <25 STUDENT TRYOUTS: no more than 90 minutes; 40 STUDENT TRYOUTS: 135 minutes; USABILITY: no more than 60 minutes> . **We will begin promptly at <TIME>**, and it is important that you arrive 15 minutes early to check in. If you are late, we cannot guarantee that you can participate and receive the <TRYOUTS: \$35; USABILITY: \$25> gift card.

This is a <friendly reminder OR confirmation> that <your child has> been scheduled to participate in a study at the following location and date/time:

LOCATION: <Location Address>

DATE: <Day of Week, Month Day, Year>

TIME: <XX:XX AM/PM>

GIFT CARD: Each participant will receive a <USABILITY: \$25; PLATFORM: \$35> gift card to thank them for their participation. If a participant's parent or legal guardian brings them to and from the study session, they will also receive a \$25 gift card as thanks for their time.

PLEASE BRING THE FOLLOWING ITEMS TO THE RESEARCH INTERVIEW:

- Parent/guardian valid picture ID—this is required for participation.
- Signed parent/guardian consent form (attached). Your child can either bring the signed form to the interview or you can scan it and email it back. If not, we have copies available in-person when you arrive. Without a signed form, your child cannot participate in the interview and receive the gift card.
- If your child uses eyeglasses for reading or watching TV, they should wear them during the study session.

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

Sincerely,

<NAME>

<EurekaFacts>