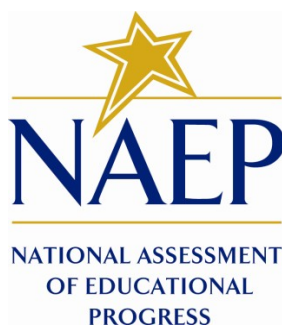


NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

Appendix B
Materials for Field Trial Pretesting

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

OMB# 1850-0803 v.266



April 2020

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Appendix B1: NAEP 2021 Notification Letter from Chief State School Officer to District Superintendent

Early May NAEP 2021 Field Trial Notification Letter From CHIEF STATE SCHOOL OFFICER TO DISTRICT SUPERINTENDENT

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

Dear District Superintendent name,

I am pleased to notify you that number schools in your district have been selected to participate in the 2021 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 will be notified soon, so that principals can place the assessment window (January 25 to March 5, 2021) 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 2021 administration will include three assessment programs. The attached list shows the assessment program for each selected school in School District.

- Field Trial for civics, mathematics, reading, and U.S. history: grades 4 and 8
- State-level mathematics and reading assessments: grades 4 and 8
- National civics and U.S. history assessments: grade 8

Results from the field trial will ensure that future NAEP assessments continue to be a reliable measure of student achievement. NAEP representatives will administer the assessment in <insert month> and will work with your school(s) to conduct the assessment on a date that is convenient for them.

National results for all assessments will be released as The Nation's Report Card. State-level results, and in some cases, district-level results will also be reported for the mathematics and reading assessments. The majority of students will only be assessed in one subject. However, some schools selected for mathematics and reading at grades 4 and 8 will participate in a new, two-subject assessment design, and students will complete questions in both subjects.

As in previous years, NAEP representatives provide significant support to schools by administering the assessment and bringing all necessary materials and equipment, including tablets on which students take the assessment.

Please include the NAEP assessment windows (<insert field trial month> for the field trial, and January 25 to March 5, 2021 for all other assessments) 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

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). 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 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

Appendix B2: NAEP 2021 Field Trial Notification Save-the-Date Letter from NAEP State Coordinator to School Principal

NAEP 2021 Field Trial Save-the-Date Letter From NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL

Red text should be customized before mail merge; **highlighted text** represents mail merge & fields specific to each assessment type

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 National Assessment of Educational Progress (NAEP) 2021 Field Trial. Your school's grade **4 or 8** students will take the assessment on **assessment date**. Please place the NAEP assessment date on your 2020–2021 school calendar.

Approximately **estimated student sample** students from your school will be selected to participate, depending on actual fall 2020 student enrollment numbers. The assessment will take about **2 hours or 3 hours** for most students, including transition time, directions, **a break**, and completion of survey questions. 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

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). 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 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 B3: NAEP 2021 Field Trial Details Letter NAEP State Coordinator to Principals

Early Fall NAEP 2021 Field Trial 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 last school year, I notified **school name** of its selection to participate in the National Assessment of Educational Progress (NAEP) 2021 Field Trial. 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 August. During the assessment, we would appreciate the presence of a school staff person as an observer in **each session or the session**. A staff member's presence can have a positive impact on students' motivation and performance.

Again, I would like to express my appreciation for your assistance with this very important 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 2021. If you would like to access the MyNAEP site (www.mynaep.com), please register with this ID number: **MyNAEP Registration ID**. MyNAEP is a protected site, so you will create your own password. Should you have questions, please contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder for your 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

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). 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 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 B4: NAEP 2021 Field Trial Details Letter NAEP State Coordinator to School Coordinator

Early Fall NAEP 2021 Field Trial 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 National Assessment of Educational Progress (NAEP) 2021 Field Trial. I look forward to working with you to coordinate NAEP in your school. A sample of your grade **grade** students will be taking **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 steps below indicates what you will need to do to prepare for the assessment.

- Register at www.mynaep.com with the following registration ID: **MyNAEP Registration ID**. Answer the questions in the **Provide School Information** section by **date**. For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.
- 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.
- An assigned NAEP representative who is responsible for administering the assessment will contact you. 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 the assessment **sessions or session** and reserve space at your school. The NAEP team will transport heavy cases of tablets and other materials; please select a location that is on the first floor or accessible by elevator.
 - 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.
- Prior to 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 or the 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). 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 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 B5: NAEP 2021 Field Trial Parent/Guardian Notification Letter

Mathematics & Reading Assessments

(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) 2021 Field Trial on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. Results from the field trial will ensure that future NAEP assessments continue to be a reliable measure of student achievement.

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

The assessment takes approximately X hours for most students, including transition time and directions.

The information collected is used for statistical purposes only.

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

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

We are excited that our school is participating in 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). 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 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 B6: NAEP 2021 School Coordinator Responsibilities, A Guide to MyNAEP 2021 Field Trials



School Coordinator Responsibilities

A Guide to MyNAEP

2021

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

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

Each school participating in the NAEP 2021 Field Trial 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 Activities



You will need to complete the following activities:

1. Register for the MyNAEP website

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

2. Complete and submit school information

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. 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

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



Continued on page 2



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

Find us on:



4. Complete the tasks listed within the Prepare for Assessment menu

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.



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

5. Support Assessment Day Activities

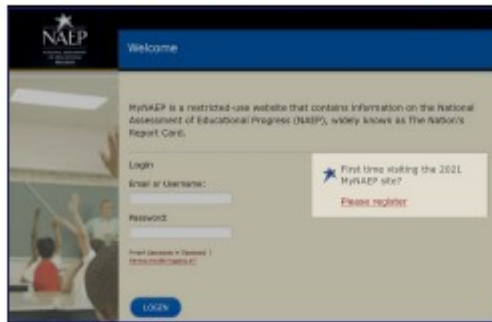
Prior to the assessment day, you need to remind teachers and students about the assessment and ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. You and the teachers of selected students are encouraged to remain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

Safeguard all confidential hardcopy materials until the date noted on the NAEP storage envelope. Shred all materials after the specified date.

How to Register and Access MyNAEP

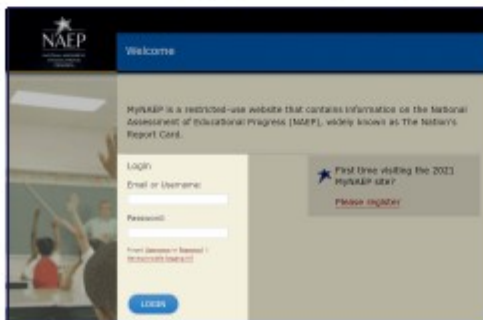
- 1 Go to www.mynaep.com. On the right side of the screen, select **Please register**.



- 2 Enter the MyNAEP registration ID included in the letter or email sent by your NAEP 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. 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 data security 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.



3

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.
- 5 The **Prepare for Assessment** menu has seven key tasks for the weeks leading up to the assessment.

Online Resources

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

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9962) 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)(ii) and 99.35). 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. 9957) and 6 U.S.C. 5151). 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 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.

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Appendix B7: NAEP 2021 The Student Information Instructions

Note: The MyNAEP System Content included in the package represents the information and references to sections or appendices provided in the current version (OMB# 1850-0928 v.18), updates made to V.20-23 may be reflected in this study.

Information on Log-in Screen:

Paperwork Burden Statement, OMB Information

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0928. The time required to complete this information collection is estimated to average 120 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

Authorization and Confidentiality Assurance

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



NAEP 2021 INSTRUCTIONS FOR PREPARING AN ELECTRONIC FILE OF STUDENTS (Six Columns Race/Ethnicity)

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

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

Step 1 – The E-Filing Template

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

Unique Student ID	Student First Name	Student Middle Name	Student Last Name	Grade	Homeroom or Other Locator	Month of Birth	Year of Birth	Sex	Student with a Disability	English Language Learner	Ethnicity (Hispanic or Non-Hispanic)	White	Black or African American	American Indian or AK Native	Hawaiian or Pac Islander	School Lunch	On-Break Indicator	Student ZIP code
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Step 2 – Compile Data for the Template

For each grade in your school selected to participate in the NAEP assessment prepare and submit a separate Excel file of **all students enrolled in the sampled grade** during the 2019-2020 school year using the most current enrollment data available.

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

Your Excel file must contain the following data:

Excel Header/Field Name	NAEP Values	Comments
State unique Student ID	N/A	If available; do not use the student's Social Security number
Student First Name	N/A	Text, must be in its own column
Student Middle Name	N/A	Text--Middle Name is optional, but the column must be included in the Excel file
Student Last Name	N/A	Text, must be in its own column
Grade in School	4, 8	Use current year data; don't use previous year's grade 3 enrollment for grade 4

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

Homeroom or Other Locator	N/A	If available, locator information is helpful in finding students and notifying them of the assessment
Month of Birth	M or MM (numeric format)	Numeric format; must be in its own column
Year of Birth	YYYY (numeric format) The expected ranges for Year of Birth are listed below: Grade 4 – 2007-2011 Grade 8 – 2003 -2007	Numeric format; must be in its own column
Sex	School-defined codes	Codes (numeric or text) for Male/Female
Ethnicity (Hispanic or not)	School-defined codes for: <ul style="list-style-type: none"> ▪ Yes, Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race ▪ No, Not Hispanic ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.
Race: White	<ul style="list-style-type: none"> ▪ Yes, White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.
Race: Black or African American	<ul style="list-style-type: none"> ▪ Yes, Black: A person having origins in any of the Black peoples of Africa ▪ No, not Black ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	Indicate all Race/Ethnicity categories that apply for each student, text or numeric.

<p>Race: Asian</p>	<ul style="list-style-type: none"> ▪ Yes, Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam ▪ No, not Asian ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	<p>Indicate all Race/Ethnicity categories that apply for each student, text or numeric.</p>
<p>Race: American Indian or Alaska Native</p>	<ul style="list-style-type: none"> ▪ Yes, American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment ▪ No, not American Indian or Alaska Native ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	<p>Indicate all Race/Ethnicity categories that apply for each student, text or numeric.</p>
<p>Race: Native Hawaiian or Pacific Islander</p>	<ul style="list-style-type: none"> ▪ Yes, Native Hawaiian or Pacific Islander: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands ▪ No, not Native Hawaiian or Pacific Islander ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	<p>Indicate all Race/Ethnicity categories that apply for each student, text or numeric.</p>
<p>National School Lunch Program (NSLP)</p>	<p>School defined codes for:</p> <ul style="list-style-type: none"> ▪ Student not eligible to participate: Student is not eligible for free or reduced-price lunch. ▪ Free lunch: Student is eligible for free lunch. Schools participating in Provisions 2 or 3 of the NSLP should 	<p>Use ONE code per student, text or numeric</p>

code all students as “free lunch.”²

- **Reduced price lunch:** Student is eligible for reduced-price lunch.
- **School not participating:** School does not participate in the NSLP. When used, this code must be applied to all students.
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your school participates in the Community Eligibility Provision (CEP), note that for NAEP, only students who are economically disadvantaged students can be classified as eligible for free or reduced-price lunch.

CEP Direct Only

In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).

Please code your students as follows

Is the student economically disadvantaged?	How should student be coded on NAEP?
2. Yes	1. Eligible for free or reduced price lunch
3. No	2. Student not eligible
4. Information missing	3. Information unavailable

--

CEP Direct Certification Plus

In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly

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

certified through participation in assistance programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF);
b) through a household income survey.

Please code your students as follows:

Is the student economically disadvantaged?	How should student be coded on NAEP?
1. Yes	1. Eligible for free or reduced price lunch
2. No	2. Student not eligible
3. Information missing	3. Information unavailable

-

CEP All

In our state, all students in CEP schools are considered economically disadvantaged.

Please code your students as follows:

Is the student economically disadvantaged?	How should student be coded on NAEP?
1. Yes	1. Eligible for free lunch

Students with Disabilities (SD)

School-defined codes for:

- **Yes, IEP:** Student has a formal Individualized Education Plan (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP."
- **No, not SD:** If students have a 504 Plan without an IEP, code these students as "No, not SD."
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

Use **ONE** code per student, text or numeric

English Language Learner (ELL)

School-defined codes for:

- **Yes, ELL**
- **No, Not ELL**
- **No, Formerly:** If a student has achieved

Use **ONE** code per student, text or numeric

	<p>full English proficiency within the previous 2 years <u>and</u> the state includes formerly ELL students in its accountability reports, the student should be coded as “No, formerly ELL.” Public schools, contact your NAEP State Coordinator if you have any questions about using this code.</p> <ul style="list-style-type: none"> ▪ Information unavailable at this time: If you currently do not have this information for one or more students, blank cells or an indicator such as “N/A” (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date. 	
On-Break Indicator	School-defined code	Only for year-round schools; column can be left off if school is not year-round
Student ZIP Code	Numeric only	If available

Tips for ensuring the E-File process goes smoothly:

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

Step 3 – E-File

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

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

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

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

Submit Student List

E-File Step 1: Upload Your File

Exit

Welcome, **State**.

The Four Basic Steps to E-Filing:

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

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

- Date list is accurate as of: (mm/dd/yyyy) **Date the list was created; not necessarily today's date**
- Does your student data file contain column headers: Yes **Row 1 of your Excel file contains column names**

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

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

Select the file name
from your computer

File Name: Browse...

Upload

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

Step 4 – Map Your Columns and Rows to NAEP Values

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

"Columns Contains".

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

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

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

Exit

Back


Next

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

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


Exit Back Next

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

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

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

Grade
Your File Contains 1 Value(s)

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

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

Exit Back Next


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

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

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

Exit Back Next

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



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

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

Sex
Your File Contains 2 Value(s)

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

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

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

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

Exit Back Next

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

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

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

Appendix B8: NAEP 2021 MyNAEP System

Note: The MyNAEP System Content included in the package represents the information and references to sections or appendices provided in the current version (OMB# 1850-0928 v.18), updates made to V.20-23 may be reflected in this study.

Description of MyNAEP: The school coordinators are responsible for preparing for the assessment in their school using the MyNAEP system, which is an online secure site that provides participating schools with a convenient way to prepare for the upcoming assessment. MyNAEP serves as the primary resource and action center throughout the assessment process. The site also offers school coordinators an electronic way to prepare for the assessment at their own pace. The NAEP field representative will schedule an initial call in December to pre-review the major areas of the MyNAEP system with the school coordinator. A description of the tasks completed in the MyNAEP system can be found in Part B. The content of the MyNAEP system is included in this appendix.

Notes on the organization of Appendix B8

- Red text indicates descriptive notes and references to Appendices other than I
- Green text indicates text from hyperlinks or references within this document.
- The Additional Resources section of this document (beginning on page 94) contains the text of hyperlinks

MyNAEP Login Screen

Welcome

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

Login

Email or Username:

Password:

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

Having trouble logging in?

First time visiting the 2021 MyNAEP site?

[Please register](#)

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

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). 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 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.

Note: the NAEP data security and confidentiality citations have changed, as reflected below.

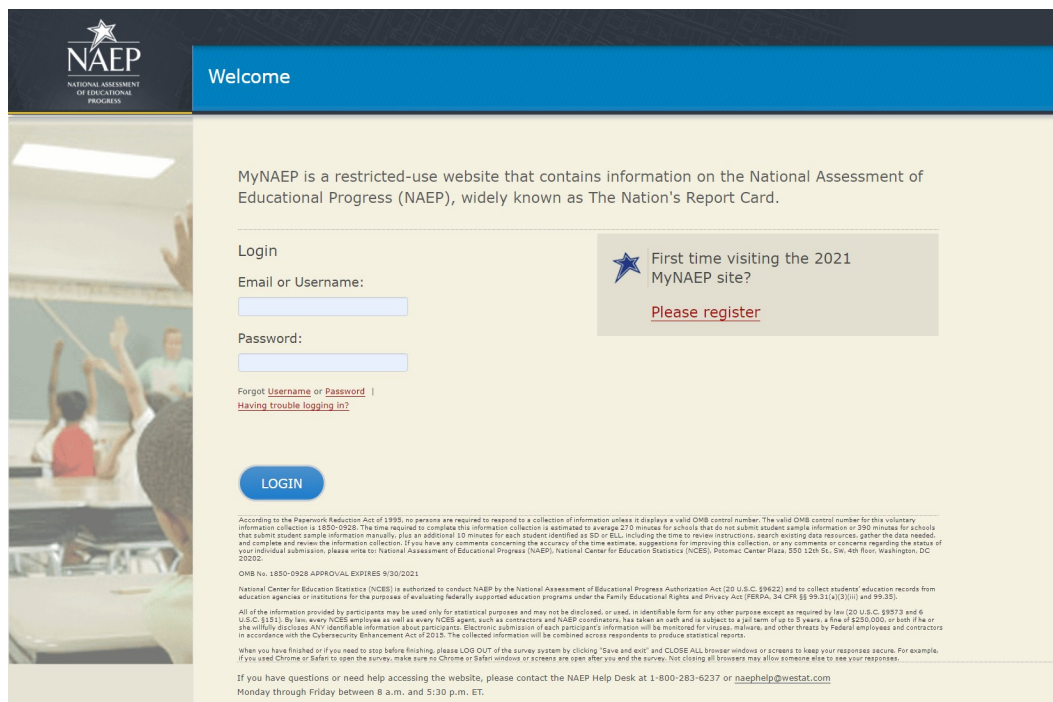
When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by clicking "Save and exit" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the survey, make sure no Chrome or Safari windows or screens are open after you end the survey. Not closing all browsers may allow someone else to see your responses.

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

Summary of Changes from 2019 to 2021:

- Updated the year from 2019 to 2021
- Removed security banner
- Capitalized NAEP Help Desk
- Added statement about logging out and closing browser window

Screenshot



Home Page

Welcome to the National Assessment of Educational Progress!

The MyNAEP website will help you prepare for the assessment.

Assessment Details

Grade:

Subject(s):

Assessment Date:

Preassessment Review Call Date:

NAEP Representative:

MyNAEP Registration ID:

NAEP School Coordinator:

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

Prepare for Assessment

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

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

What's Next?

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

Summary of Changes from 2019 to 2021:

- Removed the 2019 Administration Date
- Removed the 2019 MyNAEP Registration ID
- Removed the 2019 NAEP School Coordinator's name and references to contacting School Coordinator

Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' dropdown menu. Below the header is a navigation bar with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Welcome to the National Assessment of Educational Progress!' and includes a sub-header 'Assessment Details' with a list of fields: Grade: 8, Subject(s): mathematics and reading, Assessment Date, Preassessment Review Call Date, NAEP Representative, MyNAEP Registration ID, and NAEP School Coordinator. A note below this list states: '*If a school coordinator name does not appear above, then no one is currently assigned as school coordinator. Notify your NAEP State Coordinator, _____, at _____ if this information is missing. School coordinators must register their own MyNAEP account.' The 'Prepare for Assessment' section follows, with the text 'It's time to prepare for your school's upcoming assessment date.' and a list of steps: 'The first step is to watch this quick tutorial video, which will give you an overview of the Prepare for Assessment menu.' and 'Complete the activities in the menu before your scheduled preassessment review call.' The 'What's Next?' section includes the text 'Download teacher notification letters and student appointment cards in the Support Assessment Activities section.' The footer of the page contains the same navigation links as the header.

Provide School Information

Provide School Information

Appendix B

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

Complete the following:

[School Contact Information](#)

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

[School Characteristics Information](#)

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

Screenshot

The screenshot shows the MyNAEP For Schools website interface. At the top, there is a navigation bar with the NAEP logo on the left, the text 'MyNAEP For Schools' in the center, and a 'District:' dropdown menu on the right. Below the navigation bar is a blue header area with 'Welcome' and a user profile icon, and a secondary navigation menu with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A 'Grade 8 Assessment:' dropdown is also visible. On the left side, there is a dark sidebar menu with options: 'Home', 'Provide School Information' (selected), 'School Contact Information', 'School Characteristics Information', 'Submit Student List', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Provide School Information' and contains the text: 'Please use the links below to ensure that NAEP has the most up-to-date information about your school.' Below this text, there are two sections: 'School Contact Information' and 'School Characteristics Information', each with a list of items to be completed, matching the lists provided in the text above.

Prepare for Assessment

[Prepare for Assessment](#)

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

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

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

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

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

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

Additional Resources

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

Screenshot

The screenshot shows the MyNAEP For Schools interface for Frontier Middle School. The main heading is "Prepare for Assessment". Below the heading, there is a paragraph explaining that the list of students selected for NAEP will be available in early December and that school coordinators need to complete certain activities. A checklist of tasks is provided, including reviewing and verifying the student list, completing information about students with disabilities and English language learners, notifying parents, managing questionnaires, planning for assessment day, encouraging participation, and updating the student list. A note mentions that a storage envelope and instructions brochure will be mailed in early December, and that printed reports should include student names and information. At the bottom, there are links to "Additional Resources" such as "Instructions for the School Coordinator" and "Digitally-based Assessments".

Review and Verify List of Students Selected for NAEP

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

Prepare for Assessment

Review and Verify List of Students Selected for NAEP

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

Complete the following:

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

Additional Resources

- [Information Needed to Review and Verify List of Students Selected for NAEP Coordinator](#)

- (see [Additional Resources](#) section of this document)
- [Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP Coordinator](#)
(see [Additional Resources](#) section of this document)

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) and the title 'MyNAEP For Schools'. The user is logged in as 'Frontier Middle School' in the 'Rankin Co School Dist (01)' district. The main content area is titled 'Review and Verify List of Students Selected for NAEP' and includes the following text:

Prepare for Assessment

Review and Verify List of Students Selected for NAEP

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

Complete the following:

- Watch the [Review and Verify List of Students Selected for NAEP Tutorial \(5:36\)](#)
- [Review and Verify Student Information](#)
- [Print Reports](#)

Additional Resources

- [Information Needed to Review and Verify List of Students Selected for NAEP](#)
- [Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP](#)

The left sidebar contains a navigation menu with the following items:

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

Review and Verify Student Information

Review and Verify Student Information

Print Worksheet – REV-INFO-1

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

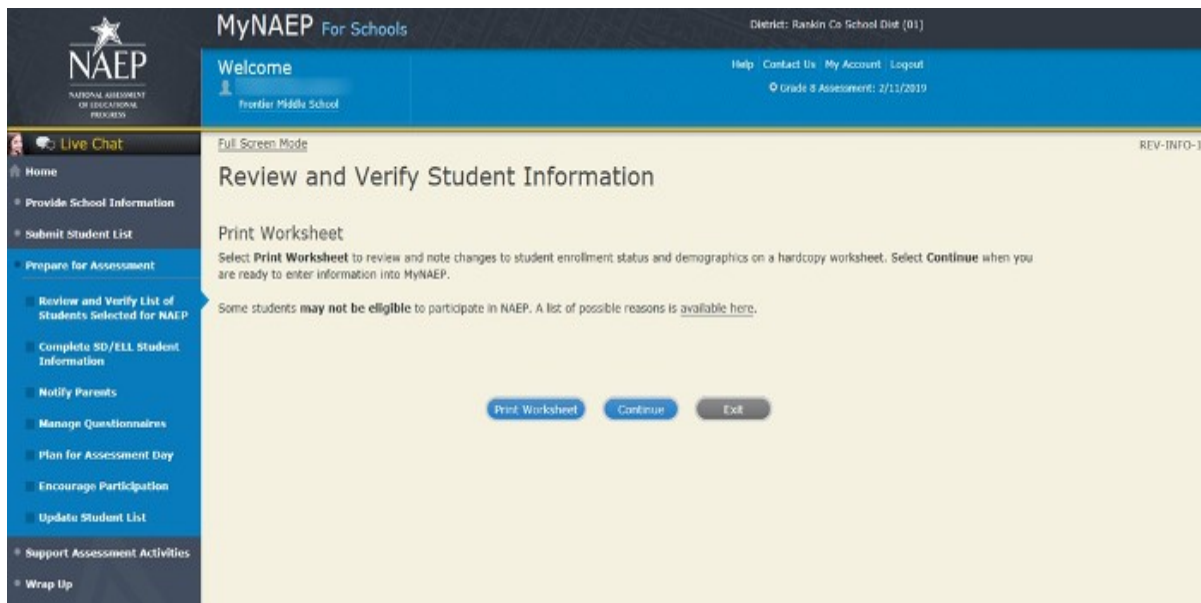
Some **students may not be eligible** to participate in NAEP. A list of possible reasons [is available here](#).

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

Reasons Student Cannot Take NAEP:

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

Screenshot



Review and Verify Student Information

Demographic Data-REV-INFO-2

Note: School coordinators will be asked to review and verify student demographic information (as shown in the screenshot below), and also to indicate whether students were displaced from a natural disaster (screen REV-INFO-6).

Review all demographic data for the students listed below.

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

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

Screenshot

The screenshot shows the MyNAEP For Schools interface for Rankin Co School Dist (01) at Frontier Middle School. The page title is "Review and Verify Student Information" and the sub-section is "Demographic Data". The instructions state: "Review all demographic data for the students listed below. Select the **Edit pencil** next to the student name to enter a **student's correct or missing information**, or indicate a **reason the student cannot take NAEP**." Below the instructions are three bullet points: "If a student has a **Section 504 Plan and requires an accommodation to be tested**, change his or her Student with a Disability status to **Yes, 504**." "If there is missing data for a student, there will be an icon in the column. Hover over the icon to see how many students have missing data." "All columns can be sorted by clicking on the column header. Missing data will filter to the top."

Edit	Name	Student ID	Session/Line #	Subject	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status	Student with a Disability	English Language Learner	Reason Student Cannot Take NAEP
<input checked="" type="checkbox"/>			050801/01	Math - Tablet	08	2005	Male	Information unavailable	Information unavailable	No, not SD	No, not ELL	
<input checked="" type="checkbox"/>			050801/02	Reading - Tablet	08	2004	Female	Two or More Races (Non-Hispanic)	Free lunch	No, not SD	No, not ELL	
<input checked="" type="checkbox"/>			050801/03	Math - Tablet	08	2005	Male	White, not Hispanic	Student not eligible	Yes, IEP	Yes, ELL	
<input checked="" type="checkbox"/>			050801/04	Reading - Tablet	11	2004	Female	White, not Hispanic	Information unavailable	No, not SD	No, not ELL	
<input checked="" type="checkbox"/>			050801/05	Reading - Tablet	05	2005	Female	White, not Hispanic	Free lunch	No, not SD	No, not ELL	
<input checked="" type="checkbox"/>			050801/06	Math - Tablet	02	2005	Female	Two or More Races (Non-Hispanic)	Free lunch	No, not SD	No, not ELL	
<input checked="" type="checkbox"/>			050801/07	Reading - Tablet	04	2005	Female	White, not Hispanic	Free lunch	No, not SD	No, not ELL	

Review and Verify Student Information

Review and Verify Student Information-REV-INFO-5

The students listed below have been identified as American Indian or Alaska native. These students will complete an additional short questionnaire for the National Indian Education Study. Please review and confirm the race of each student.

MyNAEP For Schools

Welcome
Frontier Middle School

District: Rankin Co School Dist (01)
Help | Contact Us | My Account | Logout
Grade 8 Assessment: 2/11/2019

Live Chat

Home

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

Full Screen Mode

Review and Verify Student Information

The students listed below have been identified as American Indian or Alaska native. These students will complete an additional short questionnaire for the National Indian Education Study. Please review and confirm the race of each student.

Edit	Student ID	Last Name	First Name	Middle Name	Race/Ethnicity
<input checked="" type="checkbox"/>					American Indian or Alaska Native
<input checked="" type="checkbox"/>					American Indian or Alaska Native
<input checked="" type="checkbox"/>					American Indian or Alaska Native
<input checked="" type="checkbox"/>					American Indian or Alaska Native

Back to Beginning | Back | All Information is Correct | Continue | Exit

Review and Verify Student Information

Print Summary Report-REV-INFO-6

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

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

Screenshot

MyNAEP For Schools

Welcome
Frontier Middle School

District: Rankin Co School Dist (01)
Help | Contact Us | My Account | Logout
Grade 8 Assessment: 2/11/2019

Live Chat

Home

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

Full Screen Mode

Review and Verify Student Information

Print Summary Report

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

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

Print Summary | Back to Beginning | Back | Submit | Exit

Print Reports

Print Reports – REV-REP-1

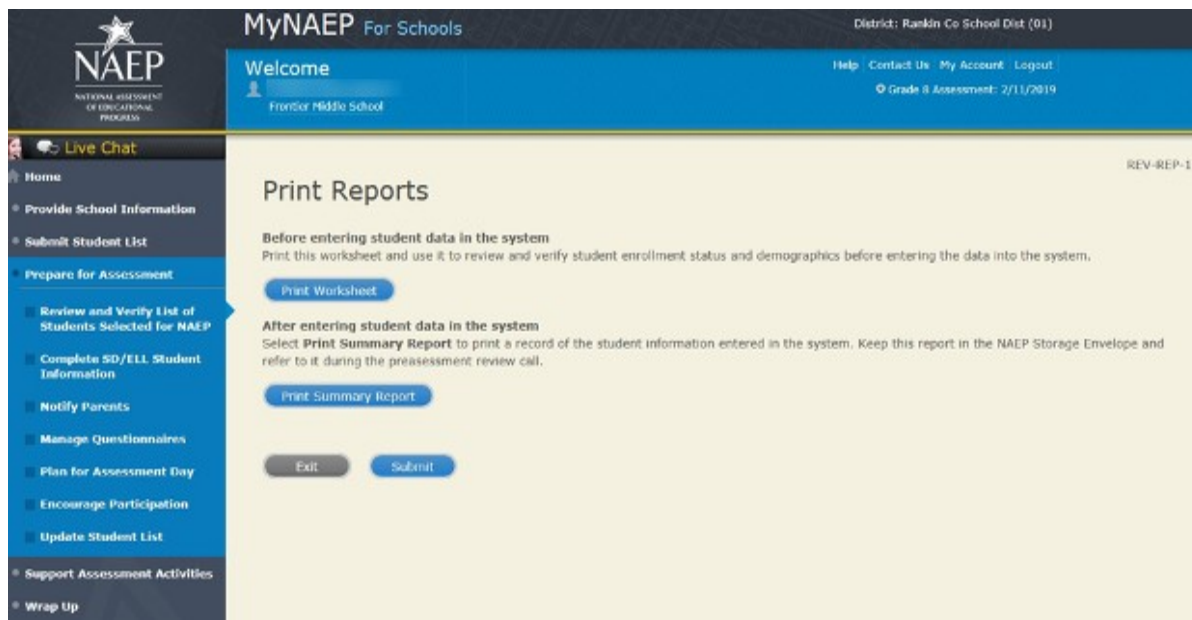
Before entering student data in the system

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

After entering student data in the system

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

Screenshot



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

NAEP 2019 Worksheet for Students Selected for NAEP 07/25/2018 2:48 PM											
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261											
Student Name	Student ID	Session/ Line #	Subject	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status	Student with a Disability Status	English Language Learner Status	Reason Student Cannot Take NAEP
Aberts, Kimberly	86756	DS0801/01	Math-Tablet	08	2005	Male	Information unavailable	Information unavailable	No, not SD	No, not ELL	

Complete SD/ELL Student Information

Note: In this section the school coordinator will provide information to determine how students participate in NAEP (i.e., without accommodations, with accommodations, or do not test). The school coordinator will provide the Individuals with Disabilities Education Act (IDEA) disability status, English proficiency, primary language, grade-level performance, and accommodations, using the state-specific NAEP inclusion policies (see Appendices D1-5 and D1-6 for templates of the SD and ELL inclusion policies, which are customized by the NAEP State Coordinators). The purpose of providing this information is to make sure students have appropriate supports to access the NAEP assessment.

Prepare for Assessment

Complete SD/ELL Student Information

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

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

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

Complete the following:

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

Additional Resources

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

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

MyNAEP For Schools

District: Rankin Co School Dist (01)

Welcome
Frontier Middle School

Help | Contact Us | My Account | Logout
Grade 8 Assessment: 2/11/2019

Live Chat

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

Prepare for Assessment

Complete SD/ELL Student Information

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

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

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

Complete the following:

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

Additional Resources

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

Review NAEP Inclusion Policy

Review NAEP Inclusion Policy-COMP-INCL 1-1 (see Appendices D1-5 and D1-6)

NAEP Inclusion Policy for Students with Disabilities and English Language Learners

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

[SD Inclusion Policy](#) (see Appendix D1-5)

[ELL Inclusion Policy](#) (see Appendix D1-6)

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

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

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

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

Monitoring Exclusions

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

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

Yes No

Screenshot

The screenshot displays the MyNAEP For Schools web application interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: Rankin Co School Dist (01)'. A navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. The user is identified as 'Frontier Middle School' and the current assessment is 'Grade 5 Assessment: 2/11/2019'. The main content area is titled 'Review NAEP Inclusion Policy' and includes the following text:

Training 01 NAEP 2019 Inclusion Policy for Students with Disabilities and English Language Learners

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

- Training 01 SD Inclusion Policy
- Training 01 ELL Inclusion Policy

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

- Students who meet (or met) participation criteria for the
- English language learners who have been enrolled in U.S. schools less than 1 full academic year before the NAEP assessment and cannot access NAEP

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

Monitoring Exclusions

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any questions about how to include a student, contact your NAEP State Coordinator, Jane Doe, at StateCoordinator01@mynae.com.

I downloaded and reviewed the Training 01 NAEP 2019 Inclusion Policy for Students with Disabilities and English Language Learners.

Yes No

Submit Exit

Give Access to SD and/or ELL Specialists

Please complete the Review and Verify List of Students Selected for NAEP section before giving access to SD and/or ELL Specialists

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

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

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

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

Screenshot

COMP-SPEC 1-1

Give Access to SD and/or ELL Specialists

Please complete the **Review and Verify List of Students Selected for NAEP** section **before** giving access to SD and/or ELL Specialists.

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

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

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

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

Save Submit Exit

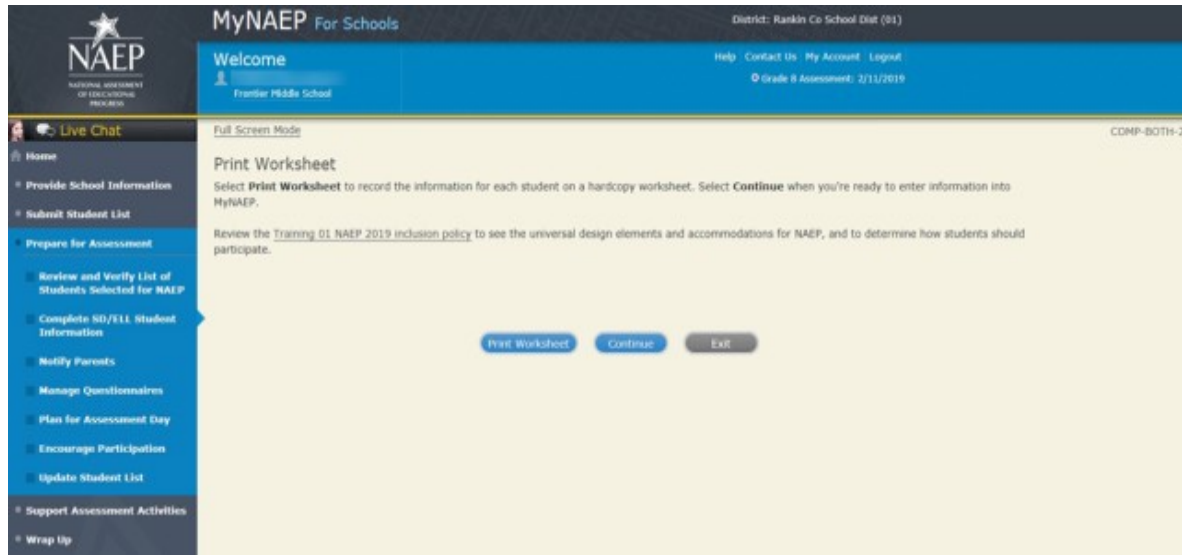
Provide Information for Students Who Are Both SD and ELL

Print Worksheet-COMP-BOTH-2

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

Review the [NAEP inclusion policy](#) (see [appendices D1-5 and D1-6](#)) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

Screenshot



ELL Details-COMP-BOTH-3

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see appendices D1-5 and D1-6) prior to completing.

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

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The main content area is titled "ELL Details" and contains the following instructions:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 01 NAEP 2019 inclusion policy](#) prior to completing.

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

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Year	ELL classification	NAEP subject	Primary language	Other primary language (Specify)	Academic instruction primarily in English	Grade level performance in NAEP subject	English proficiency listening	English proficiency reading	English proficiency speaking	English proficiency writing
		DS0001/03	Yes, ELL	Math - Tablet								
		DS0002/24	Yes, ELL	Reading - Tablet								
		DS0003/36	Yes, ELL	Reading - Tablet								

At the bottom of the interface, there are buttons for "Back to Beginning", "Back", "All Information is Correct", "Continue", and "Exit".

SD Details-COMP-BOTH-4

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

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

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: Rankin Co School Dist (01)". The user is logged in as "Frontier Middle School" and is viewing the "Grade 8 Assessment: 3/11/2019". The main content area is titled "SD Details" and contains the following text:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 01 NAEP 2019 Inclusion Policy](#) prior to completing.

- Which of the following IDEA categories best describes each student's identified disability(ies)? (Note: This question is not applicable to students marked as Yes, S04.)
- What is the degree of each student's disability(ies)?

All columns can be sorted by selecting the column header.

Edit	Student name	Seiden/Last #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)
		D50001/03	Yes, IEP	Math - Tablet		
		D50003/24	Yes, IEP	Reading - Tablet		
		D50002/26	Yes, IEP	Reading - Tablet		

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

How Students Should Participate-COMP-BOTH-5

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see [Appendices D1-5 and D1-6](#)) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Screenshot

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

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 01 NAEP 2019 Inclusion policy](#) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/line #	SD classification	ELL classification	NAEP subject	How long has this student been enrolled in U.S. schools?	How is student assessed on the state or classroom assessments?	How should the student be assessed on NAEP?	Universal design elements	NAEP accommodations
<input checked="" type="checkbox"/>		050801/03	Yes, IEP	Yes, ELL	Math - Tablet					
<input checked="" type="checkbox"/>		050803/24	Yes, IEP	Yes, ELL	Reading - Tablet					
<input checked="" type="checkbox"/>		050803/36	Yes, IEP	Yes, ELL	Reading - Tablet					

At the bottom of the interface, there are buttons for "Back to Beginning", "Back", "All Information is Correct", "Continue", and "Exit".

Exclusions Summary-COMP-BOTH-6

The student(s) listed below are marked as “Do not test” and will be excluded from the NAEP assessment.

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any further questions on how to include students, contact your NAEP State Coordinator, **First and Last Name**, at **Email address** and/or review the [{State} NAEP inclusion policy](#) (see **Appendices D1-5 and D1-6**).

Select **Back** to make any changes for the students on the previous screen.

All columns can be sorted by selecting the column header.

Screenshot

MyNAEP For Schools District: Sheridan School District (J5)

Welcome Martin Short Dove Hill Elementary Age 13 Assessment: 10/30/2019

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

Full Screen Mode COMP-BOTH-7

Exclusions Summary

The student(s) listed below are marked as "Do not test" and will be excluded from the NAEP assessment.

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any further questions on how to include students, contact your NAEP State Coordinator, Jane Akins, at StateCoordinatorJ5@mynaep.com and/or review the [Training J5 NAEP 2020 inclusion policy](#).

Select **Back** to make any changes for the students on the previous screen.

All columns can be sorted by selecting the column header.

Student name	Session /Line #	SD Classification	ELL Classification	NAEP subject	How should the student be assessed on NAEP?	Why can't the student participate on NAEP	Accommodations Not Allowed or Provided by NAEP	Requires Other Accommodation(s) (Specify)	Other reason
Last 1305, First 1305	LT1301/02	Yes, IEP	Yes, ELL	Math - Paper	Do not test	Enrolled in U.S. schools less than 1 full academic year before the NAEP assessment and cannot access NAEP			

Back to Beginning Back Continue Exit

Print Summary

Report-COMP-BOTH-7

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

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

Screenshot

MyNAEP For Schools District: Rankin Co School Dist (01)

Welcome Frontier Middle School Grade 8 Assessment: 2/11/2019

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

Full Screen Mode COMP-BOTH-8

Print Summary Report

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

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

Print Summary Report Back to Beginning Back Submit Exit

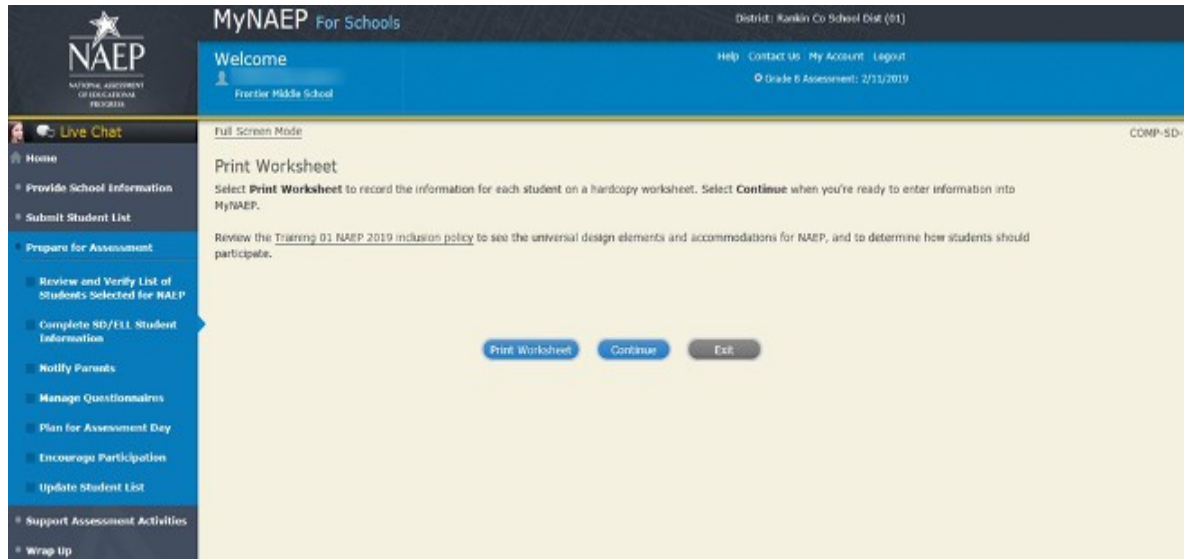
Provide Information for SD (IEP or 504 Plan) Only

Print Worksheet-COMP-SD-2

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

Review the [NAEP inclusion policy \(see Appendix D1-5\)](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

Screenshot



The screenshot displays the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: Rankin Co School Dist (01)'. A blue header bar contains 'Welcome' and 'Frontier Middle School', along with links for 'Help', 'Contact Us', 'My Account', and 'Logout', and a date indicator 'Grade 6 Assessment: 2/11/2019'. A left sidebar menu lists various navigation options such as 'Live Chat', 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Print Worksheet' and contains the following text: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP. Review the [Tiering D1 NAEP 2019 inclusion policy](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' Below this text are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page is identified as 'Full Screen Mode' and 'COMP-SD-2'.

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

- Which of the following [IDEA categories](#) (see list below) best describes each student’s identified disability(ies)? (Note: This question is not applicable to students marked as Yes, 504.)
 - Autism
 - Deaf-blindness
 - Developmental delay
 - Emotional disturbance
 - Hearing impairment, including deafness
 - Intellectual disability
 - Multiple disabilities
 - Orthopedic impairment
 - Other health impairment
 - Specific learning disability
 - Speech or language impairment
 - Traumatic brain injury
 - Visual impairment, including blindness
- What is the [degree](#) (note that in the system a hover note appears that reads: The response should be based on the knowledge of the person most familiar with this student's disability(ies) and based on the professional judgment how it/they might compare to other students with similar) of each student's disability(ies)?
- At what [grade level](#) (note that in the system a hover note appears that reads: For example, a grade 4 student is selected to take the NAEP math assessment who performs at a second-grade level should be marked as two or more years below grade level) does this student perform in the NAEP subject?

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The main content area displays the 'SD Details' section with the following instructions:

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

- Which of the following [IDEA categories](#) best describes each student’s identified disability(ies)? (Note: This question is not applicable to students marked as Yes, 504.)
- What is the [degree](#) of each student’s disability(ies)?
- At what [grade level](#) does this student perform in the NAEP subject?

All columns can be sorted by selecting the column header.

Edr	Student name	Session/Year #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)	Grade level performance in NAEP subject
<input checked="" type="checkbox"/>		050801/21	Yes, IEP	Reading - Tablet			
<input checked="" type="checkbox"/>		050801/39	Yes, IEP	Math - Tablet			
<input checked="" type="checkbox"/>		050801/44	Yes, IEP	Math - Tablet			

At the bottom of the interface, there is a confirmation message: **All Information is Correct**, with buttons for **Back to Beginning**, **Back**, **Continue**, and **Exit**.

How Students Should Participate-COMP-SD-4

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see [Appendix D1-5](#)) prior to completing.

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface for Rankin Co School Dist (01). The user is logged in as Frontier Middle School. The page title is 'How Students Should Participate'. The instructions state: 'For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 01 NAEP 2019 inclusion policy](#) prior to completing.'

- How is each student assessed on the state or classroom assessments in the NAEP subject?
- How should each student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	NAEP subject	How is student assessed on the state or classroom assessments?	How should the student be assessed on NAEP?	Universal design elements	NAEP accommodations
<input checked="" type="checkbox"/>		DS0801/21	Yes, IEP	Reading - Tablet				
<input checked="" type="checkbox"/>		DS0801/39	Yes, IEP	Math - Tablet				
<input checked="" type="checkbox"/>		DS0801/44	Yes, IEP	Math - Tablet				

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

Print Summary Report-COMP-SD-7

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

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

Screenshot

The screenshot shows the MyNAEP For Schools interface for Rankin Co School Dist (01). The user is logged in as Frontier Middle School. The page title is 'Print Summary Report'. The instructions state: 'Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call.'

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

Buttons at the bottom: Print Summary Report, Back to Beginning, Back, Submit, Exit.

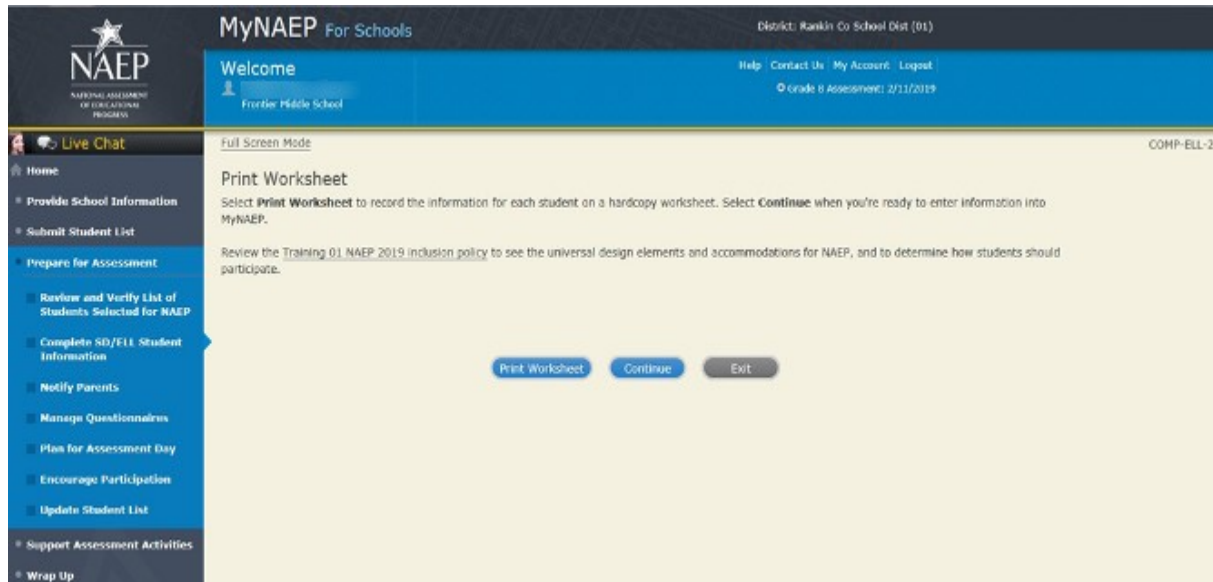
Provide Information for ELL Only

Print Worksheet-COMP-ELL-2

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

Review the [NAEP inclusion policy \(see Appendix D1-6\)](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

Screenshot



For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see [Appendix D1-6](#)) prior to completing.

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

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The main content area is titled "ELL Details" and contains the following text:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 01 NAEP 2019 inclusion policy](#) prior to completing.

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

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Lite #	ELL classification	NAEP subject	Primary language	Other primary language (Specify)	Academic instruction primarily in English	Grade level performance in NAEP subject	English proficiency (listening)	English proficiency (reading)	English proficiency (speaking)	English proficiency (writing)
<input checked="" type="checkbox"/>		DS0801/42	Yes, ELL	Math - Tablet								

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

How Students Should Participate-COMP-ELL-4

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [NAEP inclusion policy](#) (see [Appendix D1-6](#)) prior to completing.

- How long has each student been enrolled in U.S. schools? (One full academic year is defined as one full school year before the assessment)
- How should the student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The main content area is titled "How Students Should Participate" and contains the following text:

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training 01 NAEP 2019 inclusion policy](#) prior to completing.

- How long has each student been enrolled in U.S. schools? (One full academic year is defined as one full school year before the assessment)
- How should the student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	ELL classification	NAEP subject	How long has this student been enrolled in U.S. schools?	How should the student be assessed on NAEP?	Universal design elements	NAEP accommodations
<input checked="" type="checkbox"/>		DG001/42	Yes, ELL	Math - Tablet				

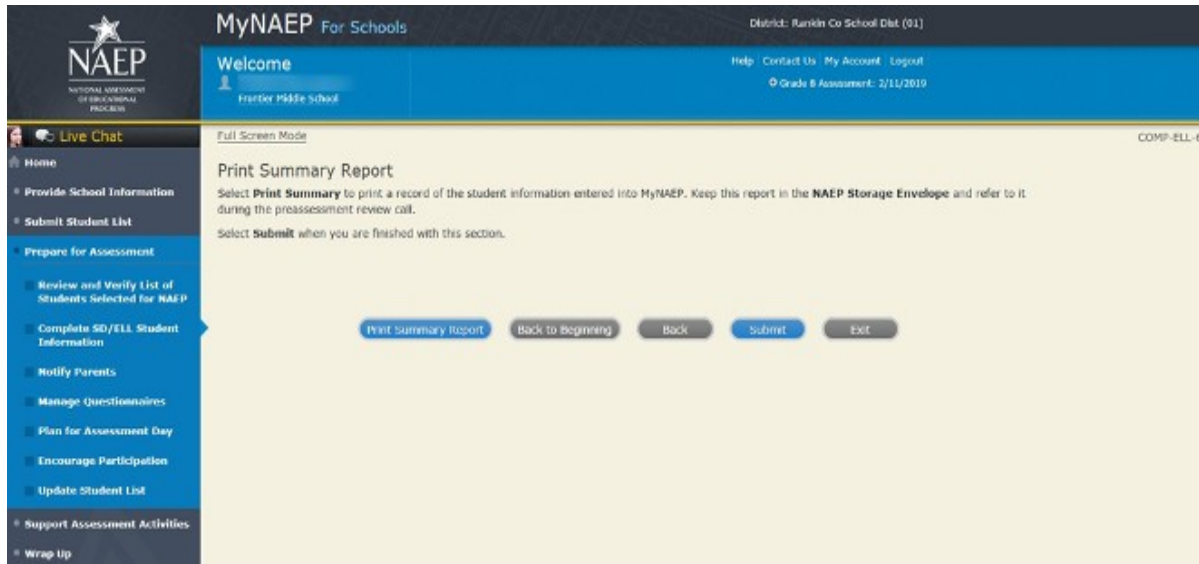
Buttons at the bottom: Back to Beginning, Back, All Information is Correct, Continue, Exit.

Print Summary Report-COMP-ELL-6

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

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

Screenshot



The screenshot displays the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: Rankin Co School Dist (01)". A "Welcome" message is shown for "Franklin Middle School" with the date "Grade 6 Assessment: 2/11/2019". A sidebar on the left contains a "Live Chat" button and a menu with categories: "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment", "Support Assessment Activities", and "Wrap Up". The "Prepare for Assessment" category is expanded, showing sub-items: "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Notify Parents", "Manage Questionnaires", "Plan for Assessment Day", "Encourage Participation", and "Update Student List". The main content area is titled "Print Summary Report" and contains the following text: "Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in the **NAEP Storage Envelope** and refer to it during the preassessment review call. Select **Submit** when you are finished with this section." Below the text are five buttons: "Print Summary Report", "Back to Beginning", "Back", "Submit", and "Exit". The code "COMP-ELL-6" is visible in the top right corner of the page content.

Print Reports

Print Reports-COMP-REP-1

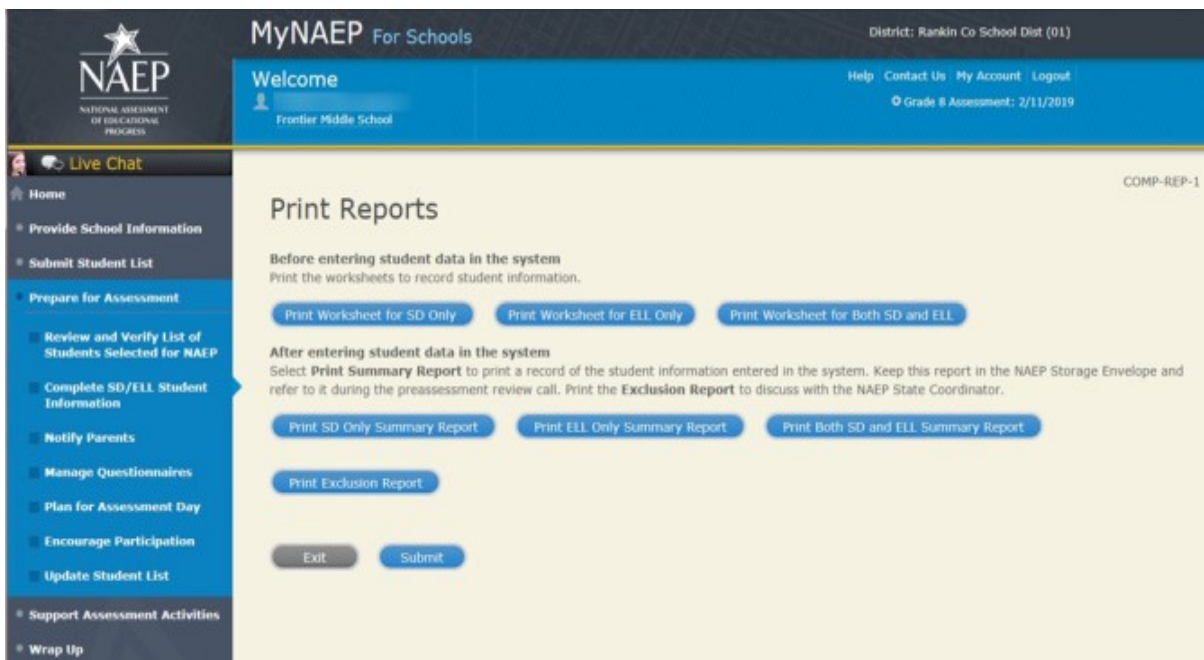
Before entering student data in the system

Print the worksheets to record student information.

After entering student data in the system

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

Screenshot



Sample of information contained in worksheets and reports:

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

Both SD and ELL

Worksheet page 1

NAEP 2019 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL)										
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261										
A	B	C	D	E	F	G	H			
Student Name	Session/ Line #	ELL Classification SD Classification	NAEP Subject	What is the student's primary language?	Including this year, how long has this student been receiving academic instruction primarily in English? <ul style="list-style-type: none"> • Does not receive academic instruction primarily in English • Less than 1 year • 1 to 2 years • 2 to 3 years • 3 years or more • Don't know 	At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> • At or above grade level • One year below grade level • Two or more years below grade level • Not receiving instruction in this subject • Don't know 	For each item listed below, how would you characterize this student's English proficiency? <ul style="list-style-type: none"> • No proficiency • ELL beginning • ELL intermediate • ELL advanced • Don't know 			
Alejo, Faith	D50801/03	Yes, ELL Yes, IEP	Math - Tablet				Listening comprehension in English	Reading English	Speaking English	Writing English

Worksheet page 2

NAEP 2019 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL)					
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261					
I	J	K	L	M	N
Student Name	Session/ Line #	ELL Classification SD Classification	NAEP Subject	Record the student's disability(ies). <ul style="list-style-type: none"> • Specific learning disability • Hearing impairment/deafness • Speech or language impairment • Intellectual disability • Emotional disturbance • Orthopedic impairment • Traumatic brain injury • Autism • Development delay (age 9 or younger) • Visual impairment/blindness • Other health impairment (specify) 	What is the degree of this student's disability(ies)? <ul style="list-style-type: none"> • Profound/Severe • Moderate • Mild • Don't know
Alejo, Faith	D50801/03	Yes, ELL Yes, IEP	Math - Tablet		

Worksheet Page 3

NAEP 2019 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL)							
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261							
P	Q	R	S	T	U	V	W
Student Name	Session/ Line #	ELL Classification SD Classification	NAEP Subject	How long has the student been enrolled in U.S. schools? <ul style="list-style-type: none"> • One academic year or more • Less than one academic year 	How is student assessed on state or classroom assessments in the NAEP subject? <ul style="list-style-type: none"> • Without accommodations • With accommodations 	How should the student be assessed on NAEP subject? <ul style="list-style-type: none"> • Without accommodations • With accommodations • Do not test 	What Universal Design elements and/or accommodations does the student need to access NAEP?
Alejo, Faith	D50801/03	Yes, ELL Yes, IEP	Math - Tablet				

For SD Only

Worksheet Page 1

NAEP 2019 Worksheet for Students with Disabilities (SD) Only						
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261						
A	B	C	D	E	F	G
				Record the student's disability(ies). <ul style="list-style-type: none"> •Specific learning disability •Hearing impairment/deafness •Speech or language impairment •Intellectual disability •Emotional disturbance •Orthopedic impairment •Traumatic brain injury •Autism •Development delay (age 9 or younger) •Visual impairment/blindness •Other health impairment (specify) 		At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know
Student Name	Session/ Line #	SD Classification	NAEP Subject		What is the degree of this student's disability(ies)? <ul style="list-style-type: none"> •Profound/Severe •Moderate •Mild •Don't know 	
Bryant, Lukas	DS0801/21	Yes, IEP	Reading - Tablet			

Worksheet Page 2

NAEP 2019 Worksheet for Students with Disabilities (SD) Only						
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261						
A	B	C	D	E	F	G
				Record the student's disability(ies). <ul style="list-style-type: none"> •Specific learning disability •Hearing impairment/deafness •Speech or language impairment •Intellectual disability •Emotional disturbance •Orthopedic impairment •Traumatic brain injury •Autism •Development delay (age 9 or younger) •Visual impairment/blindness •Other health impairment (specify) 		At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know
Student Name	Session/ Line #	SD Classification	NAEP Subject		What is the degree of this student's disability(ies)? <ul style="list-style-type: none"> •Profound/Severe •Moderate •Mild •Don't know 	
Bryant, Lukas	DS0801/21	Yes, IEP	Reading - Tablet			

For ELL Only

Worksheet Page 1

NAEP 2019 Worksheet for English Language Learners (ELL) Only										
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261										
A	B	C	D	E	F	G	H			
							For each item listed below, how would you characterize this student's English proficiency? •No proficiency •ELL beginning •ELL intermediate •ELL advanced •Don't know			
Student Name	Session/ Line #	ELL Classification	NAEP Subject	What is the student's primary language?	Including this year, how long has this student been receiving academic instruction primarily in English? •Does not receive academic instruction primarily in English •Less than 1 year •1 to 2 years •2 to 3 years •3 years or more •Don't know	At what grade level does this student perform in the NAEP subject? •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know	Listening comprehension in English	Reading English	Speaking English	Writing English
Fernandez, Ryan	DS0801/42	Yes, ELL	Math - Tablet							

Worksheet Page 2

NAEP 2019 Worksheet Report for English Language Learners (ELL) Only						
School Name: Frontier Middle School District Name: Rankin Co School Dist NAEP ID: 0120261						
I	J	K	L	M	N	O
				How long has the student been enrolled in U.S. schools? •One academic year or more •Less than one academic year	How should student be assessed on NAEP? •Without accommodations •With accommodations •Do not test	What Universal Design elements and/or accommodations does the student need to access NAEP?
Student Name	Session/ Line #	ELL Classification	NAEP Subject			
Fernandez, Ryan	DS0801/42	Yes, ELL	Math - Tablet			

Create Accommodation Sessions (Field Staff Only)

COMP-ACCOM-1

The Submit button will be greyed out until you have **green** checkmarks for all the following links:

- Provide Information for Students Who Are Both SD and ELL
- Provide Information for SD (IEP or 504 Plan) Only
- Provide Information for ELL Only

Once you select Submit, the system will create accommodation sessions based on the accommodations recorded for each student.

Do not select Submit until you have confirmed the SD/ELL data for each student, as you can only complete this task once.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district name 'Rankin Co School Dist (01)'. A navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout', along with the school name 'Frontier Middle School' and the assessment date 'Grade 8 Assessment: 2/11/2019'. A sidebar on the left lists various tasks, with 'Prepare for Assessment' selected. The main content area features a warning: 'Do not proceed with this task until the Preassessment Review Call'. Below this, it repeats the instructions about the Submit button being greyed out until all three links are checked. The 'Submit' button is currently greyed out, while the 'Exit' button is active.

Notify Parents

Note: In this section the school coordinator will download and customize the parent notification letter (see Appendix D2-11[public schools] and D2-12 [private schools] for the template of the letter), upload the customized letter to the system, and certify the date parents were notified. This is to ensure that parents/legal guardians are notified of their student’s selection to participate in NAEP, which is a requirement of the Reauthorized Elementary and Secondary Education Act (ESEA).³

Prepare for Assessment

Notify Parents

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

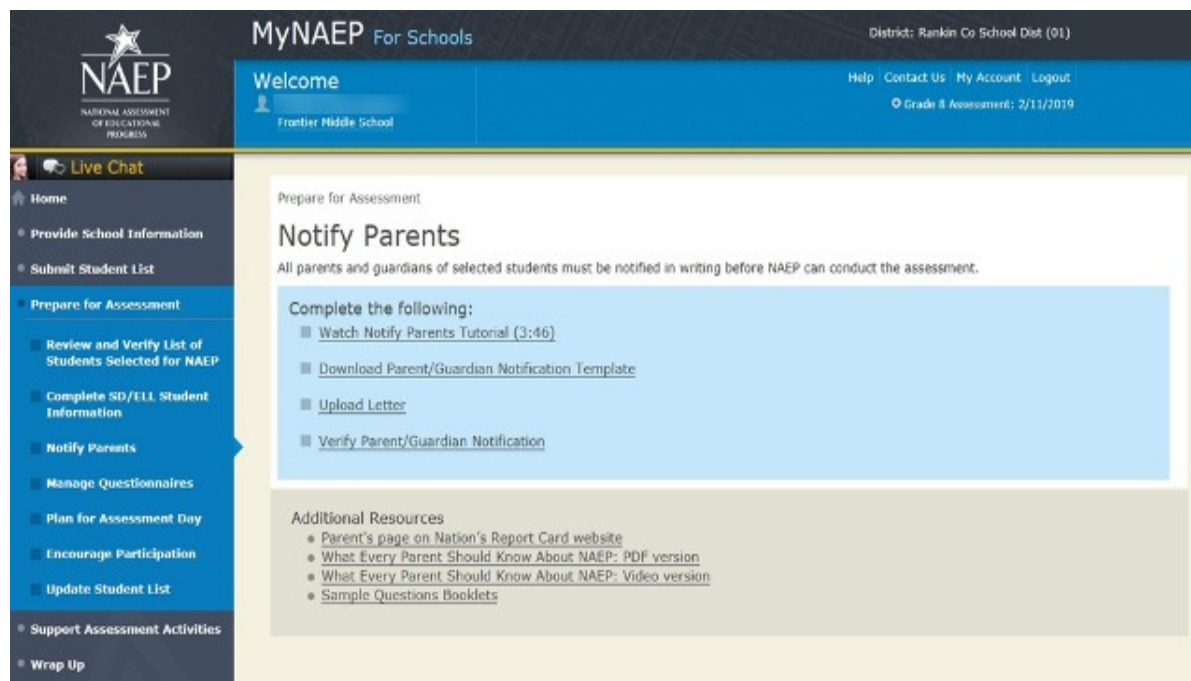
Complete the following:

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

Additional Resources

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

Screenshot



Download Parent/Guardian Notification Template

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

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

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

[Parent/Guardian Notification Letter – \(National 4&8\)](#) (see [Appendices D2-11 and D2-12](#))

Here are some suggestions for notifying parents about NAEP:

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

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

Screenshot

The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Rankin Co School Dist (01)' are on the right. A blue navigation bar contains 'Welcome' and 'Frontier Middle School' on the left, and 'Help', 'Contact Us', 'My Account', and 'Logout' on the right. Below the navigation bar, a sidebar on the left lists various tasks such as 'Live Chat', 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Download Parent/Guardian Notification Template' and includes the following text: 'You can download, customize, and distribute the parent notification letter(s) below.' Below this is a link for 'Parent/Guardian Notification Letter (National 4&8) - (26 KB, DOCX)'. A list of suggestions for notifying parents is provided, followed by a troubleshooting message: 'Unable to download the template? Try disabling pop-up blockers or adding mynaep.com as a trusted site to your browser. Still having trouble? Contact the NAEP help desk at 1-800-283-6237.' At the bottom of the main content area are 'Submit' and 'Exit' buttons.

Upload Letter

Upload Letter-PAR-UPLD-1

1. When do you plan on distributing the letter?
2. Please upload the letter that you distributed to parents and guardians. If you distributed the letter in more than one language, just upload the English version.

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

SC chose to provide hard copy parent letter

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

Screenshot

The screenshot shows the 'MyNAEP For Schools' interface for Rankin Co School Dist (01). The user is logged in as 'Frontier Middle School' and is on the 'Upload Letter' page (PAR-UPLD-1). The page contains the following elements:

- Header:** MyNAEP For Schools, District: Rankin Co School Dist (01), Welcome, Help, Contact Us, My Account, Logout, Grade 8 Assessment: 2/11/2019.
- Left Navigation:** Live Chat, Home, Provide School Information, Submit Student List, Prepare for Assessment (Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List), Support Assessment Activities, Wrap Up.
- Main Content:**
 - 1. When do you plan on distributing the letter?** (Text input field)
 - 2. Please upload the letter that you distributed to parents and guardians. If you distributed the letter in more than one language, just upload the English version.**
 - Select Choose File or Browse... to locate and upload your file. (Browse... button)
 - SC chose to provide hard copy parent letter
 - Unable to upload your letter? Try removing any large graphics such as school letterhead. Or you can give your NAEP representative a hardcopy on assessment day.
- Footer:** Submit, Exit

Verify Parent/Guardian Notification

Verify Parent/Guardian Notification-PAR-VER-1

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

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

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

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

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

Yes No

4. Who received a notification?

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

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

Screenshot

The screenshot displays the 'MyNAEP For Schools' web application interface. The header includes the NAEP logo, 'Welcome' message for 'Frontier Middle School', and navigation links like 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Verify Parent/Guardian Notification' and contains the following questions and options:

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

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

Manage Questionnaires

Note: In this section the school coordinator identifies respondents for school and teacher questionnaires, sends respondents links to online questionnaires, and monitors completion of questionnaires. Additionally, the school coordinator distributes information about NAEP to teachers (see Appendix D1-4). The results of the questionnaire are used to provide contextual data from schools and teachers in The Nation's Report Card.

Prepare for Assessment

Manage Questionnaires

NAEP collects information using questionnaires to provide a context for reporting student performance.

- School Questionnaires gather information on school policies and characteristics.
- Teacher Questionnaires gather information on teacher training and instructional practices.

This section also allows you to monitor the completion of the questionnaires and to send reminders. Please note that each one of your questionnaire recipients will receive automatic reminder emails to complete the questionnaire weekly, so you will likely not need to send any reminders yourself.

Complete the following:

- [Watch Manage Questionnaires Tutorial \(4:03\)](https://bcove.video/2xiQOoIX) (<https://bcove.video/2xiQOoIX>)
- [Identify Questionnaire Respondents](#)
- [Send Welcome Emails and Questionnaires](#)
- [Monitor Questionnaire Completion and Send Reminder Emails](#)
- [Print Reports](#)

Additional Resources

- [Facts for Teachers](#) (see Appendix D1-4)

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: Rankin Co School Dist (01)". Below the navigation bar, there is a "Welcome" section for "Frontier Middle School" with links for "Help", "Contact Us", "My Account", and "Logout". The main content area is titled "Manage Questionnaires" and contains the following text: "NAEP collects information using questionnaires to provide a context for reporting student performance." followed by two bullet points: "School Questionnaires gather information on school policies and characteristics." and "Teacher Questionnaires gather information on teacher training and instructional practices." Below this, a paragraph states: "This section also allows you to monitor the completion of the questionnaires and to send reminders. Please note that each one of your questionnaire recipients will receive automatic reminder emails to complete the questionnaire weekly, so you will likely not need to send any reminders yourself." A blue box contains the text "Complete the following:" followed by a list of links: "Watch Manage Questionnaires Tutorial (4:03)", "Identify Questionnaire Respondents", "Send Welcome Emails and Questionnaires", "Monitor Questionnaire Completion and Send Reminder Emails", and "Print Reports". At the bottom, there is an "Additional Resources" section with links for "Measure Up News for the School Community" and "Facts for Teachers". A left sidebar menu contains various navigation options such as "Live Chat", "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment", "Review and Verify List of Students Selected for MAEP", "Complete SD/ELL Student Information", "Notify Parents", "Manage Questionnaires", "Plan for Assessment Day", "Encourage Participation", "Update Student List", "Support Assessment Activities", and "Wrap Up".

Identify Questionnaire Respondents

Identify Questionnaire Respondents-QX-RES-1

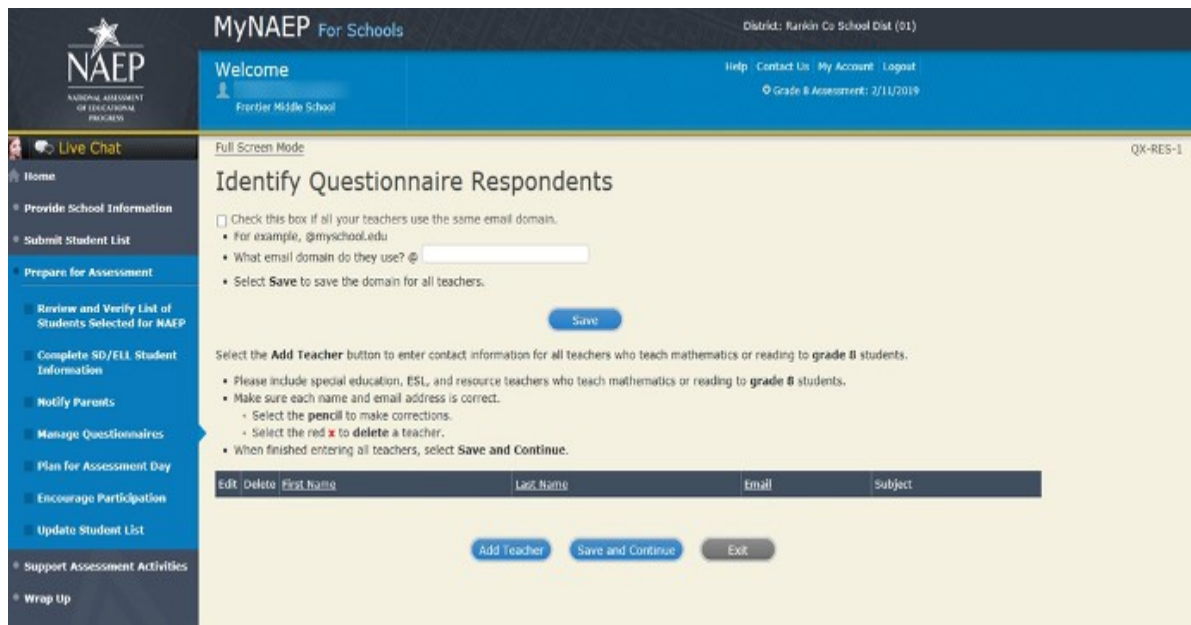
Check this box if all your teachers use the same email domain.

- For example, @myschool.edu
- What email domain do they use? @
- Select **Save** to save the domain for all teachers.

Select the **Add Teacher** button to enter contact information for all teachers who teach mathematics or reading to **grade 8** students. (Note: teacher's first name, last name, and email address are entered by the school coordinator as shown in the screenshot below)

- Please include special education, ESL, and resource teachers who teach mathematics or reading to **grade 8** students.
- Make sure each name and email address is correct.
 - Select the **pencil** to make corrections.
 - Select the red **x** to **delete** a teacher.
- When finished entering all teachers, select **Save and Continue**.

Screenshot



Send Welcome Emails and Questionnaires

Send Welcome Emails-QX-WEL-1

(see the [Additional Resources](#) section of this document for the text of the Welcome Email)

Now it's time to make sure that NAEP has the correct email addresses of your recipients. Select the **Send** buttons in the table below to send each person a welcome email.

Not sure if everyone received the welcome email?

- Check to ensure each recipient received the email.
- Double-check the email address. If the address is correct and the recipient still did not receive the email, the recipient should check his or her junk email folder.
- To add, edit, or delete recipients, return to the [Identify Respondents](#) page.
- Print a [Hard Copy Reminder](#) to place in recipients' mailboxes. (see the [Additional Resources](#) section of this document for the text of the [Hard Copy Reminders](#))

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, 'MyNAEP For Schools', and 'District: Rankin Co School Dist (01)'. The main content area is titled 'Send Welcome Emails and Questionnaires' and 'Send Welcome Emails'. It contains the following text: 'Now it's time to make sure that NAEP has the correct email addresses of your recipients. Select the **Send** buttons in the table below to send each person a welcome email.'

First Name	Last Name	Questionnaire Type	Email	Send Welcome Email	Send Date	Email Status
		School		<input type="button" value="Send"/>		Not Verified
		Teacher - Grade 8		<input type="button" value="Send"/>		Not Verified
		Teacher - Grade 8		<input type="button" value="Send"/>		Not Verified
		Teacher - Grade 8		<input type="button" value="Send"/>		Not Verified
		Teacher - Grade 8		<input type="button" value="Send"/>		Not Verified

Below the table is a button labeled 'Print Welcome Email Reminder'.

Not sure if everyone received the welcome email?

- Check to ensure each recipient received the email.
- Double-check the email address. If the address is correct and the recipient still did not receive the email, the recipient should check his or her junk email folder.
- To add, edit, or delete recipients, return to the [Identify Respondents](#) page.
- Print a [Hard Copy Reminder](#) to place in recipients' mailboxes.

At the bottom of the page is an 'Exit' button.

Monitor Questionnaire Completion and Send Reminder Emails

QX-MON-1

- Please confirm that these are the correct teachers and the list is complete, showing all teachers who teach mathematics or reading to grade 8 students.
- Monitor questionnaire completion using the Status column. Please ensure that all questionnaires have a status of "Completed" before your assessment day.
- Select **Send** to send teachers and administrators email reminders.
- Use the **Print Hard Copy Reminder** button to print reminders that you can place in teacher/administrator mailboxes.
- If you need to add a teacher, select the **Add Teacher** button.

*The green check mark will only appear if the questionnaire status is Complete, Hard Copy, Refused, or No longer at school.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the MyNAEP logo, the text 'MyNAEP For Schools', the district name 'District: Rankin Co School Dist (01)', and user options like 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Monitor Questionnaire Completion and Send Reminder Emails' and contains the following instructions:

- Please confirm that these are the correct teachers and the list is complete, showing all teachers who teach mathematics or reading to grade 8 students.
- Monitor questionnaire completion using the Status column. Please ensure that all questionnaires have a status of "Completed" before your assessment day.
- Select **Send** to send teachers and administrators email reminders.
- Use the **Print Hard Copy Reminder** button to print reminders that you can place in teacher/administrator mailboxes.
- If you need to add a teacher, select the **Add Teacher** button.

Edit	Delete	Teacher #	First Name	Last Name	Questionnaire Type	Email	Date Questionnaire Sent	Send Reminder	Status	Hard Copy	Refusal/Ineligible
<input type="checkbox"/>	<input type="checkbox"/>				School			Send		Hard Copy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	01			Teacher - Grade 8			Send		Hard Copy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	02			Teacher - Grade 8			Send		Hard Copy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	03			Teacher - Grade 8			Send		Hard Copy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	04			Teacher - Grade 8			Send		Hard Copy	<input type="checkbox"/>

Below the table, there is a 'Print Hard Copy Reminder' button. At the bottom of the page, there is a note: '*The green check mark will only appear if the questionnaire status is Complete, Hard Copy, Refused, or No longer at school.' and two buttons: 'Add Teacher' and 'Exit'.

Plan for Assessment Day

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

Prepare for Assessment

Plan for Assessment Day

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

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

Complete the following:

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

Additional Resources

- [Suggested Testing Room Layouts](#)

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: Rankin Co School Dist (91)". A "Welcome" message for "Frontier Middle School" is displayed, along with links for "Help", "Contact Us", "My Account", and "Logout". The current assessment is identified as "Grade 8 Assessment: 2/11/2019".

The main content area is titled "Prepare for Assessment" and "Plan for Assessment Day". It contains the following text: "In this section, record assessment details and provide logistical instructions for the NAEP team to ensure that assessment day runs smoothly." and a **Note:** "If less than 90% of the selected students attend the assessment, the NAEP team may need to return to your school for a makeup assessment at a later date. Your NAEP representative will discuss this with you after the original assessment has been conducted."

A light blue box lists the tasks to be completed:

- [Watch Plan for Assessment Day Tutorial \(4:39\)](#)
- [Record Assessment Details](#)
- [Provide NAEP Team Instructions](#)

Below this, an "Additional Resources" section includes a link to [Suggested Testing Room Layouts](#).

A left-hand sidebar menu contains the following items: Home, Provide School Information, Submit Student List, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day (highlighted), Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up.

Record Assessment Details

Text for Schools that take both Paper and DBA

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

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

Testing Locations

Select locations that...

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

For tablet sessions, select and location that...

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

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

Time Requirements

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

Screenshot

Record Assessment Details

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

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

Testing Locations

Select locations that...

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

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

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

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

Time Requirements

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

Enter the time that grade 12 students take their lunch break, and include the length of their lunch break.

Tablet Sessions and Groups

Session - Group	Assessment Date	Number of Students	Location	Start Time
DA1201-A	2/15/2019	21	<input type="text"/>	▼ : ▼ ▼
DA1201-B	2/15/2019	21	<input type="text"/>	▼ : ▼ ▼

Paper Sessions

Session	Assessment Date	Number of Students	Location	Start Time
PA1201	2/15/2019	33	<input type="text"/>	▼ : ▼ ▼

Text for schools with Paper-only sessions:

Students will take NAEP on paper

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

Testing Locations

Select locations that...

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

Time Requirements

- Locations should be available 60 minutes before the start time so that the NAEP team can set up.
- Sessions will last about 90 minutes.

Text for schools with DBA-only sessions:

Students will take NAEP on **tablets**.

Review the information below, then record a testing location and start times for each session.

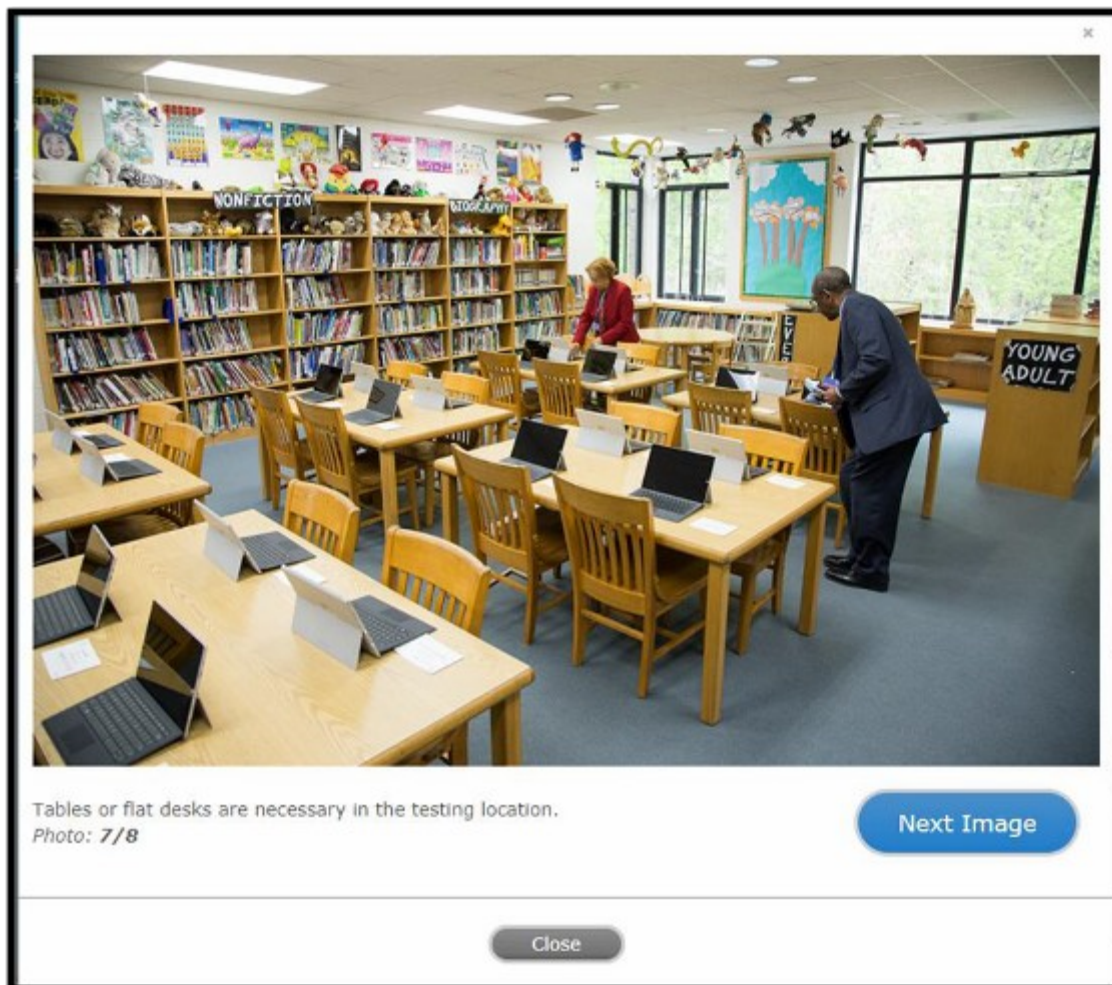
Testing Locations

Select locations that...

- have enough seats and adequate space for all students
- are free of distractions and interruptions
- has a board available for the NAEP team to write information
- is on the first floor or is elevator-accessible (NAEP team will transport heavy equipment)
- has flat desks or tables (no slanted and/or small desks)
- has electric outlets that are easily accessible

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

Sample photo:



Time Requirements

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

Enter the time that grade 8 students take their lunch break, and include the length of their lunch break.

Screenshot

The screenshot displays the 'MyNAEP For Schools' interface for Rankin Co School Dist (01) at Frontier Middle School. The main content area is titled 'Record Assessment Details' and includes instructions for recording testing locations and time requirements. A table lists six tablet sessions with columns for Session - Group, Assessment Date, Number of Students, Location, and Start Time. The 'All Information is Correct' button is highlighted in green.

Session - Group	Assessment Date	Number of Students	Location	Start Time
D00001-A	2/11/2019	25		
D00001-B	2/11/2019	25		
D00002-A	2/11/2019	25		
D00002-B	2/11/2019	25		
D00003-A	2/11/2019	25		
D00003-B	2/11/2019	25		

Record Assessment Details-PLN-DET-2

Warning: Tablet Session Timing Issue

Our team can only assess 25 students at a time.

Please edit the start times to allow at least 2 hours and 30 minutes between the start times for groups A and B.

Screenshot

The screenshot shows the MyNAEP For Schools interface for the Rankin Co School Dist (91). The main content area displays a warning: "Warning: Tablet Session Timing Issue. Our team can only assess 25 students on tablets at a time. Please edit the start times below to allow at least 2 hours and 30 minutes between the start times for groups A and B." Below the warning is a table with the following data:

Session - Group	Assessment Date	Number of Students	Location	Start Time
DG0801-A	2/11/2019	25	Library	08:50 AM
DS0801-B	2/11/2019	25	Library	08:50 AM
DG0802-B	2/11/2019	25	Library	08:50 AM
DS0802-A	2/11/2019	25	Library	08:50 AM
DS0803-A	2/11/2019	25	Library	09:50 AM
DG0803-B	2/11/2019	25	Library	08:50 AM

At the bottom of the table are buttons for "Back", "Save", "Continue", and "Exit".

Record Assessment Details-PLN-DET-4

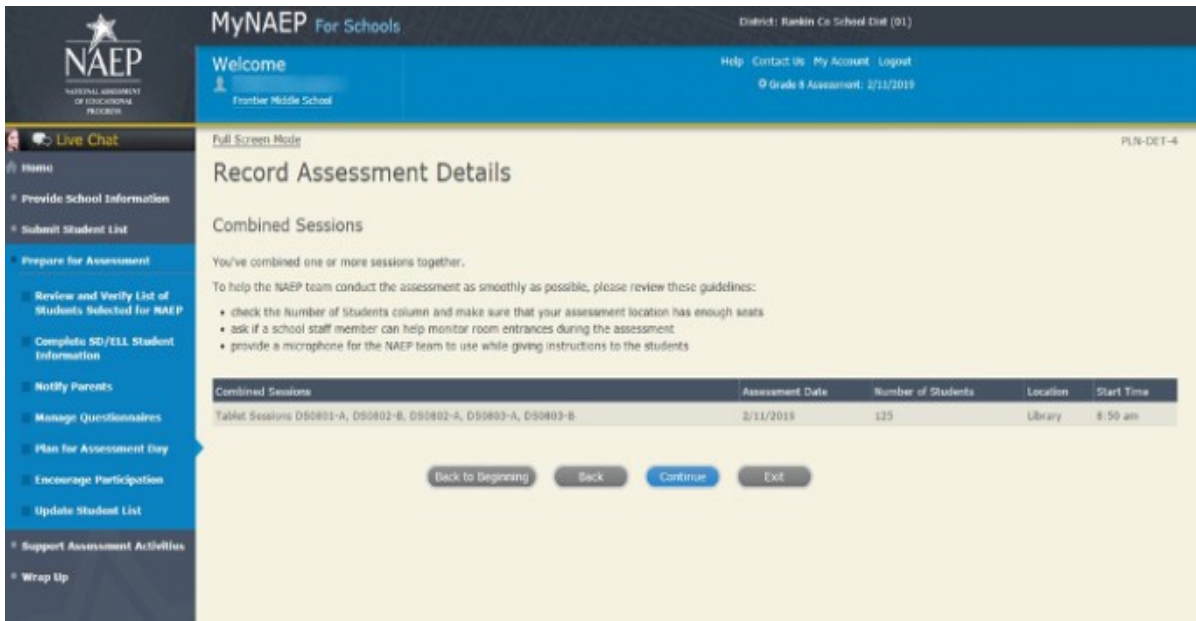
Combined Sessions

You've combined one or more sessions together.

To help the NAEP team conduct the assessment as smoothly as possible, please review these guidelines:

- check the Number of Students column and make sure that your assessment location has enough seats
- ask if a school staff member can help monitor room entrances during the assessment
- provide a microphone for the NAEP team to use while giving instructions to the students

Screenshot



Record

Assessment Details-PLN-DET-5

Tips

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

Tablet Groups

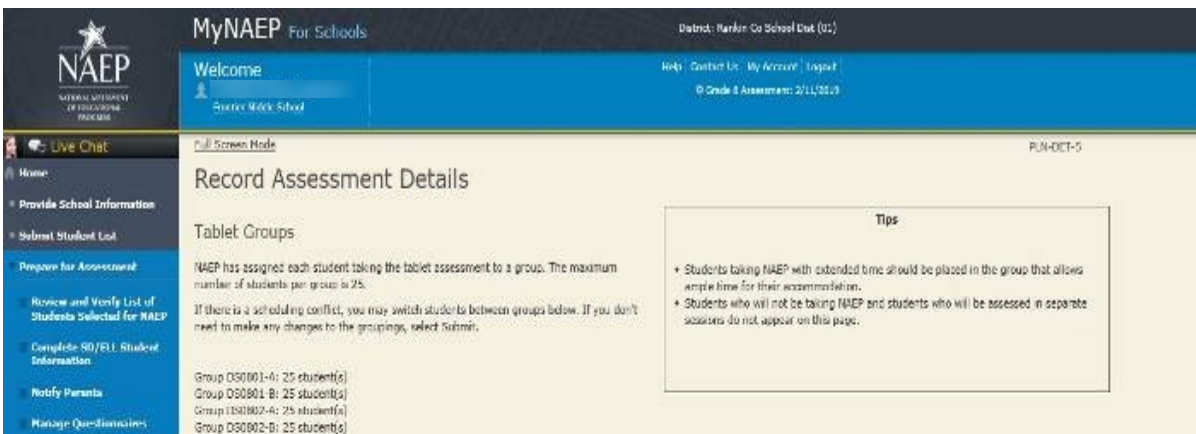
NAEP has assigned each student taking the tablet assessment to a group. The maximum number of students per group is 25.

If there is a scheduling conflict, you may switch students between groups below. If you don't need to make any changes to the groupings, select Submit.

- Group DS0801-A: 25 student(s)
- Group DS0801-B: 25 student(s)
- Group DS0802-A: 25 student(s)
- Group DS0802-B: 25 student(s)
- Group DS0803-A: 25 student(s)
- Group DS0803-B: 25 student(s)

Total number of students taking the tablet assessment (includes students in accommodation sessions): 150

Screenshot



Encourage Participation
Update Student List

Total number of students taking the tablet assessment (includes students in accommodation sessions): 190

Session/Line#	Last Name	First Name	Assessment Date	Start Time	Location	Extended Time	Group
D00001/001			2/11/2019	8:55 am	Library		A
D00001/002			2/11/2019	8:55 am	Library		A
D00001/003			2/11/2019	8:55 am	Library		A
D00001/004			2/11/2019	8:55 am	Library		A
D00001/005			2/11/2019	8:55 am	Library		A
D00001/006			2/11/2019	8:55 am	Library		A
D00001/007			2/11/2019	8:55 am	Library		A
D00001/008			2/11/2019	8:55 am	Library		A
D00001/009			2/11/2019	8:55 am	Library		A
D00001/010			2/11/2019	8:55 am	Library		A

Back to Beginning Back Save All Information is Correct Submit Exit

any other school

protocols:

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

Yes
No

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

I'll print the cards myself
Please mail the cards to me
I won't be using them

Screenshot

The screenshot displays the 'MyNAEP For Schools' web application. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district name 'Franklin Co School Dist (01)'. A navigation bar contains 'Welcome', 'Home', 'Contact Us', 'My Account', and 'Logout'. The user is logged in as 'Francis Middle School' and the assessment is 'Grade 6 Assessment: 2/11/2019'. The main content area is titled 'Provide NAEP Team Instructions' and is in 'Full Screen Mode'. A sidebar on the left lists various tasks under 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main form contains nine numbered questions with text input fields and radio button options.

Full Screen Mode

FRJ-TTAN-1

Provide NAEP Team Instructions

Before the Assessment

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

Provide NAEP Team Instructions

During the Assessment-PLN-TEAM-2

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

[Notify students that cell phones are banned from the testing location](#)

[Notify students cell phones must be turned off and placed with their belongings](#)

No assistance can be provided

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

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

4. Are there any procedures or protocols that the NAEP team should follow in the event of an emergency situation such as a lock-down or an extreme weather event?

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

6. Is it possible for a school staff member to remain in the room(s) during the assessment? If not, how should NAEP representatives address disruptive students?

Screenshot

The screenshot displays the 'MyNAEP For Schools' web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: Franklin Co School Dist (01)'. A navigation bar contains 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Provide NAEP Team Instructions' and is divided into 'During the Assessment' and a list of six questions. Each question has a corresponding text input field. The first question includes three radio button options. At the bottom, there are buttons for 'Back', 'Save', 'All Information is Correct', 'Continue', and 'Exit'. A sidebar on the left contains a navigation menu with categories like 'Live Chat', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The top right corner of the page shows 'Full Screen Mode' and 'PLN-TEAM-2'.

MyNAEP For Schools District: Franklin Co School Dist (01)

Welcome Help Contact Us My Account Logout

Franklin Middle School

Grade 8 Assessment: 3/11/2019

Full Screen Mode PLN-TEAM-2

Provide NAEP Team Instructions

During the Assessment

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

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

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

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

4. Are there any procedures or protocols that the NAEP team should follow in the event of an emergency situation such as a lock-down or an extreme weather event?

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

6. Is it possible for a school staff member to remain in the room(s) during the assessment? If not, how should NAEP representatives address disruptive students?

Back Save All Information is Correct Continue Exit

Provide NAEP Team Instructions

After the Assessment-PLN-TEAM-3

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

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

The NAEP team should give the certificates to me

We will not be offering certificates of community service to students

2. Students taking the paper assessment must be dismissed all together at the end of each session. Students in the tablet sessions may be dismissed either

- as a group once the last student is finished (students with extended time or later arrivals will be dismissed later, if needed), or
- individually as they finish after 70 minutes of testing

For either option, students may bring a book to read or complete schoolwork after they finish

Option 1: Dismiss as a group once the last student is finished (students may bring a book to read or complete schoolwork if they finish early)

Option 2: Dismiss students individually as they finish but no earlier than 70 minutes after students begin the assessment (students may bring a book to read or complete schoolwork if they finish early)

Additional Notes:

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

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Franklin Co School Dist (91)' are on the right. A navigation bar includes 'Welcome', 'Home', 'Frontier Middle School', 'Help', 'Contact Us', 'My Account', and 'Logout'. The current user is identified as '© Grade 8 Assessment: 2/11/2019' and the page ID is 'FLN-TEAM-3'. A left sidebar contains a 'Live Chat' button and a menu with categories: 'Home', 'Provide School Information', 'Subtest Student List', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The 'Prepare for Assessment' category is expanded, showing sub-items: 'Review and Verify List of Students Selected for NAEP', 'Complete SID/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', and 'Update Student List'. The main content area is titled 'Provide NAEP Team Instructions' and includes a 'Full Screen Mode' button. The section 'After the Assessment' contains five numbered questions with checkboxes and text input fields. Question 1 asks about distributing certificates of community service. Question 2 asks about dismissal procedures for paper and tablet assessments. Question 3 asks about dismissal for extended time. Question 4 asks where to send students after the assessment. Question 5 asks where to be for a meeting with the NAEP representative. At the bottom, there are buttons for 'Back to Beginning', 'Back', 'Save', 'All Information is Correct', 'Submit', and 'Exit'.

MyNAEP For Schools District: Franklin Co School Dist (91)

Welcome Home Frontier Middle School Help Contact Us My Account Logout © Grade 8 Assessment: 2/11/2019

FLN-TEAM-3

Provide NAEP Team Instructions

Full Screen Mode

After the Assessment

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

- The NAEP team should give the certificates to students after the assessment
- The NAEP team should give the certificates to me
- We will not be offering certificates of community service to students

2. Students taking the paper assessment must be dismissed all together at the end of the session. Students taking the tablet assessment may be dismissed either

- as a group once the last student is finished (students with extended time or late arrivals will be dismissed later, if needed), or
- individually as they finish after 70 minutes of testing.

For either option, students may bring a book to read or complete schoolwork if they finish early.

Which dismissal option do you prefer for the students taking the tablet assessment?

- Option 1: Dismiss as a group once the last student has finished (students may bring a book to read or complete schoolwork if they finish early)
- Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment (students may bring a book to read or complete schoolwork if they finish early)

Additional Notes:

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

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

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

Back to Beginning Back Save All Information is Correct Submit Exit

Encourage Participation

Encourage Participation

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

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

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

Complete the following:

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

Additional Resources

- [Digitally-based Assessments](https://nces.ed.gov/nationsreportcard/dba/) (<https://nces.ed.gov/nationsreportcard/dba/>)

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: Rankin Co School Dist (01)'. A navigation bar contains 'Welcome' for 'Frontier Middle School' and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Prepare for Assessment' and features a section for 'Encourage Participation'. This section contains a message about the importance of student participation and a list of tasks to complete: 'Watch Encourage Participation Tutorial (2:06)', 'Review Resources', and 'Select Strategies to Encourage Participation'. Below this is an 'Additional Resources' section with links to 'Measure Up News for the School Community' and 'Digitally-based Assessments'. A left-hand sidebar provides navigation options such as 'Live Chat', 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (with sub-items like 'Review and Verify List of Students Selected for NAEP'), 'Support Assessment Activities', and 'Wrap Up'.

Encourage Participation

Review Resources

ENC-RES-1

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and the district name "Rankin Co School Dist (01)". A blue header bar contains a "Welcome" message for "Frontier Middle School" and links for "Help", "Contact Us", "My Account", and "Logout". The main content area is titled "Review Resources" and contains the same text and list of resources as the previous section. At the bottom of the content area, there are two buttons: "Exit" and "Submit". A sidebar on the left lists various navigation options, with "Encourage Participation" highlighted. The top right corner of the main content area displays "ENC-RES-1".

Encourage Participation

Notify Students about NAEP-ENC-STDT-1

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

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

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: Rankin Co School Dist (01)". A navigation bar contains "Welcome" for "Frontier Middle School" and links for "Help", "Contact Us", "My Account", and "Logout". The main content area is titled "Notify Students About NAEP" and includes the text: "It's important for students to know the importance of NAEP and that they have been selected to represent their peers across the country. Use the templates below to share information about NAEP, its importance, and details about the upcoming assessment." Below this text is a list of three links: "Sample Morning Announcements - Grade 8", "Sample Student Notification Letter - Grade 8", and "Social Media Posts - Grade 8- (55 KB, DOCX)". An "Exit" button is located below the list. A left sidebar contains a "Live Chat" button and a menu with categories: "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment" (with sub-items: "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Notify Parents", "Manage Questionnaires", "Plan for Assessment Day", "Encourage Participation", "Update Student List"), "Support Assessment Activities", and "Wrap Up". The top right corner of the main content area shows "ENC-STDT-1".

Encourage Participation

Videos-ENC-VID-1

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

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

Screenshot

The screenshot displays the MyNAEP For Schools web application. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes the text "MyNAEP For Schools" and "District: Rankin Co School Dist (01)". A navigation bar contains "Welcome" (with a user icon and "Frontier Middle School" below it), "Help", "Contact Us", "My Account", and "Logout". A secondary bar shows "Grade 8 Assessment: 2/11/2019". On the left is a vertical sidebar menu with categories: "Live Chat", "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment" (highlighted), "Support Assessment Activities", and "Wrap Up". The "Prepare for Assessment" section includes sub-items: "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Notify Parents", "Manage Questionnaires", "Plan for Assessment Day", "Encourage Participation" (highlighted with a blue arrow), and "Update Student List". The main content area is titled "Videos" and contains the same introductory text and video list as the text above. An "Exit" button is located below the video list. The top right corner of the main area shows "ENC-VID-1".

Encourage Participation

NAEP Online-ENC-INOR-1

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

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

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

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

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

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

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools website interface. At the top, there is a header with the NAEP logo (National Assessment of Educational Progress) on the left, the text "MyNAEP For Schools" in the center, and "District: Rankin Co School Dist (01)" on the right. Below the header, a blue navigation bar contains "Welcome" and "Frontier Middle School" on the left, and "Help", "Contact Us", "My Account", and "Logout" on the right. A secondary bar shows "Grade 8 Assessment: 2/11/2019". On the left side, there is a vertical sidebar menu with options: "Live Chat", "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment" (which is highlighted), "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Notify Parents", "Manage Questionnaires", "Plan for Assessment Day", "Encourage Participation", "Update Student List", "Support Assessment Activities", and "Wrap Up". The main content area is titled "NAEP Online" and contains the following text: "The [Nation's Report Card](https://nces.ed.gov/nationsreportcard/) website has resources for all audiences." followed by "Nation's Report Card: Digitally Based Assessments" and a paragraph about digital assessments. Below that are links for "Nation's Report Card: Student's page", "Nation's Report Card: Educator's page", and "Nation's Report Card: Parent's page", each followed by a brief description of the resource. An "Exit" button is located at the bottom of the main content area. The page ID "ENC-INOR-1" is visible in the top right corner of the content area.

Thank Students for Their Participation

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

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

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

Screenshot

The screenshot displays the MyNAEP For Schools web application interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Rankin Co School Dist (01)' are on the right. A blue navigation bar contains 'Welcome' and 'Frontier Middle School' on the left, and 'Help', 'Contact Us', 'My Account', and 'Logout' on the right. Below the navigation bar, a 'Live Chat' button is visible. The main content area features a sidebar on the left with a menu of options: Home, Provide School Information, Submit Student List, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The main content area displays the title 'Thank Students for Their Participation' and the same text and list of incentives as described in the text above. An 'Exit' button is located at the bottom of the main content area. The page ID 'ENC-THANK-1' is visible in the top right corner of the content area.

Select Strategies to Encourage Participation

ENC-STRAT-1

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

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

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'Rankin Co School Dist (01)'. A navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout', along with the school name 'Frontier Middle School' and the assessment date 'Grade 8 Assessment: 2/11/2019'. A left sidebar menu lists various assessment preparation steps, with 'Encourage Participation' highlighted. The main content area is titled 'Select Strategies to Encourage Participation' and contains a form with the following text: 'Which strategies below have you used or do you plan on using at your school? This information helps us develop more effective resources for you.' Below this text is a list of five strategies, each with an unchecked checkbox: 'Notify students', 'Show NAEP videos', 'Introduce NAEP online resources', 'Thank students for their participation', and 'Other, specify'. A 'None' option is also present. At the bottom of the form are four buttons: 'Save', 'All Information is Correct' (highlighted in green), 'Submit', and 'EXIT'. The page ID 'ENC-STRAT-1' is visible in the top right corner of the content area.

Update Student List

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

Prepare for Assessment

Update Student List

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

In this section you will upload a list of all currently enrolled grade 8 students. The updated list should reflect **January 2019 enrollment**.

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

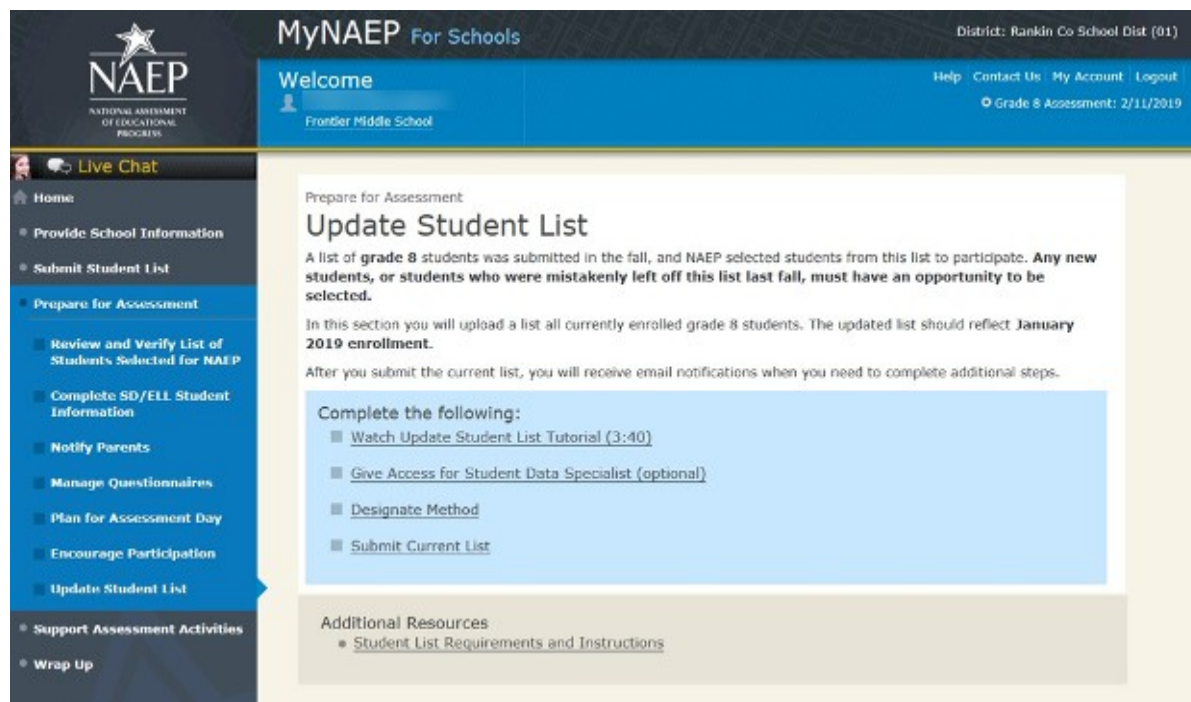
Complete the following:

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

Additional Resources

- [Student List Requirements and Instructions](#)

Screenshot



The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Rankin Co School Dist (01)' are on the right. A navigation bar includes 'Welcome', 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. A 'Grade 8 Assessment: 2/11/2019' indicator is also present. A left sidebar contains a 'Live Chat' button and a menu with options: Home, Provide School Information, Submit Student List, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The main content area is titled 'Prepare for Assessment' and 'Update Student List'. It contains the same text as the document above, including the note about grade 8 students, the enrollment date, and the list of tasks to complete. The 'Additional Resources' section is also visible at the bottom of the main content area.

Give Access for Student Data Specialist

INES-SPE 1-1

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

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, 'MyNAEP For Schools', and 'District: Rankin Co School Dist (01)'. A navigation sidebar on the left lists various tasks, with 'Update Student List' highlighted. The main content area is titled 'Give Access for Student Data Specialist' and contains the following text:

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

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

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

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

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

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

Submit Current List

Designate Method to Update Student List-USL-DES-1

Designate how you would like to update the student list. You can submit an Excel file of all currently enrolled grade 8 students, or you can review the list that was submitted in the fall and add any missing students.

Review options:

- [Submit Current List of Students Using Excel](#)
- [Add Newly Identified Students by Reviewing the Original List Submitted in the Fall](#)

Select how you would like to identify newly enrolled students:

Submit Current List of Students (recommended for schools with more than 50 students enrolled in grade 8)

Add Newly Enrolled Students (recommended for schools with 50 or fewer students enrolled in grade 8)

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'Rankin Co School Dist (01)'. A navigation bar shows 'Welcome' for 'Frontier Middle School' and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Designate Method to Update Student List' and contains the following text: 'Designate how you would like to update the student list. You can submit an Excel file of all currently enrolled grade 8 students, or you can review the list that was submitted in the fall and add any missing students.' Below this, under 'Review Options:', there are two bullet points: 'Submit Current List of Students Using Excel' and 'Add Newly Identified Students by Reviewing the Original List Submitted in the Fall'. The 'Select how you would like to identify newly enrolled students:' section has two radio button options: 'Submit Current List of Students (recommended for schools with more than 50 students enrolled in grade 8)' and 'Add Newly Enrolled Students (recommended for schools with 50 or fewer students enrolled in grade 8)'. At the bottom of the form are 'Exit' and 'Submit' buttons. A left sidebar contains a 'Live Chat' button and a menu with items like 'Home', 'Provide School Information', 'Submit Student List', and 'Update Student List' (which is highlighted). The top right of the page shows 'USL-DES-1'.

Submit Current List

Prepare File-USL-SUB-1

NAEP needs a complete and current list of all students in grade 8 (**not just new students**). The list should reflect **January 2019 enrollment** and will help NAEP identify any students who have enrolled since the fall of 2018. Include all students, even students who are commonly excluded from other testing programs.

To prepare your list:

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

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

Screenshot

The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Rankin Co School Dist (01)' are on the right. A navigation bar includes 'Welcome', 'Frontier Middle School', 'Help', 'Contact Us', 'My Account', and 'Logout'. Below this, a 'Grade 8 Assessment: 2/11/2019' indicator is visible. The main content area is titled 'Submit Current List' with the identifier 'USL-SUB-1'. The 'Prepare File' section contains the same text as the document above, including the list of steps to prepare the list. At the bottom of this section are two buttons: 'Continue' and 'Exit'. A left-hand sidebar menu lists various navigation options, with 'Prepare for Assessment' and 'Update Student List' highlighted.

Submit Current List

Upload File-USL-SUB-2

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

Screenshot

The screenshot displays the MyNAEP For Schools interface. The header includes the NAEP logo, 'MyNAEP For Schools', and 'District: Rankin Co School Dist (01)'. The user is logged in as 'Frontier Middle School' with a 'Grade 8 Assessment: 2/11/2019' indicator. The left sidebar contains a 'Live Chat' button and a navigation menu with options like 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Submit Current List' and 'Upload File'. It contains the following instructions:

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

Below the instructions, there is a 'File Name:' input field with a 'Browse...' button, an 'Upload' button, and 'Back' and 'Exit' buttons.

Submit Current List-USL-SUB-3

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

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

For example:

First Name	Last Name
Rosa	Parks

or

First Name	Middle Name	Last Name
Rosa	Louise	Parks

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

For example:

Name
Rosa Parks

or

Name
Rosa Louise Parks

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'Rankin Co School Dist (01)'. The user is logged in as 'Frontier Middle School' and is viewing the 'Submit Current List' page for 'USL-SUB-3'. The page asks 'How is each student name formatted in your Excel file?' and provides two options:

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

First Name	Last Name
Rosa	Parks

 or

First Name	Middle Name	Last Name
Rosa	Louise	Parks
- Contained within a **single** column (regardless of order)
For example:

Name
Rosa Parks

 or

Name
Rosa Louise Parks

At the bottom of the form are buttons for 'Back', 'Save', 'Save and Continue', and 'Exit'.

Submit Current List-SCR-SUB-4

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

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

For example:

Month Year
1 2015
or

Month Day Year
1 20 2015

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

For example:

Date of Birth
1/20/2015

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: Rankin Co School Dist (01)'. The user is logged in as 'Frontier Middle School' and is viewing the 'Submit Current List' page for 'SCR-SUB-4'. The page asks 'How is **date of birth** formatted in your Excel file?' and provides two options:

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

Month	Year
1	2015

 or

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

Date of Birth
1/20/2015

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

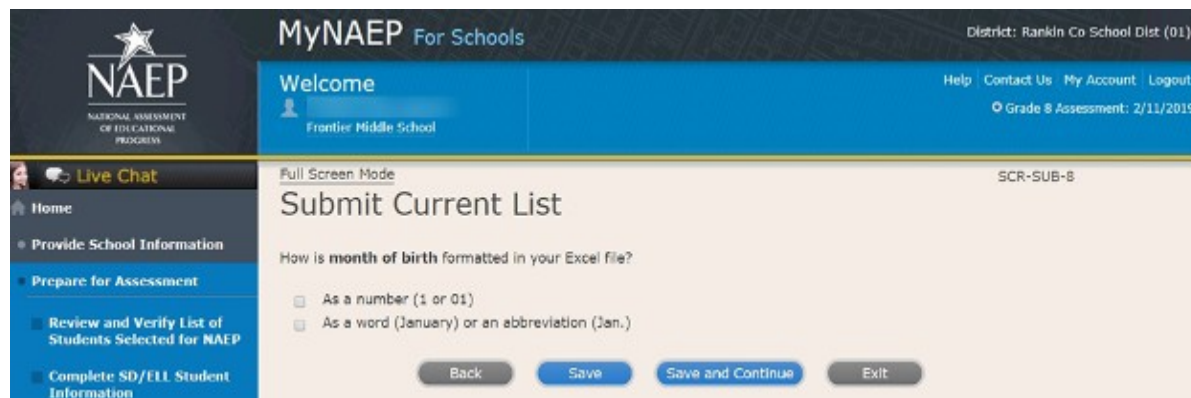
Submit Current List-SCR-SUB-8

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

As a number (1 or 01)

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

Screenshot



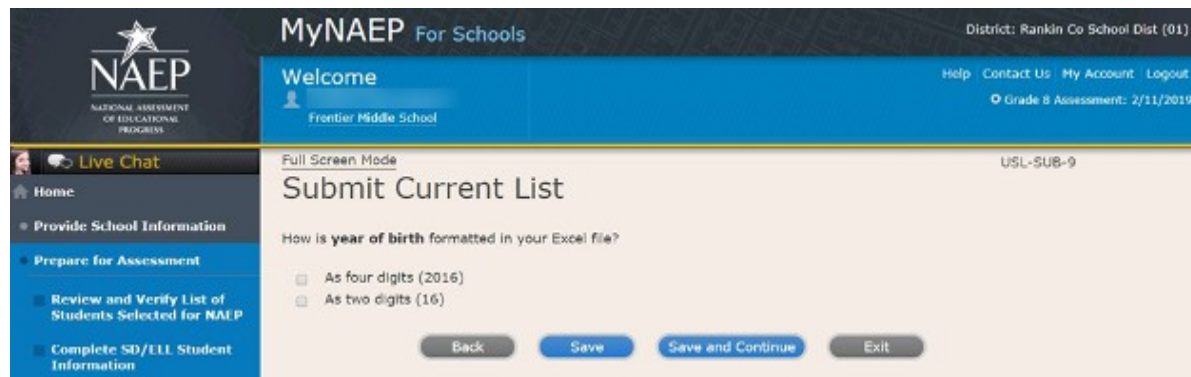
Submit Current List-USL-SUB-9

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

As four digits (2016)

As two digits (16)

Screenshot



Submit Current List

Identify Your Columns-USL-SUB-5

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

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

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and the district name "Rankin Co School Dist (01)". The main content area is titled "Submit Current List" and "Identify Your Columns". It contains instructions and a table for mapping column headings. The table has two columns: "Your file's column headings" and "NAEP's column headings". The rows are: FIRSTNAME (First Name), MIDDLENAME (Middle Name), LASTNAME (Last Name), MOB (Month of Birth), and YOB (Year of Birth). The bottom navigation bar includes buttons for "Back to Beginning", "Back", "Save", "Save and Continue", and "Exit".

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

Submit Current List

Final Review-USL-SUB-13

You're almost done!

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

Screenshot

The screenshot shows the MyNAEP For Schools interface for 'Frontier Middle School'. The page title is 'Submit Current List' and the sub-header is 'Final Review'. The text 'You're almost done!' is displayed above a list of instructions: 'Check to make sure that student names are in the appropriate columns and that months and years of birth appear correctly.', 'Select the **Edit pencil** to make changes to individual students.', 'If something looks wrong and you need to upload a new file, select **Start Over**.', and 'To complete this task, select **Submit**.' Below the instructions is a table with columns: Edit, Row, State Unique Student ID, First Name, Middle Name, Last Name, Month of Birth, and Year of Birth. The table contains 11 rows of student data, with the first two columns (Edit and Row) visible. At the bottom of the page are four buttons: 'Start Over', 'Back', 'Submit', and 'Exit'.

Edit	Row	State Unique Student ID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
<input checked="" type="checkbox"/>	2					1	2004
<input checked="" type="checkbox"/>	3					11	2003
<input checked="" type="checkbox"/>	4					5	2003
<input checked="" type="checkbox"/>	5					4	2004
<input checked="" type="checkbox"/>	6					1	2004
<input checked="" type="checkbox"/>	7					5	2004
<input checked="" type="checkbox"/>	8					6	2003
<input checked="" type="checkbox"/>	9					9	2003
<input checked="" type="checkbox"/>	10					12	2003
<input checked="" type="checkbox"/>	11					3	2004

Submit Current List

Thank You – USL-SUB-14

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

Screenshot

The screenshot shows the MyNAEP For Schools interface for 'Frontier Middle School'. The page title is 'Submit Current List' and the sub-header is 'Thank You'. The text reads: 'Thank you for submitting your list. You will soon receive an email letting you know if any additional students are selected to participate in NAEP.' At the bottom of the page is a single button: 'Exit'.

Support Assessment Activities

Support Assessment Activities

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

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

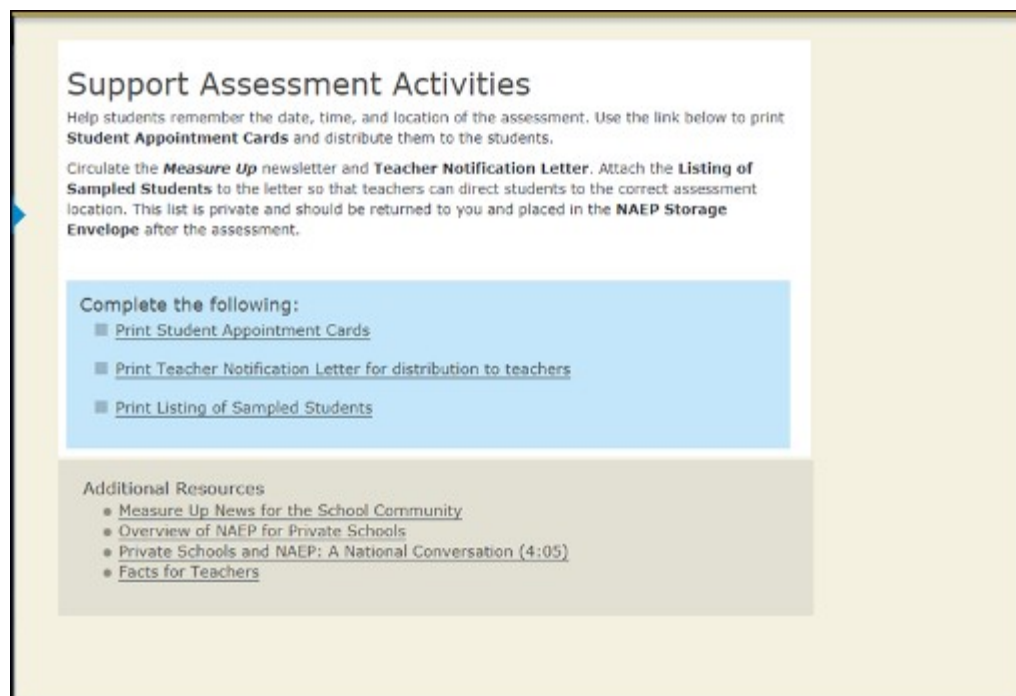
Complete the following:

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

Additional Resources

- [Facts for Teachers \(see Appendix D1-4\)](#)

Screenshot



Wrap Up

Wrap Up

The final task remaining for you is to securely store and eventually dispose of all NAEP materials. Please safeguard all materials until the date noted on the red NAEP storage envelope. You will receive an email reminder at that time to destroy the contents of the storage envelope in a secure manner.

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and the district name "District: Rankin Co School Dist (01)" on the right. Below the title, there is a "Welcome" message for "Frontier Middle School" and a "Grade 8 Assessment: 2/11/2019" indicator. The main content area features a "Wrap Up" section with the following text: "The final task remaining for you is to securely store and eventually dispose of all NAEP materials. Please safeguard all materials until the date noted on the red NAEP storage envelope. You will receive an email reminder at that time to destroy the contents of the storage envelope in a secure manner." A left sidebar contains a "Live Chat" button and a menu with options: Home, Provide School Information, Submit Student List, Prepare for Assessment, Support Assessment Activities, and Wrap Up (which is highlighted).

Note: The following content is the text that displays after clicking on the hyperlinks listed in the preceding pages of this document

Additional Resources

Prepare for Assessment

Instructions for the School Coordinator brochure

Instructions for the School Coordinator

Completing Preassessment Activities for NAEP 2018

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

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

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

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

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

December 4, 2017

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

Review and Verify List of Students Selected for NAEP

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

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

Complete SD/ELL Student Information

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

- Review NAEP inclusion policy.
- Identify up to five specialists at your school to provide information for students with disabilities and English language learners.

- Indicate how each student identified as SD and/or ELL should be assessed on NAEP.

Notify Parents/Guardians

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

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

Manage Questionnaires

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

- Identify who will complete Teacher Questionnaires and record their email addresses and which subjects they teach.
- Confirm who will complete the School Questionnaire.
- Send welcome emails and questionnaire links to questionnaire recipients.
- Monitor completion of the questionnaires.

Plan for Assessment Day

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

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

Encourage Participation

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

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

January 2, 2018

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

Update Student List

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

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

1 week before assessment

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

Support Assessment Activities

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

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

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

Remember to visit the MyNAEP for Schools website at www.mynaep.com to receive details about the assessment activities in your school.

What Is NAEP?

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

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

1 week before assessment

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What is NAEP?

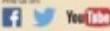
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For more information, visit <http://naep.ed.gov/nationsreportcard> or contact the NAEP help desk at 1-800-283-NAEP (6227) or by email at NAEPhelp@westat.com.

This publication was prepared for the National Assessment of Educational Progress by Westat under contract ED-05-19-C-0118 to the National Center for Education Statistics, U.S. Department of Education.

Instructions for the School Coordinator

Print us on:





2018

December 4, 2017

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Manage Questionnaires

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

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

Plan for Assessment Day

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

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- Answer questions necessary to plan the assessment logistics.

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

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Digitally-based Assessments

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

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

IES > NCES National Center for Education Statistics

NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

About Assessments Publications and Newsroom Participating in NAEP? Resources Help

Home / Digitally Based Assessments

Digitally Based Assessments

NAEP digitally based assessments in the classroom.

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

Related Information

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

Review and Verify List of Students Selected for NAEP

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

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

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

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

Determine if any selected students cannot take NAEP

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

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

Review and verify student demographic information

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

- Race/Ethnicity:
 - **Hispanic, of any race:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish (but not Portuguese) culture of origin, regardless of race.
 - **White, not Hispanic:** A person having origins in any of the original peoples of Europe (except Spain), North Africa, or the Middle East.

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

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

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

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

Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP

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

Date: School Year 2017-18

To: School Nutrition Program Personnel

From: National Assessment of Educational Progress (NAEP)

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

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

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

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

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

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

Complete SD/ELL Student Information

Inclusion on NAEP Fact Sheet

Inclusion on NAEP

Students with Disabilities and English Language Learners

WHAT IS NAEP?

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

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

The Importance of Inclusion

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

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

Selection

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

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

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

Participation

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

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

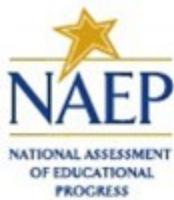
schools.

Accommodations

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

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

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



Inclusion on NAEP

Students with Disabilities and English Language Learners

WHAT IS NAEP?

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

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

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Letter from Department of Education Encouraging Inclusion



UNITED STATES DEPARTMENT OF EDUCATION

Dear Principal or Administrator:

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

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

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

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

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

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

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

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

www.ed.gov

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

Information Needed to Include SD/ELL Students

Information Needed to Include Students with Disabilities

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

- The IDEA category that best describes the student's disability. The following categories are used by the Individual with Disabilities Education Act (IDEA).
 - Specific learning disability
 - Hearing impairment/deafness
 - Visual impairment/blindness
 - Speech or language impairment
 - Intellectual disability
 - Emotional disturbance
 - Orthopedic impairment
 - Traumatic brain injury
 - Autism
 - Development delay (age 9 or younger)
 - Other health impairment (specify)

- The degree of each student's disability.
 - Mild
 - Moderate
 - Profound/Severe

- Grade-level performance for the subject to be assessed.
 - At or above grade level
 - One year below grade level
 - Two or more years below grade level
 - Not receiving instruction in the designated subject (math or reading)

- How is the student assessed on the state assessment? If your state does not offer a state assessment, use classroom assessments as a reference point.
 - With accommodations
 - Without accommodations
 - With an alternate assessment, etc.

- Testing accommodations that each student typically receives.

Information Needed to Include English Language Learners

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

- Each student's primary language.

- How long has each student received academic instruction in English?
 - Does not receive instruction primarily in English
 - Less than 1 year

- 1 to 2 years
 - 2 to 3 years
 - 3 years or more

- Grade-level performance for the subject to be assessed.
 - At or above grade level
 - One year below grade level
 - Two or more years below grade level
 - Not receiving instruction in the designated subject (math or reading)

- Each student's English proficiency for listening, reading, speaking and writing.
 - No proficiency
 - Beginning
 - Intermediate
 - Advanced

- How long has each student been enrolled in U.S. schools?
 - Less than 1 full academic year
 - 1 full academic year or more

- Testing accommodations that each student typically receives.

Notify Parents

Parent's page on Nation's Report Card website

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



What Every Parent Should Know About NAEP: PDF version

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

What Every Parent Should Know About NAEP: Video version

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

Sample Questions Booklets

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

Manage Questionnaire

Manage Questionnaires Welcome Email

Dear [Name],

Welcome to the National Assessment of Educational Progress (NAEP)! NAEP will be testing your [SMPGRD]th grade students on [ASSESSMENT DATE].

NAEP is the only ongoing national assessment of what American students know and can do in a variety of subjects.

In addition to conducting assessments, NAEP collects information using teacher questionnaires to provide a context for reporting student performance. The Teacher Questionnaire is used to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers.

Your school coordinator, [SCHOOLCOORDINATORNAME], has identified you as a respondent for the grade [SMPGRD] Teacher Questionnaire because you teach math, reading, social studies, and/or writing to grade [SMPGRD] students.

Please click on the link below to verify that you received this email. We will then send your questionnaire link and password in two additional emails.

[Verify Email](#)

If you do not see the link, please copy and paste the following URL into your internet browser to verify your email address [VerifyURL]

You should receive these emails in the next week. If you think you have received this email in error please let [SCHOOLCOORDINATORNAME] know.

Manage Questionnaires Reminder Email

Dear [Name],

Thank you for your support of the National Assessment of Educational Progress (NAEP). Recently you received an email asking you to complete the NAEP Teacher Questionnaire. If you have already completed the questionnaire, please disregard this email.

NAEP collects information using questionnaires to provide a context for reporting student performance. The Teacher Questionnaire is used to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers. Teacher Questionnaires should be completed by grade [SMPGRD] teachers who teach math, reading, social studies, and/or writing. Your school coordinator, [SCHOOLCOORDINATORNAME], has designated you as a respondent for the [SUBJECTNAME] Teacher Questionnaire.

Below is the link to the questionnaire. You will need a password to access the site. For security purposes the password has been sent in a separate email with the following subject: **NAEP Teacher Questionnaire Password**.

[NAEPQURL]

Please click on the link or copy and paste it into your browser. Enter the password to complete the Teacher Questionnaire by [DATE].

For technical assistance contact the NAEP help desk at 1-800-283-NAEP (6237) or NAEPHelp@westat.com

For more information about NAEP and how your responses contribute to NAEP's ability to report on what our nation's students know and can do, visit the NAEP website at <http://www.nces.ed.gov/nationsreportcard>.

Hardcopy Reminder

Dear Teacher or School Administrator:

Thank you for your support of the National Assessment of Educational Progress (NAEP). Recently you were sent an email asking you to complete a NAEP Questionnaire. If you have already completed the questionnaire, please disregard this email.

NAEP collects information using questionnaires to provide a context for reporting student performance. The School Questionnaire is used to gather information concerning school administration, staffing patterns, curriculum, and student services. It should be completed by the principal or another school official.

The Teacher Questionnaire is used to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers.

Your school coordinator has designated you as a respondent for either a teacher questionnaire or the school questionnaire.

If you did not receive the welcome email asking you to verify your email address, please contact your school coordinator. Questionnaires should be completed by the date of your school's NAEP assessment.

If you need technical assistance contact the NAEP help desk at 1-800-283-NAEP (6237) or NAEPHelp@westat.com

For more information about NAEP and how your responses contribute to NAEP's ability to report on what our nation's students know and can do, visit the NAEP website at <http://www.nces.ed.gov/nationsreportcard>.

Plan for Assessment Day

Suggested Testing Room Layouts

Room Layouts for NAEP Tablet Sessions

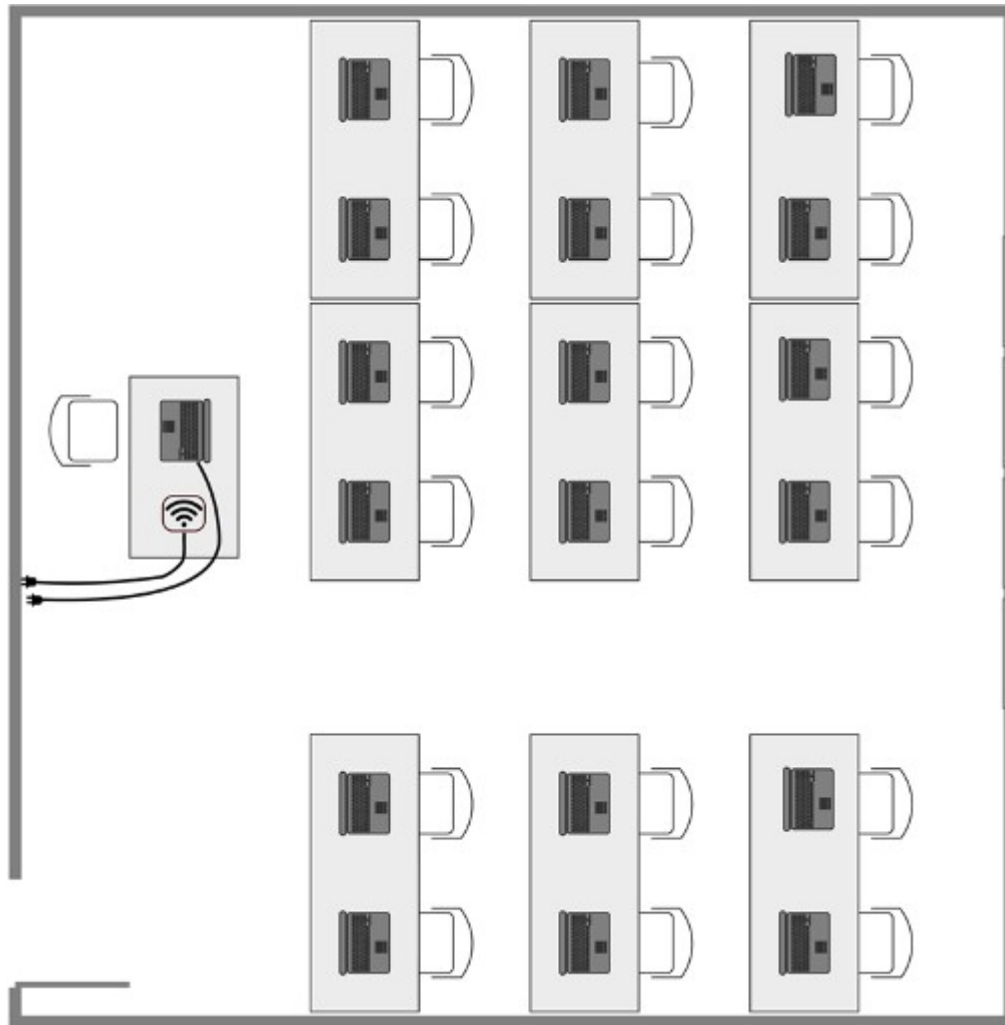
The following pages contain a series of diagrams that illustrate how NAEP staff may set up a room for tablet assessments. The diagrams encompass the following setups:

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

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

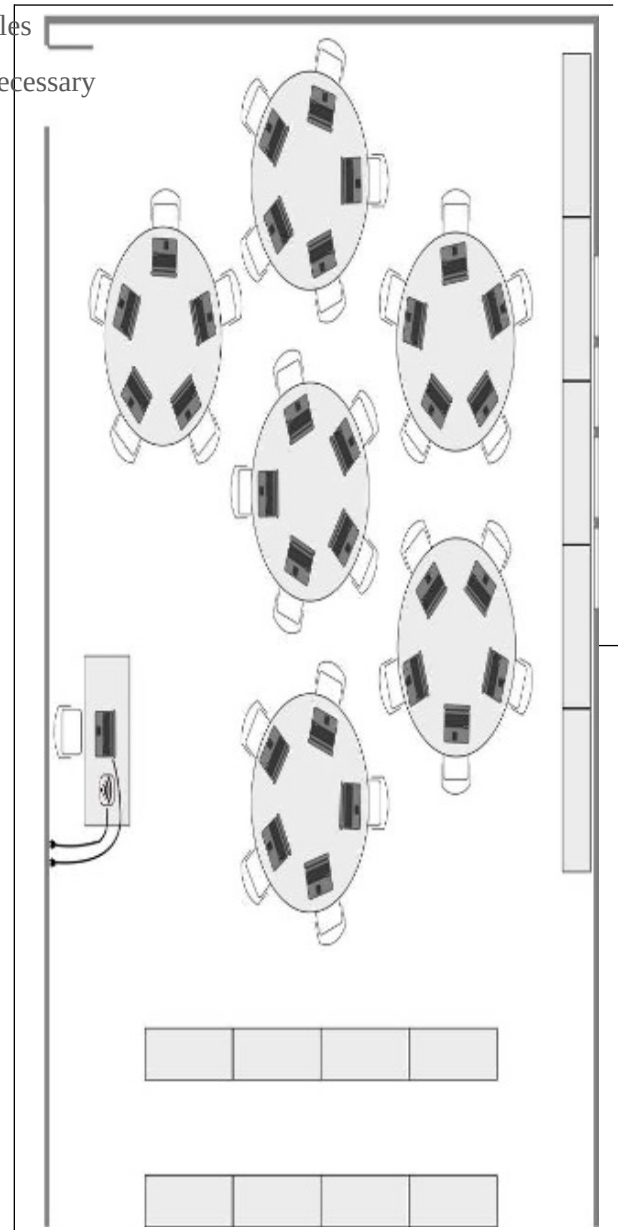
Classroom Style

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



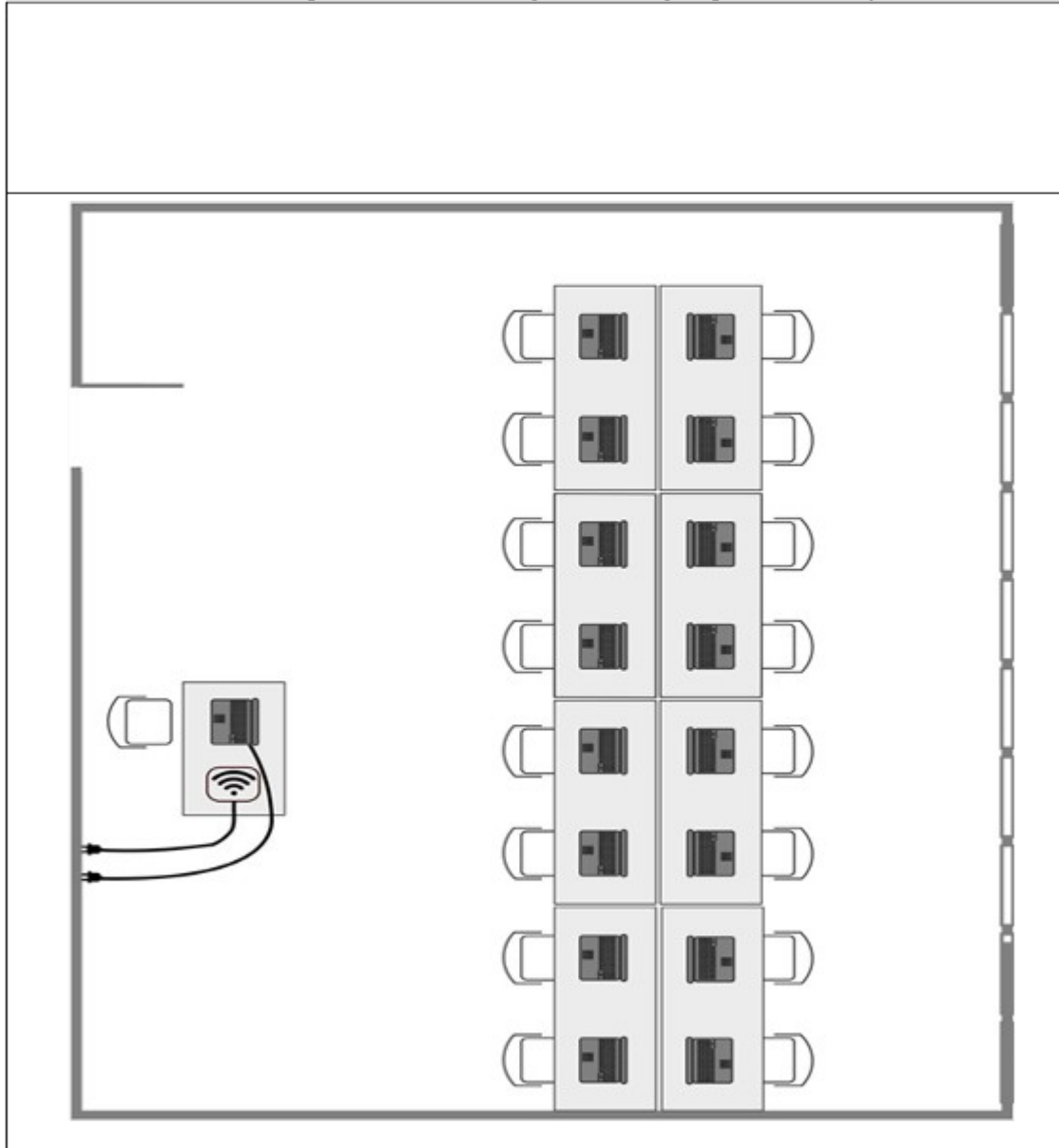
Library or Media Center

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



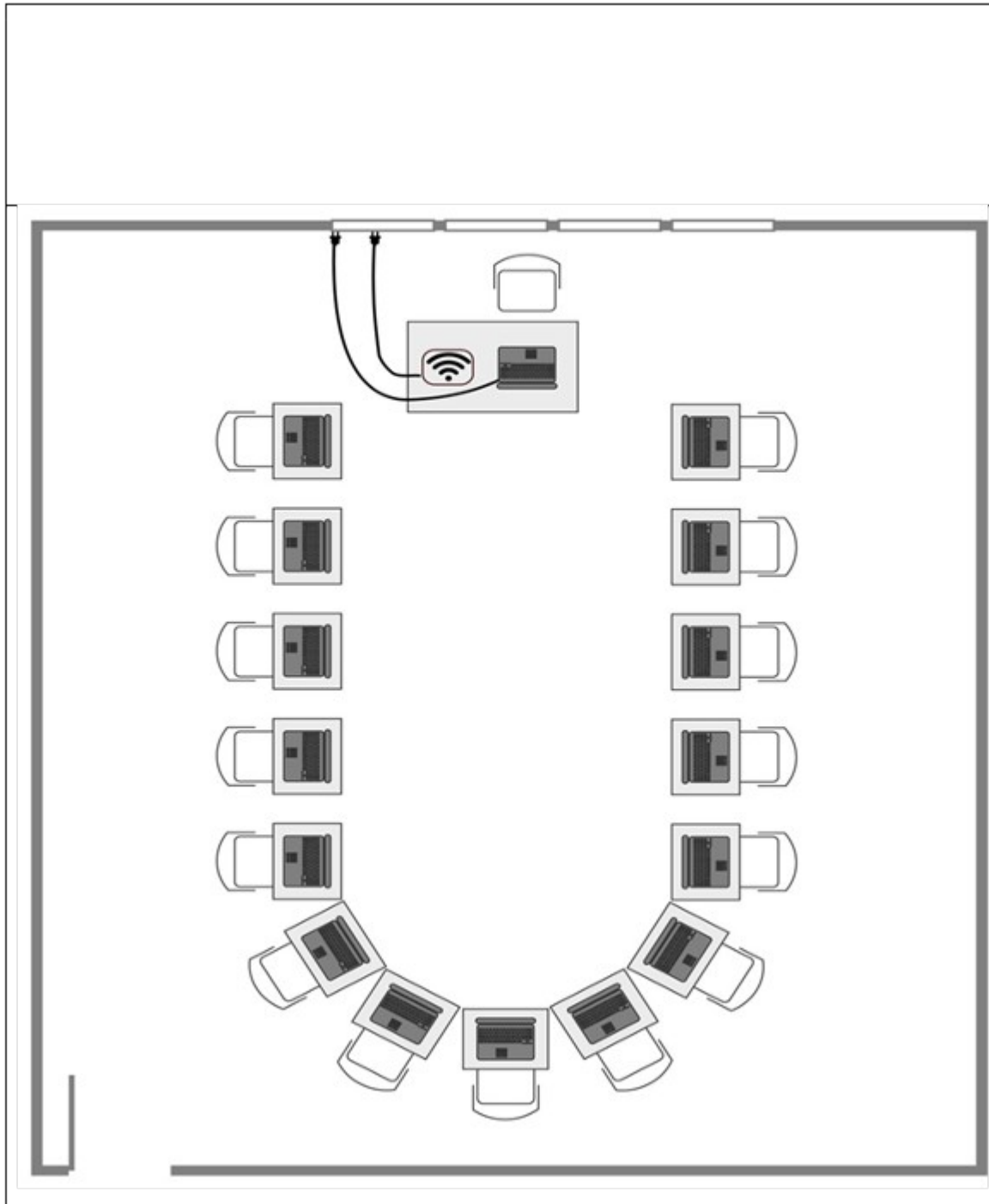
Long Tables

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

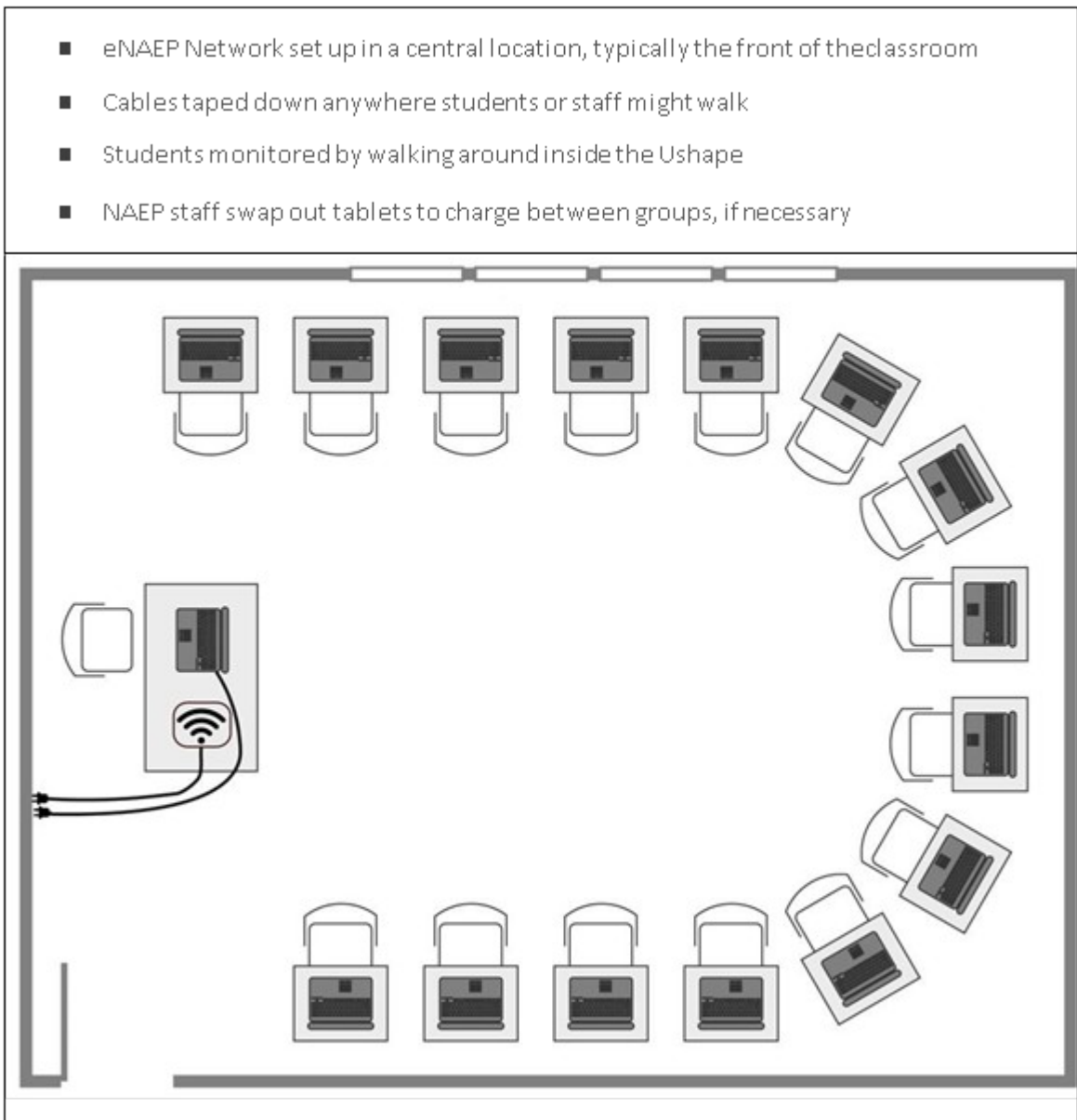


U Shape with Tablets Facing Inward

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

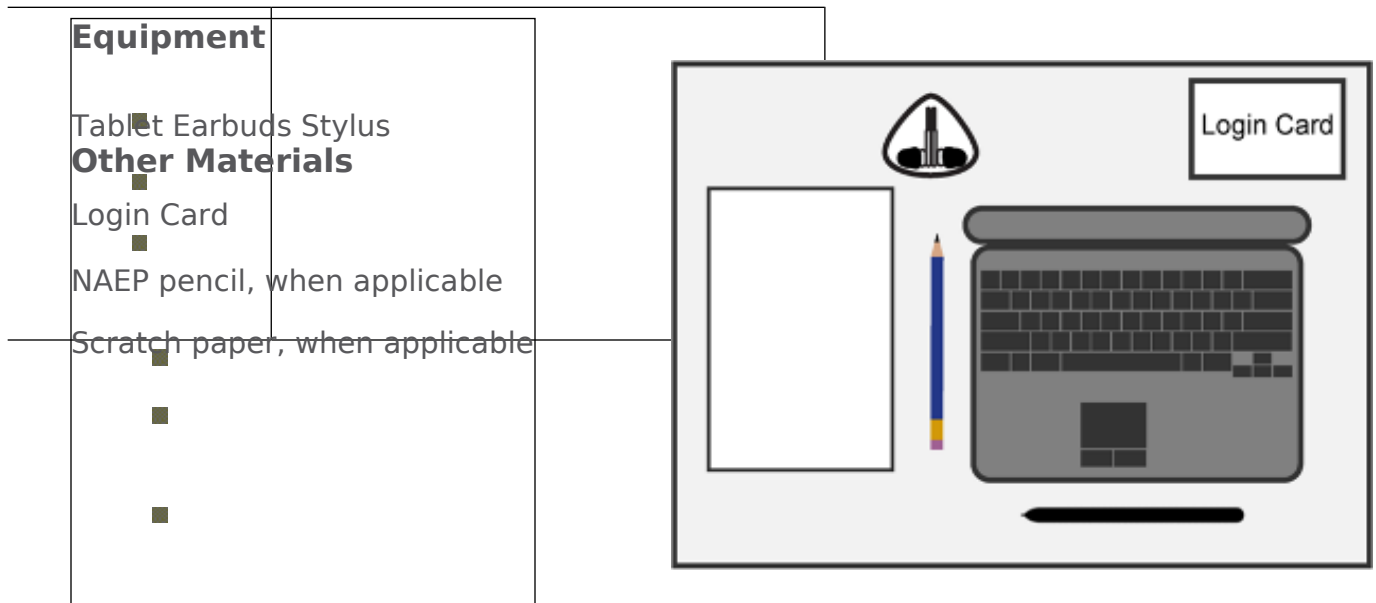


U Shape with Tablets Facing Outward



Typical Student Workstation

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



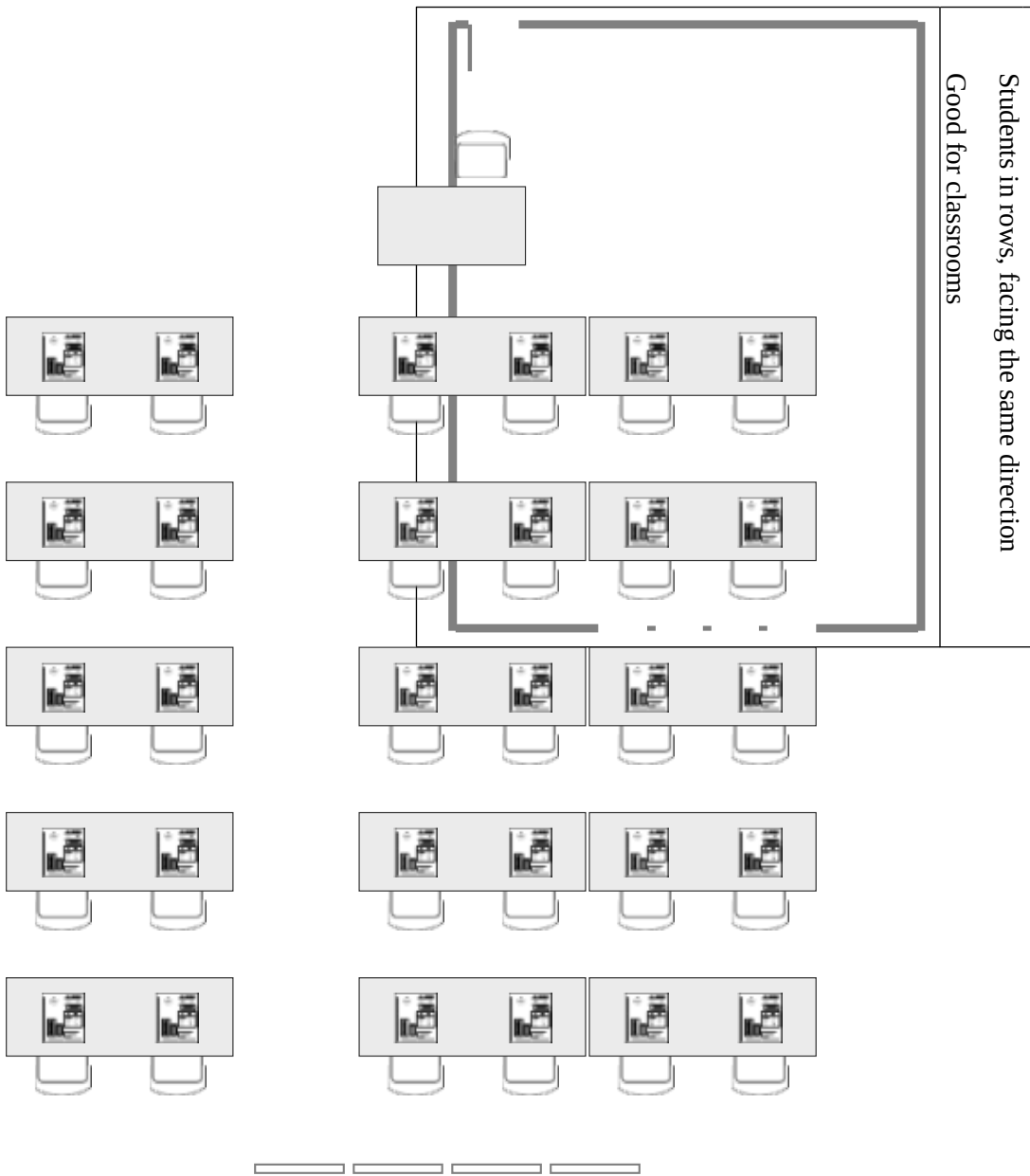
Room Layouts for NAEP Paper Sessions

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

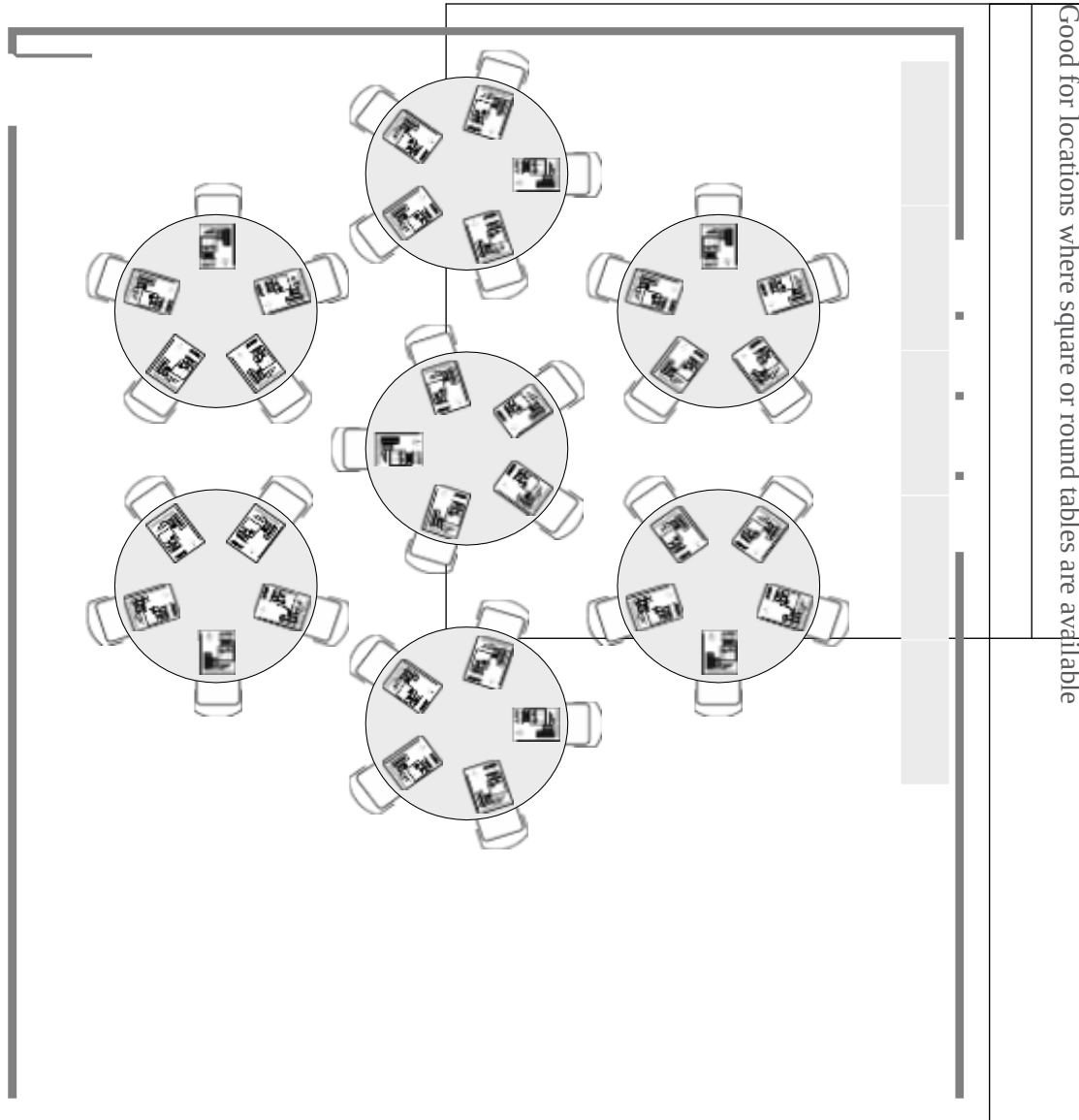
- Classroom Style
- Library or Media Center
- Cafeteria

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

Classroom Style

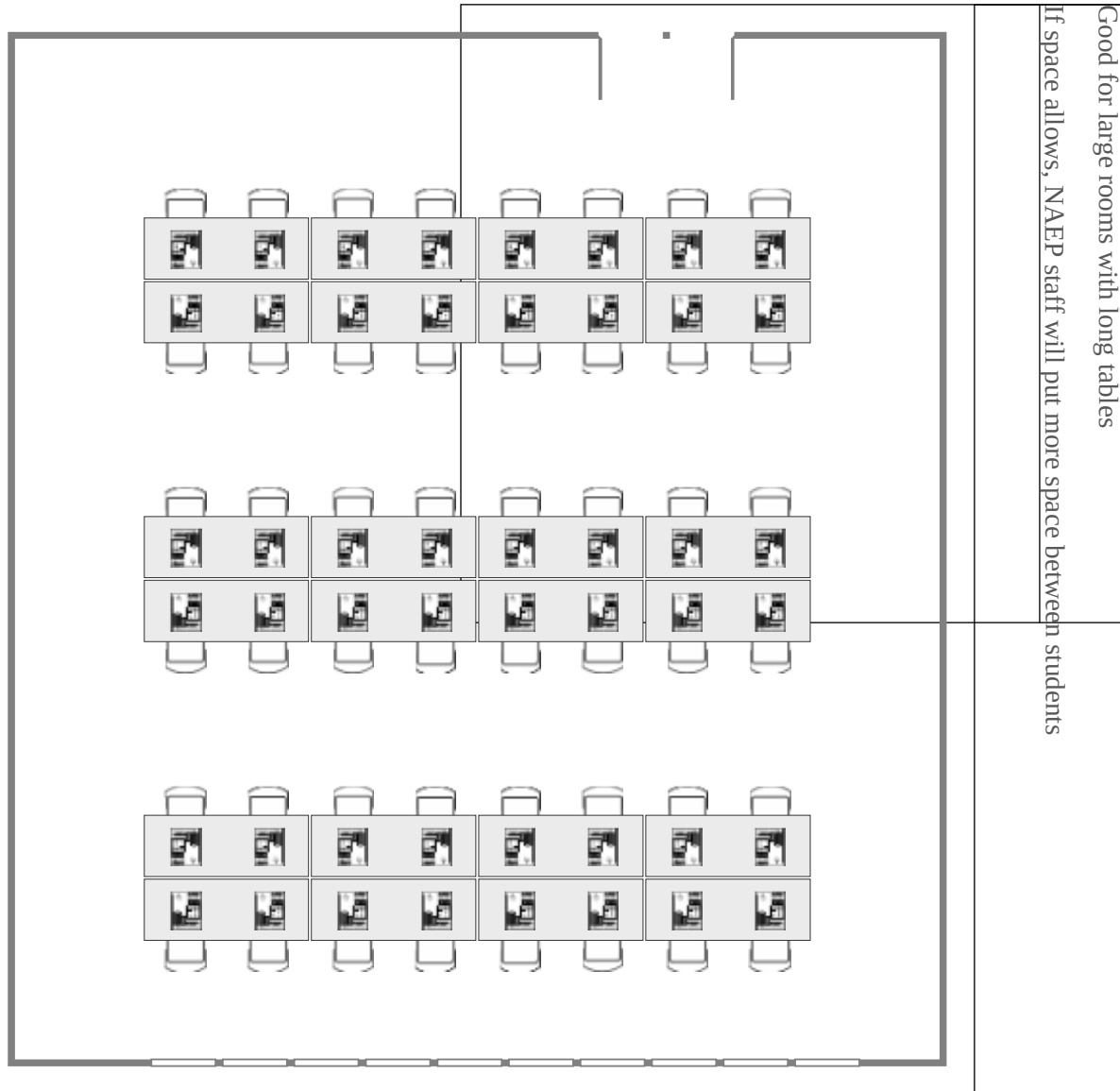


Library or Media Center



Good for locations where square or round tables are available

Cafeteria



Encourage Participation

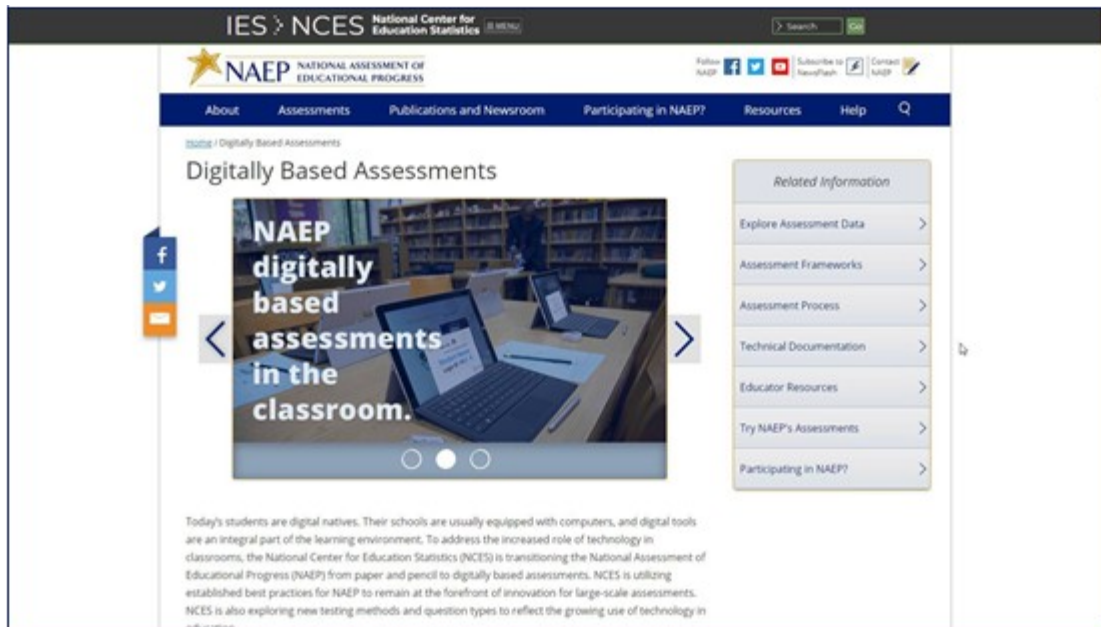
Measure Up: NAEP News for the School Community

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

https://nces.ed.gov/nationsreportcard/subject/about/pdf/schools/NAEP_Measure_Up_for_Public_Schools_Winter_2018.pdf

Digitally-based Assessments

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



Update Student List

Student List Requirements and Instructions



NAEP 2018 Instructions for Preparing a Current List of Students

Part I: Requirements

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

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

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

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

If available, please include...

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

Part II: List Format

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

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

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

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

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

Part III: Pre-upload Checklist

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

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

Part IV: Special Situations & Tips

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

Submit Current Roster of Students

Year of Birth

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

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

As four digits (2015)

As two digits (15)

Back Save Save and Continue Exit

The screenshot shows a web interface for submitting a student roster. The title is "Submit Current Roster of Students". Under the heading "Year of Birth", there is a message: "Here is a value from your Date of Birth column: 7/1/2001 12:00:00 AM". The date "7/1/2001" is highlighted with a red box. Below this, a question asks: "As it appears above, how is year of birth represented? If the value above displays time, disregard that portion." There are two radio button options: "As four digits (2015)" and "As two digits (15)". The "As two digits (15)" option is selected with a checkmark. At the bottom, there are four buttons: "Back", "Save", "Save and Continue", and "Exit".

Support Assessment Activities

Teacher Notification Letter



NAEP 2019 TEACHER NOTIFICATION LETTER

Date: 05/17/2018

TO: Teachers of Grade 8 Students
FROM: NAEP representative
SUBJECT: National Assessment of Educational Progress (NAEP)

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent thousands of students across our country by participating in the National Assessment of Educational Progress (NAEP) 2019 assessment.

This assessment monitors what U.S. students know and can do in key subject areas at the elementary, middle, and high school levels. Since 1969, NAEP has provided U.S. educators and the public with reliable profiles of student achievement. This is possible because of dedicated teachers like you who support and participate in this assessment.

Please take note of the attached lists, which contain the names of the selected students and their session numbers. It is critical to the results of the study that all students selected for NAEP attend the correct session on time. We appreciate your assistance.


Each NAEP assessment session will take between 90 and 120 minutes, including transition time and directions. The sessions are scheduled for:

SESSION	DATE	TIME	LOCATION
DA0801A		8:20 am	Media Center
DA0801B		1:05 pm	Media Center
DS0801A		8:20 am	Cafeteria
DS0801B		1:05 pm	Cafeteria
PA0801		8:05 am	Main Office Conference Room

Please contact your school's NAEP coordinator for additional information about the assessment. For additional information, sample questions, NAEP publications, and classroom data tools, visit the NAEP website <http://nces.ed.gov/nationsreportcard/>.

We look forward to working with you. Thank you, again, for helping us show the world the achievement of our nation's students by your support of NAEP - The Nation's Report Card.

Appointment Cards

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

