

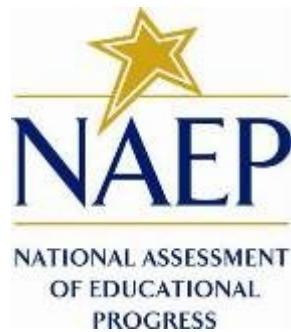
**NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL  
ASSESSMENT OF EDUCATIONAL PROGRESS**

*National Assessment of Educational Progress (NAEP) 2021  
Materials Update #1*

*Appendix I (Formerly J1)*

*NAEP 2021 Content of MyNAEP System*

*OMB# 1850-0928 v.20*



March 2020

Appendix I (Formerly Appendix J1) has been updated to include the following sections: A) Login Page and B) Home Page. The future updates to Appendix I will be in two additional amendments; currently the unrevised portions consist of samples from 2019. Amendment #2 will be submitted by June 2020 and will include updates to the following sections: C) Notify Parents and D) Encourage Participation. Amendment #3 will be submitted by October 2020 and will include updates to the following sections: E) Review and Verify List of Students Selected for NAEP; F) Complete SD/ELL Student Information; G) Manage Questionnaires; H) Plan for Assessment Day; I) Update Student List; J) Support Assessment Activities; and K) PR MyNAEP.

All additional support text that is included in this document in the section “Additional Resources” (beginning on p. 77) will be updated on the same schedule as the material with which it is associated. For example, the section “Parent’s page on Nation’s Report Card website,” as supporting material for the section “Notify Parents,” will (if changes are necessary) be included in Amendment #2 as described above.

The following areas may need to change from 2019 to 2021:

- Update year/date
- Update assessment window
- Update subjects and grades to be assessed
- Update calendar year and schedule
- Remove references to any activity different from 2019 activities (e.g. removing 2019 special studies)
- Update Exclusion Summary Screen for 2021
- Remove designate method screen
- Pending final design, update testing times, assessment length and assessment session details
- Add language to encourage better web security practices in order to protect survey responses

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**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 I**

- 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 75) contains the text of hyperlinks

The confidentiality citation has been updated in September 2018 and is reflected in this document, consistent with what is provided in Part A.

## **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 of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0928 APPROVAL EXPIRES 09/30/2021

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

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

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.

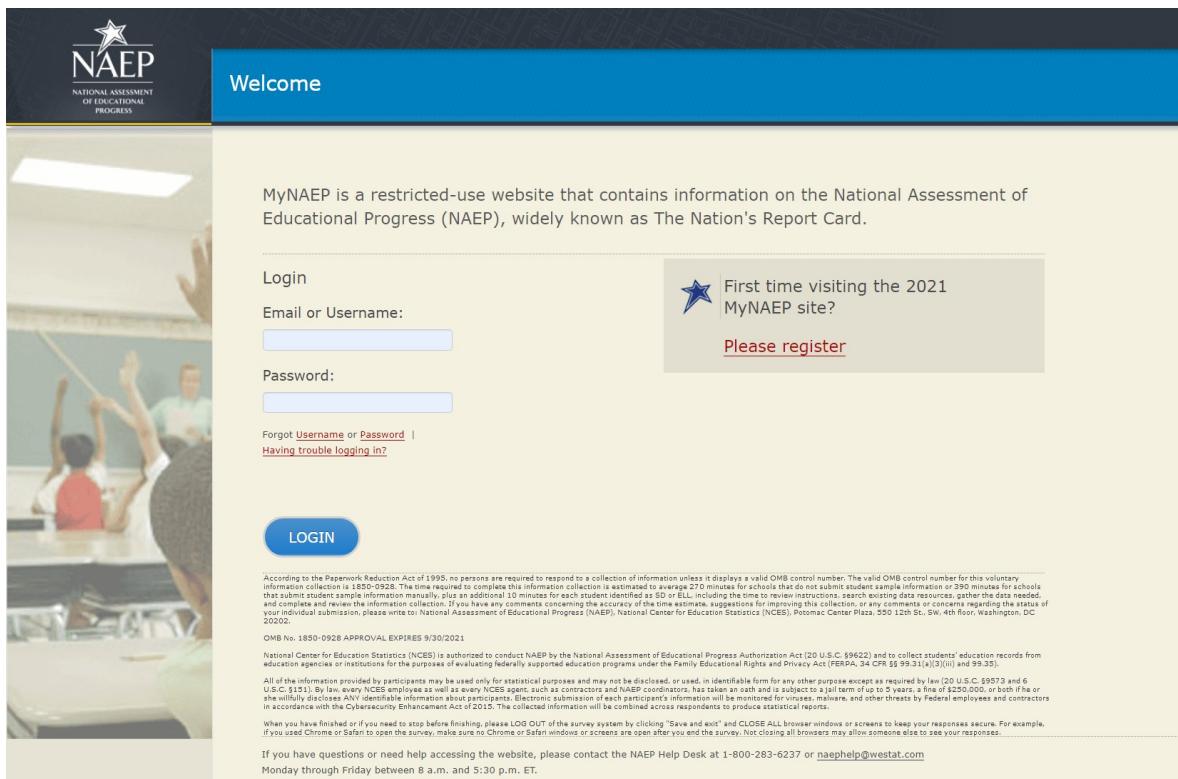
When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by clicking "Save and exit" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the survey, make sure no Chrome or Safari windows or 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](mailto: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.

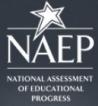
What's Next?

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***



MyNAEP For Schools

Welcome

School 019422

District:

Help | Contact Us | My Account | Register More Schools | Logout |  Grade 8 Assessment:

**Home**

- Provide School Information
- Prepare for Assessment
- Support Assessment Activities
- Wrap Up

**Welcome to the National Assessment of Educational Progress!**  
The MyNAEP website will help you prepare for the assessment.

**Assessment Details**

- Grade: 8
- Subject(s): mathematics and reading
- 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](#), 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.



Help | Contact Us | My Account | Logout

# Provide School Information

## Provide School Information

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

Complete the following:

### [School Contact Information](#)

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

### [School Characteristics Information](#)

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message, and a 'School 019422' indicator. The top right corner shows 'District: [redacted]' and 'Grade 8 Assessment: [redacted]'. A vertical sidebar on the left lists navigation links: Home, Provide School Information (which is highlighted in blue), 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 a sub-section 'Complete the following:' with two expandable sections: 'School Contact Information' (listing the four items from the 'School Contact Information' list) and 'School Characteristics Information' (listing the six items from the 'School Characteristics Information' list).

# 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 \(<https://nces.ed.gov/nationsreportcard/dba/>\)](#)

#### Screenshot

The screenshot shows the 'MyNAEP For Schools' interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar contains a 'Live Chat' button and a vertical checklist of tasks under '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:

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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](#)
- [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 shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date 'Grade 8 Assessment: 2/11/2019' is also displayed. The main content area is titled 'Review and Verify List of Students Selected for NAEP'. It contains a sub-section 'Complete the following:' with three items: 'Watch the Review and Verify List of Students Selected for NAEP Tutorial (5:36)', 'Review and Verify Student Information', and 'Print Reports'. Below this is a 'Additional Resources' section with two links: 'Information Needed to Review and Verify List of Students Selected for NAEP' and 'Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP'. The left sidebar lists various administrative tasks: 'Live Chat', 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is currently selected), 'Review and Verify List of Students Selected for NAEP' (which is highlighted in blue), '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 'Prepare for Assessment' section is currently active.

# Review and Verify Student Information

Review and Verify Student Information

Print Worksheet – REV-INFO-1

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

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

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

Reasons Student Cannot Take NAEP:

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and the date 'Grade 8 Assessment: 2/11/2019'. The main content area is titled 'Review and Verify Student Information'. It features a 'Print Worksheet' button, a note about the worksheet, and a link to a list of reasons students may not be eligible. At the bottom are 'Print Worksheet', 'Continue', and 'Exit' buttons. The left sidebar contains a 'Live Chat' button and a list of navigation links: 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 page is in 'Full Screen Mode'.

## 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

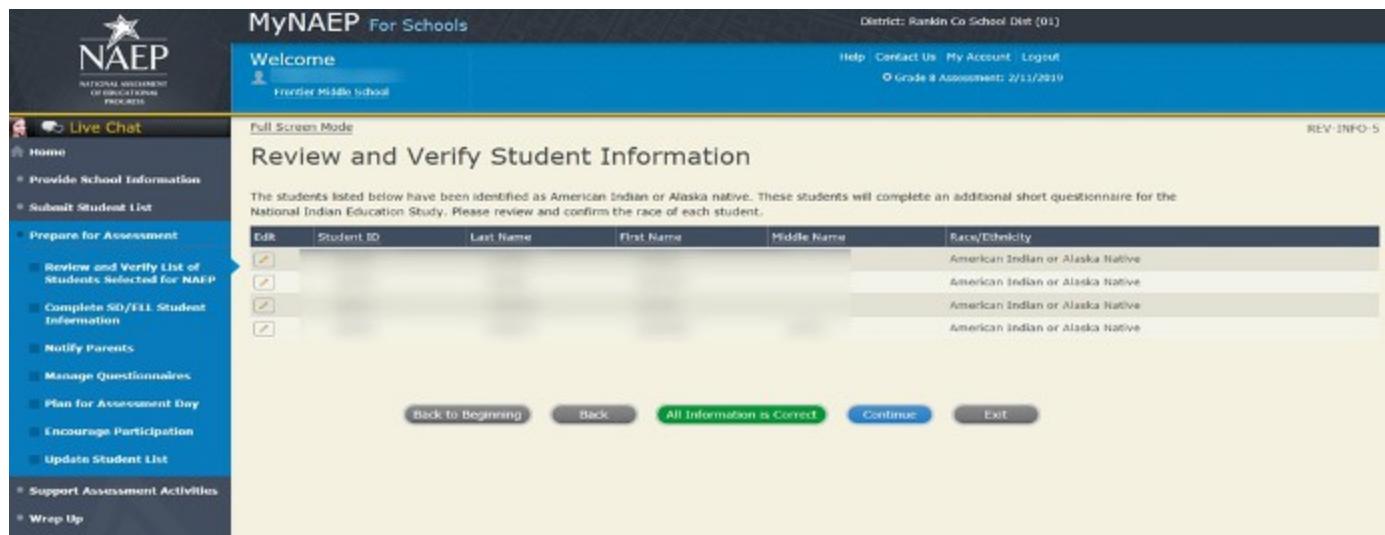
The screenshot shows the 'Review and Verify Student Information' page of the MyNAEP For Schools system. The page title is 'Review and Verify Student Information' and the sub-section is 'Demographic Data'. A note says: 'Review all demographic data for the students listed below.' Below this is a list of instructions for using the edit pencil and a note about missing data. The main content is a table with the following data:

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"/>	DS0801/01		Math - Tablet	08	2005	Male	Information unavailable	Information unavailable	No, not SD	No, not ELL		
<input checked="" type="checkbox"/>	DS0801/02		Reading - Tablet	08	2004	Female	Two or More Races (Non-Hispanic)	Free lunch	No, not SD	No, not ELL		
<input checked="" type="checkbox"/>	DS0801/03		Math - Tablet	08	2005	Male	White, not Hispanic	Student not eligible	Yes, IEP	Yes, ELL		
<input checked="" type="checkbox"/>	DS0801/04		Reading - Tablet	11	2004	Female	White, not Hispanic	Information unavailable	No, not SD	No, not ELL		
<input checked="" type="checkbox"/>	DS0801/05		Reading - Tablet	05	2005	Female	White, not Hispanic	Free lunch	No, not SD	No, not ELL		
<input checked="" type="checkbox"/>	DS0801/06		Math - Tablet	02	2005	Female	Two or More Races (Non-Hispanic)	Free lunch	No, not SD	No, not ELL		
<input checked="" type="checkbox"/>	DS0801/07		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

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

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 type="checkbox"/>					American Indian or Alaska Native
<input type="checkbox"/>					American Indian or Alaska Native
<input type="checkbox"/>					American Indian or Alaska Native
<input type="checkbox"/>					American Indian or Alaska Native

Back to Beginning Back All Information is Correct Continue Exit

REV-INFO-5

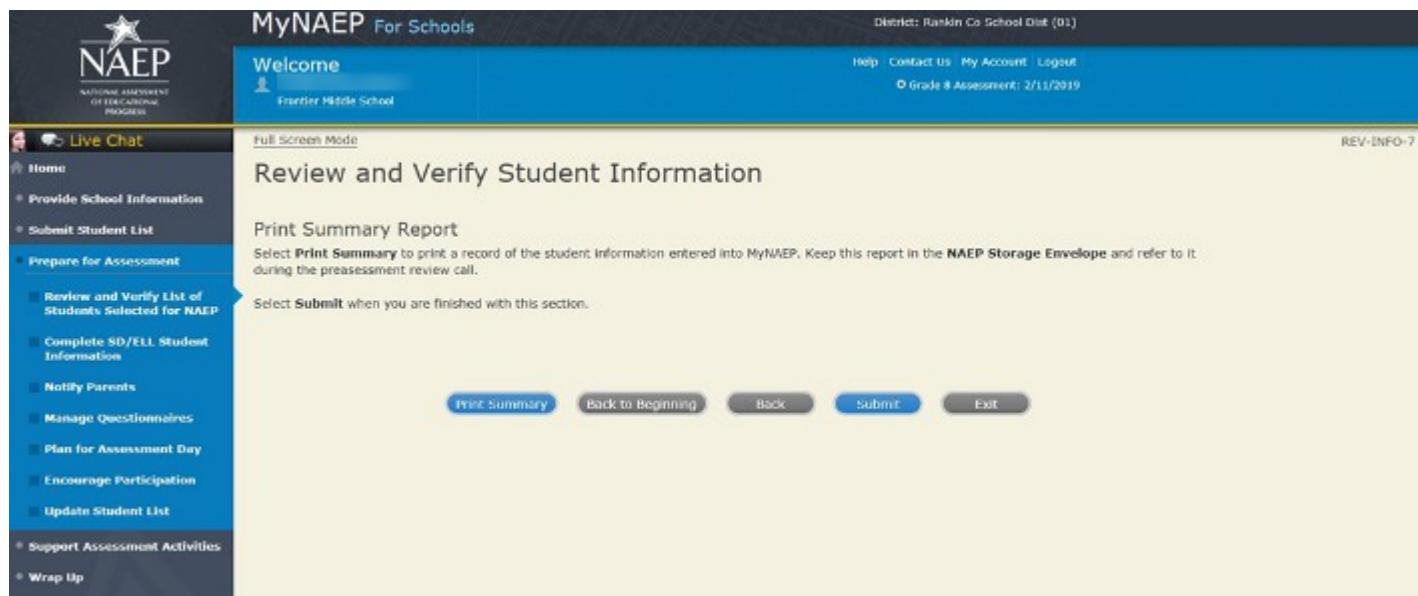
## Review and Verify Student Information

### 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

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

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

REV-INFO-7

## Print Reports

Print Reports – REV-REP-1

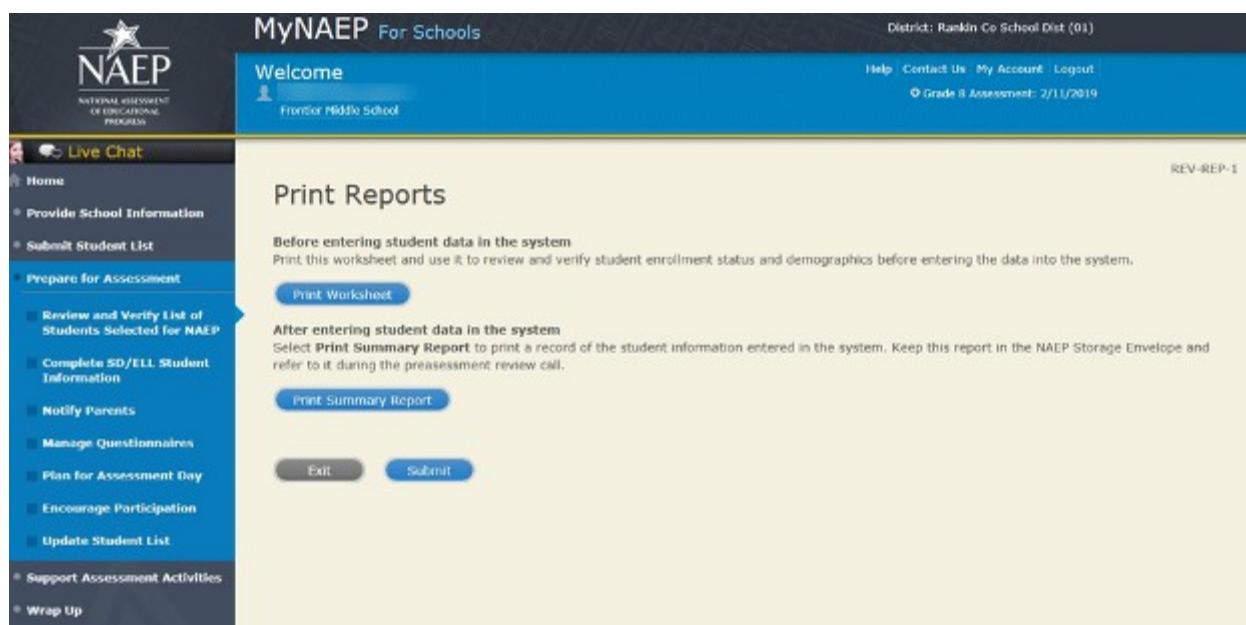
### Before entering student data in the system

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](#)

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', 'Welcome', 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. A sidebar on the left lists various administrative tasks: 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is expanded to show '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'), 'Support Assessment Activities', and 'Wrap Up'. A 'Live Chat' button is also present. The main content area is titled 'Complete SD/ELL Student Information' and includes a note about including all students, specifically SD and ELL. It lists several steps: '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 SD4 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), and a 'Prepare for Assessment' section.

## 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 shows the MyNAEP For Schools software interface. The top navigation bar includes the MyNAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The main content area is titled 'Review NAEP Inclusion Policy' and contains 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@mynaep.com.

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

Yes  No

Submit  Exit

The left sidebar shows 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

## 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"/>	<b>Send Email</b>	
2				<input type="checkbox"/>	<input type="checkbox"/>	<b>Send Email</b>	
3				<input type="checkbox"/>	<input type="checkbox"/>	<b>Send Email</b>	
4				<input type="checkbox"/>	<input type="checkbox"/>	<b>Send Email</b>	
5				<input type="checkbox"/>	<input type="checkbox"/>	<b>Send Email</b>	

**Save**   **Submit**   **Exit**

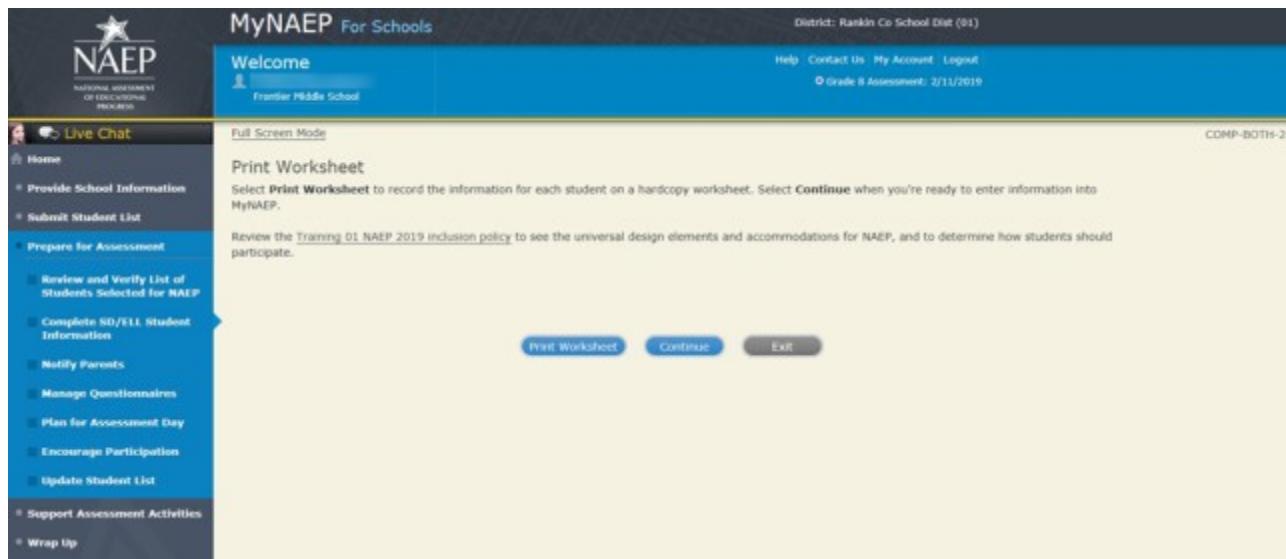
## Provide Information for Students Who Are Both SD and ELL

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



The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the MyNAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date 'Grade 8 Assessment: 2/11/2019' is also displayed. The main content area is titled 'Print Worksheet' and contains instructions: 'Select Print Worksheet to record the information for each student on a hardcopy worksheet. Select Continue when you're ready to enter information into MyNAEP.' Below this, a note says: 'Review the Training D1 NAEP 2019 inclusion policy to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the page are three buttons: 'Print Worksheet' (highlighted in blue), 'Continue' (in blue), and 'Exit' (in grey). The left sidebar contains a navigation menu with the following items: Home, Provide School Information, Submit Student List, Prepare for Assessment (which is expanded to show: 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 (which is expanded to show: Wrap Up), and a 'Live Chat' button.

## 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 software interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', the district name 'Randkin Co School Dist (01)', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date 'O-GRADE 8 Assessment: 2/11/2020' is also displayed. 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 on NAEP 2019 inclusion policy](#) prior to completing.

Instructions:

- 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/Line	ELL classification	NAEP subject	Primary language	Other primary language (Specify)	Academic instruction primarily in English	Grade level performance in NAEP subject	English proficiency listening	English proficiency reading	English proficiency speaking	English proficiency writing
<input type="checkbox"/>	DG10001/03	Yes, ELL			Math - Tablet								
<input type="checkbox"/>	DG5002/24	Yes, ELL			Reading - Tablet								
<input type="checkbox"/>	DG5003/36	Yes, ELL			Reading - Tablet								

At the bottom of the page 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 top navigation bar includes the NAEP logo, a live chat icon, and links for Home, Provide School Information, Submit Student List, Prepare for Assessment, 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 current page is 'SD Details' for student 'COMP-BOTH-4'. The page header includes the district name 'Kankakee Co School Dist (01)', a 'Welcome' message for 'Frontier Middle School', and links for Help, Contact Us, My Account, Logout, and Grade 8 Assessment: 2/13/2019. A note at the top of the content area states: '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.' Below this are two questions:

- 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, SO4.)
- What is the [degree](#) of each student's disability(ies)?

A note at the bottom of the content area says: 'All columns can be sorted by selecting the column header.' The main content area is a table with the following data:

Edit	Student name	Session/Item #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)
<input type="checkbox"/>	COMP-BOTH-4	DS0001/03	Yes, IEP	Math - Tablet		
<input type="checkbox"/>	COMP-BOTH-4	DS0003/26	Yes, IEP	Reading - Tablet		
<input type="checkbox"/>	COMP-BOTH-4	DS0003/26	Yes, IEP	Reading - Tablet		

At the bottom of the page are buttons for 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. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar has a 'Live Chat' button and a list of tasks: '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 'How Students Should Participate' and contains a list of questions. Below the list is a note: 'All columns can be sorted by selecting the column header.' A table is displayed with columns: 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, and NAEP accommodations. Three rows of data are shown in the table. At the bottom are buttons for 'Back to Beginning', 'Back', 'All Information is Correct' (highlighted in green), 'Continue', and 'Exit'.

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"/>	DS0801/03	Yes, IEP	Yes, ELL	Math - Tablet						
<input checked="" type="checkbox"/>	DS0803/24	Yes, IEP	Yes, ELL	Reading - Tablet						
<input checked="" type="checkbox"/>	DS0803/36	Yes, IEP	Yes, ELL	Reading - Tablet						

## 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

Help | Contact Us | My Account | Register More Schools | Logout  
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

Help | Contact Us | My Account | Logout  
Grade 8 Assessment: 3/11/2019

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 shows the MyNAEP For Schools software interface. The top navigation bar includes the MyNAEP logo, a 'Welcome' message for 'Frontier Middle School', and a 'District: Rankin Co School Dist (01)' dropdown. The top right features links for 'Help', 'Contact Us', 'My Account', and 'Logout', along with a note about the 'Grade 8 Assessment: 2/13/2019'. The left sidebar contains a navigation menu with the following items: 'Live Chat', 'Home', 'Provide School Information', **Submit Student List** (selected), '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 instructions: '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.' It also links to the 'Training 01 NAEP 2019 inclusion policy'. At the bottom are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page is identified as 'COMP-SD-2' in the top right corner.

## SD Details-COMP-SD-3

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

- Which of the following **IDEA categories** (see list below) best describes each student's identified disability(ies)?  
(*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

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

COMP-SD-3

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

SD Details

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.

Edit	Student name	Session/Unit #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)	Grade level performance in NAEP subject
<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				

Back to Beginning Back All Information is Correct Continue 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 'How Students Should Participate' section of the MyNAEP For Schools interface. The left sidebar includes a 'Live Chat' button and a navigation menu with the following items: Home, Provide School Information, Submit Student List, Prepare for Assessment (selected), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The main content area has a 'Full Screen Mode' button and a 'How Students Should Participate' heading. It includes a note about recording information for each student and a link to the 'Training @1 NAEP 2019 inclusion policy'. Below this is a table with columns: 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, and NAEP accommodations. The table contains three rows of student data. At the bottom are buttons for Back to Beginning, Back, All Information is Correct (highlighted in green), Continue, and Exit.

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"/>	D50801/21	Yes, IEP	Reading - Tablet					
<input checked="" type="checkbox"/>	D50801/39	Yes, IEP	Math - Tablet					
<input checked="" type="checkbox"/>	D50801/44	Yes, IEP	Math - Tablet					

## 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 'Print Summary Report' section of the MyNAEP For Schools interface. The left sidebar includes a 'Live Chat' button and a navigation menu with the following items: Home, Provide School Information, Submit Student List, Prepare for Assessment (selected), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The main content area has a 'Full Screen Mode' button and a 'Print Summary Report' heading. It includes a note about printing a record of student information and keeping it in the 'NAEP Storage Envelope'. Below this is a 'Print Summary Report' button and buttons for Back to Beginning, Back, Submit (highlighted in blue), and Exit.

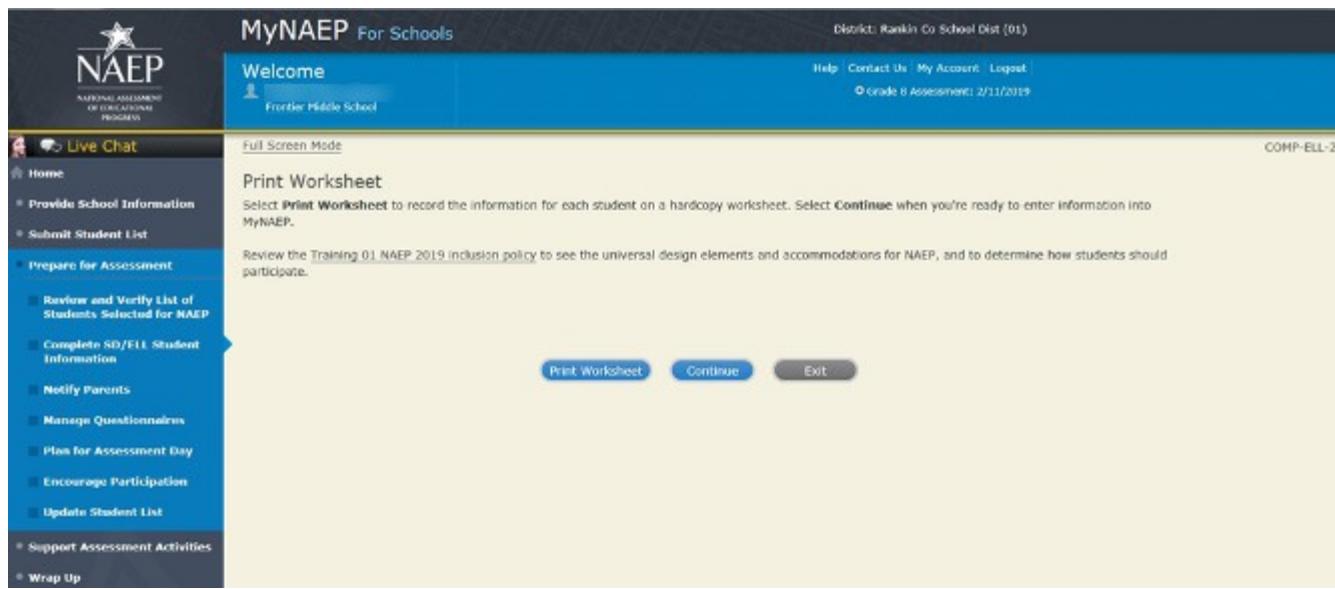
## Provide Information for ELL Only

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



The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", the district name "District: Franklin Co School Dist (01)", and links for "Help", "Contact Us", "My Account", and "Logout". The date "0 Grade 8 Assessment: 2/11/2019" is also displayed. The main content area is titled "Print Worksheet" and contains instructions: "Select Print Worksheet to record the information for each student on a hardcopy worksheet. Select Continue when you're ready to enter information into MyNAEP." Below this, a link to the "Training 01 NAEP 2019 inclusion policy" is provided. At the bottom of the page are three buttons: "Print Worksheet" (highlighted in blue), "Continue", and "Exit". The left sidebar contains a navigation menu with the following items: "Live Chat", "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment" (which is expanded to show "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 "Print Worksheet" item in the main content area is also highlighted in blue, indicating it is the current step.

## ELL Details-COMP-ELL-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 \(see Appendix D1-6\)](#) 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 left sidebar contains a navigation menu with items 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 'ELL Details' and contains instructions for recording student information. A table lists student details, and a note at the bottom says 'All columns can be sorted by selecting the column header.' At the bottom, there are buttons for Back to Beginning, Back, All Information is Correct, Continue, and Exit. The page is identified as 'COMP-ELL-3'.

Edit	Student name	Session/Unit	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"/>	DS0001/42	Yes, ELL	Math - Tablet									

## 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 left sidebar has a 'Submit Student List' button highlighted. The main content area is titled 'How Students Should Participate' with a sub-instruction: 'For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Training on NAEP 2019 inclusion policy](#) prior to completing.' Below this is a list of questions and a note: 'All columns can be sorted by selecting the column header.' A table lists student information: DS0801/42, Yes, ELL, Math - Tablet. At the bottom are buttons: 'Back to Beginning', 'Back', 'All Information is Correct' (highlighted in green), 'Continue', and 'Exit'.

## Print Summary Report-COMP-ELL-6

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

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", "Welcome", "Frontier Middle School", "District: Franklin Co School Dist (01)", "Help", "Contact Us", "My Account", "Logout", and "Grade 6 Assessment: 2/11/2019". A sidebar on the left contains a "Live Chat" button and a list of tasks: "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment" (which is expanded to show "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"), "Support Assessment Activities", and "Wrap Up". 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." Below this, it says "Select **Submit** when you are finished with this section." At the bottom of the content area are buttons for "Print Summary Report", "Back to Beginning", "Back", "Submit", and "Exit". The page is identified as "COMP-ELL-6".

## Print Reports

Print Reports-COMP-REP-1

### Before entering student data in the system

Print the worksheets to record student information.

### After entering student data in the system

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', the district information 'District: Rankin Co School Dist (01)', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and the date 'Grade 8 Assessment: 2/11/2019'. The left sidebar has a 'Live Chat' button and a list of navigation links: 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 Reports'. It contains two sections: 'Before entering student data in the system' (with a link to 'Print the worksheets to record student information.') and 'After entering student data in the system' (with a link to '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.'). Below these sections are three buttons: 'Print Worksheet for SD Only', 'Print Worksheet for ELL Only', and 'Print Worksheet for Both SD and ELL'. Further down are three more buttons: 'Print SD Only Summary Report', 'Print ELL Only Summary Report', and 'Print Both SD and ELL Summary Report'. At the bottom are 'Print Exclusion Report', 'Exit', and 'Submit' buttons. The page is identified with the code 'COMP-REP-1' in the top right corner.

## 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?	At what grade level does this student perform in the NAEP subject?	For each item listed below, how would you characterize this student's English proficiency?
Alejo, Faith	D50801/03	Yes, ELL Yes, IEP	Math - Tablet		<ul style="list-style-type: none"> <li>Does not receive academic instruction primarily in English</li> <li>Less than 1 year</li> <li>1 to 2 years</li> <li>2 to 3 years</li> <li>3 years or more</li> <li>Don't know</li> </ul>	<ul style="list-style-type: none"> <li>At or above grade level</li> <li>One year below grade level</li> <li>Two or more years below grade level</li> <li>Not receiving instruction in this subject</li> <li>Don't know</li> </ul>	<ul style="list-style-type: none"> <li>No proficiency</li> <li>ELL beginning</li> <li>ELL intermediate</li> <li>ELL advanced</li> <li>Don't know</li> </ul>

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).	What is the degree of this student's disability(ies)?
Alejo, Faith	D50801/03	Yes, ELL Yes, IEP	Math - Tablet	<ul style="list-style-type: none"> <li>Specific learning disability</li> <li>Hearing impairment/deafness</li> <li>Speech or language impairment</li> <li>Intellectual disability</li> <li>Emotional disturbance</li> <li>Orthopedic impairment</li> <li>Traumatic brain injury</li> <li>Autism</li> <li>Development delay (age 9 or younger)</li> <li>Visual impairment/blindness</li> <li>Other health impairment (specify)</li> </ul>	<ul style="list-style-type: none"> <li>Profound/severe</li> <li>Moderate</li> <li>Mild</li> <li>Don't know</li> </ul>

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"> <li>One academic year or more</li> <li>Less than one academic year</li> </ul>	How is student assessed on state or classroom assessments in the NAEP subject? <ul style="list-style-type: none"> <li>Without accommodations</li> <li>With accommodations</li> </ul>	How should the student be assessed on NAEP subject? <ul style="list-style-type: none"> <li>Without accommodations</li> <li>With accommodations</li> <li>Do not test</li> </ul>	What Universal Design elements and/or accommodations does the student need to access NAEP?
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
Student Name	Session/ Line #	SD Classification	NAEP Subject	<p>Record the student's disability(ies).</p> <ul style="list-style-type: none"><li>•Specific learning disability</li><li>•Hearing impairment/deafness</li><li>•Speech or language impairment</li><li>•Intellectual disability</li><li>•Emotional disturbance</li><li>•Orthopedic impairment</li><li>•Traumatic brain injury</li><li>•Autism</li><li>•Development delay (age 9 or younger)</li><li>•Visual impairment/blindness</li><li>•Other health impairment (specify)</li></ul>	<p>What is the degree of this student's disability(ies)?</p> <ul style="list-style-type: none"><li>•Profound/Severe</li><li>•Moderate</li><li>•Mild</li><li>•Don't know</li></ul>	<p>At what grade level does this student perform in the NAEP subject?</p> <ul style="list-style-type: none"><li>•At or above grade level</li><li>•One year below grade level</li><li>•Two or more years below grade level</li><li>•Not receiving instruction in this subject</li><li>•Don't know</li></ul>
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
Student Name	Session/ Line #	SD Classification	NAEP Subject	<p>Record the student's disability(ies).</p> <ul style="list-style-type: none"><li>•Specific learning disability</li><li>•Hearing impairment/deafness</li><li>•Speech or language impairment</li><li>•Intellectual disability</li><li>•Emotional disturbance</li><li>•Orthopedic impairment</li><li>•Traumatic brain injury</li><li>•Autism</li><li>•Development delay (age 9 or younger)</li><li>•Visual impairment/blindness</li><li>•Other health impairment (specify)</li></ul>	<p>What is the degree of this student's disability(ies)?</p> <ul style="list-style-type: none"><li>•Profound/Severe</li><li>•Moderate</li><li>•Mild</li><li>•Don't know</li></ul>	<p>At what grade level does this student perform in the NAEP subject?</p> <ul style="list-style-type: none"><li>•At or above grade level</li><li>•One year below grade level</li><li>•Two or more years below grade level</li><li>•Not receiving instruction in this subject</li><li>•Don't know</li></ul>
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				
						<p>H</p> <p>For each item listed below, how would you characterize this student's English proficiency?</p> <ul style="list-style-type: none"> <li>*No proficiency</li> <li>*ELL beginning</li> <li>*ELL intermediate</li> <li>*ELL advanced</li> <li>*Don't know</li> </ul>				
Student Name	Session/ Line #	ELL Classification	NAEP Subject	What is the student's primary language?	<p>Including this year, how long has this student been receiving academic instruction primarily in English?</p> <ul style="list-style-type: none"> <li>*Does not receive academic instruction primarily in English</li> <li>*Less than 1 year</li> <li>*1 to 2 years</li> <li>*2 to 3 years</li> <li>*3 years or more</li> <li>*Don't know</li> </ul>	<p>At what grade level does this student perform in the NAEP subject?</p> <ul style="list-style-type: none"> <li>*At or above grade level</li> <li>*One year below grade level</li> <li>*Two or more years below grade level</li> <li>*Not receiving instruction in this subject</li> <li>*Don't know</li> </ul>	<p>Listening comprehension in English</p>	<p>Reading English</p>	<p>Speaking English</p>	<p>Writing English</p>
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
Student Name	Session/ Line #	ELL Classification	NAEP Subject	<p>How long has the student been enrolled in U.S. schools?</p> <ul style="list-style-type: none"> <li>*One academic year or more</li> <li>*Less than one academic year</li> </ul>	<p>How should student be assessed on NAEP?</p> <ul style="list-style-type: none"> <li>*Without accommodations</li> <li>*With accommodations</li> <li>*Do not test</li> </ul>	<p>What Universal Design elements and/or accommodations does the student need to access NAEP?</p>
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 shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', 'Welcome', 'Frontier Middle School', 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. A sidebar on the left lists various tasks: '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 displays the following text:  
**Do not proceed with this task until the Preassessment Review Call**  
The Submit button will be greyed out until you have **green** checkmarks for all of 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.  
At the bottom of the content area are two buttons: 'Submit' (greyed out) and 'Exit'.

# 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).<sup>1</sup>

Prepare for Assessment

Notify Parents

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

Complete the following:

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

Additional Resources

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is highlighted in blue), 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents' (which is also highlighted in blue), 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The top right corner shows 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and the date '© Grade 8 Assessment: 2/11/2019'. The main content area has a blue header 'Notify Parents' with the sub-instruction 'All parents and guardians of selected students must be notified in writing before NAEP can conduct the assessment.' Below this is a section titled 'Complete the following:' with four items: 'Watch Notify Parents Tutorial (3:46)', 'Download Parent/Guardian Notification Template', 'Upload Letter', and 'Verify Parent/Guardian Notification'. At the bottom is a 'Additional Resources' section with the same four links as the 'Complete the following:' list.

## Download Parent/Guardian Notification Template

<sup>1</sup> Please note that parents/legal guardians are required to receive notification of student participation but NAEP does not require explicit parental consent (*by law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment*).

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

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

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

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 shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. A sidebar on the left lists various administrative tasks: '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 contains a sub-section titled 'Parent/Guardian Notification Letter (National 4&8) - (26 KB, DOCX)'. It also includes a list of suggestions for notifying parents and a note about download troubleshooting. At the bottom are 'Submit' and 'Exit' buttons. The page is identified by the code 'PAR-TMP-1' in the top right corner.

## 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 'Upload Letter' page of the MyNAEP For Schools system. The page is titled 'Upload Letter' and contains two main sections: a text input for distributing the letter and a file upload section for the letter itself. A checkbox for 'SC chose to provide hard copy parent letter' is also present. The left sidebar lists various administrative tasks, and the top navigation bar shows the district as 'Rankin Co School Dist (01)' and the grade as 'Grade 8 Assessment: 2/11/2019'.

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help | Contact Us | My Account | Logout

Grade 8 Assessment: 2/11/2019

PAR-UPLD-1

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

Upload Letter

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.

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/mailed 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

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

Full Screen Mode

PAR-VER-1

### Verify Parent/Guardian Notification

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/mailed 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.

Save All Information is Correct Submit 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/2xiQOjX>)
- [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 interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date 'Grade 8 Assessment: 2/11/2019' is also displayed. The main content area is titled 'Manage Questionnaires' and contains the following text and lists:

Prepare for Assessment

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 \(4:03\)](#)
- [Identify Questionnaire Respondents](#)
- [Send Welcome Emails and Questionnaires](#)
- [Monitor Questionnaire Completion and Send Reminder Emails](#)
- [Print Reports](#)

Additional Resources

- [Measure Up News for the School Community](#)
- [Facts for Teachers](#)

## 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

The screenshot shows the 'MyNAEP For Schools' interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar has a 'Live Chat' button and a list of tasks: 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (selected), 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Identify Questionnaire Respondents'. It contains a checkbox for 'Check this box if all your teachers use the same email domain.', a text input for 'What email domain do they use? @', and a 'Save' button. Below this, instructions for adding teachers are provided. At the bottom, there is a table for entering teacher information with columns for 'First Name', 'Last Name', 'Email', and 'Subject', and buttons for 'Edit', 'Delete', 'Add Teacher', 'Save and Continue', and 'Exit'. The page is identified by the code 'QX-RES-1' in the top right corner.

## 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 'Send Welcome Emails and Questionnaires' page in the MyNAEP For Schools system. The page title is 'Send Welcome Emails and Questionnaires' and the sub-section is 'Send Welcome Emails'. A message at the top of the page reads: '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.' Below this message is a table with the following data:

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

At the bottom of the page, there is a 'PRINT Welcome Email Reminder' button and a 'Not sure if everyone received the welcome email?' section with a list of troubleshooting steps. The sidebar on the left contains a 'Live Chat' button and a list of navigation links including '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 page also includes a 'District: Kankakee Co School Dist (01)', 'Help | Contact Us | My Account | Logout', and a '0 Grade 8 Assessment: 2/11/2019' status bar.

# 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 NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 3/11/2019'. The main content area has a 'Full Screen Mode' button and a title 'Monitor Questionnaire Completion and Send Reminder Emails'. Below the title is a list of 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.

Below the instructions is a table with the following data:

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

At the bottom of the page are buttons for 'Print Hard Copy Reminder', 'Add Teacher', and 'Exit'. A note at the bottom states: "The green check mark will only appear if the questionnaire status is Complete, Hard Copy, Refused, or No longer at school."

# 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 interface. On the left is a vertical sidebar with a dark blue background and white text. It includes a 'Live Chat' button, a 'Home' button, and a list of tasks: 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is expanded to show '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'), 'Support Assessment Activities', and 'Wrap Up'. The main content area has a light blue header with the text 'Welcome' and 'Frontier Middle School'. The header also includes links for 'Help', 'Contact Us', 'My Account', 'Logout', and the date '© Grade 8 Assessment: 2/11/2019'. Below the header, the page title is 'Plan for Assessment Day'. A sub-section titled 'Prepare for Assessment' 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.' A note below this states: '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 box titled 'Complete the following:' lists three tasks: 'Watch Plan for Assessment Day Tutorial (4:39)', 'Record Assessment Details', and 'Provide NAEP Team Instructions'. At the bottom, a section titled 'Additional Resources' includes a link to 'Suggested Testing Room Layouts'.

## 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"/>	<input type="button"/> : <input type="button"/> <input type="button"/>
DA1201-B	2/15/2019	21	<input type="text"/>	<input type="button"/> : <input type="button"/> <input type="button"/>

#### Paper Sessions

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

#### 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.

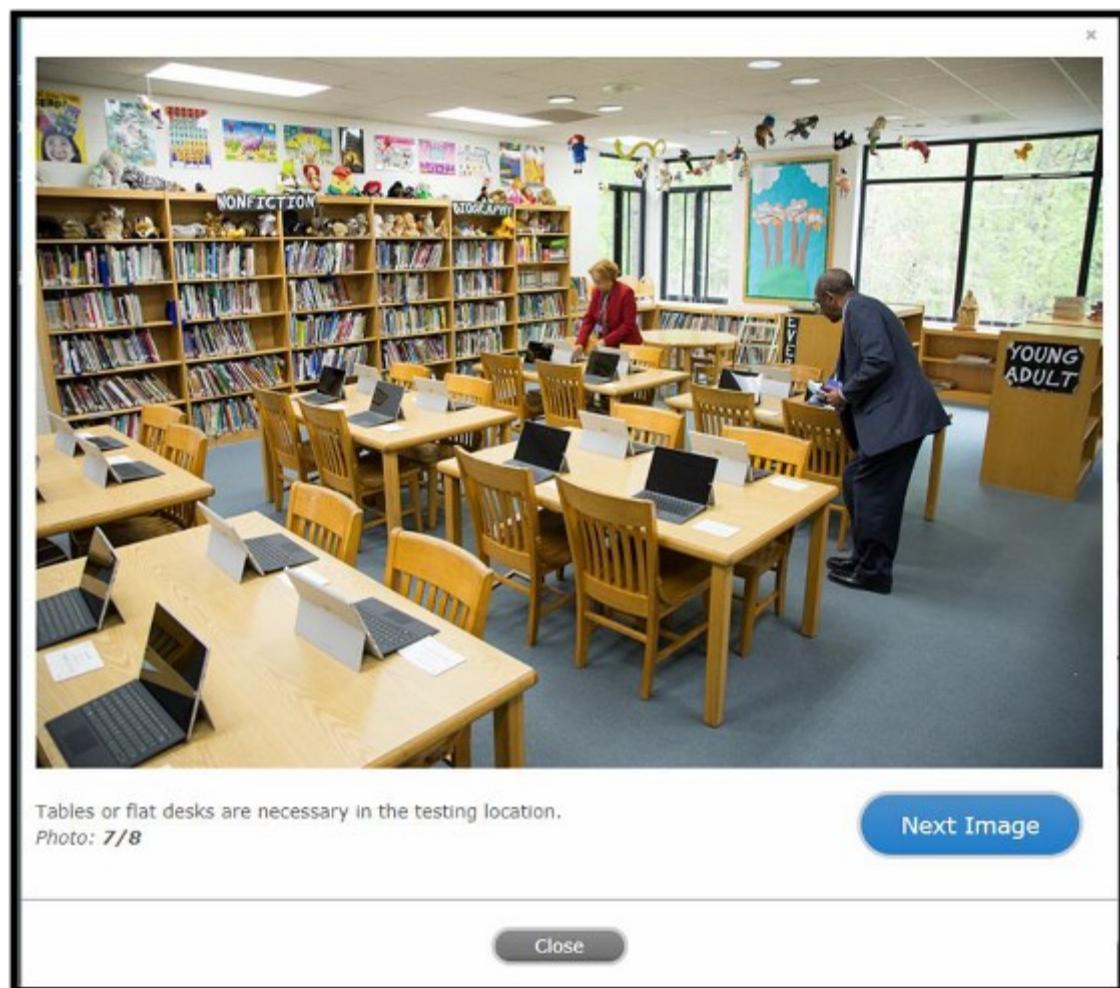
Testing Locations

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

District: Rankin Co School Dist (01)

Welcome

Frontier Middle School

Help Contact Us My Account Logout

© Grade 8 Assessment: 2/11/2019

PUN-DET-1

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

Record Assessment Details

Students will take NAEP on tablets.

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

Testing Location

Select a location that...

- has enough seats and adequate space for all students
- is 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 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.
- Sessions will last about 120 minutes.
- **Allow 45 minutes between sessions** for equipment refresh.

Enter the time that grade 8 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
D80001-A	2/11/2019	25		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
D80001-B	2/11/2019	25		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
D80002-A	2/11/2019	25		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
D80002-B	2/11/2019	25		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
D80003-A	2/11/2019	25		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
D80003-B	2/11/2019	25		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Save All Information is Correct Continue Exit

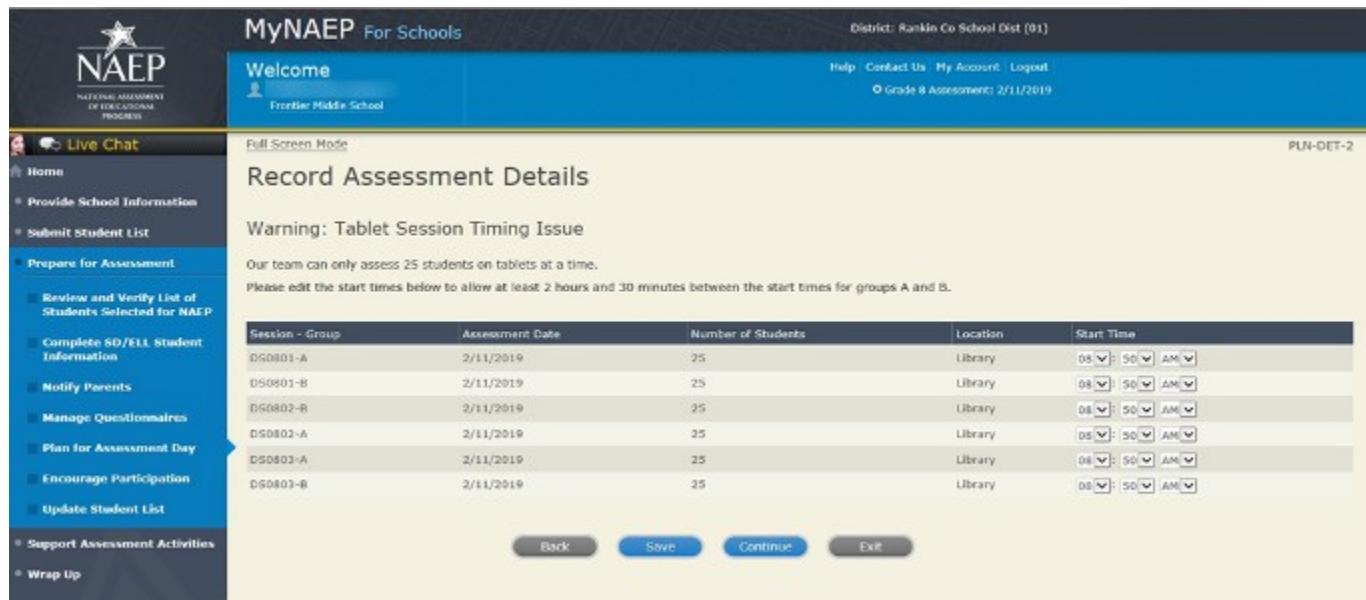
## Record Assessment Details-PLN-DET-2

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



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

## 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

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

9 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

Record Assessment Details

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

Combined Sessions	Assessment Date	Number of Students	Location	Start Time
Tablet Sessions DS0801-A, DS0802-B, DS0802-A, DS0803-A, DS0803-B	2/11/2019	125	Library	8:50 am

Back to Beginning Back Continue Exit

rd 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

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

9 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

Record Assessment Details

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-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)

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.

Plan for Assessment Day  
Encourage Participation  
Update Student List

Group 030802-01: 25 students(s)  
Group 030803-01: 25 students(s)  
Group 030803-01: 25 students(s)

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

Session/Line#	Last Name	First Name	Assessment Date	Start Time	Location	Extended Time	Group
030801/01			2/11/2019	8:30 am	Library		A
030801/02			2/11/2019	8:30 am	Library		A
030801/03			2/11/2019	8:30 am	Library		A
030801/04			2/11/2019	8:30 am	Library		A
030801/05			2/11/2019	8:30 am	Library		A
030801/06			2/11/2019	8:30 am	Library		A
030801/07			2/11/2019	8:30 am	Library		A
030801/08			2/11/2019	8:30 am	Library		A
030801/09			2/11/2019	8:30 am	Library		A
030801/10			2/11/2019	8:30 am	Library		A
...							

Back to Beginning   Back   Next   **All Information is Correct**   Submit   Exit

protocols.

3. 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)?
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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEF logo, the title 'MyNAEP For Schools', a 'Welcome' message, and a 'District: Rankin Co School Dist (01)' dropdown. It also features links for 'Help', 'Contact Us', 'My Account', 'Logout', and '© Grade 6 Assessment: 2/11/2019'. A 'PLN-TEAM-1' identifier is in the top right. The left sidebar has a 'Live Chat' button and a vertical list of tasks: 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is expanded to show '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'), 'Support Assessment Activities' (which is expanded to show 'Wrap Up'), and 'Wrap Up'. The main content area is titled 'Provide NAEP Team Instructions' and is under the heading 'Before the Assessment'. It contains 8 numbered questions with text input fields for answers. Question 8 is a checkbox section, and question 9 is another checkbox section. At the bottom are buttons for 'Save', 'All Information is Correct', 'Continue', and 'Exit'.

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 sampled students. Does your school have a suitable testing location on the first floor? If not, is there an available elevator that we can use when we arrive 60-90 minutes before testing is scheduled to begin (usually early morning)?

4. Where is the best place for the team to unload the equipment for testing that is closest to the testing location?

5. Before the assessment, your NAEP representative will need to briefly meet with you. Where will you be?

6. How and by what time does your school announce closings or delays?

7. The NAEP team wants to be sensitive to any special needs your students may have. Have there been any traumatic events with the students, the school, or the community during the last year?

8. Students respond more positively when they know that the school administration supports NAEP. Can the principal or other school staff member take a moment during the daily announcements or before the assessment to introduce NAEP, reinforce its importance, and ask students to do their best?

Yes

No

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

I'll print the cards myself

Please mail the cards to me

I won't be using them

Save All Information is Correct Continue Exit

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

MyNAEP For Schools

Welcome

Frontier Middle School

District: Franklin Co School Dist (01)

Help Contact Us My Account Logout

© Grade 8 Assessment: 2/16/2019

PLN-TEAM-2

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

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 schools year.)**

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEPEP logo, the title 'MyNAEP For Schools', a 'Welcome' message, and a 'District: Rankin Co School Dist (81)', along with links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date '03/03/2019' is also displayed. On the left, a vertical sidebar lists various tasks: 'Live Chat', 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is selected), 'Complete SID/ULL 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 'Provide NAEP Team Instructions' and is sub-titled 'After the Assessment'. It contains five numbered questions with input fields for answers. Question 1 asks about distributing certificates of community service. Question 2 asks about dismissal options for students taking paper or tablet assessments. Question 3 asks about dismissing students who receive extended time. Question 4 asks about where to send students after the assessment. Question 5 asks about the location for the NAEP representative to meet. At the bottom are buttons for 'Back to Beginning', 'Back', 'Save' (highlighted in green), 'All Information is Correct' (highlighted in green), 'Submit', and 'Exit'.

Provide NAEP Team Instructions

After the Assessment

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

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

The NAEP team should give the certificates to me.

We will not be offering certificates of community service to students.

2. Students taking the paper assessment must be dismissed all together at the end of 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)

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 NAEPEP representative will need to briefly meet with you and access the red NAEPEP storage envelope. Where will you be?

Back to Beginning   Back   Save   All Information is Correct   Submit   Exit

# Encourage Participation

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

Prepare for Assessment

Encourage Participation

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

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

Complete the following:

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

Additional Resources

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar has a 'Live Chat' button and a list of navigation items: Home, Provide School Information, Submit Student List, Prepare for Assessment (selected), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Plan for Assessment Day, Encourage Participation (selected), Update Student List, Support Assessment Activities, and Wrap Up. The main content area is titled 'Encourage Participation'. It contains text about the importance of participation and a list of resources to encourage students. A 'Complete the following:' section lists three items: Watch Encourage Participation Tutorial (2:06), Review Resources, and Select Strategies to Encourage Participation. At the bottom, there is a 'Additional Resources' section with links to Measure Up News for the School Community and Digitally-based Assessments.

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 interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar has a 'Live Chat' button and a list of tasks under 'Review Resources': 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (with sub-options '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'), 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Review Resources' and contains the text: 'Explore the resources below to promote NAEP in your school. Schools that implement these strategies have higher student participation.' followed by the same list of strategies as the previous section. At the bottom are 'Exit' and 'Submit' buttons. The page is identified as '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 interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and a 'Welcome' message for 'Frontier Middle School'. The top right corner shows 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The main content area is titled 'Notify Students About NAEP'. It contains a sub-headline: '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 are three links:

- [Sample Morning Announcements - Grade 8](#)
- [Sample Student Notification Letter - Grade 8](#)
- [Social Media Posts - Grade 8- \(55 KB, DOCX\)](#)

A 'Logout' button is located at the bottom right of the main content area. The left sidebar contains a vertical navigation menu with the following items:

- 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

## 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_pUdSlFg) ([https://youtu.be/zR1\\_pUdSlFg](https://youtu.be/zR1_pUdSlFg))
- [Introducing NAEP to Students \(4:36\)](https://youtu.be/8drjkhe0iQU) (<https://youtu.be/8drjkhe0iQU>)
- [What Every Parent Should Know About NAEP \(4:51\)](https://youtu.be/RurH739zdN0) (<https://youtu.be/RurH739zdN0>)

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', the district name 'District: Rankin Co School Dist (01)', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date 'Grade 8 Assessment: 2/11/2019' is also displayed. The left sidebar, titled 'Live Chat' and 'Home', lists various tasks: 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (which is currently selected), 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation' (which is highlighted in blue), 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Videos' and contains a sub-section titled 'Videos'. It describes the purpose of the videos and provides three links to specific videos: 'Introducing NAEP to Teachers (4:27)', 'Introducing NAEP to Students (4:36)', and 'What Every Parent Should Know About NAEP (4:51)'. A 'Logout' button is located in the bottom right corner of the main content area.

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](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' interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The main content area is titled 'NAEP Online' and contains the following sections:

- Nation's Report Card: Digitally Based Assessments**: Describes the use of new technologies to assess students in a digital environment. It includes a link to the [brief interactive tutorial](https://enaep-public.naepims.org/2018/Tutorial_Intro_Webpage/index.html).
- Nation's Report Card: Student's page**: Describes how students can test themselves and answer real assessment questions for different subject areas.
- Nation's Report Card: Educator's page**: Describes how teachers can create their own tests using NAEP assessment items and explore NAEP results.
- Nation's Report Card: Parent's page**: Describes how parents can review what participation in NAEP means for their child and how results from assessments are used.

The left sidebar lists various tasks under 'Provide School Information', including '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 'Encourage Participation' task is highlighted with a yellow background.

## Thank Students for Their Participation

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

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

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. On the left is a vertical sidebar with a dark blue header containing the NAEP logo and a 'Live Chat' button. Below the header, the sidebar lists several tasks: '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 has a light blue header with the text 'MyNAEP For Schools', 'Welcome', 'Frontier Middle School', 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. Below the header, the page title 'Thank Students for Their Participation' is displayed in bold. A sub-section follows with the text: '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:' followed by the same list of incentives as the text above. At the bottom of the main content area is a small 'Exit' button.

Encourage Participation

## 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 shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The main content area is titled 'Select Strategies to Encourage Participation' and includes a 'Strategies' section with a list of options for encouraging participation. The left sidebar contains a navigation menu with items 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' (which is highlighted in blue), 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. At the bottom of the page are buttons for 'Save', 'All Information is Correct', 'Submit', and 'Exit'.

# 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 shows the 'Update Student List' page of the MyNAEP For Schools website. The page has a blue header with the NAEP logo and the text 'MyNAEP For Schools', 'Welcome', 'Frontier Middle School', 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The main content area has a white background. It starts with 'Prepare for Assessment' and 'Update Student List'. Below that is a note: '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.' It then says: 'In this section you will upload a list of all currently enrolled grade 8 students. The updated list should reflect January 2019 enrollment.' Below that is a note: 'After you submit the current list, you will receive email notifications when you need to complete additional steps.' A blue box contains the text 'Complete the following:' followed by a list of four items: 'Watch Update Student List Tutorial (3:40)', 'Give Access for Student Data Specialist (optional)', 'Designate Method', and 'Submit Current List'. At the bottom, a grey box contains the text 'Additional Resources' with a single item: 'Student List Requirements and Instructions'.

## Update Student List

### Give Access for Student Data Specialist

INES-SPE 1-1

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

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

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

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

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The date 'Grade 8 Assessment: 2/11/2019' is also displayed. The main content area is titled 'Give Access for Student Data Specialist'. It contains instructions for creating a roster and a table for entering student information. The table has columns for First Name, Last Name, Email Address, Send Email, and Date. Buttons for 'Save', 'Submit', and 'Exit' are at the bottom.

MyNAEP For Schools

District: Raelin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

INES-SPE 1-1

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

Welcome

Frontier Middle School

Give Access for Student Data Specialist

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	Date
			<input type="button" value="Send Email"/>	

Save    Submit    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 shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar has a 'Live Chat' button and a navigation menu with sections: Home, Provide School Information, Submit Student List, Prepare for Assessment (with sub-options: 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 'Designate Method to Update Student List'. It contains a sub-instruction: '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 is a 'Review Options:' section with two bullet points: 'Submit Current List of Students Using Excel' and 'Add Newly Identified Students by Reviewing the Original List Submitted in the Fall'. Further down is a 'Select how you would like to identify newly enrolled students:' section with 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 are 'Exit' and 'Submit' buttons. The page is identified by the code '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 shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Live Chat' button, and links for 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. The left sidebar contains a 'Live Chat' button and a list of navigation links under 'Prepare for Assessment': 'Provide School Information', 'Submit Student List', '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 'USL-SUB-1'. It contains instructions: '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.' Below these instructions is a section titled 'To prepare your list:' with the same bullet points as the instructions above. At the bottom are 'Continue' and 'Exit' buttons.

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 shows the 'Submit Current List' page of the MyNAEP For Schools website. The page has a blue header with the NAEP logo and the text 'MyNAEP For Schools'. The sub-header 'Welcome' and 'Frontier Middle School' are visible. The top right corner shows 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. On the left, a sidebar menu lists various tasks: 'Live Chat', 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment' (with sub-options: '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 has a yellow header 'Submit Current List' and a sub-header 'Upload File'. It contains a numbered list of instructions: 1. Does your student data file contain column headers? (Yes ), 2. Date list is accurate as of: (input field with placeholder '(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., and 4. Select the **Upload** button. Below these are fields for 'File Name:' and 'Browse...', and buttons for 'Upload', 'Back', and 'Exit'.

## 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 'Submit Current List' page of the MyNAEP For Schools system. The page title is 'Submit Current List'. It asks, 'How is each **student name** formatted in your Excel file?' with two options: 'Split across **multiple** columns (regardless of order)' and 'Contained within a **single** column (regardless of order)'. For the multiple columns option, examples are shown in two tables:

First Name	Last Name
Rosa	Parks

or

First Name	Middle Name	Last Name
Rosa	Louise	Parks

For the single column option, examples are shown in two tables:

Name
Rosa Parks

or

Name
Rosa Louise Parks

The page also includes a sidebar with links like 'Live Chat', 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Notify Parents', 'Manage Questionnaires', 'Plan for Assessment Day', 'Encourage Participation', 'Update Student List', and 'Support Assessment Activities'. The top right corner shows 'District: Rankin Co School Dist (01)', 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'.

## 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

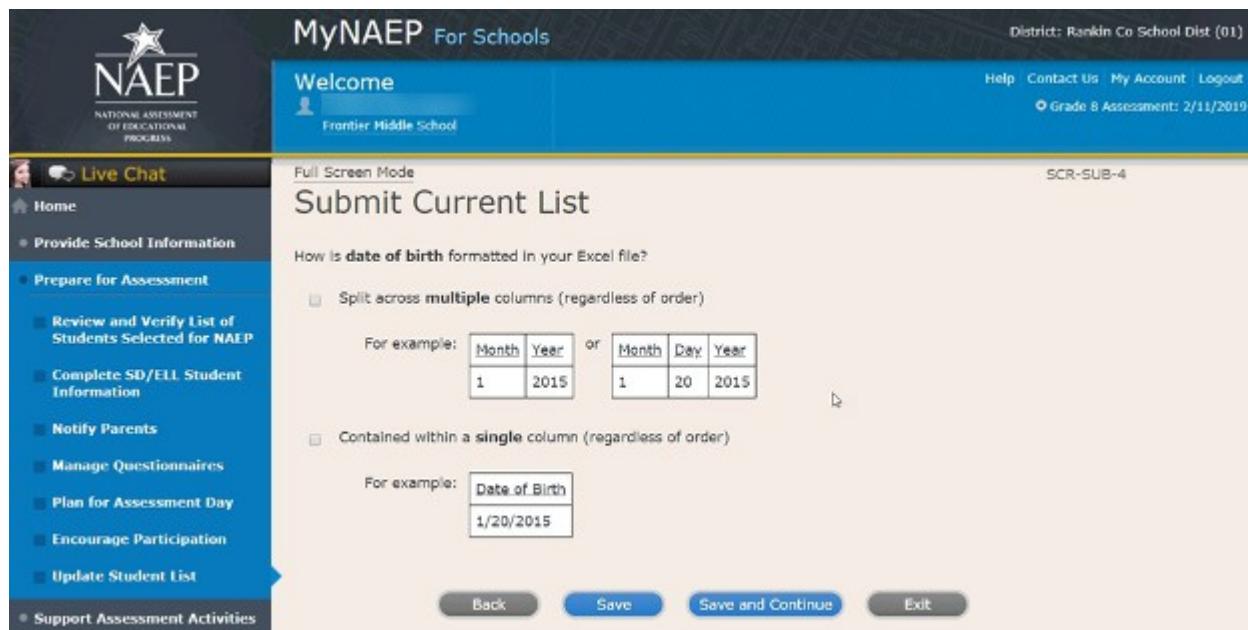
Contained within a **single** column (regardless of order)

For example:

Date of Birth

1/20/2015

## Screenshot



MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

Full Screen Mode

SCR-SUB-4

### Submit Current List

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

Back Save Save and Continue 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

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, a 'Welcome' message for 'Frontier Middle School', and a 'District: Rankin Co School Dist (01)' dropdown. On the right, there are links for 'Help', 'Contact Us', 'My Account', and 'Logout', with a radio button selected for 'Grade 8 Assessment: 2/11/2019'. The main content area is titled 'Submit Current List' and contains the question 'How is month of birth formatted in your Excel file?'. Two radio buttons are provided: one for 'As a number (1 or 01)' and another for 'As a word (January) or an abbreviation (Jan.)'. Below the question are four buttons: 'Back', 'Save', 'Save and Continue', and 'Exit'. On the left, a vertical sidebar lists navigation options: 'Live Chat', 'Home', 'Provide School Information', 'Prepare for Assessment' (which is expanded to show 'Review and Verify List of Students Selected for NAEP' and 'Complete SD/ELL Student Information'), and 'Complete SD/ELL Student Information'.

## 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

The screenshot shows the MyNAEP For Schools interface, identical to the previous one but with a different page title. The top navigation bar, sidebar, and main content area are the same, including the question 'How is year of birth formatted in your Excel file?' with the same two radio button options. The 'Save and Continue' button is highlighted in blue.

## 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

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

USL-SUB-5

Live Chat

Home

Provide School Information

Prepare for Assessment

Review and Verify List of Students Selected for NAEP

Complete SD/ELL Student Information

Notify Parents

Manage Questionnaires

Plan for Assessment Day

Encourage Participation

Update Student List

Support Assessment Activities

Wrap Up

Full Screen Mode

Submit Current List

Identify Your Columns

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.

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	

Back to Beginning Back Save Save and Continue Exit

Submit Current List

Final Review-USL-SUB-13

You're almost done!

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

### Screenshot

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

USL-SUB-13

Full Screen Mode

## Submit Current List

### Final Review

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**.

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

Start Over Back Submit Exit

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

MyNAEP For Schools

Welcome

District: Rankin Co School Dist (01)

Help Contact Us My Account Logout

Grade 8 Assessment: 2/11/2019

USL-SUB-14

Full Screen Mode

## Submit Current List

### Thank You

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.

Start Over Back Submit 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

The screenshot shows a web page with a light beige background. At the top, the title 'Support Assessment Activities' is displayed in a large, bold, black font. Below the title, there is a section with a light blue background containing the text: '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.' and '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.' Below this, a blue box contains the text 'Complete the following:' followed by three links: 'Print Student Appointment Cards', 'Print Teacher Notification Letter for distribution to teachers', and 'Print Listing of Sampled Students'. At the bottom, a grey box contains the heading 'Additional Resources' and a list of four links: 'Measure Up News for the School Community', 'Overview of NAEP for Private Schools', 'Private Schools and NAEP: A National Conversation (4:05)', and 'Facts for Teachers'.

# 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 interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', 'Welcome', 'Frontier Middle School', 'District: Rankin Co School Dist (01)', and links for 'Help', 'Contact Us', 'My Account', 'Logout', and 'Grade 8 Assessment: 2/11/2019'. On the left, a sidebar menu lists 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up', with 'Wrap Up' highlighted. The main content area is titled 'Wrap Up' and contains 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.'

**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](http://www.mynaep.com) to get started. If you have not yet registered for MyNAEP, refer to the School Coordinator Responsibilities: A Guide to MyNAEP brochure you received earlier this fall for instructions, or your NAEP representative can assist you.

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

If you need assistance before then, contact the NAEP help desk at

1-800-283-NAEP (6237) or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com).

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

December 4, 2017

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

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

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

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

#### **Complete SD/ELL Student Information**

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

- Review NAEP inclusion policy.

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

#### Notify Parents/Guardians

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

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

#### Manage Questionnaires

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

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

#### Plan for Assessment Day

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

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

#### Encourage Participation

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

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

#### January 2, 2018

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

#### Update Student List

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

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

#### 1 week before assessment

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

## Support Assessment Activities

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

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

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

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

## What Is NAEP?

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

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

## Brochure layout

**1 week before assessment**  
Approximately 1 week before your assessment, visit the [Support Assessment Activities section](#).

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

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- 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!  
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Find us on:   

**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.

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This publication was prepared for the National Assessment of Educational Progress by Westat under contract ED-05-03-C-0019 to the National Center for Education Statistics, U.S. Department of Education.

**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.mynaepl.com](http://www.mynaepl.com) to get started. If you have not yet registered for MyNAEP, refer to the *School Coordinator Responsibilities: A Guide to MyNAEP* brochure you received earlier this fall for instructions, or your NAEP representative can assist you.

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

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

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

 2018

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

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

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

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

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

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

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

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

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

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

- Review the student group assignments for testing and provide the start time(s) and testing locations.
- 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.

- Review 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 Assessments 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 group. NAEP will use this list to identify students who were not included on the original list of students submitted to NAEP in the fall.

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

## Digitally-based Assessments

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



The screenshot shows the NAEP website's main navigation bar with links for About, Assessments, Publications and Newsroom, Participating in NAEP?, Resources, Help, and a search bar. The main content area features a banner with the text "NAEP digitally based assessments in the classroom." and a photograph of laptops on a desk in a classroom. To the right is a sidebar titled "Related Information" with links to Explore Assessment Data, Assessment Frameworks, Assessment Process, Technical Documentation, Educator Resources, Try NAEP's Assessments, and Participating in NAEP?. The sidebar has a light gray background with a thin orange border.

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 schools.

## 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.

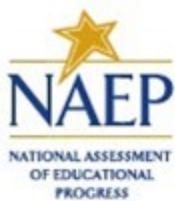
#### Accommodations

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.

## Brochure layout



## 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.

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

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

## Information Needed to Include SD/ELL Students

### Information Needed to Include Students with Disabilities

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

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

### Information Needed to Include English Language Learners

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

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

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

## Notify Parents

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

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



The screenshot shows the NAEP website's "Parents and Guardians" page. At the top, there are navigation links for About, Assessments, Publications and Newsroom, Participating in NAEP, Resources, Help, and a search bar. The main content area features a heading "The Nation's Report Card: It's More Than Just a Test" with a subtext about the unique nature of the assessment. Below this is a section titled "NAEP Sparks Change Across the Country" for Oregon, which discusses how state data informed a STEM education plan. On the right, a sidebar titled "Related Information" lists links to Overview of NAEP, How Schools and Students Are Selected, Inclusion of SD/ELL Students, How Assessments are Administered in Schools, Digitally Based Assessments, Experience an Assessment, Guide to Understanding Reports, Explore Assessment Data, and The Nation's Report Card.

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

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

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

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

### Sample Questions Booklets

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

## 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, socials 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](mailto: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](mailto: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

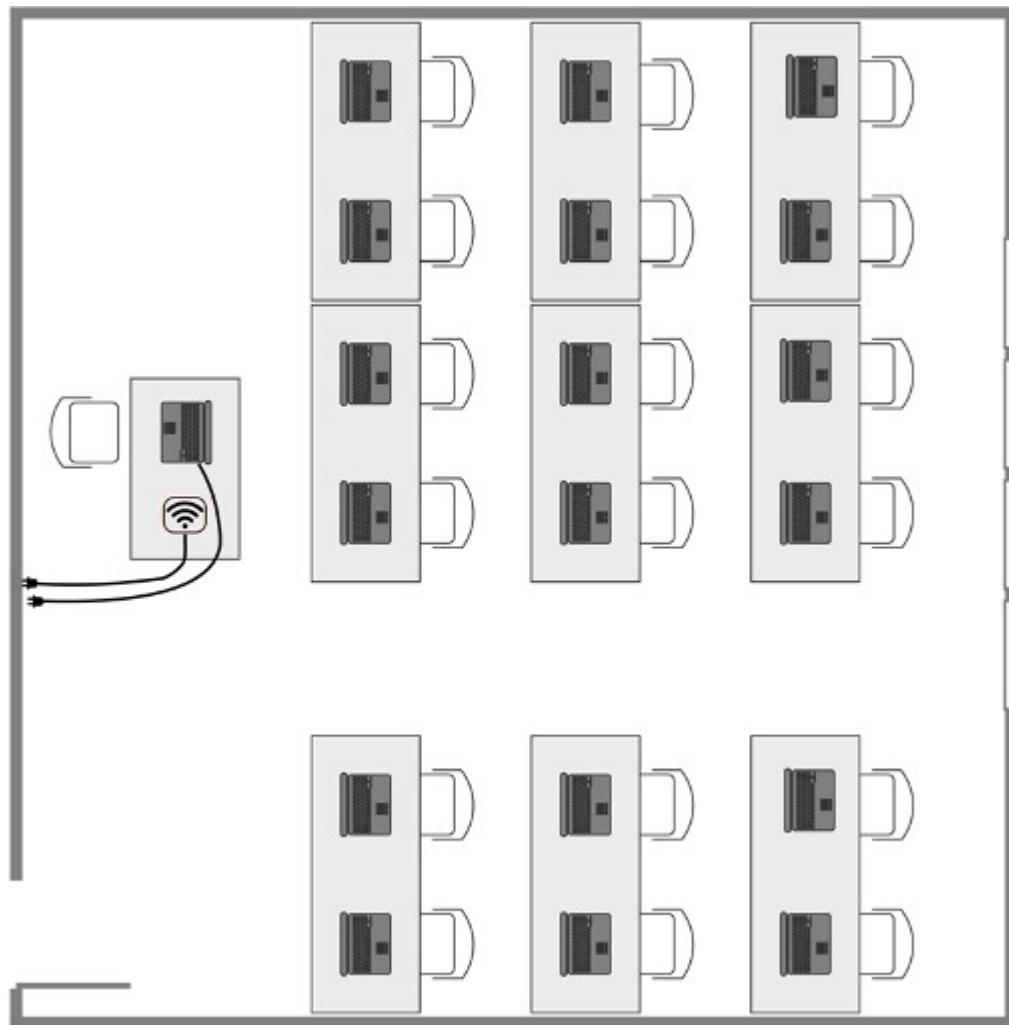
The following pages contain a series of diagrams that illustrate how NAEP staff may set up a room for tablet assessments. The diagrams encompass the following setups:

- 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.

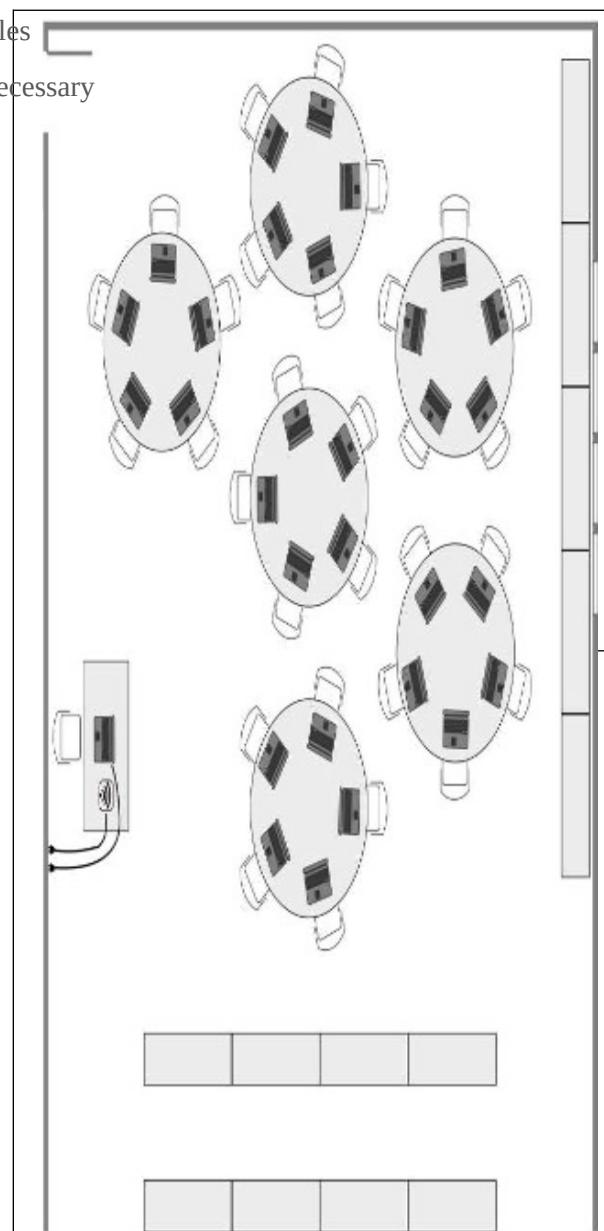
## Classroom Style

- 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



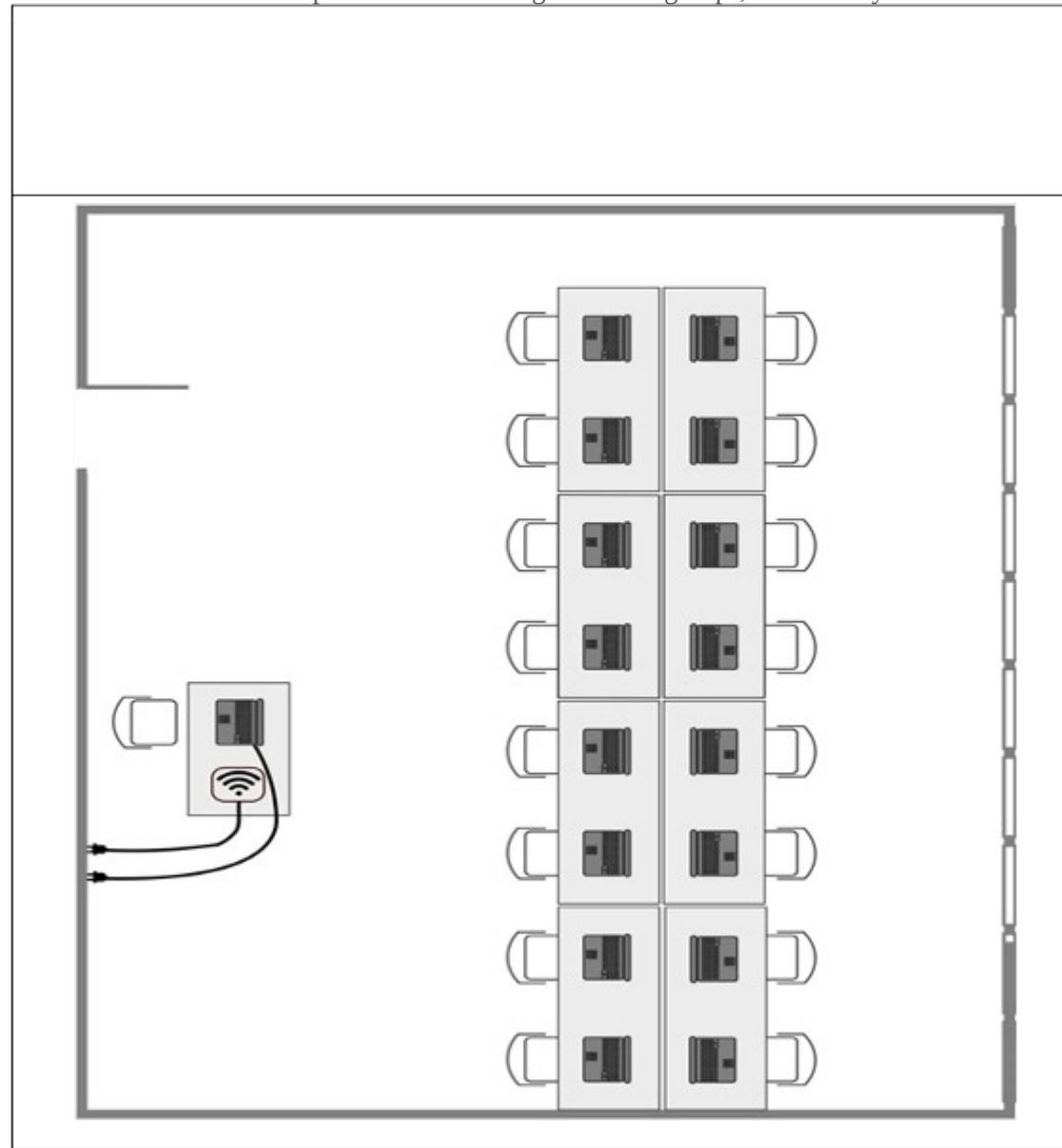
## Library or Media Center

- 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



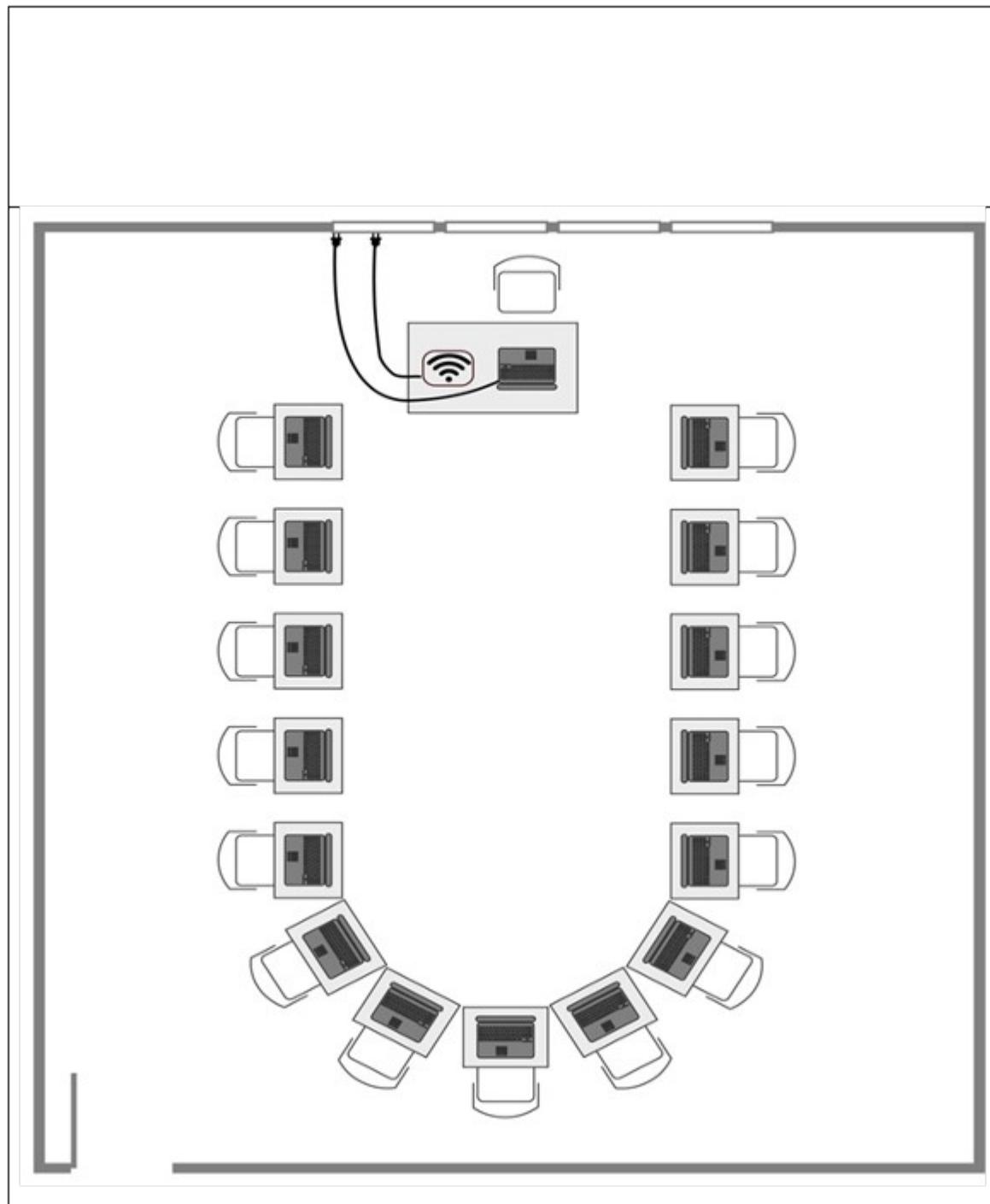
## Long Tables

- 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



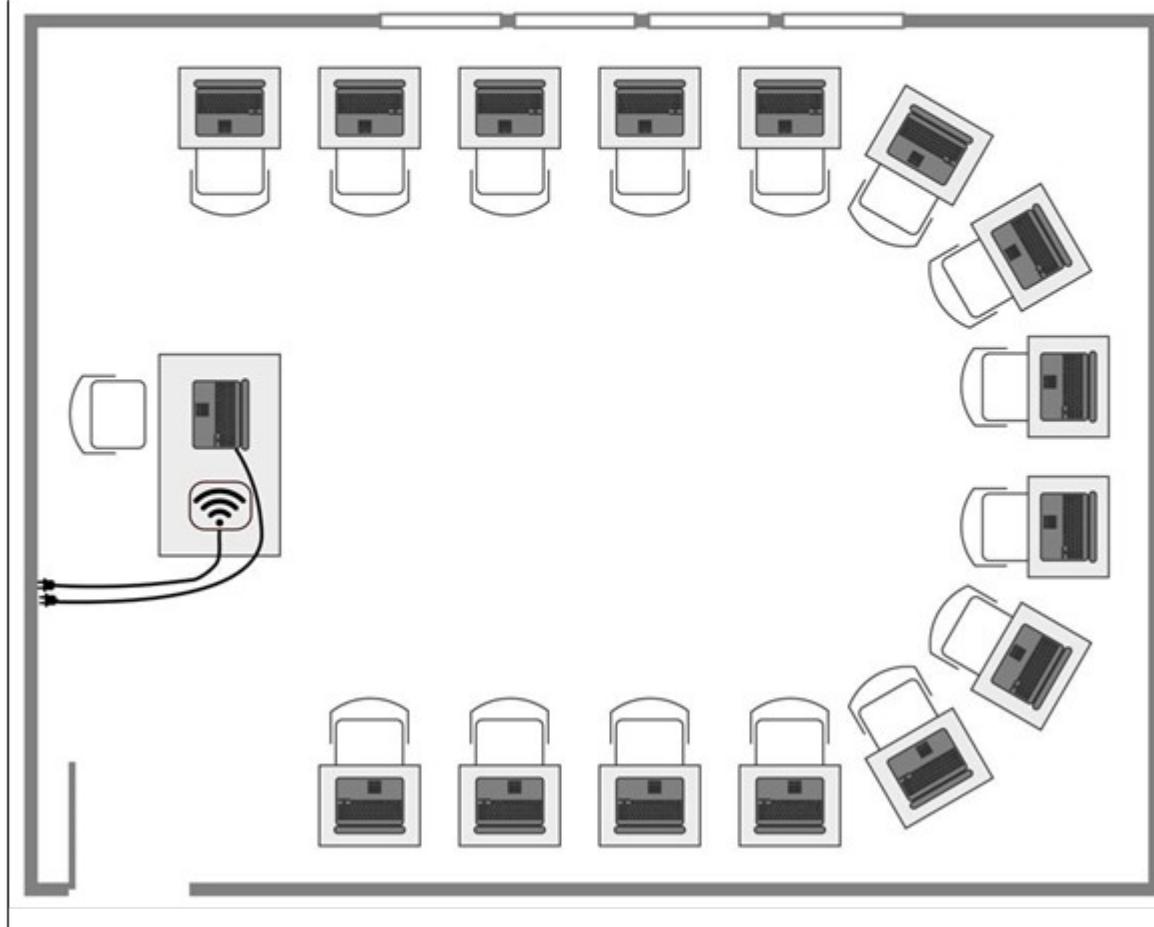
## U Shape with Tablets Facing Inward

- 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

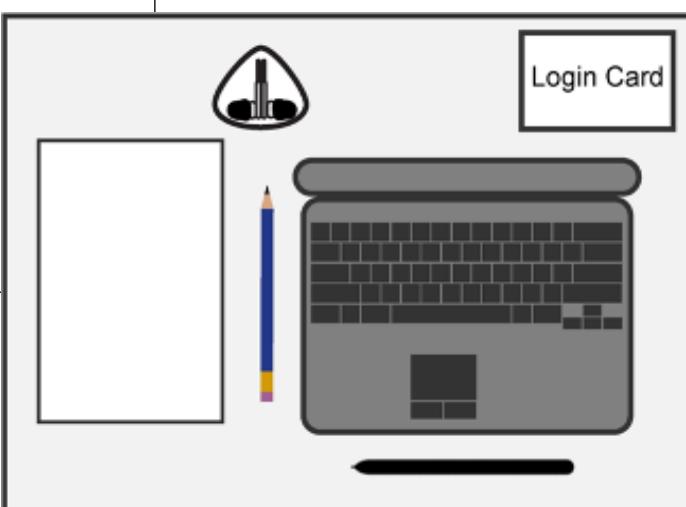
- eNAEP Network set up in a central location, typically the front of the classroom
- Cables taped down anywhere students or staff might walk
- Students monitored by walking around inside the U shape
- NAEP staff swap out tablets to charge between groups, if necessary



## Typical Student Workstation

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

Equipment	
Tablet	Earbuds
Stylus	
Other Materials	
Login Card	
NAEP pencil, when applicable	
Scratch paper, when applicable	



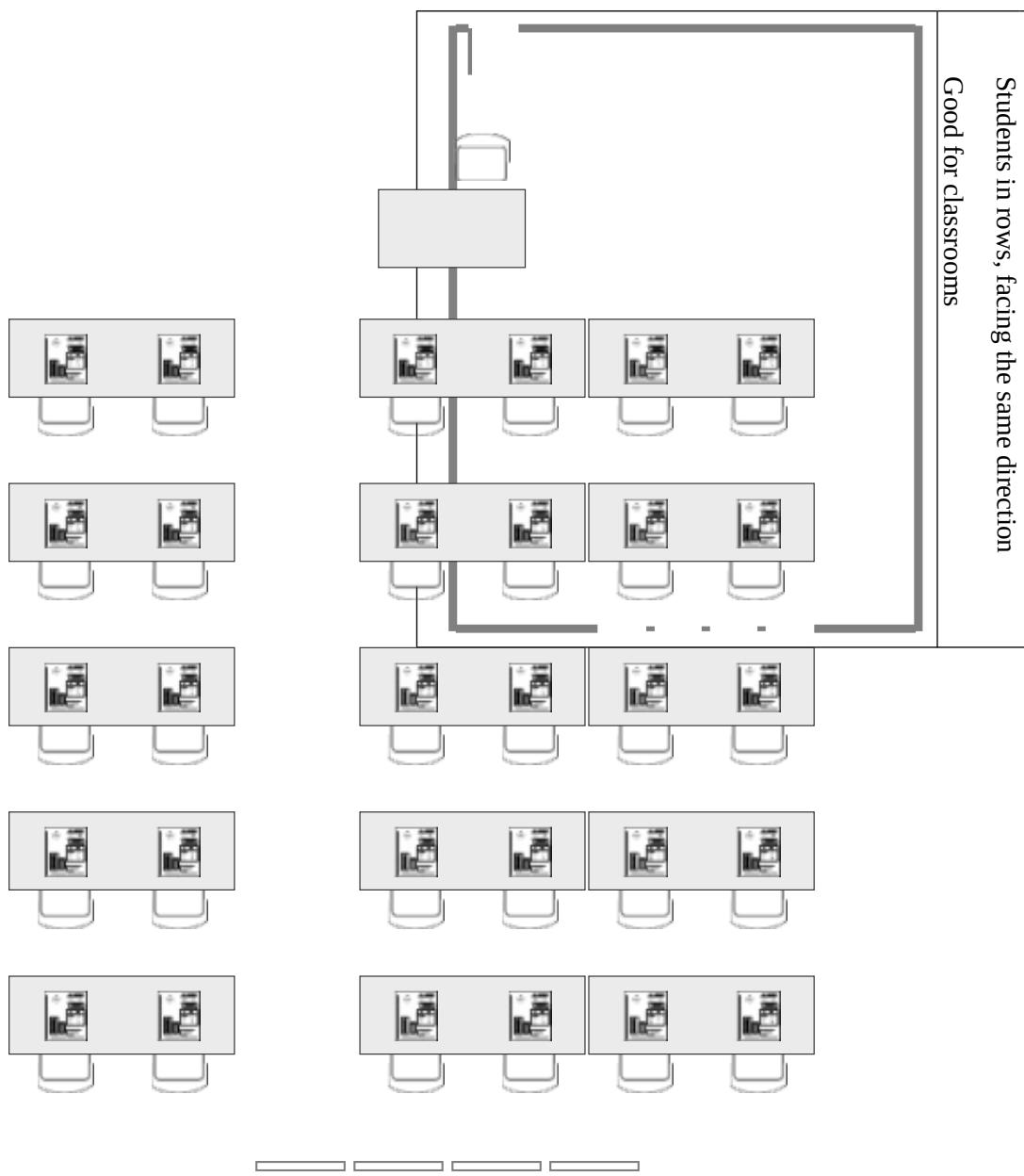
## Room Layouts for NAEP Paper Sessions

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:

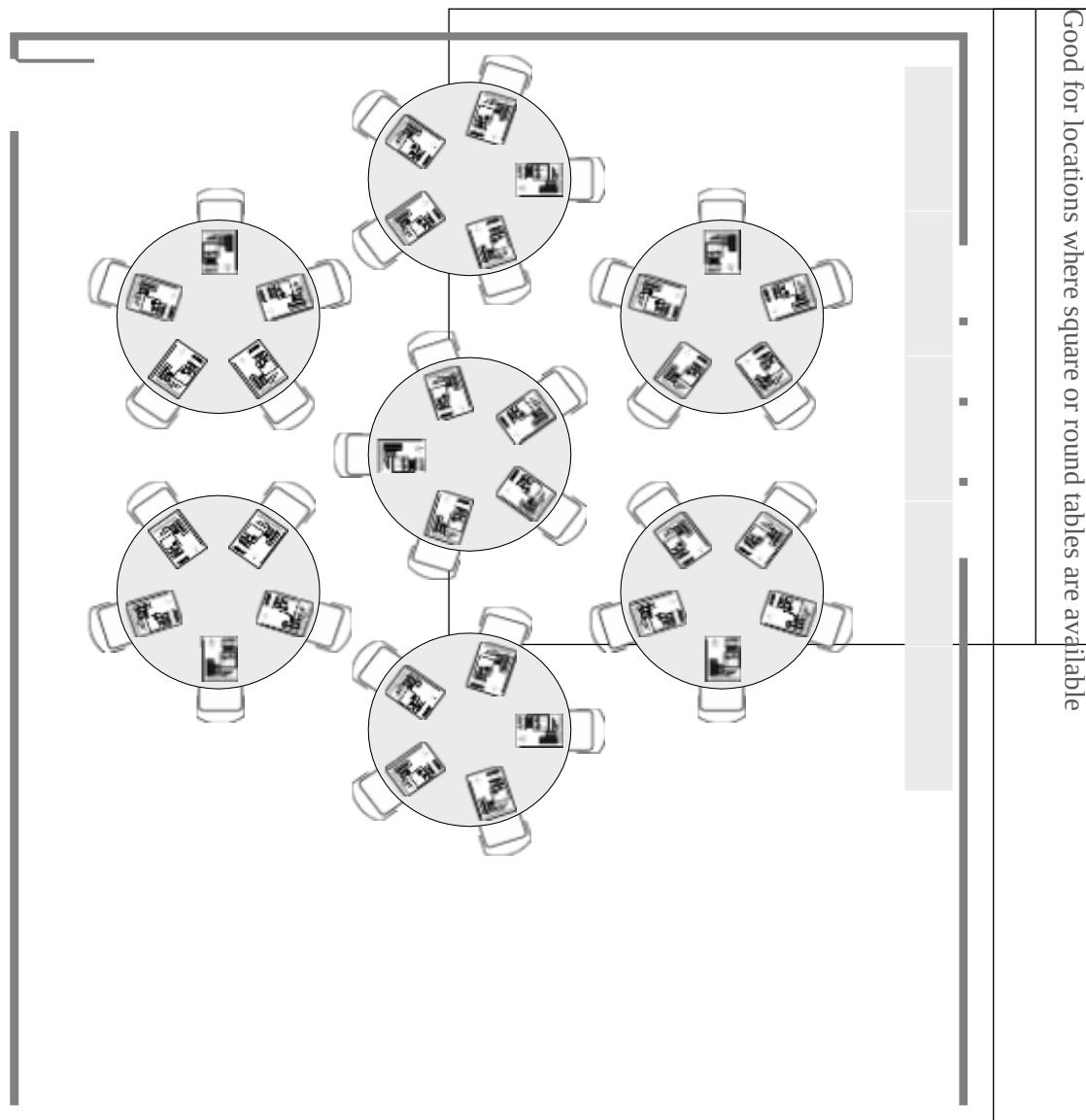
- Classroom Style
- Library or Media Center
- Cafeteria

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.

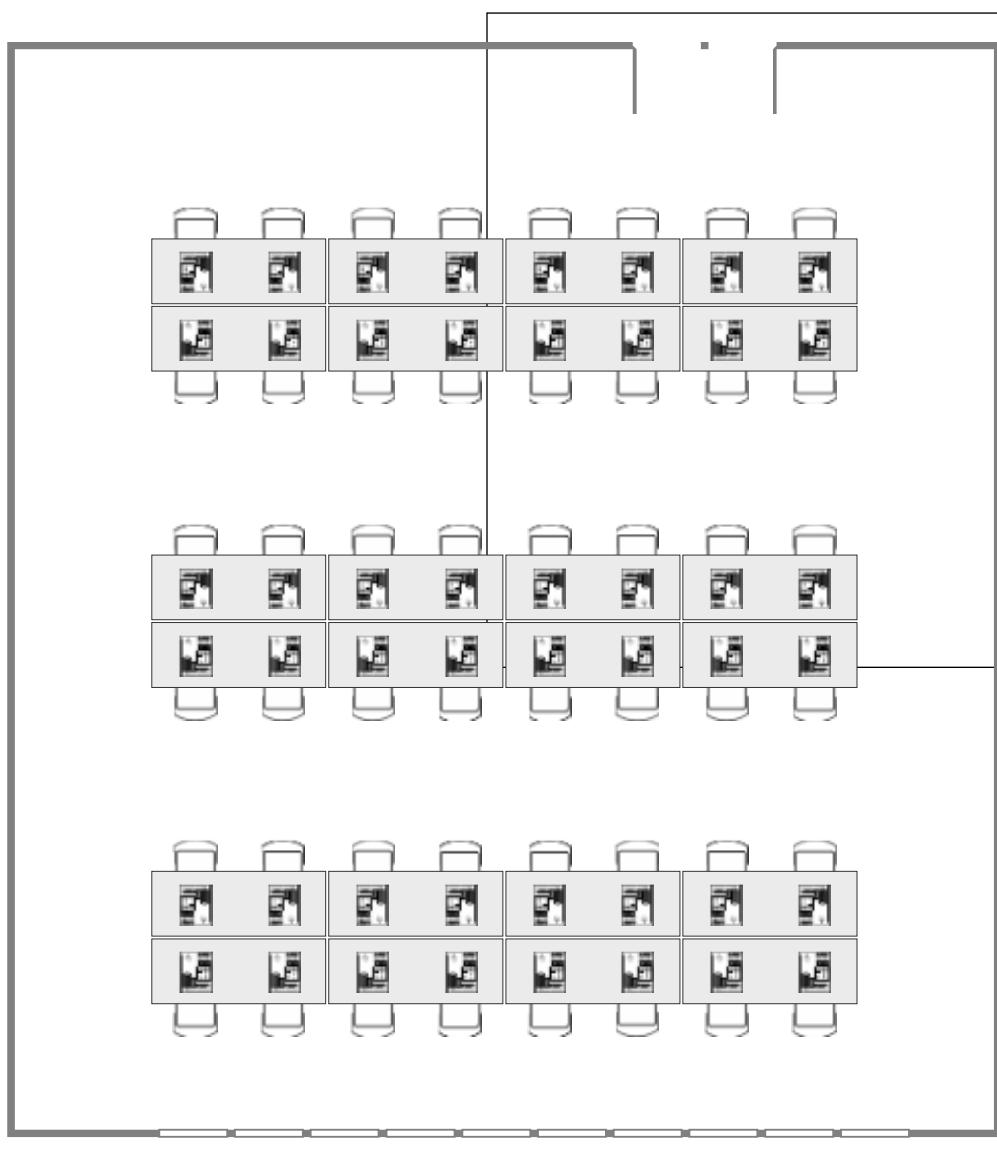
## Classroom Style



## Library or Media Center



## Cafeteria

	<p>Good for large rooms with long tables If space allows, NAEP staff will put more space between students</p>
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## Encourage Participation

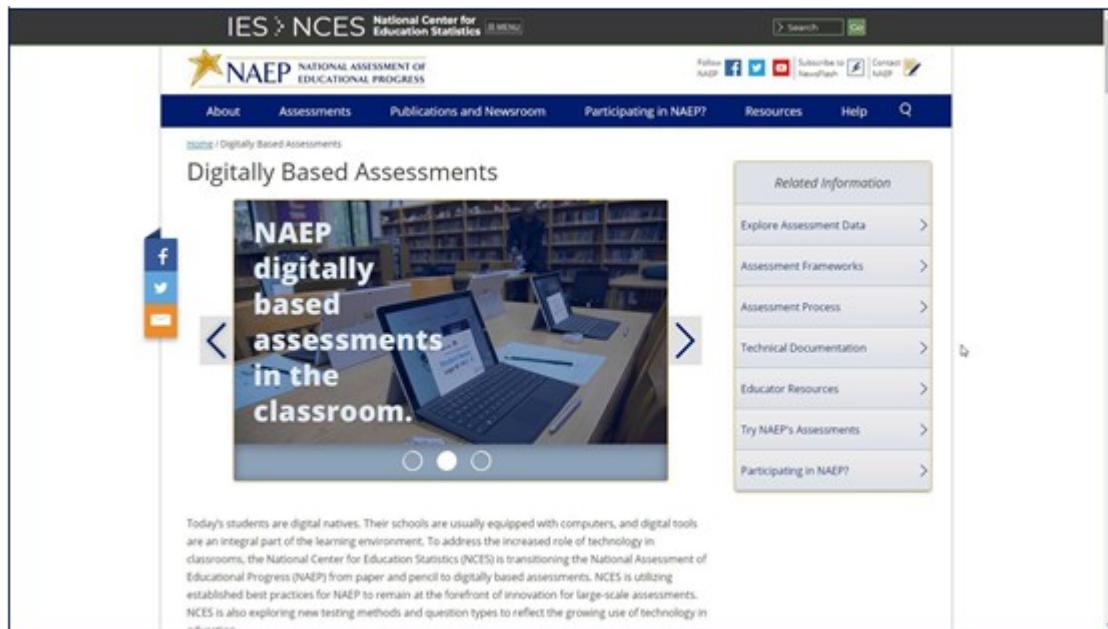
### Measure Up: NAEP News for the School Community

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

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

### Digitally-based Assessments

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



The screenshot shows the NAEP website's main navigation bar with links for About, Assessments, Publications and Newsroom, Participating in NAEP?, Resources, Help, and a search bar. Below the navigation is a banner titled 'Digitally Based Assessments' featuring a photograph of students using laptops in a classroom. To the left of the banner are social media sharing icons for Facebook, Twitter, and Email. To the right is a sidebar titled 'Related Information' with links to Explore Assessment Data, Assessment Frameworks, Assessment Process, Technical Documentation, Educator Resources, Try NAEP's Assessments, and Participating in NAEP?. The main content area below the banner contains a paragraph about the transition of NAEP from paper and pencil to digital assessments.

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.

# Update Student List

## Student List Requirements and Instructions



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

#### Part I: Requirements

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

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

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

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

**If available, please include...**

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

#### Part II: List Format

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

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

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

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

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

### Part III: Pre-upload Checklist

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

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

## Part IV: Special Situations & Tips

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

**Submit Current Roster of Students**

**Year of Birth**

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

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

As four digits (2015)  
 As two digits (15)

**Back** **Save** **Save and Continue** **Exit**

# Support Assessment Activities

## Teacher Notification Letter



### NAEP 2019 TEACHER NOTIFICATION LETTER

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

Date: 05/17/2018

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

