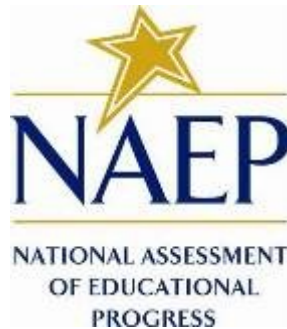


*NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL
ASSESSMENT OF EDUCATIONAL PROGRESS*

*National Assessment of Educational Progress (NAEP) 2022
Materials Update #1*

*Appendix I
NAEP 2022 Content of MyNAEP System*

OMB# 1850-0928 v.23



June 2021

Appendix I will be updated and submitted in 2 separate amendments. Amendment #1, this amendment, includes updates to the MyNAEP system, specifically: a) Login page, b) Home Page, c) Provide School Information, d) Notify Parents, e) Encourage Participation and MyNAEP for the LTT administration (Appendix I3). Amendment #2 will be submitted by August 2021 and will include final MyNAEP screens and Puerto Rico MyNAEP (Appendix I2).

All additional support text that is included in this document in the section “Additional Resources” (beginning on p. 90) 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 2021 to 2022:

- 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 2021 activities
- Update Exclusion Summary Screen for 2022
- Remove designate method screen
- Pending final design, update testing times, assessment length and assessment session details

Table of Contents

| | |
|---|----|
| MyNAEP Login Screen - NEW..... | 5 |
| Home Page - NEW..... | 6 |
| Provide School Information - NEW..... | 9 |
| Student Attendance (New Provide School Information Questions)..... | 10 |
| NAEP Representative Protocols (New Provide School Information Questions)..... | 12 |
| Prepare for Assessment..... | 14 |
| Review and Verify List of Students Selected for NAEP..... | 15 |
| Review and Verify Student Information..... | 17 |
| Print Reports..... | 24 |
| Complete SD/ELL Student Information..... | 25 |
| Review NAEP Inclusion Policy..... | 27 |
| Give Access to SD and/or ELL Specialists..... | 28 |
| Provide Information for Students Who Are Both SD and ELL..... | 29 |
| Provide Information for SD (IEP or 504 Plan) Only..... | 35 |
| Provide Information for ELL Only..... | 39 |
| Print Reports..... | 43 |

| | |
|---|-----|
| Create Accommodation Sessions (Field Staff Only)..... | 48 |
| Notify Parents - NEW..... | 49 |
| Download Parent/Guardian Notification Template..... | 50 |
| Upload Letter..... | 51 |
| Verify Parent/Guardian Notification..... | 52 |
| Manage Questionnaires..... | 53 |
| Identify Questionnaire Respondents..... | 54 |
| Send Welcome Emails and Questionnaires..... | 56 |
| Monitor Questionnaire Completion and Send Reminder Emails..... | 57 |
| Plan for Assessment Day..... | 58 |
| Record Assessment Details..... | 59 |
| Provide NAEP Team Instructions..... | 65 |
| Encourage Participation - NEW..... | 73 |
| Review Resources..... | 74 |
| Notify Students about NAEP..... | 75 |
| Videos..... | 76 |
| NAEP Online..... | 77 |
| Thank Students for Their Participation..... | 78 |
| Select Strategies to Encourage Participation..... | 79 |
| Update Student List..... | 80 |
| Give Access for Student Data Specialist..... | 81 |
| Submit Current List..... | 82 |
| Support Assessment Activities..... | 89 |
| Wrap Up..... | 90 |
| Additional Resources..... | 91 |
| Prepare for Assessment..... | 91 |
| Instructions for the School Coordinator brochure..... | 91 |
| Digitally-based Assessments..... | 96 |
| Review and Verify List of Students Selected for NAEP..... | 97 |
| Information Needed to Review and Verify List of Students Selected for NAEP..... | 97 |
| Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP..... | 99 |
| Complete SD/ELL Student Information..... | 100 |
| Inclusion on NAEP Fact Sheet..... | 100 |
| Letter from Department of Education Encouraging Inclusion..... | 104 |
| Information Needed to Include SD/ELL Students..... | 105 |
| Notify Parents..... | 107 |
| Parent’s page on Nation’s Report Card website..... | 107 |
| Manage Questionnaire..... | 109 |

| | |
|---|-----|
| Manage Questionnaires Welcome Email..... | 109 |
| Manage Questionnaires Reminder Email..... | 110 |
| Hardcopy Reminder..... | 111 |
| Plan for Assessment Day..... | 112 |
| Suggested Testing Room Layouts..... | 112 |
| Encourage Participation..... | 123 |
| <i>Measure Up</i> : NAEP News for the School Community..... | 123 |
| Digitally-based Assessments..... | 123 |
| Update Student List..... | 124 |
| <i>Student List Requirements and Instructions</i> | 124 |
| Support Assessment Activities..... | 127 |
| Teacher Notification Letter..... | 127 |
| Appointment Cards..... | 128 |

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 90) contains the text of hyperlinks.

MyNAEP Login Screen - NEW

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 2022 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 school 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 EL, 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 5/31/2024

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

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and

is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about students. Electronic submission of each student'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.

Summary of Changes from 2021 to 2022:

- Updated the year from 2021 to 2022.
- Edited Paperwork Burden Statement and OMB Number information to the appropriate control number.
- Added statement about logging out and closing browser window.

Screenshot

NOTE: The screenshot below will be revised with the NEW OMB statement and expiration date in Amendment #2 (see full OMB Statement above).

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

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?](#)

LOGIN

First time visiting the 2022 MyNAEP site?
[Please register](#)

Paperwork Burden Statement, OMB Information

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0956 for the School and Teacher Questionnaire Special Study and 1850-0957 for the NAEP 2021 School Survey. The time required to complete this information collection is estimated to average 65 minutes for the NAEP 2021 School and Teacher Questionnaire Special Study and 30 minutes for the NAEP 2021 School Survey, 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 (NCEES), Poloma Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202.

OMB No. 1850-0956 APPROVAL EXPIRES 8/31/2021 for the NAEP 2021 School and Teacher Questionnaire Special Study
OMB No. 1850-0957 APPROVAL EXPIRES 8/31/2021 for the NAEP 2021 School Survey.

Authorization and Confidentiality Assurance

National Center for Education Statistics (NCEES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. 6962) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(ii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. 69573 and 5 U.S.C. §1351). By law, every NCEES employee as well as every NCEES 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.

Home Page - NEW

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 2021 to 2022:

- No changes

Screenshot

The screenshot shows the MyNAEP For Schools website. At the top left is the NAEP logo (National Assessment of Educational Progress). The top right shows the district: District 1200150 (FL). A blue navigation bar contains 'Welcome' with a user icon and '0mb Submission', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the navigation bar is a sidebar with a 'Home' button and a list of menu items: 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area features a large banner with the text 'Welcome to the National Assessment of Educational Progress!' and 'The MyNAEP website will help you prepare for the assessment.' Below this is a section titled 'Assessment Details' with a bulleted list: Grade: 8, Subject(s), Assessment Date: Tuesday 2/15/2022, Preassessment Review Call Date, NAEP Representative, MyNAEP Registration ID: 20019457, and NAEP School Coordinator. A note follows: '*If a school coordinator name does not appear above, then no one is currently assigned as school coordinator. Notify your NAEP State Coordinator, State Coordinator, at StateCoordinator-FL@westat.com if this information is missing. School coordinators must register their own MyNAEP account.' Below this is a section titled 'Prepare for Assessment' with the text 'It's time to prepare for your school's upcoming assessment date.' and a bulleted list: 'The first step is to watch this quick tutorial video, which will give you an overview of the Prepare for Assessment menu.' and 'Complete the activities in the menu before your scheduled preassessment review call.' The final section is 'What's Next?' with the text 'Download teacher notification letters and student appointment cards in the Support Assessment Activities section.' The background of the main content area is a blurred image of a classroom with students raising their hands. At the bottom of the page is a dark grey footer with links for 'Help', 'Contact Us', 'My Account', and 'Logout'.

Provide School Information - NEW

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

[Student Attendance and NAEP Representative Protocols](#)

- Student Attendance
- NAEP Representative Protocols

Summary of Changes from 2021 to 2022:

- Updated text in third link on landing page from “Student Attendance and Schedules” to “Student Attendance and NAEP Representative Protocols”.
- Same change was applied to sub-link in left-hand menu.

Screenshot

The screenshot shows the MyNAEP For Schools interface. At the top, there is a logo for NAEP (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. The user is logged in as 'Grade 8: 2/15/2022' in District 1200150 (FL). The main navigation menu on the left includes 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The 'Provide School Information' section is expanded, showing three sub-sections: 'School Contact Information', 'School Characteristics Information', and 'Student Attendance and NAEP Representative Protocols'. The 'Complete the following:' section lists the following items to be provided:

- School Contact Information**
 - School name and address
 - Shipping address
 - Principal contact information
 - School coordinator contact information
- School Characteristics Information**
 - Student enrollment
 - Date school adjourns for winter break in December
 - Date school returns from winter break in January
 - School start and end times
- Student Attendance and NAEP Representative Protocols**
 - Student Attendance
 - NAEP Representative Protocols

Student Attendance (New- Provide School Information Questions)

Student Attendance

NAEP assessments are administered to a sample of students on a single day. Each student takes an assessment in one subject area: mathematics or reading. The assessment takes approximately 2 hours of student time to complete.

Please answer the following questions so NAEP can conduct the assessments in your schools.

Refer to the following definitions to answer the questions.

- **In Person:** Your school building is open, and learning is conducted through face-to-face instruction at least one day a week.
- **Full time remote/virtual:** Students attending school at home, using computers and/or at-home packets to learn remotely. Students do not attend any classes on campus.
- **Currently:** As of today what is your enrollment. You only need to enter this once and you do not need to update as enrollment changes.

1. Select all days during which grade X students attend school in your school building.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

2. Your grade X enrollment is XX. <Note: if this number is missing, the following text will appear instead, “Your grade X enrollment is missing from the **School Characteristics** section.”>. How many enrolled grade X students currently attend school full time remotely/virtually?

Note: The sum of in-person and full time remote/virtual students should equal your total grade X enrollment.

3. How many enrolled grade X students currently attend school in person (full time or at least one day a week) in your school building?

Note: The sum of in-person and full time remote/virtual students should equal your total grade X enrollment.

Summary of Changes from 2021 to 2022:

- Removed all of the student attendance questions from NAEP 2021.
- Replaced with six new questions, three of the new questions are on the “Student Attendance” page.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district information "District: District 1200150 (FL)". The main navigation bar contains "Welcome", "Omb Submission", "Help", "Contact Us", "My Account", and "Logout". The current page is "Grade 8: 2/15/2022".

The left sidebar contains a menu with the following items: Home, Provide School Information, Prepare for Assessment, Support Assessment Activities, and Wrap Up.

The main content area is titled "Student Attendance" and includes the following text:

Full Screen Mode

NAEP assessments are administered to a sample of students on a single day. Each student takes an assessment in one subject area: mathematics or reading. The assessment takes approximately 2 hours of student time to complete.

Please answer the following questions so NAEP can conduct the assessments in your schools.

Refer to the following definitions to answer the questions.

- **In Person:** Your school building is open, and learning is conducted through face-to-face instruction at least one day a week.
- **Full time remote/virtual:** Students attending school at home, using computers and/or at-home packets to learn remotely. Students do not attend any classes on campus.
- **Currently:** As of today what is your enrollment. You only need to enter this once and you do not need to update as enrollment changes.

1. Select all days during which **grade 8** students attend school in your school building.

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

2. Your **grade 8** enrollment is **missing from the School Characteristics section**. How many enrolled **grade 8** students currently **+** attend school **full time remotely/virtually** **+**?

Note: The sum of **in-person** **+** and **full time remote/virtual** **+** students should equal your total **grade 8** enrollment.

3. How many enrolled **grade 8** students currently **+** attend school **in person** **+** (full time or at least one day a week) in your school building?

Note: The sum of **in-person** **+** and **full time remote/virtual** **+** students should equal your total **grade 8** enrollment.

At the bottom of the page, there are three buttons: "Save", "Save and Continue", and "Exit".

NAEP Representative Protocols (New Provide School Information Questions)

NAEP Representative Protocols

NAEP representatives provide significant support to your school by administering the assessment and bringing all necessary materials and equipment. NAEP representatives' top priority is to protect the health and safety of students and school staff.

Please answer the following questions so the NAEP representatives are prepared to administer assessments to the students in your school.

1. NAEP representatives follow the protocols in the COVID-19 Protocols fact sheet. Do NAEP representatives need to follow additional protocols when administering assessments to students in your school?

Yes
No

2. Do any state or district policies require NAEP representatives to be vaccinated for COVID-19 to administer assessments to students in your school?

Yes
No

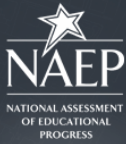
3. Do any state or district policies require NAEP representatives to test negative for COVID-19 prior to administering assessments to students in your school?

Yes
No

Summary of Changes from 2021 to 2022:

- Removed all of the student attendance questions from NAEP 2021.
- Replaced with six new questions, three of the new questions are on the “NAEP Representative Protocols” page.

Screenshot



- Home
- Provide School Information
 - School Contact Information
 - School Characteristics Information
 - Student Attendance and NAEP Representative Protocols
- Prepare for Assessment
- Support Assessment Activities
- Wrap Up

[Full Screen Mode](#)

NAEP Representative Protocols

NAEP representatives provide significant support to your school by administering the assessment and bringing all necessary materials and equipment. NAEP representatives' top priority is to protect the health and safety of students and school staff.

Please answer the following questions so the NAEP representatives are prepared to administer assessments to the students in your school.

1. NAEP representatives follow the protocols in the [COVID-19 Protocols fact sheet](#). Do NAEP representatives need to follow additional protocols when administering assessments to students in your school?

- Yes
- No

2. Do any state or district policies **require** NAEP representatives to be vaccinated for COVID-19 to administer assessments to students in your school?

- Yes
- No

3. Do any state or district policies require NAEP representatives to test negative for COVID-19 prior to administering assessments to students in your school?

- Yes
- No

[Back to Beginning](#)

[Back](#)

[Save](#)

[Submit](#)

[Exit](#)

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
- Plan assessment day logistics
- Notify parents/guardians of sampled students
- Manage school and/or teacher questionnaires
- 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.

Additional Resources

- [Instructions for the School Coordinator](#) (see [Additional Resources section of this document](#))

Summary of Changes from 2019 to 2021:

- Plan for Assessment Day was moved up in the bullets describing the MyNAEP tasks, since the left-hand menu has been re-ordered.
- Removed the Digitally-based Assessments link from Additional Resources.
- Removed language about receiving the NAEP storage envelope and *Instructions for the School Coordinator* brochure. Schools will not receive a storage envelope, and will receive an email with a digital with the brochure attached.

Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the user's district information. The main navigation menu on the left lists various tasks under 'Prepare for Assessment'. The central content area is titled 'Prepare for Assessment' and contains a detailed list of tasks and instructions for school coordinators. The tasks include reviewing and verifying the student list, completing SD/ELL information, planning for assessment day, notifying parents, managing questionnaires, encouraging participation, and updating the student list. Additional resources are provided at the bottom of the page.

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.

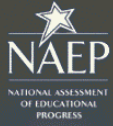
Complete the following:

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



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

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 \(5:03\)](#)
- [Review and Verify Student Information](#)
- [Print Reports](#)

Additional Resources

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

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 (not COVID-related)
- Home schooled and receives limited services on campus (not COVID-related)
- 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 displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' dropdown menu. Below the header, a blue navigation bar contains 'Welcome' with a user profile 'OMB OMB' and 'School 019637 OMB', and links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A 'Grade 8 Assessment: 2/18/2021' indicator is also present. The main content area is titled 'Review and Verify Student Information' and includes a 'Print Worksheet' section with instructions: '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](#).' At the bottom of this section are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. A left-hand sidebar menu lists various navigation options, with 'Review and Verify List of Students Selected for NAEP' highlighted.

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-7).

Review all demographic data for the students listed below.

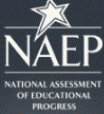
Select the **Edit pencil** next to the student name to enter a **student's correct or missing information** or **indicate a reason the student cannot take NAEP**.

- **You will indicate students who are virtual/remote learners (due to COVID-19) on the next screen.**
- Do not use the following “reasons student cannot take NAEP” for students who are staying at home because of COVID-19:
 - Does not attend any academic classes in campus
 - Home schooled and receives limited services on campus
- 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.

Summary of Changes from 2019 to 2021:

- Added a bullet about how to indicate students who are virtual/remote learners (due to COVID-19) on the next screen.
- Added guidance about how to use “Does not attend any academic classes in campus” and “Home schooled and receives limited services on campus”.

Screenshot



MyNAEP For Schools

Welcome
OMB OMB
School 019637 OMB

District:

Grade 8 Assessment: 2/18/2021

Home

Provide School Information

Prepare for Assessment

▲ Review and Verify List of Students Selected for NAEP

▲ Complete SD/ELL Student Information

▲ Plan for Assessment Day

▲ Notify Parents

▲ Manage Questionnaires

▲ Encourage Participation

▲ Update Student List

Support Assessment Activities

Wrap Up

Full Screen Mode REV-INFO-2

Review and Verify Student Information

Demographic Data

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**.

- You will indicate students who are virtual/remote learners (due to COVID-19) on the next screen.
- Do not use the following "reasons student cannot take NAEP" for students who are staying at home because of COVID-19:
 - Does not attend any academic classes in campus
 - Home schooled and receives limited services on campus
- If a student has a **Section 504 Plan and requires an accommodation to be tested**, change his or her Student with a Disability status to **Yes, 504**.
- If there is missing data for a student, there will be an ▲ icon in the column. Hover over the ▲ icon to see how many students have missing data.
- All columns can be sorted by clicking on the column header. Missing data will filter to the top.

| Edit | Name | Student ID | Session/Line # | Subject | Month of Birth | Year of Birth | Gender | Race/Ethnicity | School Lunch Status | Student with a Disability | English Language Learner | Reason Student Cannot Take NAEP |
|-------------------------------------|-----------------------|------------|----------------|---------|----------------|---------------|--------|---------------------|----------------------|---------------------------|--------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | LAST 0001, FIRST 0001 | | DS0801/01 | Reading | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |
| <input checked="" type="checkbox"/> | LAST 0002, FIRST 0002 | | DS0801/26 | Reading | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |
| <input checked="" type="checkbox"/> | LAST 0004, FIRST 0004 | | DS0801/02 | Reading | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |
| <input checked="" type="checkbox"/> | LAST 0005, FIRST 0005 | | DS0801/27 | Reading | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |
| <input checked="" type="checkbox"/> | LAST 0007, FIRST 0007 | | DS0801/03 | Math | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |
| <input checked="" type="checkbox"/> | LAST 0008, FIRST 0008 | | DS0801/28 | Math | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |
| <input checked="" type="checkbox"/> | LAST 0010, FIRST 0010 | | DS0801/04 | Math | 01 | 2007 | Male | White, not Hispanic | Student not eligible | No, not SD | No, not ELL | |

Back to Beginning
Back
Continue
Exit

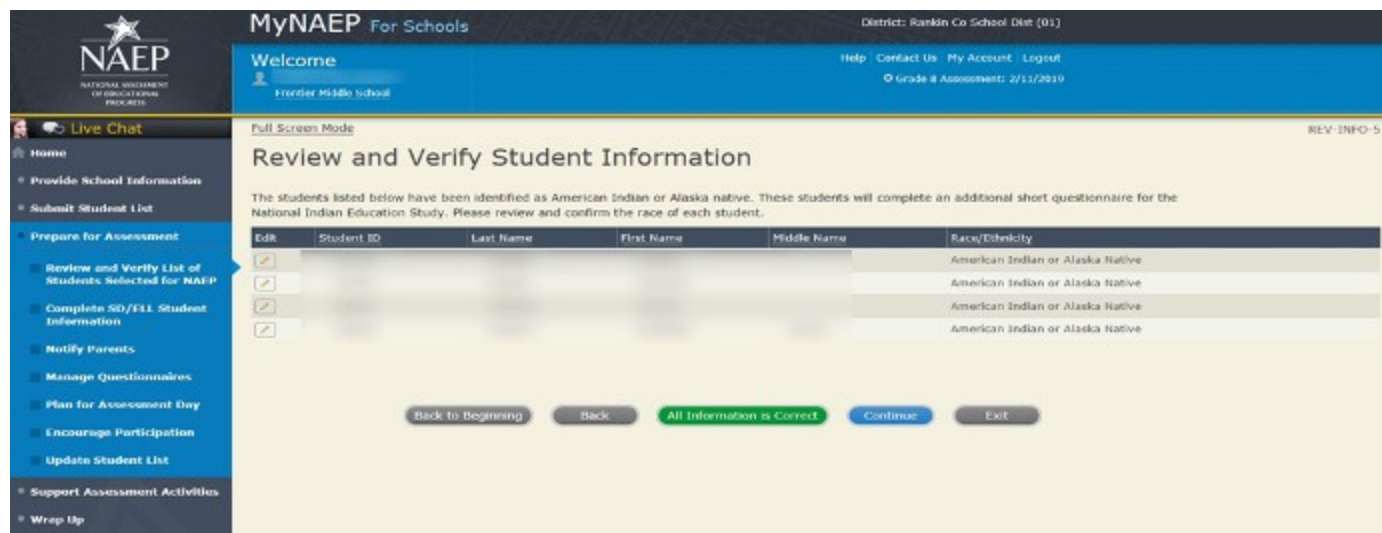
Review and Verify Student Information

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.

Summary of Changes from 2019 to 2021:

- We will not use this screen for NAEP 2021 since the National Indian Education Study will not be conducted.



Review and Verify Student Information

Identify Virtual Learners-REV-INFO-6

Due to COVID-19, schools may have adapted schedules to protect the health and safety of students and staff. So that appropriate plans can be made to assess sampled students, it is important for NAEP to know if students are attending school in-person or are virtual/distance learners. Virtual/distance learner refers to a student attending school from home, using the internet and computers and/or at-home packets to learn remotely.

Are any of the students listed below part-time or full-time virtual learners?

Note: The choices for the “Is this student a virtual learner?” drop-down menu are:

- No (100% in-person learner)
- Part-time virtual
- Full-time virtual
- Information unavailable

Summary of Changes from 2019 to 2021:

This is a new screen for NAEP 2021, and will be used to keep track of students who are learning from home and may not attend school on assessment day.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and 'District:'. Below the header, there is a 'Welcome' section with user information: 'OMB OMB' and 'School 019637 OMB'. The main content area is titled 'Review and Verify Student Information' and includes a sub-section 'Identify Virtual Learners'. Below this, there is a table with columns: Name, Student ID, Session/Line #, Subject, and Is this student a virtual learner?. The table lists 19 students with their respective IDs, session numbers, subjects, and a dropdown menu for identifying virtual learners. At the bottom of the page, there are buttons for 'Back to Beginning', 'Back', 'Save', 'Save and Continue', and 'Exit'.

| Name | Student ID | Session/Line # | Subject | Is this student a virtual learner? |
|-----------------------|------------|----------------|---------|------------------------------------|
| LAST 0001, FIRST 0001 | | DS0801/01 | Reading | No (100% in-person learner) ▼ |
| LAST 0002, FIRST 0002 | | DS0801/26 | Reading | No (100% in-person learner) ▼ |
| LAST 0004, FIRST 0004 | | DS0801/02 | Reading | No (100% in-person learner) ▼ |
| LAST 0005, FIRST 0005 | | DS0801/27 | Reading | No (100% in-person learner) ▼ |
| LAST 0007, FIRST 0007 | | DS0801/03 | Math | No (100% in-person learner) ▼ |
| LAST 0008, FIRST 0008 | | DS0801/28 | Math | No (100% in-person learner) ▼ |
| LAST 0010, FIRST 0010 | | DS0801/04 | Math | No (100% in-person learner) ▼ |
| LAST 0011, FIRST 0011 | | DS0801/29 | Math | No (100% in-person learner) ▼ |
| LAST 0013, FIRST 0013 | | DS0801/05 | Reading | No (100% in-person learner) ▼ |
| LAST 0014, FIRST 0014 | | DS0801/30 | Math | No (100% in-person learner) ▼ |
| LAST 0016, FIRST 0016 | | DS0801/06 | Math | No (100% in-person learner) ▼ |
| LAST 0017, FIRST 0017 | | DS0801/31 | Reading | No (100% in-person learner) ▼ |
| LAST 0019, FIRST 0019 | | DS0801/07 | Math | No (100% in-person learner) ▼ |

Review and Verify Student Information

Identify Displaced Students-REV-INFO-7

Due to natural disasters, families may be forced from their homes, displacing students who have enrolled outside their home district or state. For reporting purposes, NAEP is collecting information about displaced students.

Are any of the students listed below enrolled in your school because they were displaced from another district or state by a disaster, such as a hurricane?

Note: The choices for the “Is this a displaced student?” drop-down menu are:

- No
- Yes
- Information unavailable

Summary of Changes from 2019 to 2021:

This is a new screen for NAEP 2021, and will be used to keep track of students who might not be attending school in their home district.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and 'District:'. Below the header, there is a navigation menu on the left with options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Review and Verify Student Information' and includes a 'Full Screen Mode' link and 'REV-INFO-7'. The main section is 'Identify Displaced Students', which explains that due to natural disasters, families may be forced from their homes, displacing students. It asks if any of the students listed below were displaced from another district or state by a disaster, such as a hurricane. Below this is a table with columns: Name, Student ID, Session/Line #, Subject, and Is this a displaced student?. The table lists 19 students with their respective IDs, session/line numbers, subjects, and a dropdown menu for 'Is this a displaced student?' (all set to 'No'). At the bottom of the page, there are buttons for 'Back to Beginning', 'Back', 'Save', 'Save and Continue', and 'Exit'.

| Name | Student ID | Session/Line # | Subject | Is this a displaced student? |
|-----------------------|------------|----------------|---------|------------------------------|
| LAST 0001, FIRST 0001 | | DS0801/01 | Reading | No |
| LAST 0002, FIRST 0002 | | DS0801/26 | Reading | No |
| LAST 0004, FIRST 0004 | | DS0801/02 | Reading | No |
| LAST 0005, FIRST 0005 | | DS0801/27 | Reading | No |
| LAST 0007, FIRST 0007 | | DS0801/03 | Math | No |
| LAST 0008, FIRST 0008 | | DS0801/28 | Math | No |
| LAST 0010, FIRST 0010 | | DS0801/04 | Math | No |
| LAST 0011, FIRST 0011 | | DS0801/29 | Math | No |
| LAST 0013, FIRST 0013 | | DS0801/05 | Reading | No |
| LAST 0014, FIRST 0014 | | DS0801/30 | Math | No |
| LAST 0016, FIRST 0016 | | DS0801/06 | Math | No |
| LAST 0017, FIRST 0017 | | DS0801/31 | Reading | No |
| LAST 0019, FIRST 0019 | | DS0801/07 | Math | No |

Review and Verify Student Information

Print Summary Report-REV-INFO-8

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

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

Please certify that you have reviewed all the demographic data, have updated any students to 504 that need accommodations, and updated any students who are not able to participate on NAEP by typing your name in the box.

In January, you will need to return to MyNAEP for Schools to complete the Update Student List section in the left hand menu. If you would like to learn more about Update Student List tasks you will complete, you can click here.

Summary of Changes from 2019 to 2021:

- Replaced an instruction about storing the report in the NAEP storage envelope. Schools will not receive a storage envelope this year.
- Added a “certification” step that allows the school user to confirm they have reviewed demographic data, indicated students with a 504 plan who need accommodations, and identified any students who cannot take NAEP.
- Included a reminder about the Update Student List task.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and a 'District:' dropdown menu. A secondary blue bar contains a 'Welcome' message for user 'OMB OMB' at 'School 019637 OMB', along with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A 'Grade 8 Assessment: 2/18/2021' indicator is also present.

The left sidebar menu is organized into categories: 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The 'Prepare for Assessment' section is expanded, listing tasks such as 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', and 'Update Student List'.

The main content area is titled 'Review and Verify Student Information' and includes a 'Full Screen Mode' toggle and a 'REV-INFO-8' identifier. The primary heading is 'Print Summary Report'. Below this, instructions state: 'Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in a secure location and refer to it during the preassessment review call. Select **Submit** when you are finished with this section.'

A certification prompt follows: 'Please certify that you have reviewed all the demographic data, have updated any students to 504 that need accommodations, and updated any students who are not able to participate on NAEP by typing your name in the box.' This is accompanied by an empty text input field.

A red notice at the bottom of the main area reads: 'In January, you will need to return to MyNAEP for Schools to complete the **Update Student List** section in the left hand menu. If you would like to learn more about **Update Student List** tasks you will complete, you can click [here](#).'

At the bottom of the page, there are four buttons: 'Back to Beginning', 'Back', 'Submit', and 'Exit'.

Print Reports

Print Reports – REV-REP-1

Before entering student data in the system

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

After entering student data in the system

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

Summary of Changes from 2019 to 2021:

- Replaced an instruction about storing the report in the NAEP storage envelope. Schools will not receive a storage envelope this year.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' field. Below the header, there is a navigation menu on the left with options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Print Reports' and contains instructions for 'Before entering student data in the system' and 'After entering student data in the system'. There are buttons for 'Print Worksheet', 'Print Summary Report', 'Exit', and 'Submit'. The page number 'REV-REP-1' is visible in the top right corner.

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 2021 Worksheet for Students Selected for NAEP 08/11/2020 4:43 PM

School Name: School 019637 OMB District Name: Broward NAEP ID: 1220101

| 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 | Remote/ Virtual Learner |
|--------------------------|------------|--------------------|---------|-------------------|---------------------|--------|------------------------|---------------------------|---|--|---|-------------------------------|
| Last 0001, First 0001 | | DS0801/01 | Reading | 01 | 2007 | Male | White, not Hispanic | Student not eligible | 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

MyNAEP For Schools District: _____

Welcome
OMB OMB
School 019637 OMB

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

Grade 8 Assessment: 2/18/2021

Home

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

Prepare for Assessment

Complete SD/ELL Student Information

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

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

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

Complete the following:

- Watch Complete SD/ELL Student Information Tutorial (5:50)
- 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

Additional Resources

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

Review NAEP Inclusion Policy

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

NAEP Inclusion Policy for Students with Disabilities and English Language Learners

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

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

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

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

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

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

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

Monitoring Exclusions

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

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

Yes No

Screenshot

The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the title 'MyNAEP For Schools' is in the center. The user is logged in as 'OMB OMB' for 'School 019637 OMB'. The page title is 'Review NAEP Inclusion Policy' under the code 'COMP-INCL 1-1'. The main content area contains the following text:

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

- [Florida SD Inclusion Policy](#)
- [Florida 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 Florida Alternate Assessment General and FL Alt2
- 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, State Coordinator, at StateCoordinator-FL@westat.com. I downloaded and reviewed the Florida NAEP 2021 Inclusion Policy for Students with Disabilities and English Language Learners.

Yes No

Select the Submit button to record your response above.

Buttons for 'Submit' and 'Exit' are at the bottom.

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="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Send Email"/> | |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Send Email"/> | |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Send Email"/> | |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Send Email"/> | |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="Send Email"/> | |

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 [<State name> NAEP 2021 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 displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user is identified as 'OMB OMB' from 'School 019637 OMB', and the current assessment is 'Grade 8 Assessment: 2/18/2021'. The main content area is titled 'Provide Information for Students Who Are Both SD and ELL' and includes a 'Print Worksheet' section with 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, it says 'Review the [Florida NAEP 2021 inclusion policy](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the content area are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. A left sidebar menu lists various navigation options, with 'Prepare for Assessment' selected. The page ID 'COMP-BOTH-2' is visible in the top right corner of the content area.

ELL Details-COMP-BOTH-3

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

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

All columns can be sorted by selecting the column header.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and 'MyNAEP For Schools' text. The main content area is titled 'Provide Information for Students Who Are Both SD and ELL' and contains the following text:

ELL Details
 For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Florida NAEP 2021 inclusion policy](#) prior to completing.

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

All columns can be sorted by selecting the column header.

| Edit | Student name | Session/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 checked="" type="checkbox"/> | LAST 0008, FIRST 0008 | DS0801/28 | Yes, ELL | Math | | | | | | | | |
| <input checked="" type="checkbox"/> | LAST 0010, FIRST 0010 | DS0801/04 | Yes, ELL | Math | | | | | | | | |

At the bottom of the interface, there are four buttons: 'Back to Beginning', 'Back', 'Continue', and 'Exit'.

SD Details-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](#) prior to completing.

- 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)?

All columns can be sorted by selecting the column header.

Summary of Changes from 2019 to 2021:

- Added a note about how IDEA categories do not apply to 504 plan students.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The main content area is titled "Provide Information for Students Who Are Both SD and ELL" and "SD Details". It contains instructions and a table of student data. The table has columns for Edit, Student name, Session/Line #, SD classification, NAEP subject, IDEA Disability(ies), and Degree of disability(ies). The table lists two students: LAST 0008, FIRST 0008 and LAST 0010, FIRST 0010, both with SD classification "Yes, IEP" and NAEP subject "Math".

| Edit | Student name | Session/Line # | SD classification | NAEP subject | IDEA Disability(ies) | Degree of disability(ies) |
|------|-----------------------|----------------|-------------------|--------------|----------------------|---------------------------|
| | LAST 0008, FIRST 0008 | DS0801/28 | Yes, IEP | Math | | |
| | LAST 0010, FIRST 0010 | DS0801/04 | Yes, IEP | Math | | |

How Students Should Participate-COMP-BOTH-6

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [<State name> NAEP 2021 inclusion policy](#) (see [Appendices D1-5 and D1-6](#)) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, <State Coordinator Name>, at <State Coordinator email address>.

- How long has each student been enrolled in U.S. schools?
- 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.

Summary of Changes from 2019 to 2021:

- Added NAEP State Coordinator contact information.
- Added a question to the bullets: “How long has each student been enrolled in U.S. schools?”

Screenshot

The screenshot shows the MyNAEP For Schools interface. The main content area is titled "Provide Information for Students Who Are Both SD and ELL" and "How Students Should Participate". It contains instructions and a list of students with a table of their information.

| 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 |
|-----------------------|----------------|-------------------|--------------------|--------------|--|--|---|---------------------------|---------------------|
| LAST 0008, FIRST 0008 | DS0801/28 | Yes, IEP | Yes, ELL | Math | | | | | |
| LAST 0010, FIRST 0010 | DS0801/04 | Yes, IEP | Yes, ELL | Math | | | | | |

Exclusions Summary-COMP-BOTH-9

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 name> NAEP 2021 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: OMB OMB School 019637 OMB Grade 8 Assessment: 2/18/2021

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

Full Screen Mode COMP-BOTH-9

Provide Information for Students Who Are Both SD and ELL

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, State Coordinator, at StateCoordinator-FL@westat.com and/or review the Florida NAEP 2021 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 0010, DS0801/04 FIRST 0010 | | Yes, IEP | Yes, ELL | Math | Do not test | Other Reason | N/A | N/A | Reason not listed - Contact your NAEP State/TUDA Coordinator |

Back to Beginning Back Continue Exit

Print

Summary Report-COMP-BOTH-11

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, <State Coordinator name>, at <State Coordinator email>.

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students.

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

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

Summary of Changes from 2019 to 2021:

- Added a thank you and NAEP State Coordinator contact information.
- Replaced an instruction about storing the report in the NAEP storage envelope. Schools will not receive a storage envelope this year.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and a 'District:' dropdown menu. A secondary blue bar contains user information: 'Welcome OMB OMB School 019637 OMB' and 'Grade 8 Assessment: 2/18/2021'. A left sidebar menu lists various assessment preparation steps, with 'Complete SD/ELL Student Information' highlighted. The main content area is titled 'Provide Information for Students Who Are Both SD and ELL' and features a 'Print Summary Report' section. This section includes a thank-you message, instructions on how to print the report, and a 'Submit' button at the bottom. A footer bar contains five buttons: 'Print Summary Report', 'Back to Beginning', 'Back', 'Submit', and 'Exit'.

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

MyNAEP For Schools

District:

Welcome
OMB OMB
School 019637 OMB

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

Grade 8 Assessment: 2/18/2021

Full Screen Mode

COMP-BOTH-11

Provide Information for Students Who Are Both SD and ELL

Print Summary Report

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, State Coordinator, at StateCoordinator-FL@westat.com.

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students.

Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in a secure location 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 [<State name> NAEP 2021 inclusion policy](#) (see [Appendix D1-5](#)) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' dropdown menu. Below this, a blue header contains 'Welcome' with a user profile for 'OMB OMB' at 'School 019637 OMB', and links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A 'Grade 8 Assessment: 2/18/2021' indicator is also present. The left sidebar lists navigation options: Home, Provide School Information, Prepare for Assessment (highlighted), Support Assessment Activities, and Wrap Up. The 'Prepare for Assessment' section includes: Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information (highlighted), Plan for Assessment Day, Notify Parents, Manage Questionnaires, Encourage Participation, and Update Student List. The main content area is titled 'Provide Information for SD (IEP or 504 Plan) Only' and contains a 'Print Worksheet' section with instructions and a link to the 'Florida NAEP 2021 inclusion policy'. At the bottom of this section 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

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, 'MyNAEP For Schools', and 'District:'. Below the header, there is a navigation menu on the left with options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Provide Information for SD (IEP or 504 Plan) Only' and contains the following text:

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/Line # | SD classification | NAEP subject | IDEA Disability(ies) | Degree of disability(ies) | Grade level performance in NAEP subject |
|-------------------------------------|-----------------------|----------------|-------------------|--------------|----------------------|---------------------------|---|
| <input checked="" type="checkbox"/> | LAST 0001, FIRST 0001 | DS0801/01 | Yes, IEP | Reading | | | |
| <input checked="" type="checkbox"/> | LAST 0002, FIRST 0002 | DS0801/26 | Yes, 504 | Reading | N/A | | |
| <input checked="" type="checkbox"/> | LAST 0004, FIRST 0004 | DS0801/02 | Yes, IEP | Reading | | | |

At the bottom of the table, there are four buttons: 'Back to Beginning', 'Back', 'Continue', and 'Exit'.

How Students Should Participate-COMP-SD-5

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [<State name> NAEP 2021 inclusion policy \(see Appendix D1-5\)](#) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, <State Coordinator name>, at <State Coordinator email>.

- 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.

Summary of Changes from 2019 to 2021:

- Added NAEP State Coordinator contact information.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The user is identified as OMB OMB, School 019637 OMB, and is logged in for the Grade 8 Assessment on 2/18/2021. The main content area is titled 'Provide Information for SD (IEP or 504 Plan) Only' and contains the following text:

How Students Should Participate

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Florida NAEP 2021 inclusion policy](#) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, State Coordinator, at StateCoordinator-FL@westat.com.

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

All columns can be sorted by selecting the column header.

| Edit | Student name | Session/Line # | SD classification | NAEP subject | How is student assessed on the state or classroom assessments? | How should the student be assessed on NAEP? | Universal design elements | NAEP accommodations |
|-------------------------------------|-----------------------|----------------|-------------------|--------------|--|---|---------------------------|---------------------|
| <input checked="" type="checkbox"/> | LAST 0001, FIRST 0001 | DS0801/01 | Yes, IEP | Reading | | | | |
| <input checked="" type="checkbox"/> | LAST 0002, FIRST 0002 | DS0801/26 | Yes, 504 | Reading | | | | |
| <input checked="" type="checkbox"/> | LAST 0004, FIRST 0004 | DS0801/02 | Yes, IEP | Reading | | | | |

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

Print Summary Report-COMP-SD-10

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, <State Coordinator name>, at <State Coordinator email>.

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students.

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

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

Summary of Changes from 2019 to 2021:

- Added a thank you and NAEP State Coordinator contact information.
- Replaced an instruction about storing the report in the NAEP storage envelope. Schools will not receive a storage envelope this year.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' field. A blue navigation bar contains 'Welcome OMB OMB School 019637 OMB' and links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A 'Grade 8 Assessment: 2/18/2021' indicator is also present. The left sidebar lists navigation options: Home, Provide School Information, Prepare for Assessment (with sub-items like 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', 'Update Student List'), Support Assessment Activities, and Wrap Up. The main content area is titled 'Provide Information for SD (IEP or 504 Plan) Only' and features a 'Print Summary Report' section. This section contains the same text as the preceding paragraphs, followed by five buttons: 'Print Summary Report', 'Back to Beginning', 'Back', 'Submit', and 'Exit'. The page ID 'COMP-SD-10' is visible in the top right corner.

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 [<State name> NAEP 2021 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 displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. A user profile for 'OMB OMB' is shown, along with navigation links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The current assessment is identified as 'Grade 8 Assessment: 2/18/2021'. The left sidebar contains a menu with categories: 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. Under 'Prepare for Assessment', several tasks are listed with warning icons, including 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', and 'Update Student List'. The main content area is titled 'Provide Information for ELL Only' and features a 'Print Worksheet' section. This section 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, it references the 'Florida NAEP 2021 inclusion policy' for design elements and accommodations. At the bottom of the content area, there are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page ID 'COMP-ELL-2' is visible in the top right corner of the main content area.

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 [<State name> NAEP 2021 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 header includes the NAEP logo and 'MyNAEP For Schools' title. The main content area is titled 'Provide Information for ELL Only' and contains the following text:

ELL Details

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Florida NAEP 2021 inclusion policy](#) prior to completing.

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

All columns can be sorted by selecting the column header.

| Edit | Student name | Session/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 |
|------|-----------------------|----------------|--------------------|--------------|------------------|----------------------------------|---|---|-------------------------------|-----------------------------|------------------------------|-----------------------------|
| | LAST 0005, FIRST 0005 | DS0801/27 | Yes, ELL | Reading | | | | | | | | |
| | LAST 0007, FIRST 0007 | DS0801/03 | Yes, ELL | Math | | | | | | | | |

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

How Students Should Participate-COMP-ELL-5

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [<State name> NAEP 2021 inclusion policy \(see Appendix D1-6\)](#) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, <State Coordinator name>, at <State Coordinator email>.

- 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.

Summary of Changes from 2019 to 2021:

- Added NAEP State Coordinator contact information.
- Removed the parentheses from the first bullet: (One full academic year is defined as one full school year before the assessment)

Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, 'MyNAEP For Schools', and 'District'. Below this is a 'Welcome' section for 'OMB OMB' at 'School 019637 OMB', with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Provide Information for ELL Only' and contains the 'How Students Should Participate' section. This section includes the same instructions and bullet points as the text above. Below the text is a table with columns for 'Edit', 'Student name', 'Session/Line #', 'ELL classification', 'NAEP subject', 'How long has this student been enrolled in U.S. schools?', 'How should the student be assessed on NAEP?', 'Universal design elements', and 'NAEP accommodations'. Two student records are listed: one for 'LAST 0005, FIRST 0005' in Reading and one for 'LAST 0007, FIRST 0007' in Math. At the bottom of the interface are buttons for 'Back to Beginning', 'Back', 'Continue', and 'Exit'.

| Edit | Student name | Session/Line # | ELL classification | NAEP subject | How long has this student been enrolled in U.S. schools? | How should the student be assessed on NAEP? | Universal design elements | NAEP accommodations |
|-------------------------------------|-----------------------|----------------|--------------------|--------------|--|---|---------------------------|---------------------|
| <input checked="" type="checkbox"/> | LAST 0005, FIRST 0005 | DS0801/27 | Yes, ELL | Reading | | | | |
| <input checked="" type="checkbox"/> | LAST 0007, FIRST 0007 | DS0801/03 | Yes, ELL | Math | | | | |

Print Summary Report-COMP-ELL-9

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, <State Coordinator name>, at <State Coordinator email>.

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students.

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

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

Summary of Changes from 2019 to 2021:

- Added a thank you and NAEP State Coordinator contact information.
- Replaced an instruction about storing the report in the NAEP storage envelope. Schools will not receive a storage envelope this year.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' field. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user is identified as 'OMB OMB' for 'School 019637 OMB', with a 'Grade 8 Assessment: 2/18/2021' indicator. A sidebar on the left lists navigation options: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Plan for Assessment Day, Notify Parents, Manage Questionnaires, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up. The main content area is titled 'Provide Information for ELL Only' and 'Full Screen Mode'. It features a 'Print Summary Report' section with the following text: 'Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, State Coordinator, at StateCoordinator-FL@westat.com. Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in a secure location and refer to it during the preassessment review call. Select **Submit** when you are finished with this section.' At the bottom, there are five buttons: 'Print Summary Report', 'Back to Beginning', 'Back', 'Submit', and 'Exit'. The page ID 'COMP-ELL-9' is visible in the top right corner.

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 a secure location and refer to it during the preassessment review call. Print the **Exclusion Report** to discuss with the NAEP State Coordinator.

Select **Submit** to indicate you are finished with this section.

Screenshot

The screenshot displays the 'MyNAEP For Schools' web application interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and a 'District:' dropdown menu. Below the navigation bar, a 'Welcome' section identifies the user as 'OMB OMB' from 'School 019637 OMB' and shows the current assessment as 'Grade 8 Assessment: 2/18/2021'. The main content area is titled 'Print Reports' and is labeled 'COMP-REP-1' in the top right corner. It is divided into two sections: 'Before entering student data in the system' and 'After entering student data in the system'. The first section provides instructions to print worksheets and offers three buttons: 'Print Worksheet for SD Only', 'Print Worksheet for ELL Only', and 'Print Worksheet for Both SD and ELL'. The second section instructs users to select a 'Print Summary Report' (SD Only, ELL Only, or Both) and an 'Exclusion Report'. At the bottom, there are 'Exit' and 'Submit' buttons. A left-hand sidebar contains a navigation menu with categories like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up', with 'Prepare for Assessment' currently selected.

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 2021 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL) 08/12/2020 | | | | | | |
|---|--------------------|---|------------------|---|---|--|
| School Name: School 019637 OMB District Name: | | | NAEP ID: 1220101 | | | |
| A | B | C | D | E | F | G |
| | | | | | | H For each item listed below, how would you characterize this student's English proficiency? •No proficiency •ELL beginning •ELL intermediate •ELL advanced •Don't know |
| Student Name | Session/ Line # | ELL Classification 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? •Does not receive academic instruction primarily in English •Less than 1 year •1 to 2 years •2 to 3 years •3 years or more •Don't know | At what grade level does this student perform in the NAEP subject? •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know |
| Last 0010, First 0010 | DS0801/04 | Yes, ELL Yes, IEP | Math | | | Listening comprehension in English Reading English Speaking English Writing English |

Worksheet page 2

| NAEP 2021 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL) 08/11/2020 | | | | | |
|---|--------------------|---|------------------|---|---|
| School Name: School 019637 OMB District Name: | | | NAEP ID: 1220101 | | |
| I | J | K | L | M | N |
| Student Name | Session/ Line # | ELL Classification SD Classification | NAEP Subject | Record the student's disability(ies). •Specific learning disability •Hearing impairment/deafness •Speech or language impairment •Intellectual disability •Emotional disturbance •Orthopedic impairment •Traumatic brain injury •Autism •Development delay (age 9 or younger) •Visual impairment/blindness •Other health impairment (specify) | What is the degree of this student's disability(ies)? •Profound/Severe •Moderate •Mild •Don't know |
| Last 0010, First 0010 | DS0801/04 | Yes, ELL Yes, IEP | Math | | |

| NAEP 2021 Worksheet for Both Students with Disabilities (SD) and English Language Learners (ELL) 08/11/2020 School Name: School 019637 OMB District Name: NAEP ID: 1220101 | | | | | | | |
|--|--------------------|---|-----------------|---|--|--|--|
| 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? ●One academic year or more ●Less than one academic year | How is student assessed on state or classroom assessments in the NAEP subject? ●Without accommodations ●With accommodations ●Meets (or met) participation criteria for Florida Alternate Assessment General ●Meets (or met) participation criteria for FL Alt2 | How should the student be assessed on NAEP subject? ●Without accommodations ●With accommodations ●Do not test | What Universal Design elements and/or accommodations does the student need to access NAEP? |
| Last 0010, First 0010 | DS0801/04 | Yes, ELL Yes, IEP | Math | | | | |

For SD Only

Worksheet Page 1

| NAEP 2021 Worksheet for Students with Disabilities (SD) Only | | | | | | |
|--|--------------------|----------------------|------------------|---|--|--|
| School Name: School 019637 OMB District Name: | | | NAEP ID: 1220101 | | | |
| 08/11/2020 | | | | | | |
| A | B | C | D | E | F | G |
| Student Name | Session/ Line # | SD Classification | NAEP Subject | Record the student's disability(ies). <ul style="list-style-type: none"> •Specific learning disability •Hearing impairment/deafness •Speech or language impairment •Intellectual disability •Emotional disturbance •Orthopedic impairment •Traumatic brain injury •Autism •Development delay (age 9 or younger) •Visual impairment/blindness •Other health impairment (specify) | What is the degree of this student's disability(ies)? <ul style="list-style-type: none"> •Profound/Severe •Moderate •Mild •Don't know | At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know |
| Last 0001, First 0001 | DS0801/01 | Yes, IEP | Reading | | | |

Worksheet Page 2

| NAEP 2021 Worksheet for Students with Disabilities (SD) Only | | | | | | |
|--|--------------------|----------------------|------------------|--|--|--|
| School Name: School 019637 OMB District Name: | | | NAEP ID: 1220101 | | | |
| 08/11/2020 | | | | | | |
| H | I | J | K | L | M | N |
| Student Name | Session/ Line # | SD Classification | NAEP Subject | How is student assessed on state or classroom assessments in the NAEP subject? <ul style="list-style-type: none"> •Without accommodations •With accommodations •Meets (or met) participation criteria for Florida Alternate Assessment General •Meets (or met) participation criteria for FL Alt2 | How should student be assessed on NAEP? <ul style="list-style-type: none"> •Without accommodations •With accommodations •Do not test | What Universal Design elements and/or accommodations does the student need to access NAEP? |
| Last 0001, First 0001 | DS0801/01 | Yes, IEP | Reading | | | |

For ELL Only

Worksheet Page 1

| NAEP 2021 Worksheet for English Language Learners (ELL) Only | | | | | | | 08/11/2020 | | | |
|--|----------------|--------------------|--------------|---|---|--|--|-----------------|------------------|-----------------|
| School Name: School 019637 OMB District Name: | | | | | | | NAEP ID: 1220101 | | | |
| | | | | | | | H | | | |
| | | | | | | | For each item listed below, how would you characterize this student's English proficiency? <ul style="list-style-type: none"> •No proficiency •ELL beginning •ELL intermediate •ELL advanced •Don't know | | | |
| A | B | C | D | E | F | G | | | | |
| | | | | | Including this year, how long has this student been receiving academic instruction primarily in English? <ul style="list-style-type: none"> •Does not receive academic instruction primarily in English •Less than 1 year •1 to 2 years •2 to 3 years •3 years or more •Don't know | At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know | | | | |
| Student Name | Session/Line # | ELL Classification | NAEP Subject | What is the student's primary language? | | | Listening comprehension in English | Reading English | Speaking English | Writing English |
| Last 0007, First 0007 | DS0801/03 | Yes, ELL | Math | | | | | | | |

Worksheet Page 2

| NAEP 2021 Worksheet Report for English Language Learners (ELL) Only | | | | | | 08/11/2020 |
|---|----------------|--------------------|--------------|---|--|--|
| School Name: School 019637 OMB District Name: | | | | | | NAEP ID: 1220101 |
| I | J | K | L | M | N | O |
| | | | | How long has the student been enrolled in U.S. schools? <ul style="list-style-type: none"> •One academic year or more •Less than one academic year | How should student be assessed on NAEP? <ul style="list-style-type: none"> •Without accommodations •With accommodations •Do not test | What Universal Design elements and/or accommodations does the student need to access NAEP? |
| Student Name | Session/Line # | ELL Classification | NAEP Subject | | | |
| Last 0007, First 0007 | DS0801/03 | Yes, ELL | Math | | | |

Create Accommodation Sessions (Field Staff Only)

COMP-ACCOM-1

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

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

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

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

Screenshot

The screenshot displays the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and the user's district 'District:'. Below the navigation bar, the main content area is titled 'Welcome' and shows the user's school 'School 019637 OMB'. A sidebar on the left contains a menu with options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The 'Prepare for Assessment' section is expanded, showing a list of tasks with warning icons. The main content area displays a warning message: 'Do not proceed with this task until the Preassessment Review Call'. Below the warning, it states: 'The Submit button will be grayed out until you have **white** checkmarks for all of the following links:'. A list of links is provided: 'Provide Information for Students Who Are Both SD and ELL', 'Provide Information for SD (IEP or 504 Plan) Only', and 'Provide Information for ELL Only'. Below the list, it says: 'Once you select Submit, the system will create accommodation sessions based on the accommodations recorded for each student.' and '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 main content area, there are two buttons: 'Submit' and 'Exit'.

Notify Parents - NEW

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).¹

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 \(3:29\) \(https://bcove.video/2xyrOUA\)](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](#)

Summary of Changes from 2021 to 2022:

- No changes.

¹ 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*).

Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and 'District: District 1200150 (FL)'. Below this, there is a 'Welcome' section with a user profile icon and '0mb Submission'. On the right, there are links for 'Help', 'Contact Us', 'My Account', and 'Logout', along with 'Grade 8: 2/15/2022'. The left sidebar contains a menu with items like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/EL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Notify Parents' and includes the text: 'All parents and guardians of selected students must be notified in writing before NAEP can conduct the assessment.' Below this, a light blue box lists tasks to complete: 'Watch Notify Parents Tutorial (3:29)', 'Download Parent/Guardian Notification Template', 'Upload Letter', and 'Verify Parent/Guardian Notification'. At the bottom, there is an 'Additional Resources' section with links to a parent's page on the Nation's Report Card website, PDF and video versions of 'What Every Parent Should Know About NAEP', and Sample Questions Booklets.

Download Parent/Guardian Notification Template

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

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

[Parent/Guardian Notification Letter \(mathematics and reading\) \(See Appendices D2-11 and D2-12\)](#)

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.

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot shows the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the title 'MyNAEP For Schools' in the center, and 'District: District 1200150 (FL)' on the right. A blue navigation bar contains 'Welcome' with a user icon and '0mb Submission', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Download Parent/Guardian Notification Template' (PAR-TMP-1) and includes instructions on how to download and use the template. A sidebar on the left lists various assessment preparation steps, with 'Notify Parents' highlighted. At the bottom of the main content area are 'Submit' and 'Exit' buttons.

Upload Letter

Upload Letter-PAR-UPLD-1

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

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

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot shows the 'MyNAEP For Schools' interface. The header includes the NAEP logo and 'MyNAEP For Schools' text. A navigation menu on the left lists various assessment preparation steps. The main content area contains two numbered questions about letter distribution, a file upload field, and 'Submit' and 'Exit' buttons.

Verify Parent/Guardian Notification

Verify Parent/Guardian Notification-PAR-VER-1

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

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

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

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

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

Yes No

4. Who received a notification?

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

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

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district information 'District: District 1200150 (FL)'. The user is logged in as '0mb Submission' and the page is for 'Grade 8: 2/15/2022'. The left sidebar contains navigation options: Home, Provide School Information, Prepare for Assessment (highlighted), Support Assessment Activities, and Wrap Up. Under 'Prepare for Assessment', there are several tasks: Review and Verify List of Students Selected for NAEP, Complete SD/EL Student Information, Plan for Assessment Day, Notify Parents (highlighted), Manage Questionnaires, Encourage Participation, and Update Student List. The main content area is titled 'Verify Parent/Guardian Notification' and contains the following form fields and questions:

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

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

3. Other than updating the placeholder text, did you make any changes to the letter?
 - Yes
 - No
4. Who received a notification?
 - Parents/guardians of sampled students only
 - Parents/guardians of all grade 8 students
5. Please certify that you notified parents and guardians of the assessment by typing your name in the box.

Buttons: Save, 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 \(4:03\) \(https://bcove.video/2xiQQiX\)](https://bcove.video/2xiQQiX)
- [Identify Questionnaire Respondents](#)
- [Send Welcome Emails and Questionnaires](#)
- [Monitor Questionnaire Completion and Send Reminder Emails](#)
- [Print Reports](#)

Additional Resources

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

Summary of Changes from 2019 to 2021:

- Removed the Print Reports link and Monitor Questionnaire Completion Report because field staff are being instructed to review questionnaire completion statuses directly from MyNAEP in the Monitor Questionnaire Completion and Send Reminder Emails link

Screenshot

The screenshot displays the MyNAEP For Schools web application interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' is in the center. On the right, it says 'District: TS Public Schools (99)'. Below the header, there is a 'Welcome' section for 'Training Nelsen Middle School' and navigation links for 'Help', 'Contact Us', 'My Account', and 'Logout'. A 'Grade 8 Assessment: 3/2/2021' indicator is also present. A left-hand navigation menu includes options like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', 'Update Student List', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Manage Questionnaires' and includes a 'Prepare for Assessment' section. It explains that NAEP collects information using questionnaires and lists two types: School Questionnaires (for school policies) and Teacher Questionnaires (for teacher training). It also provides instructions on monitoring completion and sending reminders. A blue callout box lists tasks to complete: 'Watch Manage Questionnaires Tutorial (4:03)', 'Identify Questionnaire Respondents', 'Send Welcome Emails and Questionnaires', and 'Monitor Questionnaire Completion and Send Reminder Emails'. Below this, an 'Additional Resources' section lists 'Measure Up News for the School Community', 'Facts for Teachers', and 'NAEP Survey Questionnaires For Teachers and Schools'.

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 displays the MyNAEP For Schools interface for Training Nelsen Middle School. The page title is "Identify Questionnaire Respondents". It includes a navigation sidebar on the left with options like "Home", "Provide School Information", "Prepare for Assessment", "Support Assessment Activities", and "Wrap Up". The main content area contains a checkbox for "Check this box if all your teachers use the same email domain." followed by a list of instructions and a "Save" button. Below this, there is a section for "Add Teacher" with a table header for "Edit", "Delete", "First Name", "Last Name", "Email", and "Subject". At the bottom, there are buttons for "Add Teacher", "Save and Continue", and "Exit".

MyNAEP For Schools District: TS Public Schools (99)

Welcome Training Nelsen Middle School Help Contact Us My Account Logout

Grade 8 Assessment: 1/28/2021

Full Screen Mode QX-RES-1

Identify Questionnaire Respondents

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.

Save

Select the **Add Teacher** button to enter contact information for all teachers who teach mathematics or reading to **grade 8** students.

- 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**.

| Edit | Delete | First Name | Last Name | Email | Subject |
|------|--------|------------|-----------|-------|---------|
|------|--------|------------|-----------|-------|---------|

Add Teacher Save and Continue Exit

Send Welcome Emails and Questionnaires

Send Welcome Emails-QX-WEL-1

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

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

Not sure if everyone received the welcome email?

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

Screenshot

The screenshot shows the MyNAEP For Schools interface for Training Dixon Middle School. The main heading is "Send Welcome Emails and Questionnaires". Below the heading, there is a table with the following columns: First Name, Last Name, Questionnaire Type, Email, Send Welcome Email, Send Date, and Email Status. The table contains four rows of data, all with "Not Verified" status. Below the table is a "Print Welcome Email Reminder" button. At the bottom, there is a section titled "Not sure if everyone received the welcome email?" with a list of instructions: "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.", and "Print a Hard Copy Reminder to place in recipients' mailboxes." There is also an "Exit" button at the bottom.

| First Name | Last Name | Questionnaire Type | Email | Send Welcome Email | Send Date | Email Status |
|------------|-----------|--------------------|-------|----------------------|-----------|--------------|
| | | School | | Send | | Not Verified |
| | | Teacher - Grade 8 | | Send | | Not Verified |
| | | Teacher - Grade 8 | | Send | | Not Verified |
| | | Teacher - Grade 8 | | Send | | Not Verified |
| | | Teacher - Grade 8 | | Send | | Not Verified |

Print Welcome Email Reminder

Not sure if everyone received the welcome email?

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

Exit

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 for Training Dixon Middle School. The main content area is titled "Monitor Questionnaire Completion and Send Reminder Emails" and includes the following instructions:

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

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

Below the table, there is a **Print Hard Copy Reminder** button. At the bottom, there are **Add Teacher** and **Exit** buttons.

*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 \(3:53\) \(https://bcove.video/2fDAvDb\)](https://bcove.video/2fDAvDb)
- [Record Assessment Details](#)
- [Provide NAEP Team Instructions](#)

Summary of Changes from 2019 to 2021:

- Removed the additional resources “Suggested Testing Room Layouts” since they do not follow COVID-19 social distancing guidelines

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The user is logged in as 'Training Nelsen Middle School' and is viewing the 'Grade 8 Assessment' on '1/28/2021'. The main content area is titled 'Plan for Assessment Day' and provides instructions for recording assessment details and providing logistical instructions. A note states that if less than 90% of selected students attend, a makeup assessment may be required. A list of tasks to complete is provided, including watching a tutorial, recording assessment details, and providing team instructions. The left sidebar contains navigation options such as 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'.

Record Assessment Details

Record Assessment Details-PLN-DET-1

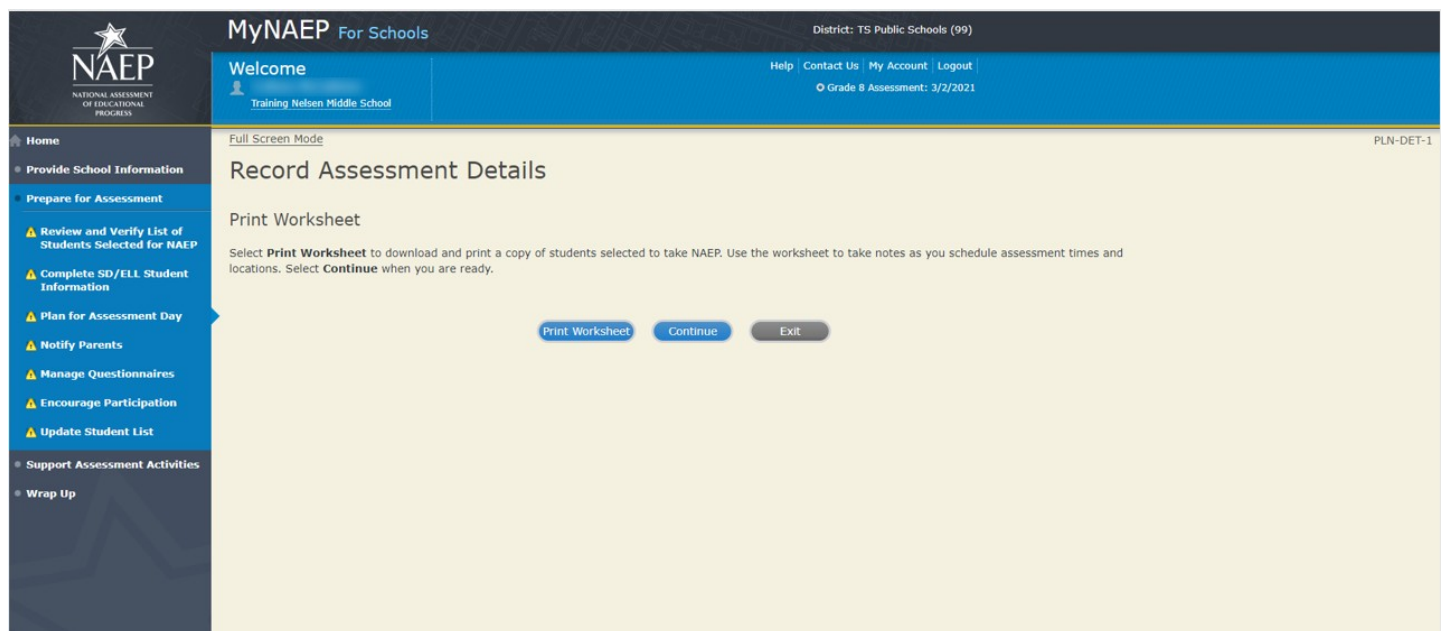
Print Worksheet

Select **Print Worksheet** to download and print a copy of students selected to take NAEP. Use the worksheet to take notes as you scheduled assessment times and locations. Select **Continue** when you are ready.

Summary of Changes from 2019 to 2021:

- Added a worksheet to assist with organizing assigning students to groups for the assessment

Screenshot



Record Assessment Details PLN-DET-2

School Schedules

In the fall, your school provided information about attendance and scheduled for grade X students. **Please review your school's Student Attendance and Schedule Plan below and let us know if anything has changed.**

Student Attendance and Schedule Plan

Will grade X students follow the same attendance plan from January 25th to March 19th?

Yes, this plan is still accurate

No

Please describe how your grade x student attendance plan has changed.

Summary of Changes from 2019 to 2021:

- Add a screen to allow for confirmation of the student attendance and schedule plans from the fall and update for potential changes

Screenshot

The screenshot shows the 'MyNAEP For Schools' interface for 'Training Nelsen Middle School'. The page is titled 'Record Assessment Details' and is in 'Full Screen Mode'. The main content area is titled 'School Schedules' and contains the following text: 'In the fall, your school provided information about attendance and schedules for grade x students. **Please review your school's Student Attendance and Schedule Plan below and let us know if anything has changed.**' Below this is a link for 'Student Attendance and Schedule Plan'. The main question is 'Will grade X students follow the same attendance plan from January 25th to March 19th?'. There are two radio button options: 'Yes, this plan is still accurate' and 'No'. Below the options is a text input field with the prompt 'Please describe how your grade x student attendance plan has changed.' At the bottom of the form are four buttons: 'Back', 'Save', 'Continue', and 'Exit'. The left sidebar contains a navigation menu with categories like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The top right corner shows 'District: TS Public Schools (99)' and 'Grade 8 Assessment: 3/2/2021'.

Record Assessment Details PLN-DET-3

Testing Locations and Time Requirements

You're about to select assessment locations and start times for NAEP.

Review the information below, and indicate when grade 8 students break for lunch. On the next couple of screens, you will schedule testing locations and start times for each session.

Testing Locations

Select locations that...

- has 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

Time Requirements

- Locations should be available 90 minutes before the start time so that the NAEP team can set up.
- Sessions will last about 120 minutes.
- The morning assessments need to begin at least two hours before lunch.
- **Allow 60 minutes between tablet sessions** for equipment refresh.

Enter the time that grade 8 students take their lunch break..

Start Time: End Time:

Start Time: End Time:

Start Time: End Time:

Start Time: End Time:

Start Time: End Time:

Summary of Changes from 2019 to 2021:

- Separated the testing locations and time requirements screen into two separate screens
- Changed time requirements for testing locations to allow for COVID-19 spatial requirements

Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. Below the navigation bar, there is a 'Welcome' message for 'Training Nelsen Middle School' and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Record Assessment Details' and contains the following sections:

- Testing Locations and Time Requirements**: A heading for the current screen.
- Testing Location**: A section titled 'Select a location that...' with a list of criteria:
 - 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)
 - have flat desks or tables (no slanted and/or small desks)
 - has electrical outlets that are easily accessible
- Time Requirements**: A section with a list of requirements:
 - Locations should be available 90 minutes before the start time so that the NAEP team can set up.
 - The assessment lasts about 120 minutes.
 - The morning assessments need to begin at least two hours before lunch.
 - **Allow 60 minutes between sessions** for equipment refresh.

Below the 'Time Requirements' section, there is a prompt: 'Enter the times that grade 8 students take their lunch break.' followed by a form with five rows of 'Start Time' and 'End Time' dropdown menus. At the bottom of the screen, there are buttons for 'Back to Beginning', 'Back', 'Save', 'Continue', and 'Exit'.

Record Assessment Details-PLN-DET-4

NAEP brings enough equipment to assess up to 25 students at a time, so the team can assess 25 students in the morning and another 25 students in the afternoon. Students can be divided into smaller groups to promote social distancing

- NAEP can assess up to 4 smaller groups, including accommodated groups, at the same time. Please leave room for at least one accommodated group.
- There can be a total of up to 8 groups in a single day.
- Use the table(s) below to schedule assessment times and locations.
- If you need to divide students into smaller groups, use the **Add group** button.
- **You can assign individual students to specific groups on the next screen.**

Schedule Assessment Groups

Note: Grade XX students are expected to participate

Summary of Changes from 2019 to 2021:

- Updated directions about breaking up the two groups into smaller groups to follow the social distancing guidelines.

Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and a 'District:' dropdown menu. Below the navigation bar, there is a 'Welcome' section with a user profile icon and 'School 000040'. The main content area is titled 'Record Assessment Details' and contains the following text:

NAEP brings enough equipment to assess up to 25 students at a time, so the team can assess 25 students in the morning and another 25 students in the afternoon. Students can also be divided into smaller groups to promote social distancing.

- NAEP can assess up to 4 smaller groups, including accommodated groups, at the same time. Please leave room for at least one accommodated group.
- There can be a total of up to 8 groups in a single day.
- Use the table(s) below to schedule assessment times and locations.
- If you need to divide students into smaller groups, use the **Add Group** button.
- **You can assign individual students to specific groups on the next screen.**

Below the instructions is a section titled 'Schedule Assessment Groups' with a note: 'Note: 45 students are expected to participate'. This section contains a table with the following columns: 'Session - Group', 'Delete', 'Assessment Date', 'Location', and 'Start Time'.

| Session - Group | Delete | Assessment Date | Location | Start Time |
|-----------------|--------|-----------------|----------------------|--|
| DS0801-A | | 2/12/2021 | <input type="text"/> | <input type="text"/> : <input type="text"/> : <input type="text"/> |
| DS0801-B | | 2/12/2021 | <input type="text"/> | <input type="text"/> : <input type="text"/> : <input type="text"/> |

Below the table is an 'Add Group' button. At the bottom of the page, there is a navigation bar with buttons for 'Back to Beginning', 'Back', 'Save', 'Continue', and 'Exit'.

Record Assessment Details-PLN-DET-7

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

The screenshot displays the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: Fresno Unified (CA)'. A 'Welcome' message is visible, along with links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The current assessment is identified as 'Grade 8 Assessment: 3/3/2021'. The left sidebar contains a menu with categories like 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Record Assessment Details' and shows 'Combined Sessions'. It includes the same introductory text and guidelines as the previous section. Below the text is a table with the following data:

| Combined Sessions | Assessment Date | Number of Students | Location | Start Time |
|--|-----------------|--------------------|----------|------------|
| Tablet Sessions DS0801-A, DS0802-A, DS0802-B | 3/3/2021 | 75 | Library | 9:00 am |

At the bottom of the table, there are four buttons: 'Back to Beginning', 'Back', 'Continue', and 'Exit'.

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 to a group.

NAEP has assigned each student to a group. If there is a scheduling conflict, you can use the group drop-downs to switch students below. Select **Submit** when you are finished.

<assessment date>

Group A: 25 student(s)

Group B: 25 student(s)

Total: 50

Summary of Changes from 2019 to 2021:

- Added assessment date to group column

Screenshot

The screenshot displays the 'MyNAEP For Schools' interface for 'Training Nelsen Middle School'. The main heading is 'Record Assessment Details'. Under 'Tablet Groups', it states: 'NAEP has assigned each student taking the tablet assessment to a group. If there is a scheduling conflict, you can use the group drop-downs to switch students below. Select **Submit** when you are finished.' A summary box shows: '3/2/2021', 'Group A: 25 student(s)', 'Group B: 25 student(s)', and 'Total: 50'. A 'Tips' box contains the same two bullet points as the text above. Below is a table with the following data:

| Name | Session/Line# | Start Time | Location | Extended Time | Group |
|------|---------------|------------|----------|---------------|--------------|
| | DS0801/01 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/02 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/03 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/04 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/05 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/06 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/07 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/08 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/09 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/10 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/11 | 9:00 am | Library | | 3/2/2021 - A |
| | DS0801/12 | 9:00 am | Library | | 3/2/2021 - A |

At the bottom of the page are buttons: 'Back to Beginning', 'Back', 'Save', 'Submit', and 'Exit'.

Provide NAEP Team Instructions

Provide NAEP Team Instructions

COVID-19 Policies PLN-TEAM-1

As described in the NAEP COVID-19 Protocol [document](#), field staff will use a variety of PPE and sanitizing tools, monitor their health, and follow strict testing and sanitizing protocols.

1. Besides the information outlined in the NAEP protocol document, are there any school specific COVID protocols that the field staff should follow?
2. How should the team handle visibly ill students?
3. During the assessment, students often raise their hand to ask questions. What are your school's protocols for answering student questions while following social distancing guidelines?
4. Are school staff required to wear masks?
5. Are students required to wear masks?
6. Does the school require social distancing (6 feet or more)?
7. Is the school regularly sanitizing its premises (including high touch surfaces)?

Summary of Changes from 2019 to 2021:

- Added a COVID-19 Policy questions screen; this is a new screen.

Screenshot

The screenshot shows the MyNAEP For Schools interface for the Fresno Unified (CA) district. The page is titled "Provide NAEP Team Instructions" and focuses on "COVID-19 Policies". It includes a navigation sidebar on the left with options like "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment", "Support Assessment Activities", and "Wrap Up". The main content area contains a paragraph of introductory text and seven numbered questions, each followed by a text input field. At the bottom, there are "Save", "Continue", and "Exit" buttons.

MyNAEP For Schools District: Fresno Unified (CA)

Welcome

Help | Contact Us | My Account | Logout

Grade 8 Assessment: 3/3/2021

Full Screen Mode

PLN-TEAM-1

Provide NAEP Team Instructions

COVID-19 Policies

As described in the NAEP COVID-19 Protocol [document](#), field staff will use a variety of PPE and sanitizing tools, monitor their health, and follow strict testing and sanitizing protocols.

- Besides the information outlined in the NAEP protocol document, are there any school specific COVID protocols that the field staff should follow?
- How should the team handle visibly ill students?
- During the assessment, students often raise their hand to ask questions. What are your school's protocols for answering student questions while following social distancing guidelines?
- Are school staff required to wear masks?
- Are students required to wear masks?
- Does the school require social distancing (6 feet or more)?
- Is the school regularly sanitizing its premises (including high touch surfaces)?

Save Continue Exit

Before the Assessment-PLN-TEAM-2

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. Is there anything specific we need to know?

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. Will you be printing and providing the students appointment cards?

I will be printing and distributing appointment cards to students

I will not be printing and distributing appointment cards to students

Summary of Changes from 2019 to 2021:

- Updated question to remove references to traumatic events due to COVID-19.
- Updated the student appointment cards printing to be electronically and printed by the school.

Screenshot

The screenshot shows the 'MyNAEP For Schools' web application. The top navigation bar includes the NAEP logo, the title 'MyNAEP For Schools', and the district name 'District: Fresno Unified (CA)'. A 'Welcome' message is visible, along with links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The current assessment is identified as 'Grade 8 Assessment: 3/3/2021'. A sidebar on the left contains a menu with categories like 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The 'Prepare for Assessment' section is expanded, showing tasks such as 'Review and Verify List of Students Selected for NAEP', 'Complete SD/ELL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', and 'Update Student List'. The main content area is titled 'Provide NAEP Team Instructions' and includes a 'Full Screen Mode' link. The instructions are organized under the heading 'Before the Assessment' and consist of nine numbered questions, each with a text input field or radio button options. The questions cover topics such as team parking, school protocols, testing locations, equipment unloading, meeting locations, school announcements, special needs, and appointment cards. At the bottom of the form, there are four buttons: 'Back', 'Save', 'Continue', and 'Exit'.

MyNAEP For Schools District: Fresno Unified (CA)

Welcome

Help Contact Us My Account Logout

Grade 8 Assessment: 3/3/2021

Full Screen Mode

PLN-TEAM-2

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 materials 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. Is there anything specific we need to know?
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. Will you be printing and providing the students appointment cards?
 I will be printing and distributing appointment cards to students
 I will not be printing and distributing appointment cards to students

Back Save Continue Exit

Provide NAEP Team Instructions

During the Assessment-PLN-TEAM-3

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? NAEP field staff will administer the entirety of the assessment, however schools have reported that it is beneficial to have a school staff member in the room. The staff member serves a familiar person for the students, helps with disruptive behavior, and knows school procedures should for any situations that could arise.

Yes

No

Summary of Changes from 2019 to 2021:

- Provided context for why it is beneficial to have school staff present in the testing locations.

Screenshot

The screenshot shows the MyNAEP For Schools web application. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district 'Fresno Unified (CA)'. A navigation menu on the left lists various assessment preparation steps, with 'Prepare for Assessment' selected. The main content area is titled 'Provide NAEP Team Instructions' and contains a section 'During the Assessment' with six numbered questions. Questions 2, 3, 4, and 5 have text input fields. Question 1 has three radio button options. Question 6 has two radio button options. At the bottom, there are five buttons: 'Back to Beginning', 'Back', 'Save', 'Continue', and 'Exit'.

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

MyNAEP For Schools

District: Fresno Unified (CA)

Welcome

Help | Contact Us | My Account | Logout

Grade 8 Assessment: 3/3/2021

Full Screen Mode

PLN-TEAM-3

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? NAEP field staff will administer the entirety of the assessment, however schools have reported that it is beneficial to have a school staff member in the room. The staff member serves as a familiar person for the students, helps with disruptive behavior, and knows school procedures for any situations that could arise.
 - Yes
 - No

Back to Beginning | Back | Save | Continue | Exit

Provide NAEP Team Instructions

After the Assessment-PLN-TEAM-4

1. NAEP grants 90 minutes of community service to students who take the assessment. Certificates of community service (available in the Wrap Up section) are distributed to students after the completion of the assessment. Would you like to distribute to students the certificates of community service?

- Yes, we will be distributing the certificates of community service
- No, we will not be offering the certificates of community service
- We will not be offering certificates of community service to students

2. Students in the tablet sessions may be dismissed

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

For all options, 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

Option 2: Dismiss students individually as they finish but no earlier than 70 minutes after students begin the assessment

Option 3: Dismiss students as they finish

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.. Where will you be?

Summary of Changes from 2019 to 2021:

- Certificates of community service will be printed and distributed by the school after the assessment.
- Added a third dismissal policy option of allowing students to leave as soon as they finish the assessment
- Removed references to the red NAEP storage envelope

Screenshot

The screenshot shows the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: Auburn City (AL)' are on the right. A navigation bar includes 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. Below this, the page title is 'Provide NAEP Team Instructions' and the user ID 'PLN-TEAM-4' is visible. A sidebar on the left lists various assessment preparation steps, with 'Plan for Assessment Day' highlighted. The main content area is titled 'After the Assessment' and contains several numbered instructions and form fields for providing team instructions.

Full Screen Mode PLN-TEAM-4

Provide NAEP Team Instructions

After the Assessment

1. NAEP grants 90 minutes of community service to students who take the assessment. Certificates of community service (available in the [Wrap up](#) section) are distributed to students after the completion of the assessment. Would you like to distribute to students the certificates of community service?

Yes, we will be distributing the certificates of community service

No, we will not be offering the certificates of community service to students

2. Students taking the tablet assessment may be dismissed

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

For all options, students may bring a book to read or complete schoolwork if they finish early. To ensure testing integrity, NAEP prefers either option 1 or option 2.

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

Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment

Option 3: Dismiss students as they finish

Additional Notes:

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

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

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

[Back to Beginning](#) [Back](#) [Save](#) [Submit](#) [Exit](#)

Encourage Participation - NEW

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](#)

Summary of Changes from 2021 to 2022:

- Removed the Additional Resources links, since *Measure Up* has not been updated, and the digitally-based assessments link does not apply to long-term trend schools. The digitally-based assessments link will appear in the Introduce Online Resources page for schools participating in digitally-based assessments.
 - [Measure Up News for the School Community](#)
 - [Digitally-based Assessments](https://nces.ed.gov/nationsreportcard/dba/) (<https://nces.ed.gov/nationsreportcard/dba/>)

Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The navigation menu on the left has 'Encourage Participation' highlighted. The main content area is titled 'Encourage Participation' and contains the following text:

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 \(2:06\)](#)
- [Review Resources](#)
- ▲ [Select Strategies to Encourage Participation](#)

Review Resources

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.

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress), the title "MyNAEP For Schools", and the user's district "District: District 1200150 (FL)". A secondary blue bar contains a "Welcome" message, a user profile icon, and links for "Help", "Contact Us", "My Account", and "Logout". The main content area is titled "Review Resources" and contains the same text and list of resources as described in the previous sections. At the bottom of the content area are "Exit" and "Submit" buttons. A left-hand sidebar menu lists various assessment preparation steps, with "Prepare for Assessment" selected. The page ID "ENC-RES-1" is visible in the top right corner of the content area.

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](#)

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and the user's district "District: District 1200150 (FL)" on the right. Below the title, there is a "Welcome" message and a "0mb Submission" indicator. On the far right of the top bar, there are links for "Help", "Contact Us", "My Account", and "Logout", along with the user's grade and date: "Grade 8: 2/15/2022".

The main content area is titled "Notify Students About NAEP" and includes the following text: "It's important for students to know the importance of NAEP and that they have been selected to represent their peers across the country. Use the templates below to share information about NAEP, its importance, and details about the upcoming assessment." Below this text is a list of three links: "Sample Morning Announcements - Grade 8- (39 KB, DOCX)", "Sample Student Notification Letter - Grade 8- (39 KB, DOCX)", and "Social Media Posts - Grade 8- (55 KB, DOCX)". An "Exit" button is located below the list.

The left sidebar contains a navigation menu with the following items: "Home", "Provide School Information", "Prepare for Assessment" (which is expanded to show "Review and Verify List of Students Selected for NAEP", "Complete SD/EL Student Information", "Plan for Assessment Day", "Notify Parents", "Manage Questionnaires", "Encourage Participation", and "Update Student List"), "Support Assessment Activities", and "Wrap Up". The page ID "ENC-STDT-1" is visible in the top right corner of the main content area.

Videos

Videos-ENC-VID-1

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

- [Introducing NAEP to Teachers \(4:27\)](https://youtu.be/zR1_pUdSIFg) (https://youtu.be/zR1_pUdSIFg)
- [Introducing NAEP to Students \(4:36\)](https://youtu.be/8drjkhe0iQU) (<https://youtu.be/8drjkhe0iQU>)
- [What Every Parent Should Know About NAEP \(4:51\)](https://youtu.be/RurH739zdN0) (<https://youtu.be/RurH739zdN0>)
- [Going Digital: NAEP Assessments for the Future \(1:51\)](https://youtu.be/-RJ4k0I6h2c) (<https://youtu.be/-RJ4k0I6h2c>)

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot displays the MyNAEP For Schools web application interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The main header area includes the text "MyNAEP For Schools" and "District: District 1200150 (FL)". A navigation bar contains links for "Help", "Contact Us", "My Account", and "Logout", along with a user profile icon and "Grade 8: 2/15/2022". A sidebar on the left lists various assessment preparation steps, with "Prepare for Assessment" expanded to show sub-tasks like "Review and Verify List of Students Selected for NAEP". The main content area is titled "Videos" and contains the same introductory text and video list as seen in the text above. An "Exit" button is located at the bottom of the video list.

NAEP Online

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://nces.ed.gov/nationsreportcard/experience/>) 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.

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot shows the MyNAEP For Schools interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header area includes 'MyNAEP For Schools' and 'District: District 1200150 (FL)'. A blue navigation bar contains 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. Below this, a user profile section shows '0mb Submission' and 'Grade 8: 2/15/2022'. The main content area is titled 'NAEP Online' and contains the following text: 'The [Nation's Report Card](https://nces.ed.gov/nationsreportcard/) website has resources for all audiences.' Below this are four sections, each with a link and a brief description: 1. [Nation's Report Card: Digitally Based Assessments](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) to students selected for the tablet assessments, so that they can become familiar with how to use the on-screen interactive tools. 2. [Nation's Report Card: Student's page](https://nces.ed.gov/nationsreportcard/students/): Students selected for NAEP can test themselves and [answer real assessment questions](https://nces.ed.gov/nationsreportcard/nqt/) for different subject areas. 3. [Nation's Report Card: Educator's page](https://nces.ed.gov/nationsreportcard/educators/): Teachers can [create their own tests](https://nces.ed.gov/nationsreportcard/nqt/) using NAEP assessment items, and can also explore NAEP results. 4. [Nation's Report Card: Parent's page](https://nces.ed.gov/nationsreportcard/parents/): Parents can review [what participation in NAEP means for their child](https://nces.ed.gov/nationsreportcard/parents/#sec2) and how results from assessments are used. A sidebar on the left lists navigation options: Home, Provide School Information, Prepare for Assessment (with sub-items: Review and Verify List of Students Selected for NAEP, Complete SD/EL Student Information, Plan for Assessment Day, Notify Parents, Manage Questionnaires, Encourage Participation, Update Student List), Support Assessment Activities, and Wrap Up. An 'Exit' button is located at the bottom right of the main content area.

Thank Students for Their Participation

Thank Students for Their Participation ENC-THANK-1

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.

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot displays the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress), the title 'MyNAEP For Schools', and the user's district 'District: District 1200150 (FL)'. A secondary navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout', along with the user's role 'Omb Submission' and the current grade and date 'Grade 8: 2/15/2022'. The main content area is titled 'Thank Students for Their Participation' and contains the following 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:'. This is followed by a bulleted list of incentives: 'extra credit;', 'reduced-price or free school event tickets;', 'raffle of gift certificates; and', and 'certificate for community service (provided by NAEP)'. Below the list, it states 'Work with your principal to consider ways to thank students for their participation.' and an 'Exit' button is visible. The left sidebar menu includes categories like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up', with several sub-items under 'Prepare for Assessment' such as 'Review and Verify List of Students Selected for NAEP', 'Complete SD/EL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', and 'Update Student List'.

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

Summary of Changes from 2021 to 2022:

- No changes.

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district information 'District: District 1200150 (FL)'. The main navigation menu on the left lists various assessment preparation steps, with 'Encourage Participation' highlighted. The main content area shows the 'Select Strategies to Encourage Participation' form, which includes a welcome message, a question about strategies used, and a list of five options with checkboxes: 'Notify students', 'Show NAEP videos', 'Introduce NAEP online resources', 'Thank students for their participation', 'Other, specify', and 'None'. At the bottom of the form are 'Save', 'Submit', and 'Exit' buttons. The page ID 'ENC-STRAT-1' is visible in the top right corner of the content area.

Update Student List

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

Prepare for Assessment

Update Student List

A list of **grade X** 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 X students. The updated list should reflect **January 2021 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 \(optional\)](#)
- [Submit Current List](#)

Additional Resources

- [Student List Requirements and Instructions](#)

Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' field. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user is identified as 'OMB OMB' for 'School 019637 OMB', and the current assessment is 'Grade 8 Assessment: 2/18/2021'. The main content area is titled 'Update Student List' and includes the following text: '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 all currently enrolled grade 8 students. The updated list should reflect **January 2021 enrollment**.', and 'After you submit the current list, you will receive email notifications when you need to complete additional steps.' Below this, a light blue box lists the steps to complete: 'Watch Update Student List Tutorial (8:29)', 'Give Access for Student Data Specialist (optional)', and 'Submit Current List'. At the bottom, there is an 'Additional Resources' section with a link to 'Student List Requirements and Instructions'. A left-hand navigation menu is visible, with 'Update Student List' highlighted.

Give Access for Student Data Specialist

INES-SPE 1-1

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

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' field. Below the header, there is a 'Welcome' section for 'OMB OMB' at 'School 019637 OMB', with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Give Access for Student Data Specialist' and contains the same instructions and list of required information as the text above. Below the instructions is a table for adding student data specialists:

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

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

Submit Current List

Submit Current List

Prepare File-USL-SUB-1

NAEP needs a complete and current list of all students in grade X (**not just new students**). The list should reflect **January 2021 enrollment** and will help NAEP identify any students who have enrolled since the fall of 2020. Include all students, even students who are commonly excluded from other testing programs.

To prepare your list:

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

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

Screenshot

The screenshot displays the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' dropdown menu. Below this, a blue header bar contains a 'Welcome' message for 'OMB OMB' at 'School 019637 OMB', along with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A 'Grade 8 Assessment: 2/18/2021' indicator is also present. The main content area is titled 'Submit Current List' for 'USL-SUB-1'. It features a 'Prepare File' section with the same instructions as the text above. At the bottom of this section are two buttons: 'Continue' (highlighted in blue) and 'Exit' (grey). A left-hand sidebar menu lists various assessment preparation steps, with 'Update Student List' currently selected.

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. Click on the "**Choose File**" or "**Browse...**" button below. It will open a window in the browser on your computer that will allow you to navigate to where the student list file is located on your computer. This must be an Excel file containing all currently enrolled grade X students at your school.
4. Double-click on the file (or select it and then click on the Open button). The name of the file (and the path) will appear in the File Name box below.
5. Select the **Upload** button and proceed.

Summary of Changes from 2019 to 2021:

- Added text that explains what happens after selecting "Choose File" or "Browse".

Screenshot

The screenshot displays the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and user information: 'Welcome OMB OMB School 019637 OMB'. The navigation menu on the left lists various assessment preparation steps, with 'Update Student List' highlighted. The main content area is titled 'Submit Current List' and 'Upload File'. It contains five numbered instructions for uploading a student data file. Below the instructions, there is a 'File Name' field with a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a large blue 'Upload' button and two smaller buttons labeled '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 MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' field. The main navigation bar contains 'Welcome OMB OMB School 019637 OMB' and 'Grade 8 Assessment: 2/18/2021'. The left sidebar lists navigation options: Home, Provide School Information, Prepare for Assessment (with sub-items: Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Plan for Assessment Day, Notify Parents, Manage Questionnaires, Encourage Participation, Update Student List), Support Assessment Activities, and Wrap Up. The main content area is titled 'Submit Current List' and asks 'How is each student name formatted in your Excel file?'. It offers two options: 'Split across multiple columns (regardless of order)' and 'Contained within a single column (regardless of order)'. Each option includes a 'For example:' section with a table illustrating the format. The 'multiple columns' option shows two examples: a 2x2 table for 'Rosa Parks' and a 2x3 table for 'Rosa Louise Parks'. The 'single column' option shows two examples: a 2x1 table for 'Rosa Parks' and a 2x1 table for 'Rosa Louise Parks'. At the bottom, there are four buttons: 'Back', 'Save', 'Save and Continue', and 'Exit'.

MyNAEP For Schools District:

Welcome OMB OMB School 019637 OMB Grade 8 Assessment: 2/18/2021

Full Screen Mode USL-SUB-3

Submit Current List

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

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

For example:

| | | | | | |
|------------|-----------|----|------------|-------------|-----------|
| First Name | Last Name | or | First Name | Middle Name | Last Name |
| Rosa | Parks | | Rosa | Louise | Parks |

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

For example:

| | | |
|------------|----|-------------------|
| Name | or | Name |
| Rosa Parks | | Rosa Louise Parks |

Back Save Save and Continue Exit

Submit Current List-SCR-SUB-4

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

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

For example:

Month Year

1 2015

or

Month Day Year

1 20 2015

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

For example:

Date of Birth

1/20/2015

Screenshot

MyNAEP For Schools District: USL-SUB-4

Welcome OMB OMB School 019637 OMB Help | Contact Us | My Account | Register More Schools | Logout | Grade 8 Assessment: 2/18/2021

Full Screen Mode

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, the text "MyNAEP For Schools", and a "District:" dropdown. Below this is a blue header with "Welcome OMB OMB School 019637 OMB" and links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". A "Grade 8 Assessment: 2/18/2021" indicator is also present. The left sidebar contains navigation options: "Home", "Provide School Information", "Prepare for Assessment", "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", and "Plan for Assessment Day". The main content area is titled "Submit Current List" and asks "How is **month of birth** formatted in your Excel file?". It features two radio button options: "As a number (1 or 01)" and "As a word (January) or an abbreviation (Jan.)". At the bottom of the form are four buttons: "Back", "Save", "Save and Continue", and "Exit". The page is identified as "Full Screen Mode" and "USL-SUB-8".

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. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and a "District:" dropdown. Below this is a blue header with "Welcome OMB OMB School 019637 OMB" and links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". A "Grade 8 Assessment: 2/18/2021" indicator is also present. The left sidebar contains navigation options: "Home", "Provide School Information", "Prepare for Assessment", "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", and "Plan for Assessment Day". The main content area is titled "Submit Current List" and asks "How is **year of birth** formatted in your Excel file?". It features two radio button options: "As four digits (2016)" and "As two digits (16)". At the bottom of the form are four buttons: "Back", "Save", "Save and Continue", and "Exit". The page is identified as "Full Screen Mode" and "USL-SUB-9".

Submit Current List

Identify Your Columns-USL-SUB-5

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

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

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

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

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

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and a "District:" field. Below the header, there is a navigation sidebar on the left with options like "Home", "Provide School Information", "Prepare for Assessment", "Review and Verify List of Students Selected for NAEP", "Complete SD/ELL Student Information", "Plan for Assessment Day", "Notify Parents", "Manage Questionnaires", "Encourage Participation", "Update Student List", "Support Assessment Activities", and "Wrap Up". The main content area is titled "Submit Current List" and "Identify Your Columns". It contains instructions and a table for matching column headings. The table has two columns: "Your file's column headings" and "NAEP's column headings". The rows are: FIRSTNAME (First Name), LASTNAME (Last Name), MOB (Month of Birth), and YOB (Year of Birth). There are buttons for "Back to Beginning", "Back", "Save", "Save and Continue", and "Exit".

| Your file's column headings | NAEP's column headings | Clear |
|-----------------------------|------------------------|-------|
| FIRSTNAME | First Name | ▼ |
| LASTNAME | Last Name | ▼ |
| MOB | Month of Birth | ▼ |
| YOB | Year of Birth | ▼ |

Submit Current List

Final Review-USL-SUB-13

You're almost done!

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

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the user information 'Welcome OMB OMB School 019637 OMB'. The navigation menu on the left is expanded to 'Prepare for Assessment', which includes 'Update Student List'. The main content area is titled 'Submit Current List' and 'Final Review'. It contains the text 'You're almost done!' and a list of instructions. Below the instructions is a table with columns: Edit, Row, State Unique Student ID, First Name, Middle Name, Last Name, Month of Birth, and Year of Birth. The table contains 12 rows of student data. At the bottom of the page are four buttons: Start Over, Back, Submit, and Exit.

| Edit | Row | State Unique Student ID | First Name | Middle Name | Last Name | Month of Birth | Year of Birth |
|-------------------------------------|-----|-------------------------|------------|-------------|-----------|----------------|---------------|
| <input checked="" type="checkbox"/> | 2 | | FIRST 0001 | | LAST 0001 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 3 | | FIRST 0002 | | LAST 0002 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 4 | | FIRST 0003 | | LAST 0003 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 5 | | FIRST 0004 | | LAST 0004 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 6 | | FIRST 0005 | | LAST 0005 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 7 | | FIRST 0006 | | LAST 0006 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 8 | | FIRST 0007 | | LAST 0007 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 9 | | FIRST 0008 | | LAST 0008 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 10 | | FIRST 0009 | | LAST 0009 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 11 | | FIRST 0010 | | LAST 0010 | 1 | 2007 |
| <input checked="" type="checkbox"/> | 12 | | FIRST 0011 | | LAST 0011 | 1 | 2007 |

Submit Current List

Thank You – USL-SUB-14

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

Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the user information 'Welcome OMB OMB School 019637 OMB'. The navigation menu on the left is expanded to 'Prepare for Assessment', which includes 'Update Student List'. The main content area is titled 'Submit Current List' and 'Thank You'. It contains the text 'Thank you for submitting your list. You will soon receive an email letting you know if any additional students are selected to participate in NAEP.' At the bottom of the page is an 'Exit' button.

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 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 displays the MyNAEP For Schools website interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' is in the center. The right side of the header shows 'District: TS Public Schools (99)' and a navigation menu with 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the header, a 'Welcome' message is shown for 'Training Dixon Middle School', with a 'Grade 8 Assessment: 1/27/2021' indicator. The main content area is titled 'Support Assessment Activities' and contains the following 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. 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 after the assessment.' Below this text is a light blue box with the heading 'Complete the following:' and three bullet points: 'Print Student Appointment Cards', 'Print Teacher Notification Letter for distribution to teachers', and 'Print Listing of Sampled Students'. At the bottom of the page, there is an 'Additional Resources' section with two bullet points: 'Measure Up News for the School Community' and 'Facts for Teachers'. On the left side of the page, there is a dark blue sidebar with a navigation menu: 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities' (highlighted), and 'Wrap Up'.

Wrap Up

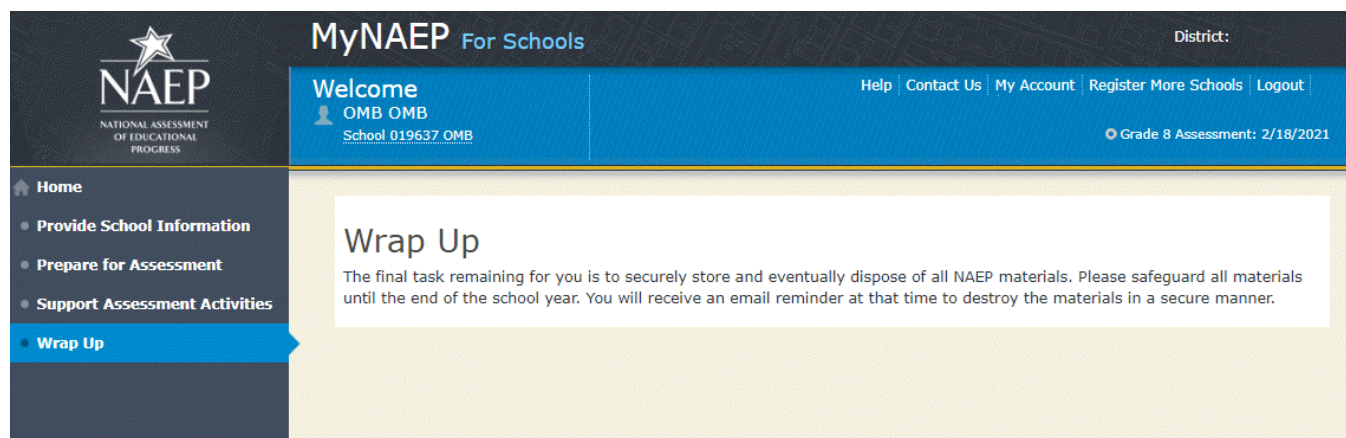
Wrap Up

The final task remaining for you is to securely store and eventually dispose of all NAEP materials. Please safeguard all materials until the end of the school year. You will receive an email reminder at that time to destroy the materials in a secure manner.

Summary of Changes from 2019 to 2021:

- Replaced an instruction about storing the report in the NAEP storage envelope. Schools will not receive a storage envelope this year.

Screenshot



The screenshot shows the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The main header area includes the text 'MyNAEP For Schools' and 'District:'. Below this is a blue navigation bar with 'Welcome OMB OMB School 019637 OMB' on the left and links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout' on the right. A 'Grade 8 Assessment: 2/18/2021' indicator is also present. On the left side, there is a dark blue sidebar menu with options: 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up' (which is highlighted in blue). The main content area features a white box with the heading 'Wrap Up' and the text: 'The final task remaining for you is to securely store and eventually dispose of all NAEP materials. Please safeguard all materials until the end of the school year. You will receive an email reminder at that time to destroy the materials 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 2021

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2021. We look forward to working with you to make NAEP a positive experience at your school. This begins with completing activities before the assessment.

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

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

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

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

December 7, 2020

On December 7, 2020, 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), 504 plans, English language learners (ELL).
- Indicate if there are students attending your school who have been displaced from their regular school by an event such as a fire or hurricane.
- Identify how students are attending classes such as full time in-person, part-time or full-time virtual learner.

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.

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.
- Answer questions about COVID policies to safely administer the assessment.

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.

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 4, 2021

On January 4, 2021, 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 scheduled visit date..
- Print the List of Students Selected for NAEP and the Measure Up newsletter and distribute them, along with the Teacher Notification Letter, to all teachers for the sampled grade.

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

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

What Is NAEP?

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

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

Instructions for the School Coordinator

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 scheduled assessment visit date.
- 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:



NAEP 2016

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

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

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



2021

December 7, 2020

December 7, 2020, 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), students with 504 plans, and English language learners (ELL).
- Indicate if there are students attending your school who have been displaced from their regular school by an event such as a fire or hurricane.
- Identify how students are attending classes such as full time in-person, part-time, or full-time virtual learner.

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.

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.
- Answer questions about COVID policies to safely administer the assessment.

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.

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 4, 2021

January 4, 2021, 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 selected 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 'Digitally Based Assessments' page. At the top, the IES and NCES logos are visible, along with a search bar and social media links. The main navigation bar includes 'About', 'Assessments', 'Publications and Newsroom', 'Participating in NAEP?', 'Resources', and 'Help'. The page title is 'Digitally Based Assessments'. A large banner image shows a classroom with laptops and the text 'NAEP digitally based assessments in the classroom.' To the right of the banner is a 'Related Information' sidebar with links to 'Explore Assessment Data', 'Assessment Frameworks', 'Assessment Process', 'Technical Documentation', 'Educator Resources', 'Try NAEP's Assessments', and 'Participating in NAEP?'. Below the banner, a paragraph of text discusses the transition to digital assessments.

IES NCES National Center for Education Statistics

NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

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home / Digitally Based Assessments

Digitally Based Assessments

NAEP digitally based assessments in the classroom.

Related Information

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

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.

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.

- Enrollment status (**have any students withdrawn?**)
- If the student is participating in a **remote/virtual learning program** (part or full-time)
- State Unique Student ID (**optional**)
- Month of Birth
- Year of Birth
- Gender
- Race/ethnicity
- National School Lunch Program eligibility status – **Only if column appears** (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.

Do not assign a “reason student cannot take NAEP” to students who are staying home and participating in virtual/remote learning due to COVID-19. You will indicate students who are virtual/remote learners (part or full-time) in a separate screen titled “Identify Virtual Learners.”

- Withdrawn
- Graduated
- Expelled
- Does not attend any **academic** classes in campus (**not COVID-related**)
- Home schooled and receives limited services on campus (**not COVID-related**)
- Student listed more than once
- 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 selected 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:** Student does not have an IEP.
- **English language learners (ELL):**
 - **Yes, ELL:** A student who has not achieved full English proficiency, and is in the process of acquiring English language skills and knowledge. Some schools refer to these students using the term limited English proficient (LEP).
 - **No, Formerly ELL:** A student who has achieved full English proficiency, is monitored, and is included in ELL subgroup for accountability reporting for 2 years (or 4 years depending on state policy) after exiting..
 - **No, not ELL:** Student is not an English language learner.

Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP

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

Date: School Year 2017-18

To: School Nutrition Program Personnel

From: National Assessment of Educational Progress (NAEP)

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

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

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

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

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

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

Complete SD/ELL Student Information

Inclusion on NAEP Fact Sheet

Inclusion on NAEP

Students with Disabilities and English Language Learners

WHAT IS NAEP?

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

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

The Importance of Inclusion

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

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

Selection

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

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

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

Participation

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

Participating in NAEP allows students with disabilities and English language learners to experience a large-scale assessment administration without high-stakes consequences. Since NAEP does not produce scores for individual

students or results for schools, participation in NAEP is not tied to grades or evaluations of students, teachers, or schools.

Accommodations

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

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

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



Inclusion on NAEP

Students with Disabilities and English Language Learners

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

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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.

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.

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 S. Gil

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

A handwritten signature in black ink, appearing to read "Michael K. Yudin".

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

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

www.ed.gov

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

Information Needed to Include SD/ELL Students

Information Needed to Include Students with Disabilities

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

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

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

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

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

- Testing accommodations that each student typically receives.

Information Needed to Include English Language Learners

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

- Each student's primary language.

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

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

Notify Parents

Parent's page on Nation's Report Card website

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

IES NCES National Center for Education Statistics [MENU](#) [Go](#)

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Parents and Guardians

[En Español](#) >

The Nation's Report Card: It's More Than Just a Test

Our children take tests for everything, but the National Assessment of Educational Progress (NAEP)—also called The Nation's Report Card—is unique.

The Nation's Report Card is a resource—a national wakeup call—because it offers a window into the state of our education system and what our children are learning. The results provide educators, policymakers, elected officials, and parents across the country with invaluable information regarding how our children are doing compared to other children in participating large urban districts, other states, and the nation.

When our children participate, they are helping to inform decisions about how to improve education in your state and in our country. The participation of your child can and often does lead to change.

If your child is participating in NAEP, your child's school will send you a letter with details and information about the assessment. Here is what you need to know.

- Not every student or school takes the test.
- Your child's grades aren't affected! Results are anonymous.
- The test requires 90-120 minutes to minimize time away from instruction.
- The test is administered on tablets provided by NAEP and sometimes on paper and pencil or laptop computers.
- If your child takes the test on a tablet, your child will complete a tutorial on how to use the tablet before taking the test.
- Accommodations are provided so that as many students as possible can participate.
- Survey questionnaires are voluntarily completed by students, teachers, and school administrators. Student survey questionnaires ask your child about their educational experiences and opportunities to learn both in and out of the classroom.
- Questionnaire responses are anonymous and cannot be linked to your child's identity or personal information.
- The subjects most frequently tested are mathematics, reading, science, and writing
- NAEP is often called the gold standard of assessments and has been around since 1969.

[Parent Letter](#) > [Overview of NAEP](#) [An Introduction to NAEP](#)

[What Every Parent Should Know](#) [Facts for Parents: Survey Questionnaires](#) [Survey Questionnaires Infographic](#)

[f](#) [t](#) [v](#)

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 one or more of the subjects included in the grade [SMPGRD] NAEP assessments at your school.

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].

Please note, NAEP Representatives are monitoring the completion statuses of questionnaires assigned to each school. If you are unable to complete the on-line questionnaire before [DATE], the NAEP representative for your school will prepare and assign a hardcopy questionnaire for you and will bring it to the school on assessment day.

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

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

Hardcopy Reminder

Dear Teacher or School Administrator:

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

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

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

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

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

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

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

Plan for Assessment Day

Suggested Testing Room Layouts

Room Layouts for NAEP Tablet Sessions

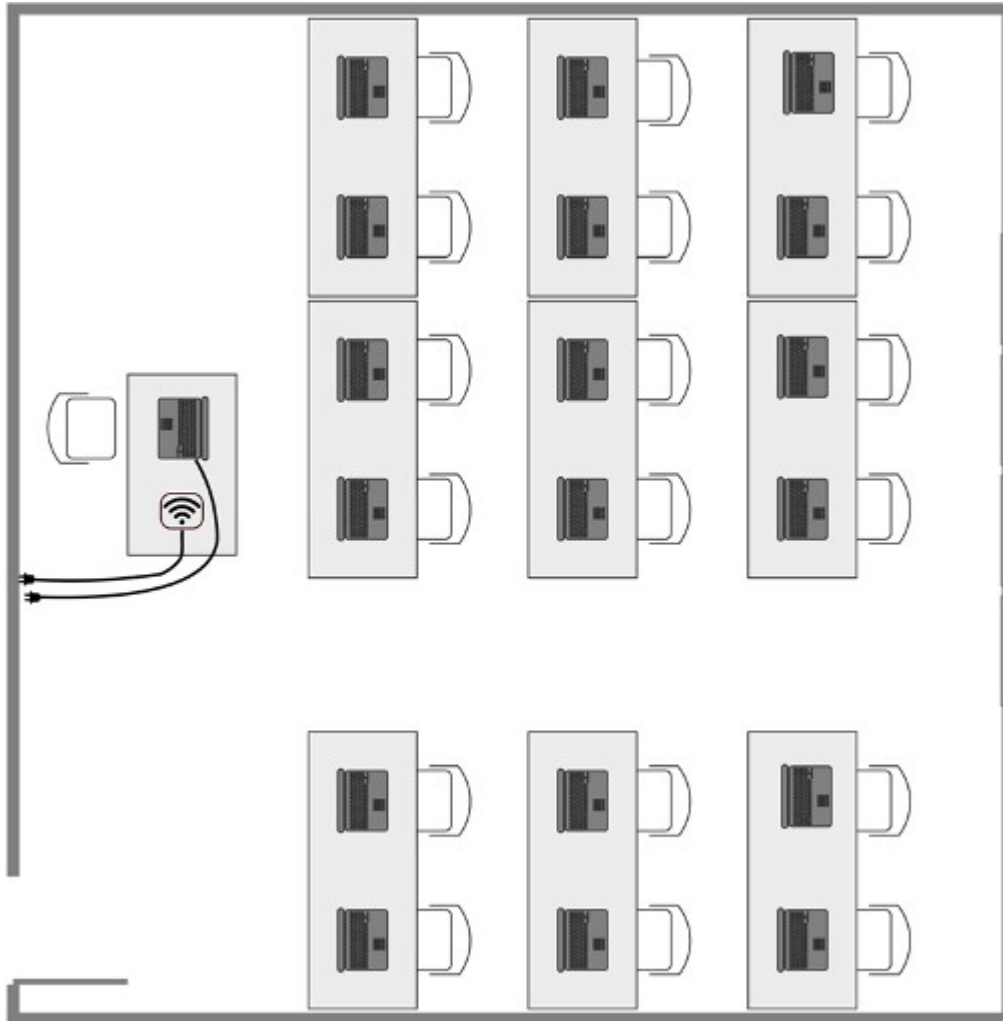
The following pages contain a series of diagrams that illustrate how NAEP staff may set up a room for tablet assessments. The diagrams encompass the following setups:

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

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

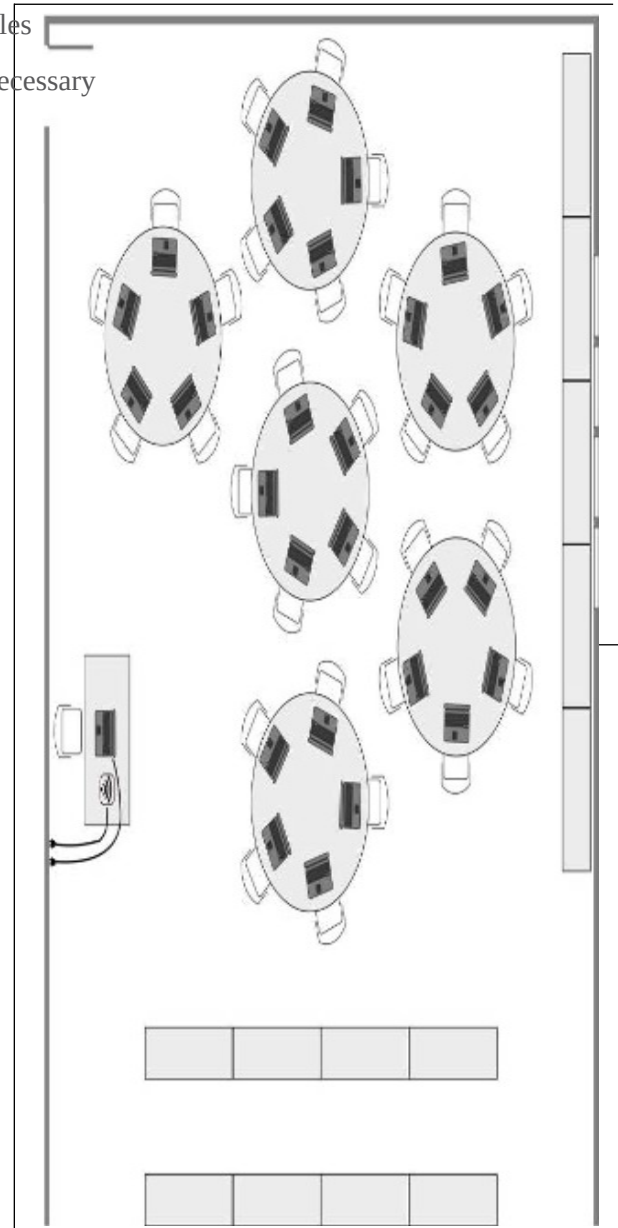
Classroom Style

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



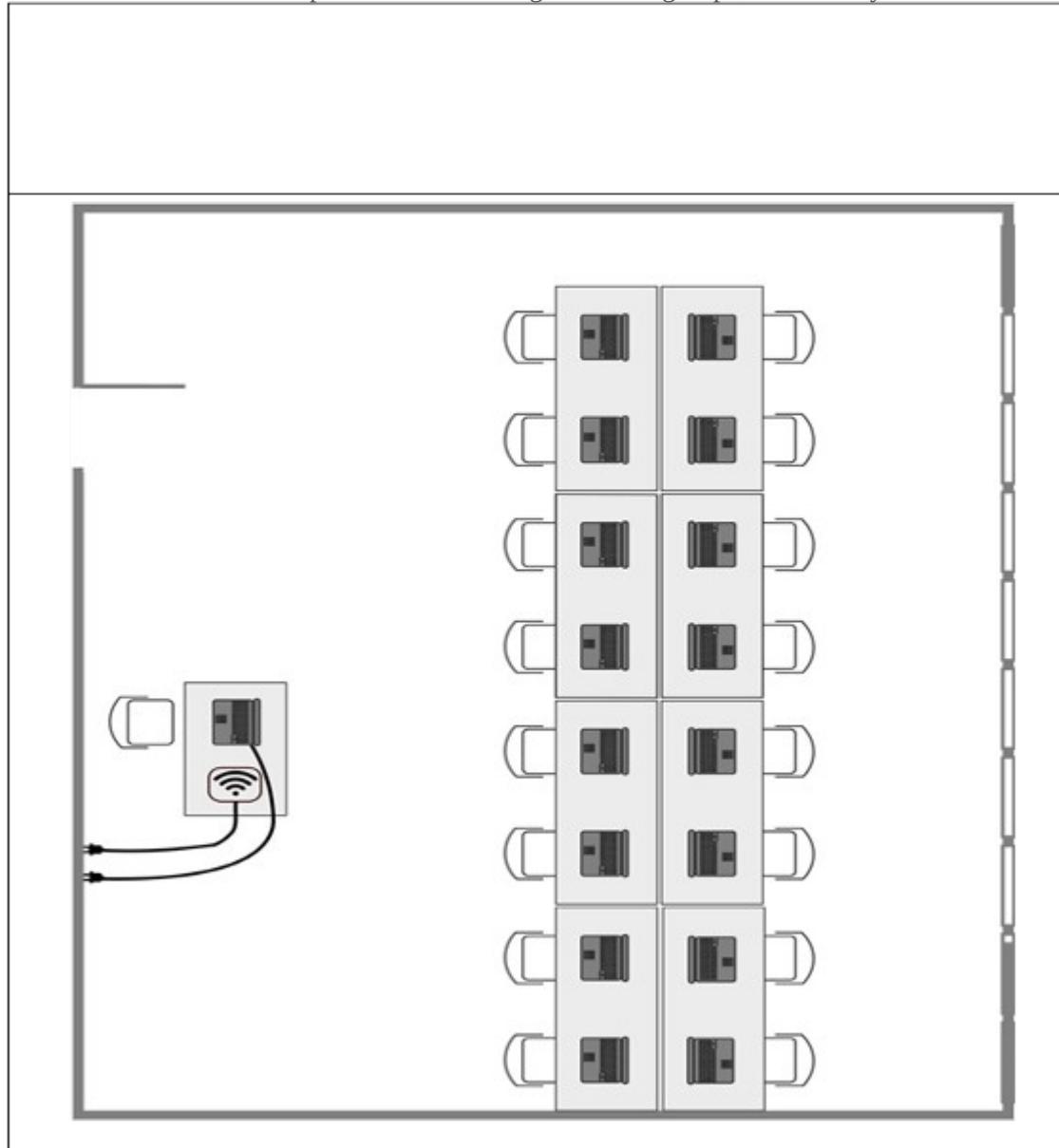
Library or Media Center

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



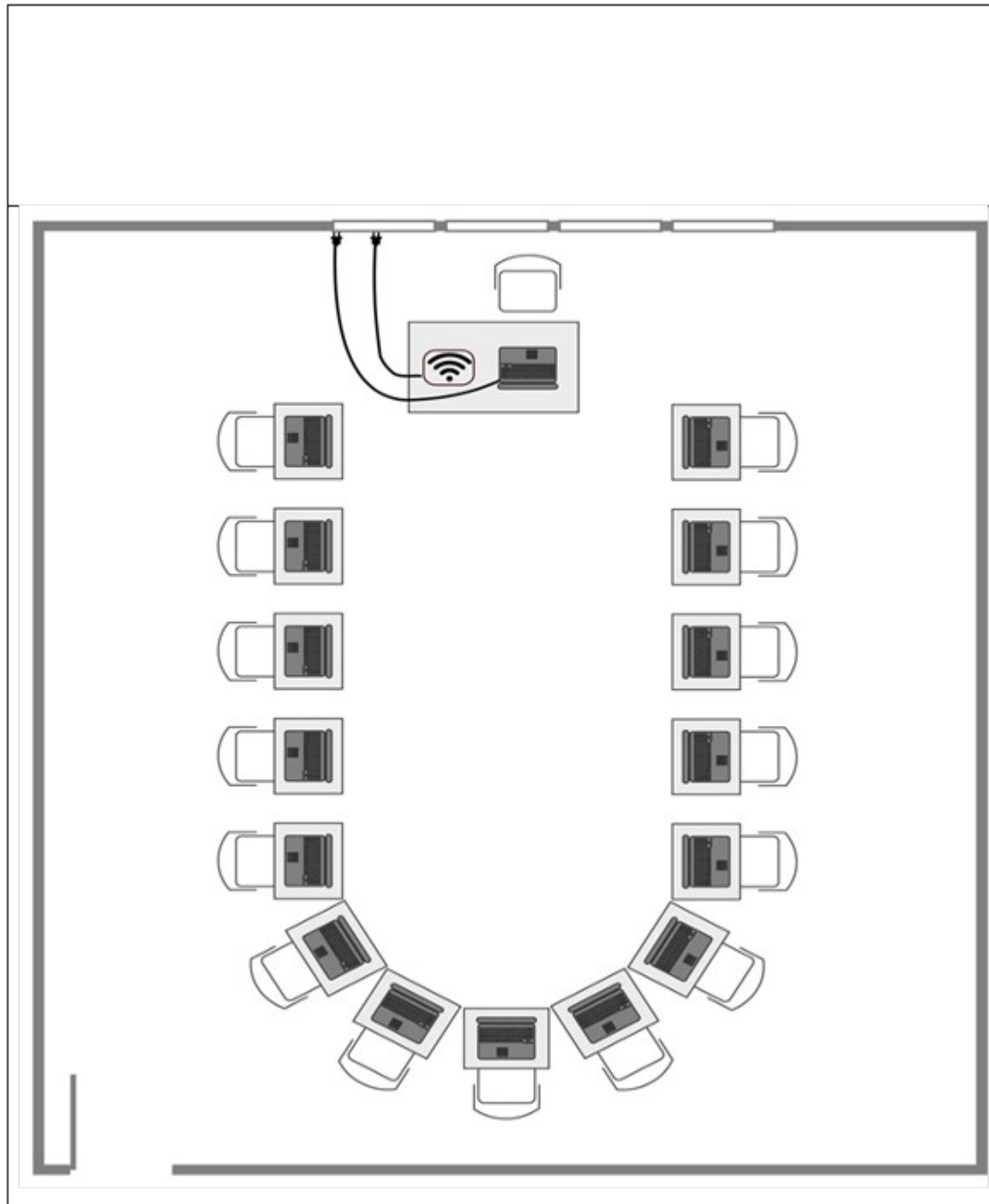
Long Tables

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



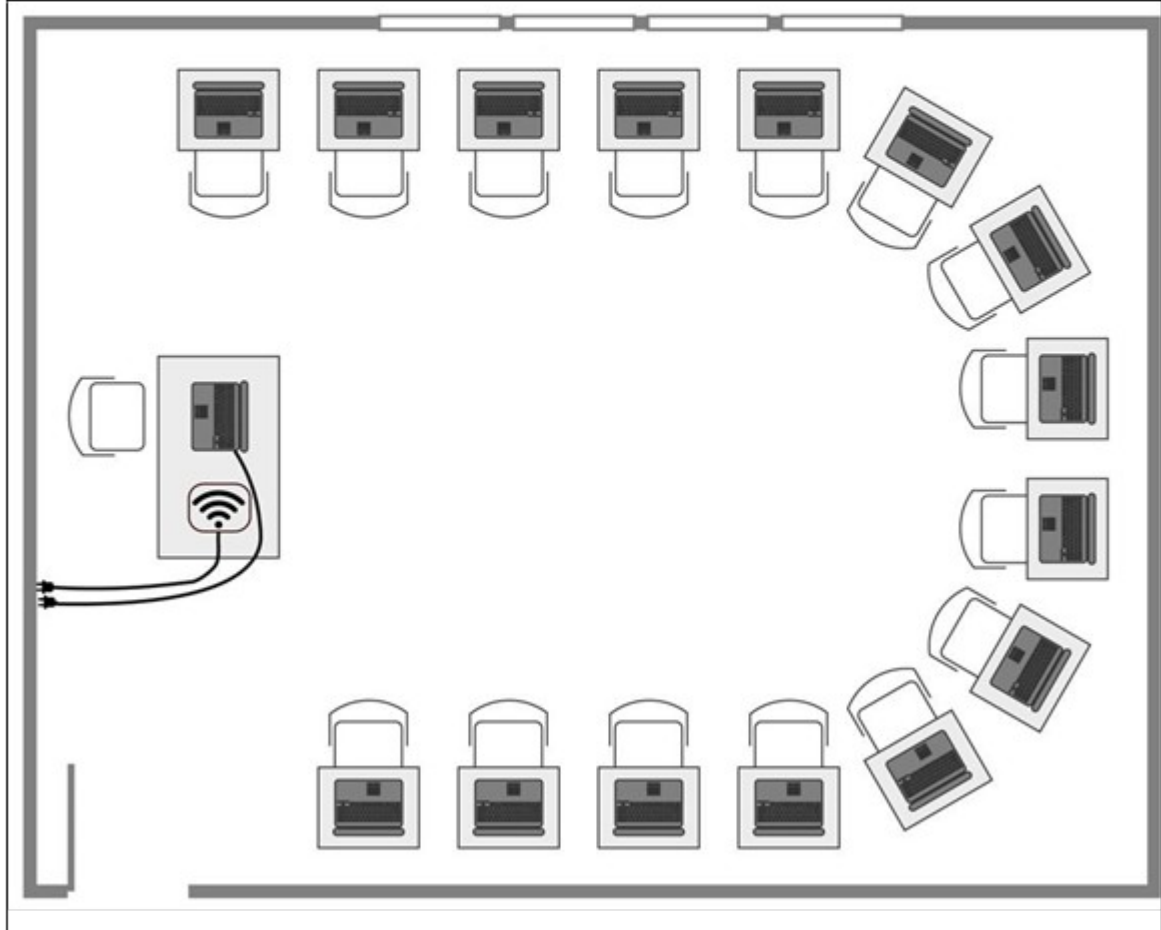
U Shape with Tablets Facing Inward

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



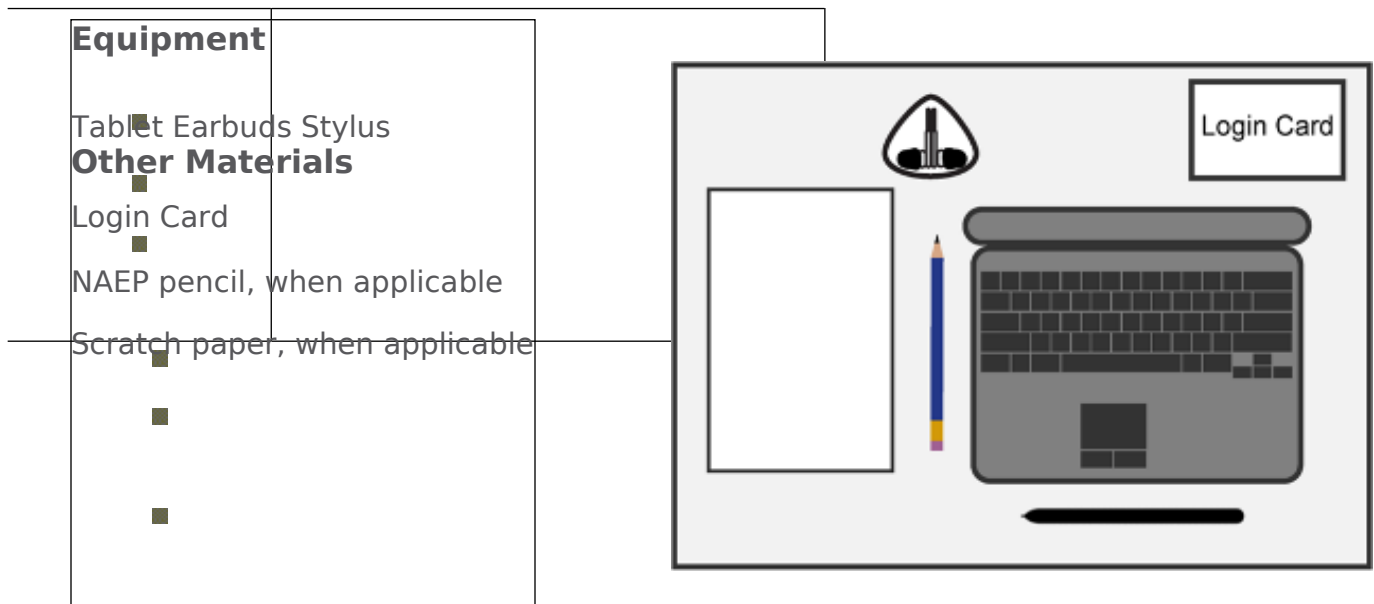
U Shape with Tablets Facing Outward

- 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.



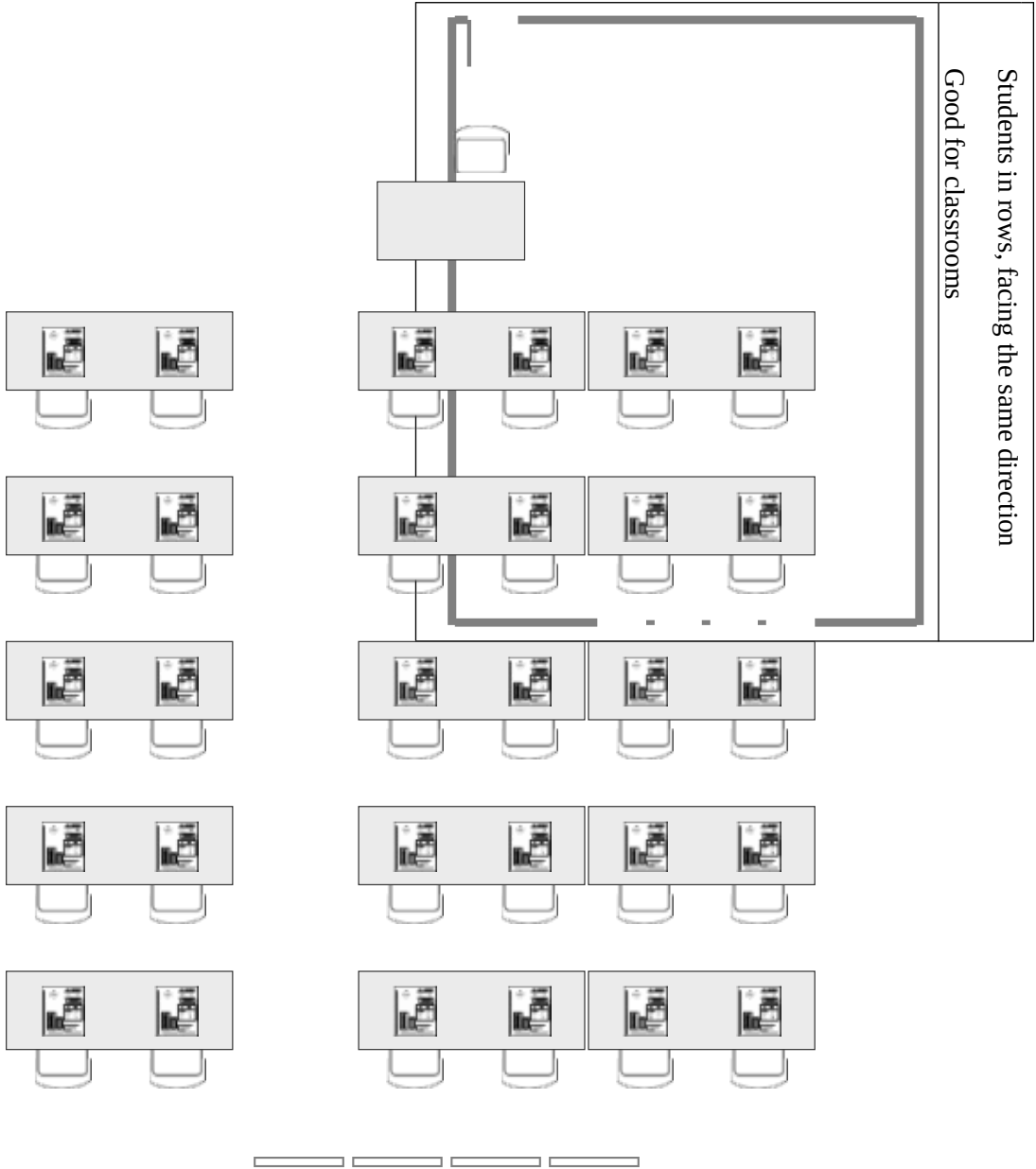
Room Layouts for NAEP Paper Sessions

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

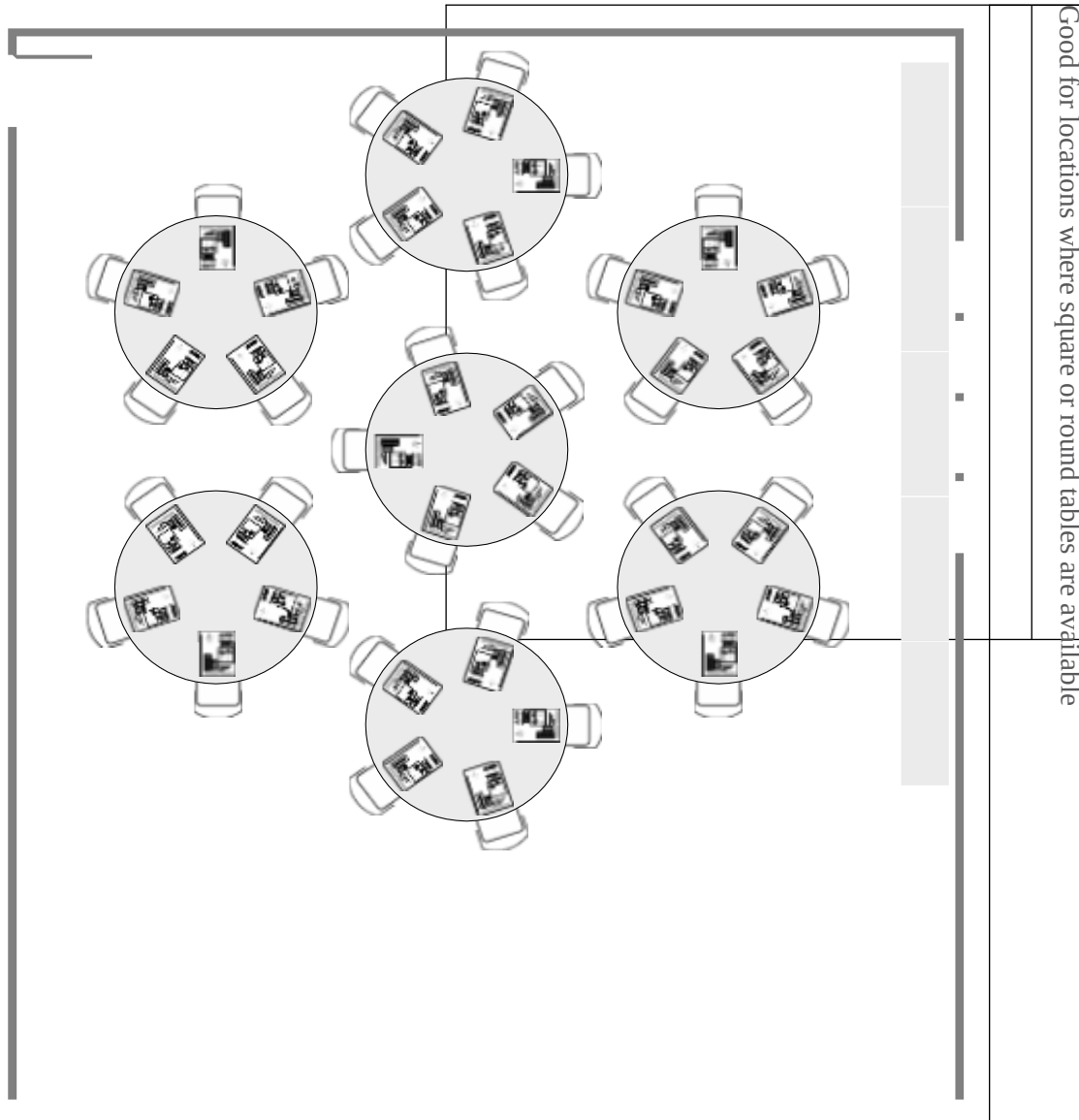
- Classroom Style
- Library or Media Center
- Cafeteria

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

Classroom Style

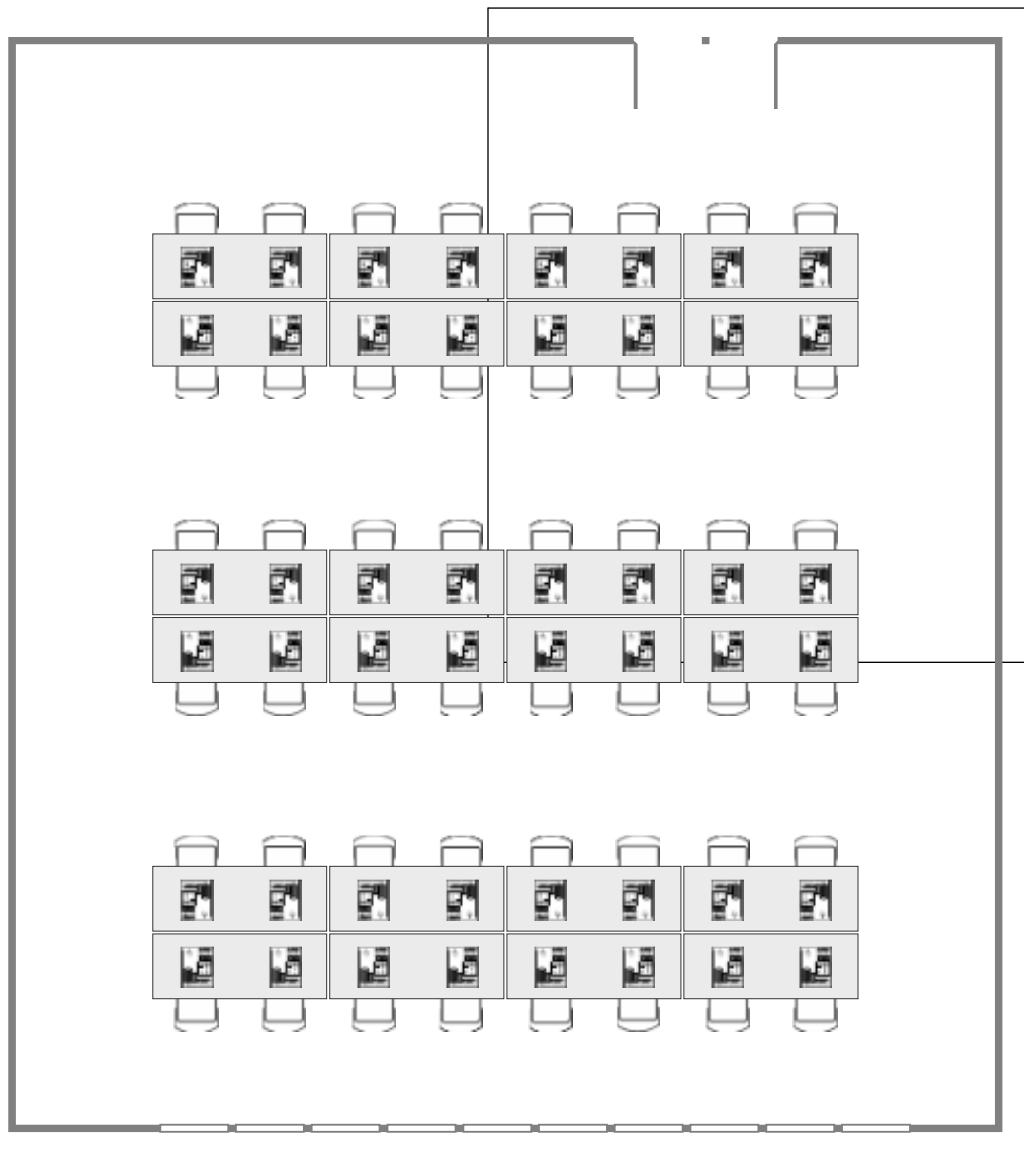


Library or Media Center



Good for locations where square or round tables are available

Cafeteria

| | |
|---|---|
|  | Good for large rooms with long tables If space allows, NAEP staff will put more space between students |
|---|---|

Encourage Participation

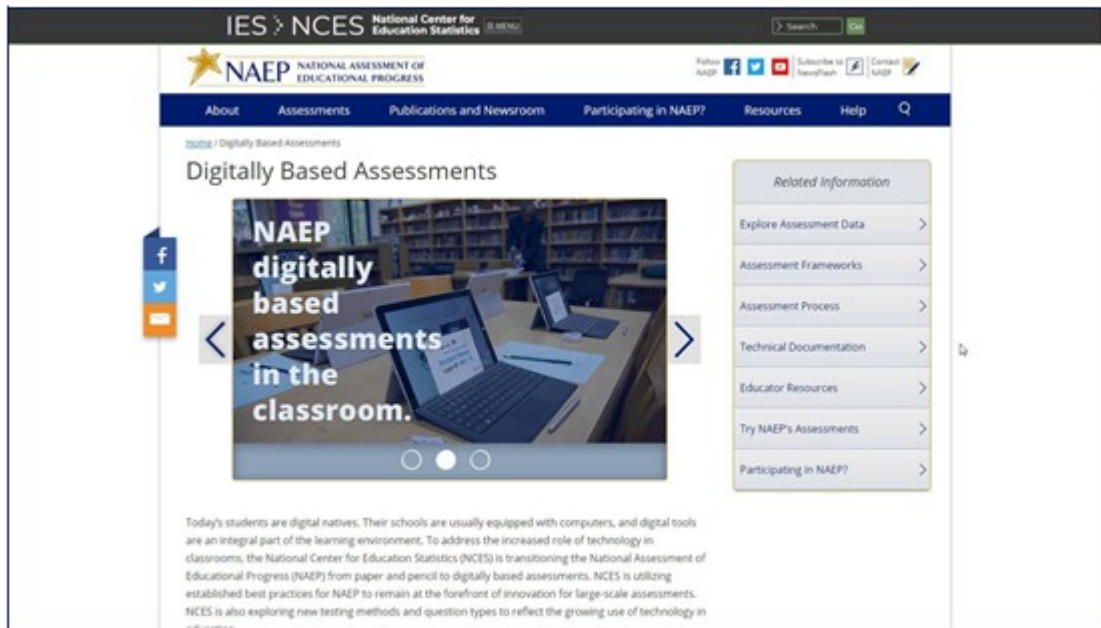
Measure Up: NAEP News for the School Community

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

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

Digitally-based Assessments

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



Update Student List

Student List Requirements and Instructions



NAEP 2021 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) (**not just new students**).

- The list should reflect **January 2021** enrollment.
- The list will help NAEP identify any students who were not included on the original list submitted in the fall of 2020.
- 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 copy and paste the data into Excel. NAEP cannot convert PDF files or any type of files other than Excel.
- NAEP cannot provide an Excel file containing the list of students submitted in the fall, but an empty template is available for downloading.
- 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 | F |
|---|------------|------------|-------------|-----------|----------------|---------------|
| 1 | Student ID | First Name | Middle Name | Last Name | Month of Birth | Year of Birth |
| 2 | 1343140 | Riley | T | Adams | 6 | 2007 |
| 3 | 2349854 | Rebecca | Michelle | Allen | 11 | 2007 |
| 4 | 9874023 | Logan | | Armstrong | 3 | 2008 |
| 5 | 5328976 | Zachary | Craig | Barker | 12 | 2008 |
| 6 | 7398541 | Todd | S | Brown | 8 | 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 to the right 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 | Adams, Riley | 6/30/2007 |
| 3 | Allen, Rebecca | 11/4/2007 |
| 4 | Armstrong, Logan | 3/28/2008 |
| 5 | Barker, Zachary | 12/15/2008 |
| 6 | Brown, Todd | 8/22/2007 |

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.
- The filename ends with **.xls** or **.xlsx**.
- 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.
- I understand how student names are formatted in my file.
- I understand how month and year of birth are formatted in my file.
- The list contains **all students in the selected grade** (not just new students who have enrolled since the fall).

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 2021 TEACHER NOTIFICATION LETTER

Date: 08/10/2020

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

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent thousands of students across our country by participating in the National Assessment of Educational Progress (NAEP) 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 2 hours, including transition time and directions. The sessions are scheduled for:

| SESSION | DATE | TIME | LOCATION |
|---------|--------------------|----------|------------|
| DS0801A | Monday, 02/01/2021 | 8:15 am | Library |
| DS0801B | Monday, 02/01/2021 | 12:30 pm | Library |
| Group C | Monday, 02/01/2021 | 8:30 am | Media 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

| | |
|---|--|
|  <p>Appointment for Acevedo Eric</p> <p>on Monday, 02/01/2021</p> <p>Please go to Library at 8:15 am.</p> <p><i>You may bring your own earbuds or headphones.</i></p> <p><i>Cell phone policy: Cell phones must be turned off and placed with your belongings.</i></p> <p><i>You can bring a book to read or schoolwork to complete if you finish early.</i></p> <p>NAEP School ID: 9922231 Session: DS0801</p> |  <p>Appointment for Cadena Mikaelah</p> <p>on Monday, 02/01/2021</p> <p>Please go to Library at 8:15 am.</p> <p><i>You may bring your own earbuds or headphones.</i></p> <p><i>Cell phone policy: Cell phones must be turned off and placed with your belongings.</i></p> <p><i>You can bring a book to read or schoolwork to complete if you finish early.</i></p> <p>NAEP School ID: 9922231 Session: DS0801</p> |
|  <p>Appointment for Barrio Stephanie</p> <p>on Monday, 02/01/2021</p> <p>Please go to Library at 8:15 am.</p> <p><i>You may bring your own earbuds or headphones.</i></p> <p><i>Cell phone policy: Cell phones must be turned off and placed with your belongings.</i></p> <p><i>You can bring a book to read or schoolwork to complete if you finish early.</i></p> <p>NAEP School ID: 9922231 Session: DS0801</p> |  <p>Appointment for Celayes Jack</p> <p>on Monday, 02/01/2021</p> <p>Please go to Library at 8:15 am.</p> <p><i>You may bring your own earbuds or headphones.</i></p> <p><i>Cell phone policy: Cell phones must be turned off and placed with your belongings.</i></p> <p><i>You can bring a book to read or schoolwork to complete if you finish early.</i></p> <p>NAEP School ID: 9922231 Session: DS0801</p> |
|  <p>Appointment for Boodram Luis</p> <p>on Monday, 02/01/2021</p> <p>Please go to Library at 8:15 am.</p> <p><i>You may bring your own earbuds or headphones.</i></p> <p><i>Cell phone policy: Cell phones must be turned off and placed with your belongings.</i></p> <p><i>You can bring a book to read or schoolwork to complete if you finish early.</i></p> <p>NAEP School ID: 9922231 Session: DS0801</p> |  <p>Appointment for Davis Alicia</p> <p>on Monday, 02/01/2021</p> <p>Please go to Library at 8:15 am.</p> <p><i>You may bring your own earbuds or headphones.</i></p> <p><i>Cell phone policy: Cell phones must be turned off and placed with your belongings.</i></p> <p><i>You can bring a book to read or schoolwork to complete if you finish early.</i></p> <p>NAEP School ID: 9922231 Session: DS0801</p> |