

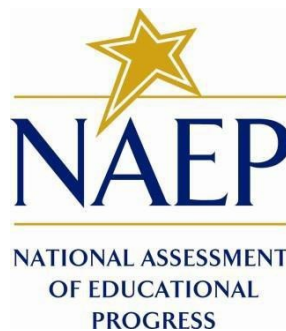
NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

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

*Appendix D3*

*Long Term Trend (LTT) 2022 Communications and  
Recruitment Materials Update*

OMB# 1850-0928 v.23



June 2021

Appendix D3 will be updated and submitted in 2 separate amendments. Initial 2022 LTT communication materials are included in this Amendment. Amendment #2 will be submitted by August 2021 and will include all final LTT communication materials for 2022.

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**Appendix D3-1: NAEP 2022 Notification Letters from NAEP State Coordinator to  
School Principal, LTT**

**NAEP 2022 Notification Letter From  
NAEP STATE/TUDA COORDINATOR TO SCHOOL PRINCIPAL:  
Initial Notification and Assessment Details Combined Letter for Long-Term Trend**  
**Red text** should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across the nation by participating in the 2022 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education.

Students will participate in long-term trend mathematics and reading assessments. Each student will be assessed in one subject only. The data collected from long-term trend can be linked to NAEP assessments conducted since the early 1970s to measure progress over time. National-level results will be released as The Nation's Report Card. In addition to subject-area questions, students will complete NAEP survey questions that provide valuable information about participating students' educational experiences and opportunities to learn both in and outside of the classroom.

**[Age]**-year-old students from your school are scheduled to take the assessment on **assessment date**. If you have questions or a conflict with the scheduled assessment date, please contact me by **date**. Otherwise, please place this date on your 2021–2022 school calendar. As the COVID-19 pandemic continues to evolve, NAEP will continue to adapt to new processes and procedures. For more information about updated NAEP administration plans, please visit our web page at <https://nces.ed.gov/nationsreportcard/about/covid19.aspx> and see the enclosed document, *NAEP COVID-19 Protocols*.

NAEP representatives will provide significant support to your school by administering the assessment and bringing all necessary materials. NAEP representatives' top priority is to protect the health and safety of students and school staff. Outlined below is a broad overview of the assessment:

- **Assessment date:** **Assessment date**
- **Subjects:** Mathematics and reading
- **Students to be assessed:** **[Age]**-year-olds
- **Assessment duration:** Approximately 90 minutes (including transition time, instructions, and completion of survey questions)
- **Assessment administrator:** NAEP representatives

To prepare for the assessment, please review the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP* and designate a NAEP school coordinator to serve as the liaison for all NAEP activities in your school. **Give the enclosed folder to your designated NAEP school coordinator.** The school coordinator should

- **know how to collect student information**, such as birth dates, demographic information, and if any students have withdrawn;

- **be comfortable using a computer**, since all assessment preparation activities will be completed online; and
- **be familiar with how students participate in statewide assessments.**

A NAEP representative responsible for administering the assessment will contact your school coordinator in **month**. During the assessment, we would appreciate the presence of a school staff member as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance.

I look forward to collaborating with you and your school coordinator to ensure the successful administration of NAEP 2022. More information about NAEP can be found in the enclosures and at <https://nces.ed.gov/nationsreportcard/participating/schools.aspx>.

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

Sincerely,

NAEP State Coordinator

Enclosures:     *NAEP in Your School*  
                  *NAEP COVID-19 Protocols*  
                  NAEP folder for your NAEP school coordinator, including the following:  
                  Letter to your school coordinator  
                  *School Coordinator Responsibilities: A Guide to MyNAEP*  
                  **MyNAEP Registration Instructions**  
                  **Student List Submission Instructions**  
                  **Parent/Guardian Notification Letter**

CC:               District Test Director

*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*

**Appendix D3-2: Assessment Details Letter National State Coordinator to School  
Coordinator, LTT**

## Early Fall NAEP 2022 Assessment Details Letter for Long-Term Trend

### NAEP STATE COORDINATOR TO SCHOOL COORDINATOR

**Red text** should be customized before mail merge, **highlighted text** represents mail merge fields

Dear School Coordinator:

Welcome to the 2022 National Assessment of Educational Progress (NAEP). I look forward to working with you to coordinate NAEP at **school name**. A sample of **[Age]**-year-old students will take mathematics and reading assessments on **assessment date**. Each student will be assessed in one subject only.

As the school coordinator, you will have a number of responsibilities critical to making NAEP a success. The MyNAEP website is designed to assist you with these responsibilities. The timeline below indicates when you will need to complete specific MyNAEP sections.

- **August–September:** Register at [www.mynaep.com](http://www.mynaep.com) with the following registration ID: **MyNAEP Registration ID**. Answer the questions in the **Provide School Information** section by **date**. For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.
- *The following red text should only be included for schools that are submitting their own student lists.*  
**[Dates]:** Prepare a list of all **[age]**-year-old students and submit the list electronically in the **Submit Student List** section by **date**. Please see the enclosed *Student List Submission Instructions*.
- **[Dates]:** An assigned NAEP representative who is responsible for administering the assessment will contact you. At that time, you will log onto the MyNAEP site with the representative and discuss how to complete the **Prepare for Assessment** section. Major tasks are highlighted below.
  - Provide information about students with disabilities and English learners (SD/EL) so that assessment administrators can plan appropriate testing accommodations. You can request MyNAEP access for your school's SD/EL specialists on the **Complete SD/EL Student Information** page so that they can assist with this task.
  - Notify parents/guardians that their children have been selected for the assessment. A sample parent/guardian notification letter **is enclosed and** will be available on the MyNAEP website for you to customize and print on your school letterhead.
  - Schedule assessment sessions and reserve space at your school.
  - Participate in a preassessment review call with your assigned NAEP representative. During this call, you will review and confirm information entered into MyNAEP and other assessment details. Be sure to complete all **Prepare for Assessment** activities before the scheduled call.
- **One week before the assessment:** Visit the **Support Assessment Activities** section to print student appointment cards and notify teachers in advance so they know when to release students.
- **After the assessment:** Safeguard all confidential hardcopy materials until the end of the school year.

During the assessment, we would appreciate the presence of a school staff member as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance.

More information about your responsibilities is provided in the enclosed *School Coordinator*

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

Thank you in advance for your cooperation and effort in helping to coordinate this important assessment. If you have any questions, please feel free to contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder, including the following:  
*School Coordinator Responsibilities: A Guide to MyNAEP*  
**Student List Submission Instructions**  
**Parent/Guardian Notification Letter**  
**MyNAEP Registration Instructions**

*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*



**Appendix D3-3: NAEP 2022 Parent Letter, LTT, Public Schools**

## NAEP 2022 LONG-TERM TREND PARENT/GUARDIAN NOTIFICATION LETTER

(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is different from our state assessments because it is a common measure of achievement across the country. The assessment is administered by the National Center for Education Statistics, within the U.S. Department of Education. The results are released as The Nation’s Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

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

The assessment takes about 90 minutes for most students, which includes transition time, directions, and completion of survey questions.

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

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

There is no need to study in preparation for NAEP, but please encourage your child to do their best. Contact (name) at (telephone number) or at (email address) if you have any questions.

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

Sincerely,

(School Principal’s Name)

*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant’s information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*

**Appendix D3-4: NAEP 2022 Parent Letter, LTT, Private Schools**

**NAEP 2022 PARENT/GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL**  
**Long-Term Trend Age [age]**  
**(School Letterhead)**  
**(Insert Date Here)**

Dear Parent or Guardian:

We are pleased to notify you that **(school name)** has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students in public and private schools know and can do in various subjects, and is different from state and school assessments because it provides a common measure of student achievement across the country. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

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

The assessment takes approximately 90 minutes for most students, including transition time, directions, and completion of the survey questions.

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

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

There is no need to study in preparation for NAEP, but please encourage your child to do their best. Contact **(name)** at **(telephone number)** or at **(email address)** if you have any questions. To learn more about private school participation in NAEP, visit [https://nces.ed.gov/nationsreportcard/participating/private\\_nonpublic.aspx](https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx).

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

Sincerely,

**School Principal**

*National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*

**Appendix D3-5: NAEP 2022 School Coordinator Responsibilities, A Guide to MyNAEP, LTT, Public Schools**

# School Coordinator Responsibilities

A Guide to MyNAEP for Long-term Trend Assessments

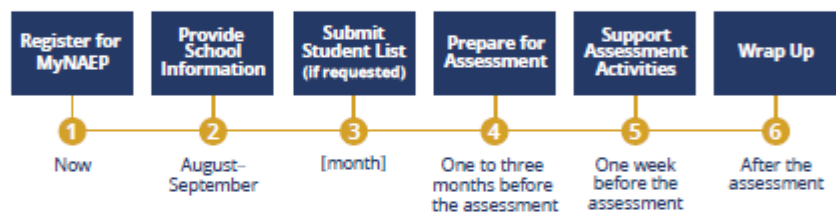
2022

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

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

*Each school participating in NAEP 2022 has a designated staff member to serve as the NAEP school coordinator. You have been selected to serve as the coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!*

## MyNAEP Activity Timeline



## You will need to complete the following activities:

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

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

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

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

### 3. Prepare and submit a student list (if requested, [month]).

NAEP requires a complete list of students in the selected age group. NAEP uses the list to draw a random sample of students who will participate in the assessment and to collect demographic information. The **Submit Student List** section will appear for schools that need to prepare and upload this list. Individual student names, responses, and scores on NAEP are never reported. All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Continued on page 2



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

Find us on:



#### 4. Complete the tasks listed within the Prepare for Assessment menu (one to three months before the assessment).

*The NAEP representative responsible for administering NAEP in your school will contact you to schedule a preassessment review call and discuss how to complete the following tasks listed under the Prepare for Assessment menu:*

*Review student information and prepare for the assessment of students with disabilities and English learners (SD/EL).*

Visit the **Review and Verify List of Students Selected for NAEP** section to review the student sample and identify any students who cannot take the assessment. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information in the **Complete SD/EL Student Information** section about how SD/EL students will participate in the assessment and the accommodations they will receive.

*Inform parents/guardians of student participation.*

By law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment. An electronic copy of the Parent/Guardian Notification Letter is available in the **Notify Parents** section to download, print, and distribute.

*Manage the completion of questionnaires by school staff.*

You are responsible for managing the completion of online survey questionnaires designed to provide contextual information for the assessment results. You can assign, email, and monitor questionnaires for completion through the **Manage Questionnaires** section of MyNAEP.

*Plan assessment day logistics.*

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

*Promote the importance of NAEP with school staff and students.*

Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP represent hundreds of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available in the **Encourage Participation** section.



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

#### 5. Support Assessment Day Activities (1 week before the assessment).

Prior to the assessment day, you need to remind teachers and students about the assessment and ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. You and the teachers of selected students are encouraged to remain in the room during the assessment. If attendance of sampled students is less than 90 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the students who were absent.

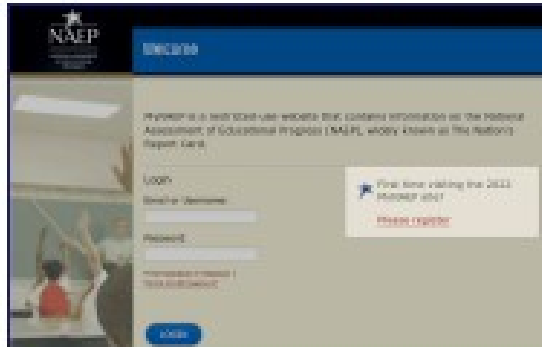
#### 6. Wrap Up (after the assessment).

Shred all confidential hardcopy materials at the end of the school year.



## How to Register and Access MyNAEP

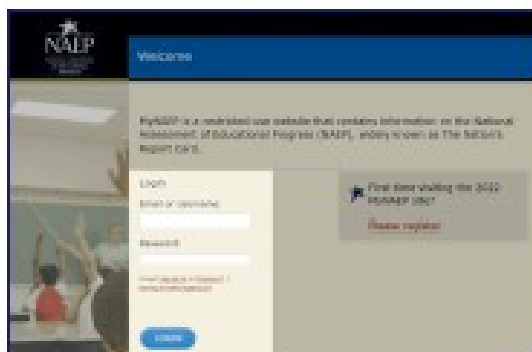
- 1 Go to [www.mynaep.com](http://www.mynaep.com). On the right side of the screen, select **Please register**.



- 2 Enter the MyNAEP registration ID included in the letter or email sent by your NAEP coordinator and select **Continue**. If you cannot locate your registration ID, contact your NAEP coordinator or the NAEP help desk at 800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com). Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.



- 3 Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a data security agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password.



## MyNAEP Resources

The diagram below identifies key features that will help you update information easily throughout the school year.

- 1 The Help and Contact Us links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
- 2 Your school's selected scheduled assessment date is shown in the blue banner.
- 3 Use the Provide School Information section to confirm your school's address, contact information, and other characteristics.
- 4 Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information in January.
- 5 The Prepare for Assessment menu has key tasks for the weeks leading up to the assessment.

## Online Resources

Information for selected schools	<a href="http://nces.ed.gov/nationsreportcard/participating/schools.aspx">http://nces.ed.gov/nationsreportcard/participating/schools.aspx</a>
Introducing NAEP to Teachers video	<a href="https://youtu.be/xR1_pUdSIlg">https://youtu.be/xR1_pUdSIlg</a>
Introducing NAEP to Students video	<a href="https://youtu.be/8drjkhwtiQU">https://youtu.be/8drjkhwtiQU</a>
What Every Parent Should Know About NAEP video	<a href="https://youtu.be/Ruwl739edN0">https://youtu.be/Ruwl739edN0</a>
Sample questions booklets	<a href="http://nces.ed.gov/nationsreportcard/about/booklets.aspx">http://nces.ed.gov/nationsreportcard/about/booklets.aspx</a>
NAEP Questions Tool	<a href="http://nces.ed.gov/nationsreportcard/nqt">http://nces.ed.gov/nationsreportcard/nqt</a>
Information for parents	<a href="http://nces.ed.gov/nationsreportcard/parents">http://nces.ed.gov/nationsreportcard/parents</a>
Assessment frameworks	<a href="https://www.naep.gov/naep-frameworks/frameworks-overview.html">https://www.naep.gov/naep-frameworks/frameworks-overview.html</a>
Long-term trend assessments	<a href="https://nces.ed.gov/nationsreportcard/ltt/">https://nces.ed.gov/nationsreportcard/ltt/</a>

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorities Act (20 U.S.C. 9902) 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)(2)(i) and 99.33). 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. 9937a and 4 U.S.C. 8157). 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 (a) 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 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.

9/10/2018

**Appendix D3-6: NAEP 2022 School Coordinator Responsibilities, A Guide to  
MyNAEP, LTT, Private schools**

# Private School Coordinator Responsibilities

A Guide to MyNAEP for Long-term Trend Assessments

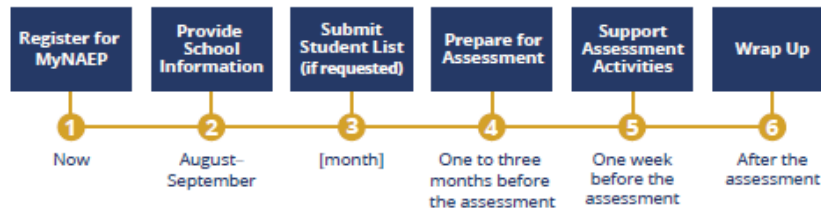
2022

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- MyNAEP offers school coordinators an electronic way to prepare for the assessment at their own pace.
- The MyNAEP menu is a virtual checklist of all activities that school coordinators need to complete throughout the school year. It is important to check in regularly to make sure your school is on track with preparations.
- Visit the MyNAEP website to get started: [www.mynaep.com](http://www.mynaep.com).

*Each school participating in NAEP 2022 has a designated staff member to serve as the NAEP school coordinator. You have been selected to serve as the coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!*

## MyNAEP Activity Timeline



## You will need to complete the following activities:

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

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

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

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

### 3. Prepare and submit a student list (if requested, [month]).

NAEP requires a complete list of students in the selected age group. NAEP uses the list to draw a random sample of students who will participate in the assessment and to collect demographic information. The **Submit Student List** section will appear for schools that need to prepare and upload this list in the fall. Individual student names, responses, and scores on NAEP are never reported. All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). If you prefer, a NAEP representative can visit your school to collect the data and make the preassessment arrangements.

Continued on page 2

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

Find us on:

#### **4. Complete the tasks listed within the Prepare for Assessment menu (one to three months before the assessment).**

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

*Review student information and prepare for the assessment of students with disabilities and English learners (SD/EL).*

Visit the **Review and Verify List of Students Selected for NAEP** section to review the student sample and identify any students who cannot take the assessment. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information in the **Complete SD/EL Student Information** section or submit information to the NAEP representative about how SD/EL students will participate in the assessment and the accommodations they will receive.

*Inform parents/guardians of student participation.*

By law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment. An electronic copy of the Parent/Guardian Notification Letter is available in the **Notify Parents** section to download, print, and distribute. Your NAEP representative can also make this letter available if it is more convenient.

*Manage the completion of questionnaires by school staff.*

You are responsible for managing the completion of online survey questionnaires designed to provide contextual information for the assessment results. You can assign, email, and monitor questionnaires for completion through the **Manage Questionnaires** section of MyNAEP. If you prefer, your NAEP representative can provide hardcopies of the questionnaires.

*Plan assessment day logistics.*

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

*Promote the importance of NAEP with school staff and students.*

Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP represent hundreds of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available in the **Encourage Participation** section.



*The NAEP representative will contact you for the preassessment review call to confirm information entered into MyNAEP.*

#### **5. Support Assessment Day Activities (1 week before the assessment).**

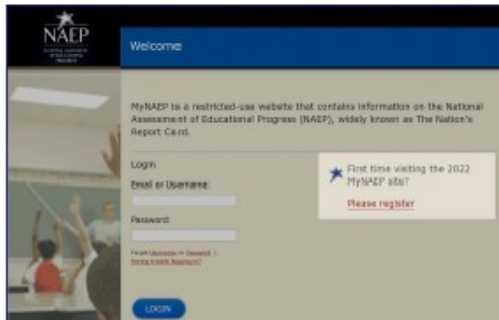
Prior to the assessment day, you need to remind teachers and students about the assessment and ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. Your NAEP representative can print these and send to you if you prefer. You and the teachers of selected students are encouraged to remain in the room during the assessment. If attendance of sampled students is less than 90 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the students who were absent.

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

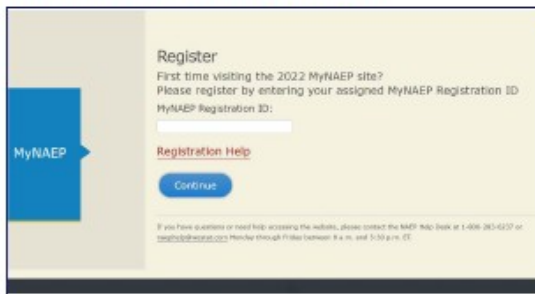
Shred all confidential hardcopy materials at the end of the school year.

## How to Register and Access MyNAEP

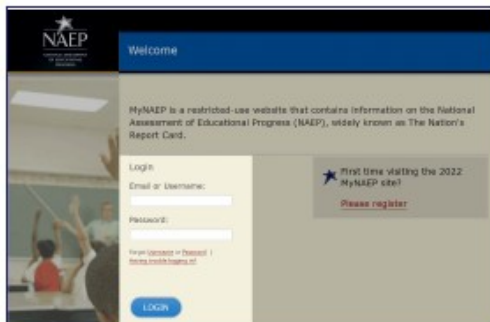
- 1 Go to [www.mynaep.com](http://www.mynaep.com). On the right side of the screen, select **Please register**.



- 2 Enter the MyNAEP registration ID included in the letter or email sent by your NAEP representative and select **Continue**. If you cannot locate your registration ID, contact your NAEP representative or the NAEP help desk at 800-283-6237 or [naephelp@westat.com](mailto:naephelp@westat.com). Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.



- 3 Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a data security agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password. You can write your username and password on the label above for easy access, and be sure to keep it in a secure place.





## MyNAEP Resources

The diagram below identifies key features that will help you update information easily throughout the school year.

- 1 The **Help** and **Contact Us** links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
- 2 Your school's selected scheduled assessment date is shown in the blue banner.
- 3 Use the **Provide School Information** section to confirm your school's address, contact information, and other characteristics.
- 4 Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information in January.
- 5 The **Prepare for Assessment** menu has key tasks for the weeks leading up to the assessment.

## Online Resources

Information for private schools, including a private school video	<a href="https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx">https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx</a>
Introducing NAEP to Teachers video	<a href="https://youtu.be/zR1_pUdSlfg">https://youtu.be/zR1_pUdSlfg</a>
Introducing NAEP to Students video	<a href="https://youtu.be/sdrjkhe0iQU">https://youtu.be/sdrjkhe0iQU</a>
What Every Parent Should Know About NAEP video	<a href="https://youtu.be/RurH739zdN0">https://youtu.be/RurH739zdN0</a>
Sample questions booklets	<a href="http://nces.ed.gov/nationsreportcard/about/booklets.aspx">http://nces.ed.gov/nationsreportcard/about/booklets.aspx</a>
NAEP Questions Tool	<a href="http://nces.ed.gov/nationsreportcard/nqt">http://nces.ed.gov/nationsreportcard/nqt</a>
Information for parents	<a href="http://nces.ed.gov/nationsreportcard/parents">http://nces.ed.gov/nationsreportcard/parents</a>
Assessment frameworks	<a href="https://www.nagb.gov/naep-frameworks/frameworks-overview.html">https://www.nagb.gov/naep-frameworks/frameworks-overview.html</a>
Long-term trend assessments	<a href="https://nces.ed.gov/nationsreportcard/ltr/">https://nces.ed.gov/nationsreportcard/ltr/</a>

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)(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. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

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## **Appendix D3-7: NAEP 2022 In Your School, LTT, Public Schools**



## NAEP 2022 in Your School - [Age 9 OR Age 17] Long-Term Trend Mathematics and Reading

“NAEP is the only assessment providing half a century of performance data to measure what students know and can do. The state and national trends inform local, state, and national program and policy discussions that improve teaching and learning.”

- David Atherton, EdD, Principal, Clear Creek Middle School, Gresham, OR

### What is NAEP?

The National Assessment of Educational Progress (NAEP) is an integral measure of academic progress across the nation and over time. It is the largest nationally representative and continuing assessment of what our nation’s students know and can do in various subjects such as civics, mathematics, reading, and U.S. history. The program also provides valuable insights into students’ educational experiences and opportunities to learn in and outside of the classroom.

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

### How are NAEP results reported?

The results of NAEP are released as The Nation’s Report Card. Depending on the assessment, NAEP results are available for the nation, states, and select urban districts that participate in the Trial Urban District Assessment (TUDA). Results are also available for different student groups, based on factors such as race/ethnicity, gender, school location, and more. NAEP is not designed to collect or report results for individual students, classrooms, or schools.

### Why should my school participate in NAEP?

Your school’s participation will help ensure that you and your fellow educators—as well as policymakers and elected officials—have reliable data to better understand and improve student learning.

Your school and students represent schools and students across the country. When students participate and give their best effort, NAEP results provide the most accurate and representative measure possible of student achievement and experience.

### What NAEP assessments will be administered in 2022?

The NAEP long-term trend assessment will be administered via paper and pencil to [9-year-olds OR 17-year-olds] in your school between [date] and [date]. NAEP long-term trend assessments measure student performance in mathematics and reading, and allow the performance of today’s students to be compared with students since the early 1970s. Students will also be asked to complete survey questionnaires to provide a better understanding of factors that may be related to students’ learning. There will be no teacher questionnaire, but a school questionnaire will be administered.

Results will be released for the nation.

### What will my students do?

Participating [9-year-olds OR 17-year-olds] will complete subject-area questions in mathematics or reading. Each student will be assessed in one subject only. Students will also complete survey questionnaires that provide valuable information about their educational experiences and opportunities to learn both in and outside of the classroom, as well as how they have accessed learning during the COVID-19 pandemic.

It takes approximately 90 minutes for students to complete the paper-based assessment, including

transition time, directions, and completion of survey questionnaires. A broad range of accommodations are provided for students with disabilities and English learners.

### **Do teachers need to prepare students for the assessment?**

Teachers do not need to prepare their students to take the assessment but should encourage them to do their best.

### **How can my teachers and I use NAEP data to help our students?**

The NAEP Data Explorer (<https://www.nationsreportcard.gov/ndecore>) is a powerful tool that allows you to examine the relationships between student performance and factors such as instructional practices, school resources, and more.

Questions from previous NAEP assessments can also be used as a helpful educational resource in the classroom. Teachers can use the NAEP Questions Tool (<http://nces.ed.gov/nationsreportcard/nqt>) to see how their students' performance compares to peers in your state and across the nation. Released NAEP questions come with a scoring guide, sample student responses, and performance data.

### **Who will administer NAEP in my school? What does my school need to provide on the day of the assessment?**

NAEP representatives will administer the NAEP assessment and provide significant support to your school on assessment day. They will wear necessary personal protective equipment (PPE) and follow all school-specific health protocols. NAEP representatives will also bring all necessary materials and equipment. Schools will only need to provide space for students to take the assessment.

More information about roles and responsibilities for coordinating and administering NAEP in your school are on the last page of this fact sheet.

### **How was my school selected for NAEP?**

Your school was selected as part of a carefully designed sampling process that ensures NAEP-selected schools and students are representative of their district, state, and the nation.

### **How is NAEP different from our state assessment?**

NAEP serves a different role than state assessments. While states have their own unique assessments to measure student achievement against specific content standards, NAEP is designed to provide a common measure of student performance and progress across the country.

### **How long has NAEP been around?**

NAEP was first administered in 1969 to measure student achievement nationally. In 1990, NAEP was administered at the state level for the first time. The NAEP TUDA program, which measures student achievement in some of the nation's large urban districts, began in 2002. The program has come to be recognized as the gold standard of large-scale assessments due to its high technical quality and rigorous design and methodology.

### **How often is NAEP administered?**

Students in grades 4 and 8 are scheduled to be assessed at the state and national levels in mathematics and reading every 2 years. Under the Elementary and Secondary Education Act, districts and states that receive Title I funds are required to participate in these biennial assessments. Other subjects are assessed periodically. Long-term trend assessments for 9-, 13-, and 17-year-olds are also assessed periodically.

### **Where can I find more information?**

Learn more about the NAEP program at [nces.ed.gov/nationsreportcard](https://nces.ed.gov/nationsreportcard), and explore the latest NAEP results at [nationsreportcard.gov](https://nationsreportcard.gov).

Visit <https://nces.ed.gov/nationsreportcard/about/covid19.aspx> for more information about NAEP COVID-19 protocols.

You can also find NAEP on: <Facebook logo> <Twitter logo> <YouTube logo>

### **Roles and Responsibilities for Coordinating and Administering NAEP**

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. You will need to assign a staff member from your school to serve as the **school coordinator** and work closely with NAEP representatives to organize assessment activities. This person will be the primary contact for the assessment and should be familiar with how students participate in statewide assessments and how to use a computer to collect and enter student information online.

#### **The school coordinator will be responsible for**

- confirming the scheduled assessment date with the NAEP State Coordinator;
- registering for the MyNAEP website and providing information about the school;
- if requested, overseeing the submission of an electronic list of [9-year-olds OR 17-year-olds];
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with NAEP representatives and participating in a preassessment review call to finalize assessment preparations;
- reserving space for the assessment, including room(s) and desks or tables; and
- collaborating with school staff to ensure a high rate of student participation.

*Additional information about the school coordinator's responsibilities will be sent prior to NAEP representatives contacting you.*

#### **The NAEP State Coordinator works at your state department of education and will be responsible for**

- working with schools to confirm the assessment date;
- communicating with principals about the importance of NAEP and student participation;
- providing schools with instructions for preparing a list of students and information about notifying parents of participating students;
- providing guidance for including students with disabilities and English learners; and
- responding to questions from the school community throughout the assessment period.

#### **NAEP representatives, employed by a U.S. Department of Education contractor to work directly with schools, will be responsible for**

- selecting a random sample of [9-year-olds OR 17-year-olds] from the school list;
- verifying information that the school coordinator has provided via the MyNAEP website, the online hub for completing school preparation activities throughout the NAEP assessment process;
- working with the school coordinator to finalize assessment logistics;
- bringing all assessment materials to the school on the scheduled day; and
- administering the assessment.

#### **Each principal will be responsible for**

- assigning a school staff member to serve as the school coordinator;
- including the NAEP assessment date on the school calendar;
- empowering the designated school coordinator to work with NAEP representatives to prepare for the assessment; and
- informing school staff and students about NAEP and why student participation is critically important.

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract GS-23F-0024M to the National Center for Education Statistics, U.S. Department of Education.

## **Appendix D3-8: NAEP 2022 In Your School, LTT, Private Schools**

**Age [age] Long-Term Trend Mathematics and Reading**

*Page 1 Sidebar:*

**What is NAEP?**

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's public and private school students know and can do in various subjects.
- The schools and students participating in NAEP make an important contribution by representing other schools and students across the country.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

*Page 1 Text:*

**Why participate in NAEP?**

Participation in NAEP gives private schools a voice in the national conversation about education. Your school has been selected to represent other private schools across the nation, and it is vital that all selected students participate to accurately capture our students' progress.

Schools, students, and teachers who participate in NAEP enable The Nation's Report Card to provide more inclusive representation of what our nation's students know and can do in key subject areas. NAEP has consistently demonstrated over time and across subjects that students in private schools on average outperform students in public schools.

NAEP long-term trend assessments measure student performance in mathematics and reading, and allow the performance of today's students to be compared with students since the early 1970s.

**How will NAEP 2022 be administered in your school?**

From [date] to [date], NAEP will be administered in public and private schools across the country. NAEP representatives will administer the NAEP assessment [to selected [age]-year-old students] and provide significant support to your school on assessment day. They will wear necessary personal protective equipment (PPE) and follow all school-specific health protocols. NAEP representatives will also bring all necessary materials. Schools will only need to provide space for students to take the assessment.

Visit <https://nces.ed.gov/nationsreportcard/about/covid19.aspx> for more information about NAEP COVID-19 protocols.

[The following three questions and answers each appear inside their own word-bubble graphic]

What subjects will students be assessed in?

**One subject per student**

**Math or reading**

How will the assessment be conducted?

**Administered by NAEP personnel (in PPE)**

**As paper-and-pencil assessment**

How long will the assessment take?

**About 90 minutes including**

**Transition, directions, and questionnaires**

Students will also complete survey questionnaires that provide valuable information about their educational experiences and opportunities to learn both in and outside the classroom, as well as how they have accessed learning during the COVID-19 pandemic. In addition to the student questionnaire, the school principal will also be asked to complete a questionnaire. This questionnaire covers topics such as teacher training and school policies to provide valuable information for education stakeholders who need to gain a better picture of student performance.

*[Large quote at top of page 2]*

*“The Council for American Private Education (CAPE) strongly encourages private schools to participate in NAEP, an essential measure of student achievement in the United States.”*

Michael Schuttloffel  
Executive Director, CAPE

## What are the responsibilities of the principal and school coordinator?

### The principal is responsible for

- Including the NAEP assessment date on the school calendar;
- Designating a school coordinator to work with NAEP representatives and to prepare for the assessment;
- Informing school staff about NAEP and why participation is critically important; and
- Completing the school questionnaire.

### The school coordinator is responsible for

- Confirming that the suggested assessment date works with the school calendar;
- Securing space for the assessment to take place;
- Providing a list of eligible students from which a random sample will be selected for participation in the assessment (student and school names will not be included in any reports)\*;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

NAEP representatives will take care of everything else related to preparing for and conducting the assessment.

For more information about NAEP visit:

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

## **NAEP - Giving Private Schools a Voice in the National Conversation**

Find us on:

[Facebook, Twitter, and YouTube logos]

(Located across from “Find us on:” section or as footer on Page 1):

*\* National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.*