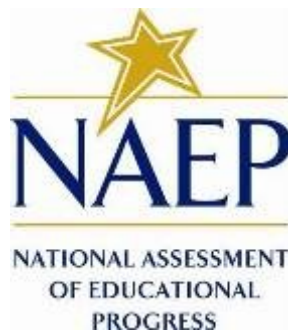


*NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL  
ASSESSMENT OF EDUCATIONAL PROGRESS*

*National Assessment of Educational Progress (NAEP) 2022  
Materials Update #2*

*Appendix I  
NAEP 2022 Content of MyNAEP System*

*OMB# 1850-0928 v.25*



September 2021

Appendix I has been updated to include the remaining sections of MyNAEP needed by November 2021, specifically: a) Prepare for Assessment; b) Review and Verify List of Students Selected for NAEP; c) Complete SD/EL Student Information; d) Manage Questionnaires; e) Plan for Assessment Day; f) Update Student Lists; g) Support Assessment Activities; h) Wrap Up. The MyNAEP log-in screen were updated to reflect the new Paperwork Reduction Act (PRA) statement.

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

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

### **Notes on the organization of Appendix I**

- Red text indicates descriptive notes and references to Appendices other than I.
- Green text indicates text from hyperlinks or references within this document.
- The Additional Resources section of this document (beginning on page 97) contains the text of hyperlinks.
- For confidentiality reasons, the state name is represented by “99.” The “99” will be updated accordingly when the NAEP state coordinator logs into the system.

## **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](#)

### **Paperwork Reduction Act (PRA) Statement**

National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.

NCES estimates the time required to complete this information collection to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or EL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Control No. 1850-0928). 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, or send an email to: [nces.information.collections@ed.gov](mailto:nces.information.collections@ed.gov).

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.

**OMB No. 1850-0928 APPROVAL EXPIRES 5/31/2024**

## Summary of Changes from 2021 to 2022:

- Updated the year from 2021 to 2022.
- The Paperwork Reduction (PRA) Statement has been updated to reflect the 2022 NAEP administration.

## Screenshot

**NOTE: The screenshot below has been revised with the NEW PRA statement and expiration date in this Amendment #2 (see full PRA 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**

**Paperwork Reduction Act (PRA) Statement**

National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide 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 you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.

NCES estimates the time required to complete this information collection to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or EL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Control No. 1850-0928). 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, or send an email to: [nces.information.collections@ed.gov](mailto:nces.information.collections@ed.gov).

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.

**OMB No. 1850-0928 APPROVAL EXPIRES 5/31/2024**

## Home Page - Approved in v.23

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, \_\_**(name)**\_\_, at \_\_**(email address)**\_\_ 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). The main header is blue and contains a 'Welcome' message with a user icon and '0mb Submission'. Navigation links include 'Help', 'Contact Us', 'My Account', and 'Logout'. A dropdown menu is open showing 'Grade 8: 2/15/2022'. A left sidebar contains a menu with 'Home' (selected), 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area has a background image of a classroom. It features a large heading 'Welcome to the National Assessment of Educational Progress!' followed by a sub-heading 'Assessment Details' and a bulleted list of information: 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 explains that if the coordinator name is missing, users should contact the State Coordinator at StateCoordinator-FL@westat.com and register their own MyNAEP account. Below this is a 'Prepare for Assessment' section with a sub-heading and a list of steps: watch a tutorial video and complete activities before the preassessment review call. The final section is 'What's Next?' with a link to download teacher notification letters and student appointment cards in the 'Support Assessment Activities' section. A footer at the bottom contains the same navigation links as the header.

MyNAEP For Schools

District: District 1200150 (FL)

Welcome

0mb Submission

Help | Contact Us | My Account | Logout

Grade 8: 2/15/2022

Home

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

## Welcome to the National Assessment of Educational Progress!

The MyNAEP website will help you prepare for the assessment.

### Assessment Details

- **Grade:** 8
- **Subject(s):**
- **Assessment Date:** Tuesday 2/15/2022
- **Preassessment Review Call Date:**
- **NAEP Representative:**
- **MyNAEP Registration ID:** 20019457
- **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, State Coordinator, at StateCoordinator-FL@westat.com if this information is missing. **School coordinators must register their own MyNAEP account.**

### Prepare for Assessment

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

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

### What's Next?

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

Help | Contact Us | My Account | Logout



## **Provide School Information - Approved v.23**

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

NAEP  
NATIONAL ASSESSMENT  
OF EDUCATIONAL  
PROGRESS

MyNAEP For Schools

District: District 1200150 (FL)

Welcome

0mb Submission

Help | Contact Us | My Account | Logout

Grade 8: 2/15/2022

Home

Provide School Information

- School Contact Information
- School Characteristics Information
- Student Attendance and NAEP Representative Protocols

Prepare for Assessment

Support Assessment Activities

Wrap Up

### 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
  - 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 or civics or U.S. history>. 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 navigation 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

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 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?

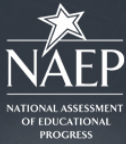
Yes  
No

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.



- 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 - NEW

## Prepare for Assessment

In early December, use the links 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 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

After winter break:

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

Your NAEP representative will contact the school in December to schedule a January call and review the completed preassessment activities.

## Additional Resources

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

## *Summary of Changes from 2019 to 2021:*

- Removed references to storage envelope, since schools will not receive envelopes for NAEP 2022.
- The Instructions for School Coordinator brochure will be e-mailed, not mailed.
- Added thumbnail/link to new video that describes preassessment tasks.

## Screenshot

**MyNAEP For Schools** District: District 1200150 (FL)

Welcome

Help Contact Us My Account Register More Schools Logout

Grade 8: 2/15/2022

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
- Wrap Up

### Prepare for Assessment

In early December, use the links 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 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

After winter break:

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

Your NAEP representative will contact the school in December to schedule a January call and review the completed preassessment activities.

Introduction to MyNAEP for Schools

Watch this video for an introduction to the Prepare for Assessment tasks.

Additional Resources

- Instructions for the School Coordinator
- Digitally-based Assessments

## Review and Verify List of Students Selected for NAEP - NEW

**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](https://bcove.video/2fEo6iA) (5:03) (<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](#) (see [Additional Resources section of this document](#))

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

## Summary of Changes from 2021 to 2022:

- Eliminated the word “Coordinator” from both of the Additional Resources links.

## 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: TS Public Schools (99)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. Below this, a user profile section identifies 'Clara Comp' from 'Training Compass Middle' and shows 'Grade 8: 2/23/2022'. A left-hand sidebar menu lists various navigation options, with 'Review and Verify List of Students Selected for NAEP' highlighted. The main content area is titled 'Prepare for Assessment' and features a large heading: 'Review and Verify List of Students Selected for NAEP'. Below the heading, a paragraph explains that NAEP reports results for student demographic groups and that users should review and update student information as needed. A light blue box contains a section titled 'Complete the following:' with three items: a checked checkbox for 'Watch the Review and Verify List of Students Selected for NAEP Tutorial (5:03)', and two unchecked checkboxes for 'Review and Verify Student Information' and 'Print Reports'. At the bottom of the main content area, an 'Additional Resources' section lists two links: 'Information Needed to Review and Verify List of Students Selected for NAEP' and 'Dept. of Agriculture Memo Authorizing Release of NSLP to NAEP'.



## 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)

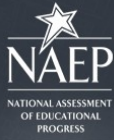
### Reasons Student Cannot Take NAEP:

- Withdrawn
- Graduated
- Expelled
- Attends all classes on a different campus
- Traditional homeschool learner - parent provides curriculum and may/may not act as instructor
- 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 learners)
- Meets (or met) participation criteria for one or more state alternative assessments (applies only to students with disabilities)
- Full-time virtual learner

### *Summary of Changes from 2021 to 2022:*

- Replaced “Does not attend any academic classes on campus” with “Attends all classes on a different campus”.
- Replaced “Home schooled and receives limited services on campus” with “Traditional homeschool learner - parent provides curriculum and may/may not act as instructor”.
- Added “Full-time virtual learner.”

*Screenshot*



Welcome  
Clara Comp  
Training Compass Middle

Help | Contact Us | My Account | Register More Schools | Logout  
Grade 8: 2/23/2022

- 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
- Wrap Up

[Full Screen Mode](#)

REV-INFO-1

## Review and Verify Student Information

### Print Worksheet

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](#).

Print Worksheet

Continue


Exit

## 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, indicate a reason the student cannot take NAEP, and update their in-person or virtual learning status. It is important for NAEP to know if students are attending school in-person, or are part-time or full-time virtual/remote learners.
- Icons in the column header indicate missing data. 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.
- Update students with a **Section 504 Plan** that require an accommodation in the Student with Disability column to **Yes, 504**.
- Indicate students who are hybrid (part-time) virtual learners in the "Is this student a virtual learner" column.

### ***Summary of Changes from 2021 to 2022:***

- Added text about part- and full-time virtual learners to the first paragraph because the data was previously collected on another page.
- Eliminated bullets related to COVID-19.
- Reworded bulleted text regarding the Missing Data icon.
- Reworded bulleted text related to students with a Section 504 Plan.
- Added bulleted text related to the "Is This Student a Virtual Learner" column because the data was previously collected on another page.
- Updated ELL to EL.
-

# Screenshot



## MyNAEP For Schools

District: TS Public Schools (99)

Welcome

Clara Comp

[Training Compass Middle](#)

[Help](#) | [Contact Us](#) | [My Account](#) | [Register More Schools](#) | [Logout](#)

Grade 8: 2/23/2022

- 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
- Wrap Up

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, indicate a reason the student cannot take NAEP, and update their in-person or virtual learning status. It is important for NAEP to know if students are attending school in-person, or are hybrid (part-time) or full-time virtual/remote learners.

- Icons in the column header indicate missing data. 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.
- Update students with a **Section 504 Plan** that require an accommodation in the Student with Disability column to **Yes, 504**.
- Indicate students who are hybrid (part-time) virtual learners in the "Is this student a virtual learner" column.

Edit	Name	Student ID	Session/Line #	Subject	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status	Student with a Disability	English Learner	Reason Student Cannot Take NAEP	Is this student a virtual learner?
<input checked="" type="checkbox"/>	AMAYA, COLE MICHAEL		DS0801/26	Reading	12	2007	Male	Hispanic, of any race	Free lunch	No, not SD	Yes, EL		No (100% in-person learner)
<input checked="" type="checkbox"/>	ARTER, CAMERON		DS0801/01	Reading	04	2008	Male	Black or African American, not Hispanic	Student not eligible	No, not SD	No, not EL		No (100% in-person learner)
<input checked="" type="checkbox"/>	ATCHISON, SHIRLEYANIS NICOLE		DS0801/27	Math	02	2008	Female	Black or African American, not Hispanic	Student not eligible	No, not SD	No, not EL		No (100% in-person learner)

Back to Beginning
Back
Continue
Exit

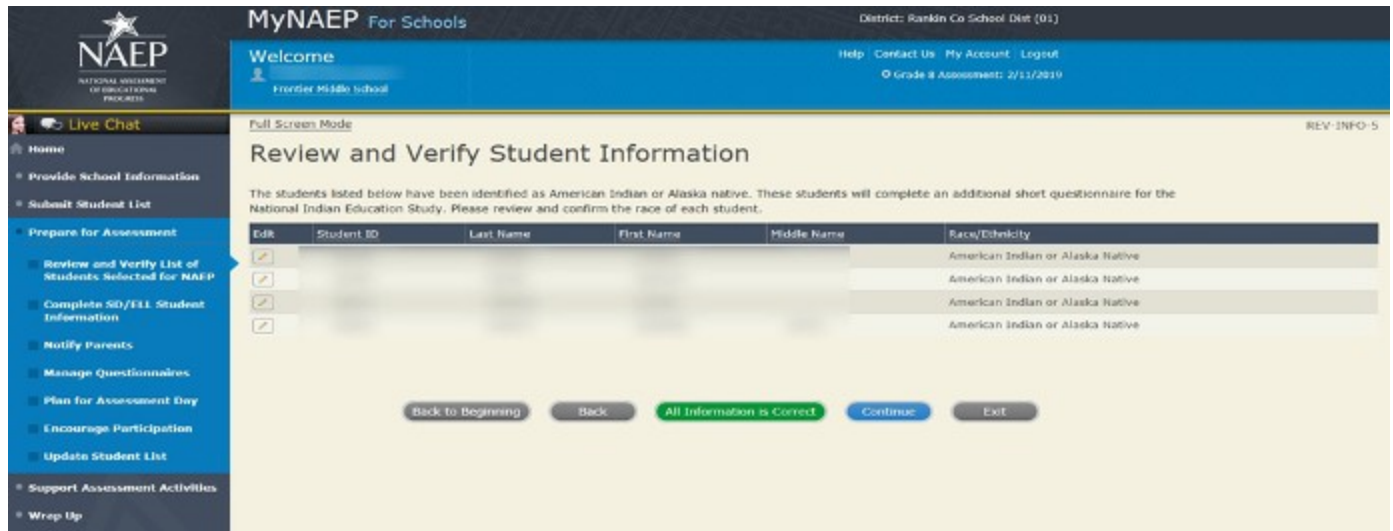
## Review and Verify Student Information

### 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 2021 to 2022:***

- This screen will not be used for NAEP 2022 since the National Indian Education Study will not be conducted.



## Review and Verify Student Information

### Identify Displaced Students -REV-INFO-6

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 2021 to 2022:***

- Due to the combination of the virtual learner status into REV-INFO-2, the screen identifier for Identify Displaced Students was updated to follow numerical order.

## Screenshot

MyNAEP For Schools District: TS Public Schools (99)

Welcome Clara Comp Training Compass Middle Grade 8: 2/23/2022

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 Wrap Up

Full Screen Mode REV-INFO-6

### Review and Verify Student Information

#### Identify Displaced Students

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?

Name	Student ID	Session/Line #	Subject	Is this a displaced student?
AMAYA, COLE MICHAEL		DS0801/26	Reading	No
ARTER, CAMERON		DS0801/01	Reading	No
ATCHISON, SHIRLEYANIS NICOLE		DS0801/27	Math	No
BEJARANO, EMILY		DS0801/02	Reading	No
BLACKBURN, KORIYANA DAMAYA		DS0801/28	Math	No
BLADECKI, SAMUEL A		DS0801/03	Reading	No
BROWN, DAVID		DS0801/29	Math	No
CHAVEZ, HAE YEUN		DS0801/04	Reading	No
CHEN, LOGAN		DS0801/30	Math	No
COLON, SHANICE REA		DS0801/05	Math	No
DAVIS, PETER J		DS0801/31	Math	No

Back to Beginning Back Save Save and Continue Exit

### Review and Verify Student Information

### Print Summary Report -REV-INFO-7

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 2021 to 2022:

- Due to the altered screen identifier for Identify Displaced Students, the screen identifier for Print Summary Reports was updated to follow numerical order.

# Screenshot

The screenshot displays 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 the district name 'District: TS Public Schools (99)' on the right. Below the header, a navigation bar shows the user's name 'Clara Comp' and school 'Training Compass Middle', along with links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The current session is identified as 'Grade 8: 2/23/2022'. A 'Full Screen Mode' link is visible in the top right corner.

The main content area is titled 'Review and Verify Student Information'. It features a 'Print Summary Report' section with the following instructions: '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.' Below this text is a small white input box. A note in red text states: '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 five buttons: 'Print Summary', 'Back to Beginning', 'Back', 'Submit', and 'Print', followed by an 'Exit' button.

On the left side, a vertical navigation menu lists various tasks: Home, Provide School Information, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP (highlighted), Complete SD/EL Student Information, Plan for Assessment Day, Notify Parents, Manage Questionnaires, Encourage Participation, Update Student List, Support Assessment Activities, and Wrap Up.

## 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.

Select submit to indicate you are finished with this section.

### Summary of Changes from 2021 to 2022:

- Added a prompt for school coordinators to select submit to indicate they have finished with the section.

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. The user is identified as 'Clara Comp' from 'Training Compass Middle', with the date 'Grade 8: 2/23/2022'. The main content area is titled 'Print Reports' and includes the following text: '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.' Below this is a 'Print Worksheet' button. The next section is '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.' Below this is a 'Print Summary Report' button. At the bottom, it says 'Select Submit to indicate you are finished with this section.' with 'Exit' and 'Submit' buttons. A sidebar on the left contains navigation options 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 top right of the main content area shows 'REV-REP-1'.

*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 2022 Worksheet for Students Selected for NAEP													
School Name: Training Compass Middle											District Name: TS Public Schools		NAEP ID: 9924231
											06/17/2021		11:57 AM
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 Learner Status	Reason Student Cannot Take NAEP	Remote/ Virtual Learner	
Amaya, Cole		DS0801/26	Reading	12	2007	Male	Hispanic, of any race	Free lunch	No, not SD	Yes, EL			



## Complete SD/EL Student Information - NEW

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 EL 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/EL Student Information

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

NAEP provides accommodations only for SD and EL. Therefore, this section only includes students whose SD status is "Yes, IEP" or "Yes, 504" or EL status is "Yes, EL." **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/EL Student Information Tutorial \(5:59\) \(https://bcove.video/2fECUxM\)](https://bcove.video/2fECUxM)
- [Review NAEP Inclusion Policy](#)
- [Give Access to SD and/or EL Specialist\(s\) \(optional\)](#)
- [Provide Information for Students Who Are Both SD and EL](#)
- [Provide Information for SD \(IEP or 504 Plan\) Only](#)
- [Provide Information for EL 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/EL Students](#)

## Summary of Changes from 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)

## Screenshot

The screenshot displays 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 the district name 'District: TS Public Schools (99)' on the right. Below the header, a navigation bar shows the user 'Clara Comp' from 'Training Compass Middle' and the current session 'Grade 8: 2/23/2022'. A left-hand sidebar contains a menu with categories: Home, Provide School Information, Prepare for Assessment (highlighted), Support Assessment Activities, and Wrap Up. Under 'Prepare for Assessment', several tasks are listed, with 'Complete SD/EL Student Information' being the active task. The main content area is titled 'Prepare for Assessment' and 'Complete SD/EL Student Information'. It contains a paragraph stating that students with disabilities (SD) and English learners (EL) must be included to the fullest extent possible. Below this, it explains that NAEP provides accommodations only for SD and EL and that changes to status codes can only be made in the 'Review and Verify List of Students Selected for NAEP section'. A list of tasks to complete is provided in a light blue box, including watching a tutorial, reviewing the inclusion policy, giving access to specialists, providing information for both SD and EL, providing information for SD (IEP or 504 Plan) only, providing information for EL only, and printing reports. At the bottom, there are additional resources such as an inclusion fact sheet, a letter from the Department of Education, and information on including SD/EL students.

MyNAEP For Schools District: TS Public Schools (99)

Welcome Clara Comp Training Compass Middle Help Contact Us My Account Register More Schools Logout Grade 8: 2/23/2022

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
- Wrap Up

Prepare for Assessment

### Complete SD/EL Student Information

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

NAEP provides accommodations only for SD and EL. Therefore, this section only includes students whose SD status is "Yes, IEP" or "Yes, 504" or EL status is "Yes, EL." **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/EL Student Information Tutorial \(5:50\)](#)
- Review [NAEP Inclusion Policy](#)
- Give Access to SD and/or EL Specialist(s) (optional)
- Provide Information for Students Who Are Both SD and EL
- Provide Information for SD (IEP or 504 Plan) Only
- Provide Information for EL Only
- Print Reports

**Additional Resources**

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

## Review NAEP Inclusion Policy

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

### <state name> NAEP 2022 Inclusion Policy for Students with Disabilities and English Learners

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

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

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

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

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

English 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 EL 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 <state name> NAEP Inclusion Policy for Students with Disabilities and English Learners.

Yes    No

Select the Submit button to record your response above.

#### ***Summary of Changes from 2021 to 2022:***

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Add text to prompt school coordinator to select submit

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. The user is logged in as 'Clara Comp' from 'Training Compass Middle' with a grade of 8 on 2/23/2022. The left navigation menu has several sections: '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 main content area is titled 'Review NAEP Inclusion Policy' and contains the following text:

**99 NAEP 2022 Inclusion Policy for Students with Disabilities and English learners**

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

- 99 SD Inclusion Policy
- 99 EL Inclusion Policy

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

- Students who meet (or met) participation criteria for the Alt1 and Alt2
- English 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 EL 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 StateCoordinator99@westat.com.

I downloaded and reviewed the 99 NAEP 2022 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 visible at the bottom of the form.

## Give Access to SD and/or EL Specialists

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

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

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

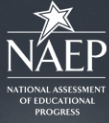
For confidentiality reasons, access is limited to you and five additional school staff.

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

### *Summary of Changes from 2021 to 2022:*

- Updated references to English Language Learners (ELL) to English Learners (EL)

## Screenshot



- 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
- Wrap Up

## Give Access to SD and/or EL Specialists

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

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

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 2022 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.

### 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 header includes the text 'MyNAEP For Schools' and 'District: TS Public Schools (99)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user is identified as 'Clara Comp' with the role 'Training Compass Middle' and the current grade is 'Grade 8: 3/4/2022'. A left sidebar menu lists various assessment preparation steps, with 'Complete SD/EL Student Information' highlighted. The main content area is titled 'Print Worksheet' and includes the following text: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.' and 'Review the 99 NAEP 2022 inclusion policy to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the main content area are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page ID 'COMP-BOTH-2' is visible in the top right corner of the content area.

## EL 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 ELS in the same grade.) in listening comprehension, reading, speaking, and writing?

All columns can be sorted by selecting the column header.

### Summary of Changes from 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the user name 'Clara Comp' from 'Training Compass Middle', and the date 'Grade 8: 3/4/2022'. The main content area is titled 'EL Details' and contains instructions for recording student information. Below the instructions is a table with columns for Student name, Session/Line #, EL classification, NAEP subject, Primary language, Other primary language (Specify), Academic instruction primarily in English, Grade level performance in NAEP subject, and English proficiency (listening, reading, speaking, writing). The table shows one student: BEJARANO, EMILY, with Session/Line # DS0801/02, EL classification Yes, EL, and NAEP subject Reading. At the bottom of the page are buttons for 'Back to Beginning', 'Back', 'Continue', and 'Exit'.

Student name	Session/Line #	EL 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
BEJARANO, EMILY	DS0801/02	Yes, EL	Reading								

## SD Details-COMP-BOTH-4

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

- Which of the following [IDEA categories \(see list below\)](#) best describes each student's identified disability(ies)? (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 2021 to 2022:

- Screen identifier updated to keep numerical order.

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: TS Public Schools (99)". The user is logged in as "Clara Comp" from "Training Compass Middle" on "Grade 8: 3/4/2022". The main content area is titled "SD Details" and contains instructions for recording information for each student. Below the instructions is a table with columns for "Edit", "Student name", "Session/Line #", "SD classification", "NAEP subject", "IDEA Disability(ies)", and "Degree of disability(ies)". The table contains one row for the student "BEJARANO, EMILY" with session "DS0801/02", classification "Yes, IEP", and subject "Reading". At the bottom of the page are buttons for "Back to Beginning", "Back", "Continue", and "Exit".

Edit	Student name	Session/Line #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)
	BEJARANO, EMILY	DS0801/02	Yes, IEP	Reading		



## How Students Should Participate-COMP-BOTH-5

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [<State name> NAEP 2022 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 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Screen identifier updated to keep numerical order.

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district 'District: TS Public Schools (99)'. The user is logged in as 'Clara Comp' from 'Training Compass Middle' on 'Grade 8: 3/4/2022'. The main content area is titled 'How Students Should Participate' and contains the same instructions and list of questions as the text above. Below the text is a table with the following data:

Student name	Session/Line #	SD classification	EL 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
BEJARANO, EMILY	DS0801/02	Yes, IEP	Yes, EL	Reading					

At the bottom of the interface, there are buttons for 'Back to Beginning', 'Back', 'Continue', and 'Exit'. A 'Help' button is also visible in the sidebar.

## 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 2022 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.

### ***Summary of Changes from 2021 to 2022:***

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Screen identifier updated to keep numerical order.

### ***Screenshot***

**MyNAEP For Schools** District: TS Public Schools (99)

Welcome Clara Comp  
Training Compass Middle

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

Grade 8: 3/4/2022

COMP-BOTH-7

### Exclusions Summary

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

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any further questions on how to include students, contact your NAEP State Coordinator, State Coordinator, at StateCoordinator99@westat.com and/or review the [99 NAEP 2022 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	EL 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
BEJARANO, EMILY	DS0801/02	Yes, IEP	Yes, EL	Reading	Do not test	Enrolled in U.S. schools less than 1 full academic year before the NAEP assessment and cannot access NAEP	N/A	N/A	N/A

Buttons: 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.

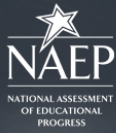
Select **Print Summary** to print a record of the student information entered into MyNAEP. Keep this report in a secure location and refer to it during the preassessment review call.

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

**Summary of Changes from 2021 to 2022:**

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Screen identifier updated to keep numerical order.

**Screenshot**



Welcome  
Clara Comp  
Training Compass Middle

[Help](#) | [Contact Us](#) | [My Account](#) | [Register More Schools](#) | [Logout](#)

Grade 8: 3/4/2022

- 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
- Wrap Up

[Full Screen Mode](#)

COMP-BOTH-8

### Print Summary Report

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, State Coordinator, at [StateCoordinator99@westat.com](mailto:StateCoordinator99@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 2022 inclusion policy](#) (see [Appendix D1-5](#)) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### Summary of Changes from 2021 to 2022:

- No changes.

### Screenshot

The screenshot displays the MyNAEP For Schools interface. At the top, the NAEP logo is on the left, and the text 'MyNAEP For Schools' is in the center. The user is logged in as 'Clara Comp' from 'Training Compass Middle' in 'District: TS Public Schools (99)'. The page title is 'Print Worksheet'. The main content area 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 says 'Review the [99 NAEP 2022 inclusion policy](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the main content area, there are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. A left sidebar menu is visible with options 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 top right corner shows 'Full Screen Mode' and 'COMP-SD-2'.

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

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

All columns can be sorted by selecting the column header.

### Summary of Changes from 2021 to 2022:

- No changes.

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the MyNAEP logo, the text 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. The user is identified as 'Clara Comp' from 'Training Compass Middle', with the current session being 'Grade 8: 3/4/2022'. The left navigation menu has 'Prepare for Assessment' selected, with sub-options like 'Review and Verify List of Students Selected for NAEP' and 'Complete SD/EL Student Information'. The main content area is titled 'SD Details' and contains the same instructions and questions as the text above. Below the instructions is a table with the following data:

Edit	Student name	Session/Line #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)	Grade level performance in NAEP subject
	ARTER, CAMERON	DS0801/01	Yes, IEP	Math			
	ATCHISON, SHIRLEYANIS NICOLE	DS0801/27	Yes, 504	Math	N/A		

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



## How Students Should Participate-COMP-SD-4

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [<State name> NAEP 2022 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 2021 to 2022:

- No changes.

## 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 'TS Public Schools (99)'. The user is logged in as 'Clara Comp' from 'Training Compass Middle' on 'Grade 8: 3/4/2022'. The main content area is titled 'How Students Should Participate' and contains the same instructions and list of students as described in the text. The table below shows the student data:

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
	ARTER, CAMERON		DS0801/01	Yes, IEP	Math			
	ATCHISON, SHIRLEYANIS NICOLE		DS0801/27	Yes, 504	Math			



## Exclusions Summary COMP-SD-6

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

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any further questions on how to include students, contact your NAEP State Coordinator, <State Coordinator name>, at <State Coordinator email> and/or review the <State name> [NAEP 2022 inclusion policy](#) (see [Appendix D1-6](#)) NAEP 2022 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.

### Summary of Changes from 2021 to 2022:

- Screen identifier updated to keep numerical order

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: Central Point SD 6 (J5)". The main content area is titled "Exclusions Summary" and contains the following text:

Full Screen Mode COMP-SD-6

Welcome [User Name]

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

Grade 8: [Grade]

**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 StateCoordinator99@mynaep.com and/or review the [Training 99 NAEP 2022 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	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 1644, First 1644	DS0801/04	Yes, IEP		Do not test	Other Reason	N/A	N/A	Reason n listed - Contact y NAEP State/TU Coordina

Navigation buttons: Back to Beginning, Back, Continue, Exit

## Print Summary Report-COMP-SD-7

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 2021 to 2022:*

- Screen identifier updated to keep numerical order

### *Screenshot*

The screenshot displays 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 the district name 'District: TS Public Schools (99)' on the right. Below the header, a navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user's name 'Clara Comp' and school 'Training Compass Middle' are shown, along with the date 'Grade 8: 3/4/2022'. The main content area is titled 'Print Summary Report' and contains the same text as the previous sections. At the bottom of the content area, there are five buttons: 'Print Summary Report', 'Back to Beginning', 'Back', 'Submit', and 'Exit'. A left sidebar menu lists various navigation options, with 'Prepare for Assessment' and its sub-items highlighted. A 'Help' button is located at the bottom left of the sidebar.

## Provide Information for EL Only

Print Worksheet-COMP-EL-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 2022 inclusion policy](#) (see [Appendix D1-6](#)) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### *Summary of Changes from 2021 to 2022:*

- Updated references to English Language Learners (ELL) to English Learners (EL)

### *Screenshot*

The screenshot displays 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 the district information 'District: TS Public Schools (99)' on the right. Below the header, a navigation bar shows the user's name 'Clara Comp' and school 'Training Compass Middle', along with a 'Grade 8: 3/4/2022' indicator. A sidebar on the left lists various assessment preparation steps, with 'Prepare for Assessment' selected. The main content area is titled 'Print Worksheet' and contains instructions: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.' Below this, it says 'Review the [99 NAEP 2022 inclusion policy](#) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.' At the bottom of the main content area, there are three buttons: 'Print Worksheet', 'Continue', and 'Exit'.

## EL Details-COMP-EL-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 2022 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 ELs in the same grade.) in listening comprehension, reading, speaking, and writing?

All columns can be sorted by selecting the column header.

### Summary of Changes from 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: TS Public Schools (99)". The user is logged in as "Clara Comp" from "Training Compass Middle". The main content area is titled "EL Details" and contains instructions for recording student information. Below the instructions is a table with the following data:

Edit	Student name	Session/Line #	EL 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"/>	DE LA CRUZ, SARA ELEANOR	DS0801/06	Yes, EL	Reading								

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

## How Students Should Participate-COMP-EL-4

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [<State name> NAEP 2022 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 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Screen identifier updated to keep numerical order

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. The user is identified as 'Clara Comp' from 'Training Compass Middle'. The page title is 'How Students Should Participate' and the screen identifier is 'COMP-EL-4'. The main content area contains instructions and a list of questions for each student. Below the instructions is a table with the following data:

Edit	Student name	Session/Line #	EL 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 type="checkbox"/>	DE LA CRUZ, SARA ELEANOR	DS0801/06	Yes, EL	Reading				

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

## Exclusions Summary COMP-EL-5

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 name>, at <State Coordinator email> and/or review the [<State name> NAEP 2022 inclusion policy](#) (see [Appendix D1-6](#)) NAEP 2022 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.

### Summary of Changes from 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Screen identifier updated to keep numerical order

### 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 is a "Welcome" section with a user profile icon and links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". A "Grade 8:" dropdown menu is also visible.

The main content area is titled "Exclusions Summary" and includes the following text:

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 [StateCoordinator99@mynaep.com](mailto:StateCoordinator99@mynaep.com) and/or review the [Training 99 NAEP 2022 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	Session /Line #	EL 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
DS0801/26		Yes, EL		Do not test	Other Reason	N/A	N/A	Reason not listed - Contact your NAEP State/TUDA Coordinator

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

## Print Summary Report-COMP-EL-6

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 2021 to 2022:*

- Updated references to English Language Learners (ELL) to English Learners (EL)
- Screen identifier updated to keep numerical order

### *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 top right shows the user's district: "District: TS Public Schools (99)". Below the logo, the user is identified as "Welcome Clara Comp" from "Training Compass Middle". Navigation links include "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". The current session is "Grade 8: 3/4/2022".

The main content area is titled "Print Summary Report" and includes the following text:

Full Screen Mode COMP-EL-6

**Print Summary Report**

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, State Coordinator, at StateCoordinator99@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 of the content area, there are five buttons: "Print Summary Report", "Back to Beginning", "Back", "Submit", and "Exit".

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

- 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
- Wrap Up

A "Help" button is located at the bottom of the sidebar.

## 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.

### Summary of Changes from 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the user's district 'TS Public Schools (99)'. A navigation menu on the left lists various assessment preparation steps, with 'Prepare for Assessment' selected. The main content area is titled 'Print Reports' and contains instructions for printing worksheets and summary reports. It features several buttons for printing worksheets for different student groups and summary reports, along with 'Exit' and 'Submit' buttons at the bottom.

**MyNAEP For Schools** District: TS Public Schools (99)

Welcome Clara Comp Training Compass Middle Help | Contact Us | My Account | Register More Schools | Logout Grade 8: 3/4/2022

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
- Wrap Up

## Print Reports

COMP-REP-1

### Before entering student data in the system

Print the worksheets to record student information.

Print Worksheet for SD Only | Print Worksheet for EL Only | Print Worksheet for Both SD and EL

### 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.

Print SD Only Summary Report | Print EL Only Summary Report

Print Both SD and EL Summary Report | Print Exclusion Report

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

Exit | Submit



## 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 EL

#### Worksheet page 1

NAEP 2022 Worksheet for Both Students with Disabilities (SD) and English Learners (EL) 06/16/2021 7:13 PM						
School Name: Training Compass Middle District Name: TS Public Schools NAEP ID: 9924231						
						H
						For each item listed below, how would you characterize this student's English proficiency?  <ul style="list-style-type: none"> <li>•No proficiency</li> <li>•EL beginning</li> <li>•EL intermediate</li> <li>•EL advanced</li> <li>•Don't know</li> </ul>
A	B	C	D	E	F	G
Student Name	Session/ Line #	EL Classification SD Classification	NAEP Subject	What is the student's primary language?	Including this year, how long has this student been receiving academic instruction primarily in English?  <ul style="list-style-type: none"> <li>•Does not receive academic instruction primarily in English</li> <li>•Less than 1 year</li> <li>•1 to 2 years</li> <li>•2 to 3 years</li> <li>•3 years or more</li> <li>•Don't know</li> </ul>	At what grade level does this student perform in the NAEP subject?  <ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>
Bejarano, Emily	DS0801/02	Yes, EL Yes, IEP	Reading			
						Listening comprehension in English
						Reading English
						Speaking English
						Writing English

#### Worksheet page 2

NAEP 2022 Worksheet for Both Students with Disabilities (SD) and English Learners (EL) 06/16/2021 7:13 PM					
School Name: Training Compass Middle District Name: TS Public Schools NAEP ID: 9924231					
I	J	K	L	M	N
Student Name	Session/ Line #	EL Classification SD Classification	NAEP Subject	Record the student's disability(ies).  <ul style="list-style-type: none"> <li>•Specific learning disability</li> <li>•Hearing impairment/deafness</li> <li>•Speech or language impairment</li> <li>•Intellectual disability</li> <li>•Emotional disturbance</li> <li>•Orthopedic impairment</li> <li>•Traumatic brain injury</li> <li>•Autism</li> <li>•Development delay (age 9 or younger)</li> <li>•Visual impairment/blindness</li> <li>•Other health impairment (specify)</li> </ul>	What is the degree of this student's disability(ies)?  <ul style="list-style-type: none"> <li>•Profound/Severe</li> <li>•Moderate</li> <li>•Mild</li> <li>•Don't know</li> </ul>
Bejarano, Emily	DS0801/02	Yes, EL Yes, IEP	Reading		

#### Worksheet page 3

**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 2022 Worksheet for Students with Disabilities (SD) Only						
School Name: Training Compass Middle District Name: TS Public Schools NAEP ID: 9924231						
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"> <li>•Specific learning disability</li> <li>•Hearing impairment/deafness</li> <li>•Speech or language impairment</li> <li>•Intellectual disability</li> <li>•Emotional disturbance</li> <li>•Orthopedic impairment</li> <li>•Traumatic brain injury</li> <li>•Autism</li> <li>•Development delay (age 9 or younger)</li> <li>•Visual impairment/blindness</li> <li>•Other health impairment (specify)</li> </ul>	What is the degree of this student's disability(ies)?  <ul style="list-style-type: none"> <li>•Profound/Severe</li> <li>•Moderate</li> <li>•Mild</li> <li>•Don't know</li> </ul>	At what grade level does this student perform in the NAEP subject?  <ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>
Arter, Cameron	DS0801/01	Yes, IEP	Math			
Atchison, Shirleyanis	DS0801/27	Yes, 504	Math	N/A	N/A	

Worksheet Page 2

NAEP 2022 Worksheet for Students with Disabilities (SD) Only						
School Name: Training Compass Middle District Name: TS Public Schools NAEP ID: 9924231						
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"> <li>•Without accommodations</li> <li>•With accommodations</li> </ul>	How should student be assessed on NAEP?  <ul style="list-style-type: none"> <li>•Without accommodations</li> <li>•With accommodations</li> <li>•Do not test</li> </ul>	What Universal Design elements and/or accommodations does the student need to access NAEP?
Arter, Cameron	DS0801/01	Yes, IEP	Math			
Atchison, Shirleyanis	DS0801/27	Yes, 504	Math			

**For EL Only**

Worksheet Page 1

NAEP 2022 Worksheet for English Learners (EL) Only							06/16/2021 7:18 PM			
School Name: Training Compass Middle District Name: TS Public Schools NAEP ID: 9924231										
						H				
						For each item listed below, how would you characterize this student's English proficiency?				
						<ul style="list-style-type: none"> <li>•No proficiency</li> <li>•EL beginning</li> <li>•EL intermediate</li> <li>•EL advanced</li> <li>•Don't know</li> </ul>				
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"> <li>•Does not receive academic instruction primarily in English</li> <li>•Less than 1 year</li> <li>•1 to 2 years</li> <li>•2 to 3 years</li> <li>•3 years or more</li> <li>•Don't know</li> </ul>	At what grade level does this student perform in the NAEP subject? <ul style="list-style-type: none"> <li>•At or above grade level</li> <li>•One year below grade level</li> <li>•Two or more years below grade level</li> <li>•Not receiving instruction in this subject</li> <li>•Don't know</li> </ul>				
Student Name	Session/Line #	EL Classification	NAEP Subject	What is the student's primary language?		Listening comprehension in English	Reading English	Speaking English	Writing English	
De La Cruz, Sara	DS0801/06	Yes, EL	Reading							

Worksheet Page 2

NAEP 2022 Worksheet Report for English Learners (EL) Only						06/16/2021 7:18 PM	
School Name: Training Compass Middle District Name: TS Public Schools NAEP ID: 9924231							
I	J	K	L	M	N		O
				How long has the student been enrolled in U.S. schools? <ul style="list-style-type: none"> <li>•One academic year or more</li> <li>•Less than one academic year</li> </ul>	How should student be assessed on NAEP? <ul style="list-style-type: none"> <li>•Without accommodations</li> <li>•With accommodations</li> <li>•Do not test</li> </ul>		What Universal Design elements and/or accommodations does the student need to access NAEP?
Student Name	Session/Line #	EL Classification	NAEP Subject				
De La Cruz, Sara	DS0801/06	Yes, EL	Reading				

## 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 EL
- Provide Information for SD (IEP or 504 Plan) Only
- Provide Information for EL 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/EL data for each student, as you can only complete this task once.

### Summary of Changes from 2021 to 2022:

- Updated references to English Language Learners (ELL) to English Learners (EL)

### Screenshot

The screenshot displays the MyNAEP For Schools interface. The header includes the NAEP logo (National Assessment of Educational Progress) on the left, the title 'MyNAEP For Schools' in the center, and 'District: TS Public Schools (99)' on the right. Below the header, there is a 'Welcome' section for 'Training Compass Middle' with a user profile icon and the date 'Grade 8: 3/4/2022'. Navigation links for 'Help', 'Contact Us', 'My Account', and 'Logout' are also present. The main content area is titled 'COMP-ACCOM-1' and features a prominent red warning: 'Do not proceed with this task until the Preassessment Review Call'. Below this, it states: 'The Submit button will be grayed out until you have **white** checkmarks for all of the following links:'. A list of three links is provided: 'Provide Information for Students Who Are Both SD and EL', 'Provide Information for SD (IEP or 504 Plan) Only', and 'Provide Information for EL Only'. Further instructions state: 'Once you select Submit, the system will create accommodation sessions based on the accommodations recorded for each student.' A final warning reads: 'Do not select Submit until you have confirmed the SD/EL 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'. The left sidebar contains a navigation menu with categories like 'Home', 'Provide School Information', 'Prepare for Assessment' (which is expanded to show sub-items like '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'.

# Plan for Assessment Day - NEW

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 2021 to 2022:

- No changes.

## Screenshot

The screenshot shows the MyNAEP For Schools web application interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district name "District: TS Public Schools (99)". The user is logged in as "Clara Comp" from "Training Compass Middle" on "Grade 8: 3/4/2022". The main content area is titled "Plan for Assessment Day" and contains the following text: "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.", and a note: "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." Below this, a section titled "Complete the following:" lists three tasks: "Watch Plan for Assessment Day Tutorial (3:53)", "Record Assessment Details", and "Provide NAEP Team Instructions". The left sidebar contains a navigation menu with options 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".

## Record Assessment Details

Record Assessment Details-PLN-DET-1

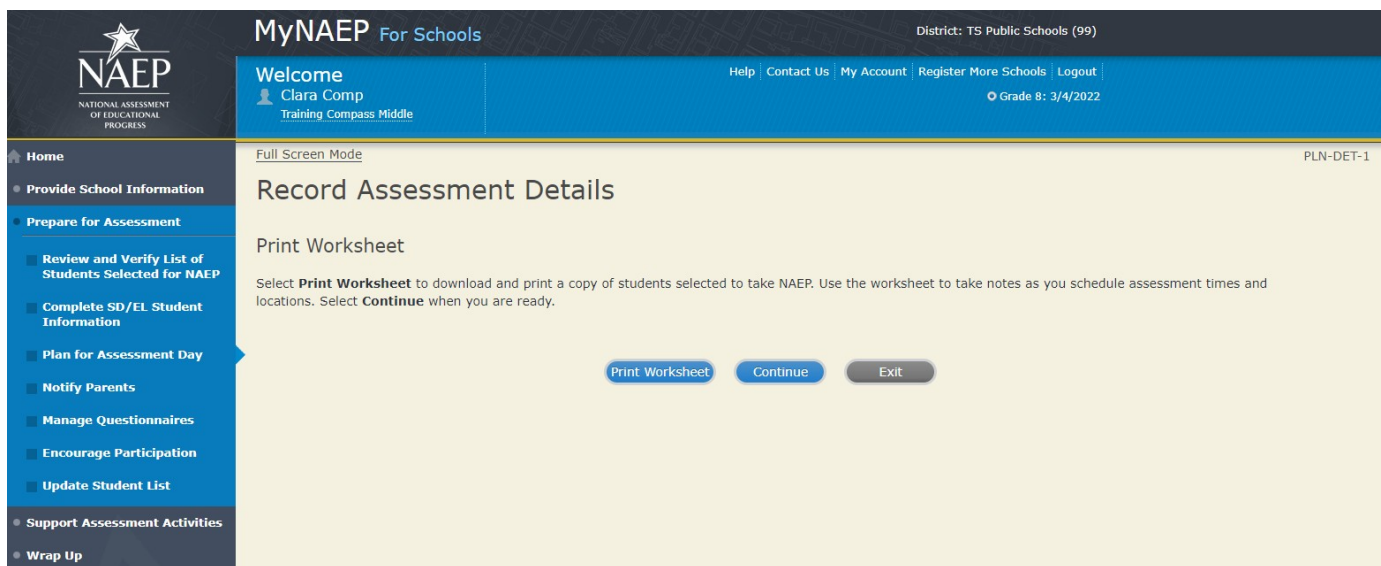
Print Worksheet

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 2021 to 2022:*

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

### *Screenshot*



The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. A navigation bar contains links for 'Welcome', 'Clara Comp', 'Training Compass Middle', 'Grade 8: 3/4/2022', 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A left sidebar lists various assessment preparation steps, with 'Plan for Assessment Day' highlighted. The main content area is titled 'Record Assessment Details' and includes a 'Print Worksheet' section with instructions and three buttons: 'Print Worksheet', 'Continue', and 'Exit'. The page ID 'PLN-DET-1' is visible in the top right corner.

Record Assessment Details PLN-DET-2

School Schedules

Use the report link below (same from the previous screen) to answer the following question.

### Record Assessment Details Summary Report

Will all selected students (except full-time virtual students) attend school in person on {scheduled assessment date}?

### *Summary of Changes from 2021 to 2022:*

- Add a screen to allow for confirmation of in-person student attendance for the assessment date

### *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: TS Public Schools (99)' are on the right. Below the logo, the user is identified as 'Clara Comp' from 'Training Compass Middle'. The main navigation menu on the left includes 'Home', 'Provide School Information', 'Prepare for Assessment' (with sub-items like '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 'Record Assessment Details' and includes a 'Full Screen Mode' indicator and the ID 'PLN-DET-2'. Under 'School Schedules', there is a question: 'Will all selected students (except full-time virtual students) attend school in person on 3/4/2022?' with radio buttons for 'Yes' and 'No'. At the bottom of the content area are four buttons: 'Back', 'Save', 'Save and Continue', and 'Exit'.

### 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 X 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)
- have 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 X 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 2021 to 2022:

- Separated the testing locations and time requirements screen into two separate screens
- Changed time requirements for testing locations to allow for school required social distancing or 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' section for 'Clara Comp' at 'Training Compass Middle'. The main content area is titled 'Record Assessment Details' and contains the following sections:

- Testing Locations and Time Requirements**: A section with instructions on selecting assessment locations and start times for NAEP.
- Testing Location**: A section with instructions on selecting a location that meets the following 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 instructions on entering the times that grade 8 students take their lunch break. Below the instructions are five rows of dropdown menus for Start Time and End Time.

At the bottom of the screen, there are buttons for 'Back to Beginning', 'Back', 'Save', 'Save and 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.

Do you require students to be divided into smaller groups?

Yes

No

Note: XX students are expected to participate

Schedule Assessment Groups

### ***Summary of Changes from 2021 to 2022:***

- Added a question to see if the school requires students to be assessed in smaller groups due to social distancing guidelines
- Field staff only can create smaller groups if the school requires it with the Add Group (Field Staff Only) button

## ***Screenshot***

The screenshot shows the MyNAEP For Schools interface for a user in District: TS Public Schools (99). The main content area is titled "Record Assessment Details" and includes the following information:

- 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.
- Do you require students to be divided into smaller groups?
  - Yes
  - No
- Note: 48 students are expected to participate.
- Schedule Assessment Groups for 3/4/2022

Session - Group	Delete	Assessment Date	Number of Students	Location	Start Time
D50801-A1		3/4/2022	23	<input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>
D50801-B1		3/4/2022	25	<input type="text"/>	<input type="text"/> : <input type="text"/> : <input type="text"/>

Buttons at the bottom: Add Group (Field Staff Only), Back to Beginning, Back, Save, Save and Continue, Exit.

## Record Assessment Details-PLN-DET-7

### Combined Sessions

You've combined one or more sessions together.

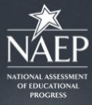
To help the NAEP team conduct the assessment as smoothly as possible, please review these guidelines:

- 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

### ***Summary of Changes from 2021 to 2022:***

- This screen is not needed for 2022.

## ***Screenshot***



- Home
- Provide School Information
- Submit Student List
- 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

PLN-DET-4

## Record Assessment Details

### Combined Sessions

You've combined one or more sessions together.

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

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

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

[Back to Beginning](#) [Back](#) [Continue](#) [Exit](#)

## Record Assessment Details-PLN-DET-6

### 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.

### Assessment Groups

NAEP has assigned each student taking the 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.

<assessment date>

Group A, <location>: XX student(s)

Group B, <location>: XX student(s)

**Total: XX**

### Summary of Changes from 2021 to 2022:

- Added assessment date to group column
- Updated screen name to Assessment Groups and removed all references to tablets to make this screen universal.

### Screenshot

The screenshot displays the MyNAEP For Schools interface for District: TS Public Schools (99). The user is logged in as Clara Comp, Training Compass Middle, on Grade 8: 3/4/2022. The page title is "Record Assessment Details" (PLN-DET-6). The main content area is titled "Assessment Groups" and includes a "Tips" box with the following text: "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." Below the tips, a summary for 3/4/2022 shows: Group A1, N/A: 23 student(s) and Group B1, N/A: 25 student(s), with a Total of 48. A table lists the following students and their group assignments:

Name	Session/Line#	Start Time	Location	Extended Time	Group
SAMUEL BLADECKI	DS0801/03				A1 - 3/4/2022
HAE YEUN CHAVEZ	DS0801/04				A1 - 3/4/2022
SHANICE COLON	DS0801/05				A1 - 3/4/2022
SARA DE LA CRUZ	DS0801/06				A1 - 3/4/2022
SEAN DENT-SMITH	DS0801/07				A1 - 3/4/2022
PATRICIA ELLIOTT	DS0801/08				A1 - 3/4/2022
JESUS FIELDS	DS0801/09				A1 - 3/4/2022
LUCA GARCIA	DS0801/10				A1 - 3/4/2022
EILE GRANT	DS0801/11				A1 - 3/4/2022

## 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. NAEP representatives follow the protocols in the [COVID-19 Protocols fact sheet](#). 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

### **If Yes to Q2, show additional question**

2a. Which of the following statements best describes your school's COVID-19 vaccination requirements for NAEP representatives. Please choose only one response.

- a. NAEP representatives must be fully vaccinated against COVID-19 in order to enter our school, **with no exceptions**.
- b. NAEP representatives must be fully vaccinated against COVID-19 in order to enter our school unless they have an exemption/accommodation for medical, religious, or other reasons protected by law **and** must otherwise adhere to the requirements described in the COVID-19 Protocols fact sheet.
- c. NAEP representatives **either** must be fully vaccinated against COVID-19 in order to enter our school **or** must otherwise adhere to the requirements described in the COVID-19 Protocols fact sheet.

### **If the user selects b or c, show this follow up question**

Please select one of the following statements regarding exempted unvaccinated NAEP representatives.

- d. Unvaccinated NAEP representatives must show a recent negative COVID-19 test to enter our school.
- e. Unvaccinated NAEP representatives do not need to show a recent negative COVID-19 test to enter our school.

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

4. How should the team handle visibly ill students?

5. Are school staff required to wear masks?

6. Are students required to wear masks?

7. Does the school require social distancing?

8. 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?

### ***Summary of Changes from 2021 to 2022:***

- Added additional COVID-19 questions for schools to provide guidance to the field staff.

# Screenshot

The screenshot below represents the change that will be made. At the time of this submission, the new screenshot was not available.

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and links for 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. A user profile icon is visible next to the 'Welcome' link. 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 sub-items are listed, including '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'. The main content area is titled 'Provide NAEP Team Instructions' and is in 'Full Screen Mode'. It features a section for 'COVID-19 Policies' with an introductory paragraph and a list of questions. A callout box highlights a note for question 2. At the bottom, there are 'Save', 'Continue', and 'Exit' buttons.

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?
- NAEP representatives follow the protocols in the [COVID-19 Protocols fact sheet](#). 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

**Note: If "Yes" is selected for Q2, follow-up questions will appear below:**

- Which of the following statements best describes your school's COVID-19 vaccination requirements for NAEP representatives? Please choose only one response.
- Please select one of the following statements regarding exempted unvaccinated NAEP representatives.

- 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
- How should the team handle visibly ill students?
- Are school staff required to wear masks?
- Are students required to wear masks?
- Does the school require social distancing?
- 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?

## 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 2021 to 2022:***

- 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



WELCOME  
Clara Comp  
Training Compass Middle

Help | Contact Us | My Account | Register More Schools | Logout  
Grade 8: 3/4/2022

Full Screen Mode

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
- Wrap Up

## 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 Save and Continue Exit

PLN-TEAM-2



## 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 2021 to 2022:***

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

# Screenshot

The screenshot displays the MyNAEP For Schools web application. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes the text 'MyNAEP For Schools' and 'District: TS Public Schools (99)'. A navigation bar contains links for 'Welcome', 'Clara Comp', 'Training Compass Middle', 'Grade 8: 3/4/2022', 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A left sidebar menu lists various sections: Home, Provide School Information, Prepare for Assessment (with sub-items like '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 'Provide NAEP Team Instructions' and includes a 'Full Screen Mode' toggle and the identifier 'PLN-TEAM-3'. Under the heading 'During the Assessment', there are six numbered questions with associated text input fields:

1. The law prohibits students from photographing or sharing NAEP questions. Please assist us with one of these security measures:
  - Notify students that cell phones are banned from the testing location
  - Notify students that cell phones must be turned off and placed with their belongings
  - No assistance can be provided
2. In case of an emergency, who should the NAEP team contact for assistance?
3. Is there anything scheduled, such as a fire drill or assembly, that might interrupt the assessment?
4. Are there any procedures or protocols that the NAEP team should follow in the event of an emergency situation such as a lock-down or an extreme weather event?
5. How should the NAEP team handle restroom breaks? Do students need hall passes?
6. Is it possible for a school staff member to remain in the room(s) during the assessment?  
If not, how should NAEP representatives address disruptive students?

At the bottom of the page, there are five buttons: 'Back to Beginning', 'Back', 'Save', 'Save and Continue', and '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. 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), or
- individually as they finish after 70 minutes of testing

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

### **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 2021 to 2022:***

- Certificates of community service will be brought by field staff and distributed on assessment day.
- Removed the third dismissal policy and to only allow two options.
- Removed references to the red NAEP storage envelope

# Screenshot

**MyNAEP For Schools** District: District 1200150 (FL)

Welcome

Help | Contact Us | My Account | Logout

Grade 8: 1/27/2022

Full Screen Mode

PLN-TEAM-4

## Provide NAEP Team Instructions

### After the Assessment

- NAEP grants 90 minutes of community service to students who take the assessment. How would you like to distribute the certificates of community service?
  - The NAEP team should give the certificates to students after the assessment
  - The NAEP team should give the certificates to me
  - We will not be offering certificates of community service to students
- 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), or
  - individually as they finish after 70 minutes of testing

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

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

  - Option 1: Dismiss as a group once the last student has finished
  - Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment

**Additional Notes:**
- Where should the NAEP team send students after the assessment?
- How should the NAEP team dismiss students who receive extended time, which may take up to three times as long?
- After the assessment, your NAEP representative will need to briefly meet with you. Where will you be?

Buttons: Back to Beginning, Back, Save, Submit, Exit

## Sample of information contained in summary report:

Record Assessment Details page 1

NAEP		NAEP 2022 Summary Report for Record Assessment Details				06/17/2021 3:44 PM	
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS		School Name: Training Compass Middle					
		District Name:					
		NAEP ID: 9924231					
Student Name	Student ID	Session/Line #	Subject	Reason Student Cannot Take NAEP	Remote/Virtual Learner Status	Notes	
Amaya, Cole		DS0801/26	Reading		No (100% in-person learner)		

## Notify Parents - Approved v.23

Note: In this section the school coordinator will download and customize the parent notification letter (see Appendix D2-11[public schools] and D2-12 [private schools] for the template of the letter), upload the customized letter to the system, and certify the date parents were notified. This is to ensure that parents/legal guardians are notified of their

student's selection to participate in NAEP, which is a requirement of the Reauthorized Elementary and Secondary Education Act (ESEA).<sup>1</sup>

Prepare for Assessment

Notify Parents

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

Complete the following:

- [Watch Notify Parents Tutorial \(3:29\) \(https://bcove.video/2xyrOUA\)](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.

---

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

## 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 categories: 'Home', 'Provide School Information', 'Prepare for Assessment' (with sub-items like '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 profile icon and '0mb Submission', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The user's current grade and date, 'Grade 8: 2/15/2022', are also displayed. A left sidebar menu lists various assessment preparation steps, with 'Notify Parents' highlighted. The main content area is titled 'Download Parent/Guardian Notification Template' (ID: PAR-TMP-1) and provides instructions on downloading and distributing the template. It lists a link for a 'Parent/Guardian Notification Letter (mathematics and reading)- (26 KB, DOCX)' and offers suggestions for notification methods. A troubleshooting message is present at the bottom of the main content area, and 'Submit' and 'Exit' buttons are located at the bottom of the page.

## 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/mailed letter to parents  
Sent letter home with students  
Posted notice in newsletter  
Other

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

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

Yes No

4. Who received a notification?

Parents/guardians of sampled students only  
Parents/guardians of all grade 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' on 'Grade 8: 2/15/2022'. The main content area is titled 'Verify Parent/Guardian Notification' and contains the following questions and form fields:

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 at the bottom: Save, Submit, Exit.

## Manage Questionnaires - NEW

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](#)

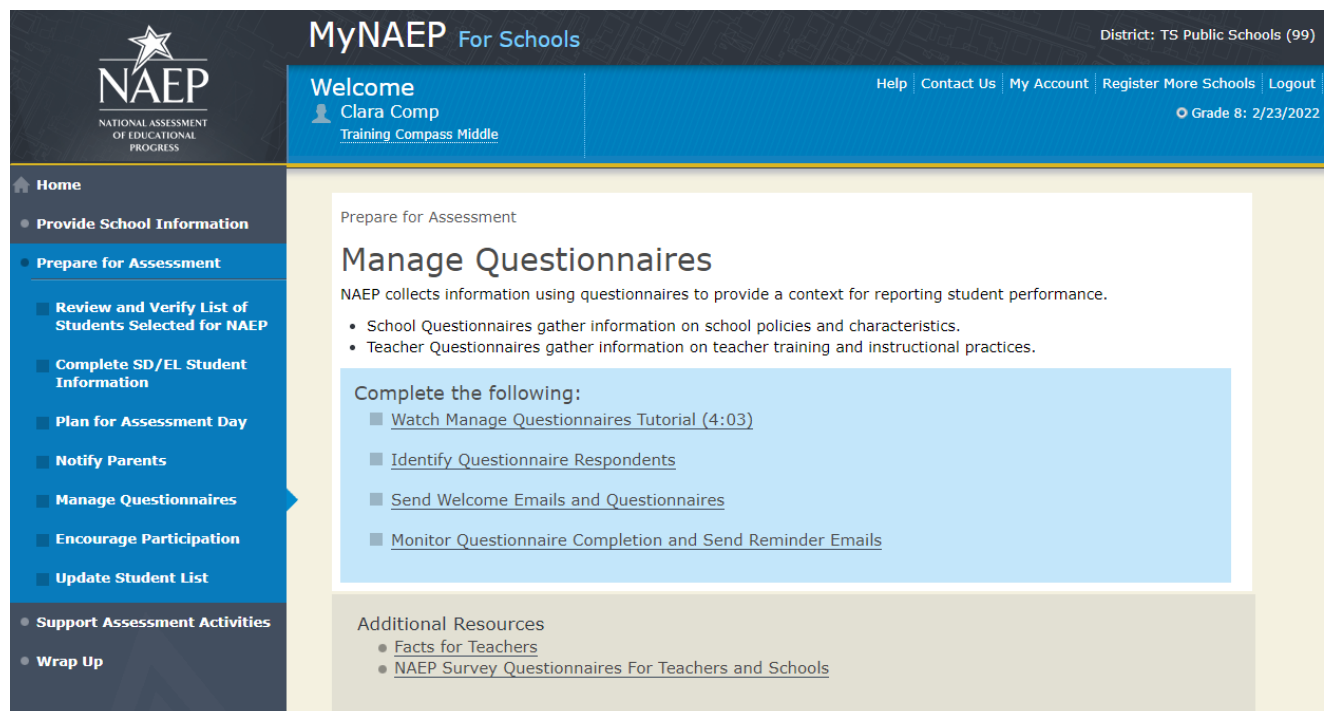
Additional Resources

- [Facts for Teachers \(see Appendix D1-4\)](#)
- [NAEP Survey Questionnaires for Teachers and Schools](#)

### Summary of Changes from 2021 to 2022:

- Removed the Print Reports link because field staff are being instructed to review questionnaire completion statuses directly from MyNAEP in the Monitor Questionnaire Completion and Send Reminder Emails link.
- Removed text discussing automatic reminders for recipients to complete questionnaires.
- Added a link to the NAEP Survey Questionnaires for Teachers and Schools in the Additional Resources section.

### Screenshot



## 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 X** 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 <subjects> to **grade X** 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**.

### Summary of Changes from 2021 to 2022:

- No Changes.

### 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: District' dropdown. The main content area is titled 'Identify Questionnaire Respondents' and 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 is a section for 'Add Teacher' with instructions and a list of buttons: 'Add Teacher', 'Save and Continue', and 'Exit'. A table with columns 'Edit', 'Delete', 'First Name', 'Last Name', 'Email', and 'Subject' is visible at the bottom of the main content area.

# 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.

## Summary of Changes from 2021 to 2022:

- Removed a bullet related to printing Hard Copy Reminders to place in recipients' mailboxes.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district name 'District: TS Public Schools (99)'. The user is logged in as 'Clara Comp' from 'Training Compass Middle' on 'Grade 8: 2/23/2022'. The main content area is titled 'Send Welcome Emails and Questionnaires' and contains the following text: 'Send Welcome Emails', '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.', and 'Not sure if everyone received the welcome email?'. Below this text is a table with columns: 'First Name', 'Last Name', 'Questionnaire Type', 'Email', 'Send Welcome Email', 'Send Date', and 'Email Status'. The 'Send Welcome Email' column contains an 'Exit' button. The left sidebar contains a navigation 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'.

# Monitor Questionnaire Completion and Send Reminder Emails

QX-MON-1

(see the Additional Resources section of this document for the text of the Reminder Email)

- Please confirm that these are the correct teachers and the list is complete, showing all teachers who teach <subjects> to grade X 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.
- If you need to add a teacher, select the **Add Teacher** button.

## Summary of Changes from 2021 to 2022:

- Added social studies to the list of subjects for which teachers must be listed.
- Removed text referring the Print Hard Copy Reminder button as hard copy reminders are not being utilized for NAEP 2022.
- Removed text refencing displaying a green check mark, as that functionality has changed in MyNAEP for 2022.

## Screenshot

The screenshot displays the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District: District' dropdown. The main content area is titled 'Monitor Questionnaire Completion and Send Reminder Emails' and contains the following instructions:

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

Below the instructions is a table with the following columns: Edit, Delete, Teacher #, First Name, Last Name, Questionnaire Type, Email, Date Questionnaire Sent, Send Reminder, Status, Hard Copy, and Refusal/Ineligible. At the bottom of the page, there are two buttons: 'Add Teacher' and 'Exit'.

# Encourage Participation - Approved v.23

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.
  - o [Measure Up News for the School Community](#)
  - o [Digitally-based Assessments \(https://nces.ed.gov/nationsreportcard/dba/\)](https://nces.ed.gov/nationsreportcard/dba/)

## ***Screenshot***

NAEP  
NATIONAL ASSESSMENT  
OF EDUCATIONAL  
PROGRESS

MyNAEP For Schools

District: District 1200150 (FL)

Welcome

Help | Contact Us | My Account | Logout

0mb Submission

Grade 8: 2/15/2022

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

Wrap Up

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*



- 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
- Wrap Up

ENC-RES-1

## Review Resources

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.

[Exit](#)

[Submit](#)



## 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 header includes the NAEP logo (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 (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. The main content area is titled "Notify Students About NAEP" and contains 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 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 at the bottom of the 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](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 header includes 'MyNAEP For Schools' and 'District: District 1200150 (FL)'. A navigation bar contains 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the header, a sidebar on the left lists various assessment preparation steps, with 'Encourage Participation' highlighted. 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://naep-public.naepims.org/2018/Tutorial_Intro_Webpage/index.html) ([https://naep-public.naepims.org/2018/Tutorial\\_Intro\\_Webpage/index.html](https://naep-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, the NAEP logo is on the left, and the text 'MyNAEP For Schools' and 'District: District 1200150 (FL)' are on the right. Below the logo is the text 'NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS'. The main header area is blue and contains 'Welcome' with a user profile icon, '0mb Submission', and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the header, the page title is 'NAEP Online' and the page ID is 'ENC-INOR-1'. The main content area is light yellow and contains the following text: 'The [Nation's Report Card](https://nces.ed.gov/nationsreportcard/) website has resources for all audiences.'; '[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://naep-public.naepims.org/2018/Tutorial_Intro_Webpage/index.html) to students selected for the tablet assessments, so that they can become familiar with how to use the on-screen interactive tools.'; '[Nation's Report Card: Student's page](https://nces.ed.gov/nationsreportcard/students/) Students selected for NAEP can test themselves and [answer real assessment questions](https://nces.ed.gov/nationsreportcard/nqt/) for different subject areas.'; '[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.'; and '[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 contains a list of navigation options: 'Home', 'Provide School Information', 'Prepare for Assessment' (with a sub-menu), 'Support Assessment Activities', and 'Wrap Up'. The 'Prepare for Assessment' sub-menu includes: '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'. An 'Exit' button is located at the bottom 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. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: District 1200150 (FL)'. A navigation bar contains 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the header, the user is identified as 'Omb Submission' with a 'Grade 8: 2/15/2022' indicator. 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: '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 says 'Work with your principal to consider ways to thank students for their participation.' and an 'Exit' button is visible. The left sidebar contains a navigation menu with categories like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The 'Prepare for Assessment' section is expanded, showing sub-items like '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)'. A navigation menu on the left lists various assessment preparation steps, with 'Encourage Participation' highlighted. The main content area features a 'Welcome' message, a user profile, and a 'Full Screen Mode' indicator. The primary heading is 'Select Strategies to Encourage Participation', followed by a question: 'Which strategies below have you used or do you plan on using at your school? This information helps us develop more effective resources for you.' Below this question is a list of five strategies, each with an unchecked checkbox: 'Notify students', 'Show NAEP videos', 'Introduce NAEP online resources', 'Thank students for their participation', and 'Other, specify'. A 'None' option is also present. At the bottom of the form are three buttons: 'Save', 'Submit', and 'Exit'. The page ID 'ENC-STRAT-1' is visible in the top right corner of the content area.

## Update Student List - NEW

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 2022 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](#)

### *Summary of Changes from 2021 to 2022:*

- No changes in this entire section, all screens are the same.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. At the top, there is a navigation bar with the NAEP logo on the left, the text 'MyNAEP For Schools' in the center, and 'District: District 1200150 (FL)' on the right. Below the navigation bar is a 'Welcome' section with a user profile icon and a 'Grade 8: 2/15/2022' indicator. A left sidebar contains a menu with options 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 '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 2022 enrollment.**', and 'After you submit the current list, you will receive email notifications when you need to complete additional steps.' Below this text is a light blue box with the heading 'Complete the following:' and three bullet points: 'Watch Update Student List Tutorial (8:29)', 'Give Access for Student Data Specialist (optional)', and 'Submit Current List'. At the bottom of the main content area, there is a section for 'Additional Resources' with a bullet point: 'Student List Requirements and Instructions'.

## 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 and 'MyNAEP For Schools' text. The main content area is titled 'Give Access for Student Data Specialist' and contains the following text:

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

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

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

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

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

Below 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 interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: District 1200150 (FL)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout', along with 'Grade 8: 2/15/2022'. 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/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 'Submit Current List' for 'USL-SUB-1'. It features a 'Prepare File' section with instructions: 'NAEP needs a complete and current list of all students in grade 8 (**not just new students**). The list should reflect **January 2022 enrollment** and will help NAEP identify any students who have enrolled since the fall of 2021. Include all students, even students who are commonly excluded from other testing programs.' Below this, it says 'To prepare your list:' followed by a bulleted list: 'Read the [instructions](#).', 'Download the [Excel template](#).', 'Read [tips](#) for formatting the Excel file.', and 'Select **Continue** when you are ready to upload your file.' At the bottom of the instructions are two buttons: 'Continue' and 'Exit'.



## 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.

### Screenshot

The screenshot displays the MyNAEP For Schools interface. The header includes the NAEP logo and the text 'MyNAEP For Schools' and 'District: District 1200150 (FL)'. The navigation sidebar 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 'No file chosen' text. A large blue 'Upload' button is centered below the file name field. At the bottom of the page, there are 'Back' and 'Exit' buttons.

## Submit Current List-USL-SUB-3

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

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

For example:

First Name      Last Name  
Rosa              Parks

or

First Name      Middle Name      Last Name  
Rosa              Louise              Parks

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

For example:

Name  
Rosa Parks

or

Name  
Rosa Louise Parks

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district 'District: District 1200150 (FL)'. A navigation bar contains links for 'Welcome', 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout', along with the user's grade 'Grade 8: 2/15/2022'. A sidebar on the left lists various assessment preparation steps, with 'Update Student List' highlighted. 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: one with 'First Name' and 'Last Name' columns (Rosa, Parks) and another with 'First Name', 'Middle Name', and 'Last Name' columns (Rosa, Louise, Parks). The 'single column' option shows two examples: one with a single 'Name' column (Rosa Parks) and another with a single 'Name' column (Rosa Louise Parks). At the bottom, there are four buttons: 'Back', 'Save', 'Save and Continue', and 'Exit'.

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
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

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

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The navigation menu on the left lists various options, with 'Update Student List' highlighted. The main content area is titled 'Submit Current List' and contains the following text:

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

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

## Submit Current List-SCR-SUB-8

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

As a number (1 or 01)

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

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the text "MyNAEP For Schools", and "District: District 1200150 (FL)". A navigation bar contains links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout", along with a clock showing "Grade 8: 2/15/2022". A left sidebar lists navigation options: "Home", "Provide School Information", "Prepare for Assessment" (highlighted), "Review and Verify List of Students Selected for NAEP", "Complete SD/EL Student Information", and "Plan for Assessment Day". The main content area is titled "Submit Current List" and includes the question "How is **month of birth** formatted in your Excel file?". Two radio button options are provided: "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 ID "USL-SUB-8" is visible in the top right of the content area.

## 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 header includes the NAEP logo, the text "MyNAEP For Schools", and "District: District 1200150 (FL)". A navigation bar contains links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout", along with a clock showing "Grade 8: 2/15/2022". A left sidebar lists navigation options: "Home", "Provide School Information", "Prepare for Assessment" (highlighted), "Review and Verify List of Students Selected for NAEP", "Complete SD/EL Student Information", and "Plan for Assessment Day". The main content area is titled "Submit Current List" and includes the question "How is **year of birth** formatted in your Excel file?". Two radio button options are provided: "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 ID "USL-SUB-9" is visible in the top right of the content area.

## Submit Current List

### Identify Your Columns-USL-SUB-5

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

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

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

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

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district 'District: District 1200150 (FL)'. The main content area is titled 'Submit Current List' and 'Identify Your Columns'. It contains instructions and a tip about column headings. Below the text is a table mapping 'Your file's column headings' to 'NAEP's column headings'. The table has four rows: FIRSTNAME (First Name), LASTNAME (Last Name), MOB (Month of Birth), and YOB (Year of Birth). At the bottom of the page are buttons for 'Back to Beginning', 'Back', 'Save', 'Save and Continue', and 'Exit'.

Full Screen Mode USL-SUB-5

### Submit Current List

#### Identify Your Columns

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

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

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

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

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

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

Back to Beginning Back Save Save and Continue Exit

## Submit Current List

### Final Review-USL-SUB-13

You're almost done!

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

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and 'MyNAEP For Schools' text. The district is identified as District 1200150 (FL). The user is logged in as Grade 8 on 2/15/2022. The main content area is titled 'Submit Current List' and 'Final Review' for 'USL-SUB-13'. It displays a message: 'You're almost done!' followed by instructions: 'Check to make sure that student names are in the appropriate columns and that months and years of birth appear correctly.', 'Select the **Edit pencil** to make changes to individual students.', 'If something looks wrong and you need to upload a new file, select **Start Over**.', and 'To complete this task, select **Submit**.' Below the text is a table with columns: Edit, Row, State Unique Student ID, First Name, Middle Name, Last Name, Month of Birth, and Year of Birth. The table contains 11 rows of student data. At the bottom of the table are buttons for 'Start Over', 'Back', 'Submit', and 'Exit'.

Edit	Row	State Unique Student ID	First Name	Middle Name	Last Name	Month of Birth	Year of Birth
	2		FIRST 0001		LAST 0001	1	2007
	3		FIRST 0002		LAST 0002	1	2007
	4		FIRST 0003		LAST 0003	1	2007
	5		FIRST 0004		LAST 0004	1	2007
	6		FIRST 0005		LAST 0005	1	2007
	7		FIRST 0006		LAST 0006	1	2007
	8		FIRST 0007		LAST 0007	1	2007
	9		FIRST 0008		LAST 0008	1	2007
	10		FIRST 0009		LAST 0009	1	2007
	11		FIRST 0010		LAST 0010	1	2007
	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 and 'MyNAEP For Schools' text. The district is identified as District 1200150 (FL). The user is logged in as Grade 8 on 2/15/2022. The main content area is titled 'Submit Current List' and 'Thank You' for 'USL-SUB-14'. It displays a message: '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.' Below the message is an 'Exit' button.

## Support Assessment Activities - NEW

### 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 **Teacher Notification Letter** and attach the **Listing of Sampled Students** 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 \(see Appendix D1-4\)](#)

### Summary of Changes from 2021 to 2022:

- Removed reference to *Measure Up* since this publication has not been updated recently.

### Screenshot

The screenshot displays the MyNAEP For Schools website interface. At the top left is the NAEP logo (National Assessment of Educational Progress). The header includes 'MyNAEP For Schools' and 'District: District 1200150 (FL)'. A navigation bar contains 'Welcome', 'Help', 'Contact Us', 'My Account', and 'Logout'. Below the navigation bar is a sidebar menu with options: Home, Provide School Information, Prepare for Assessment, Support Assessment Activities (highlighted), and Wrap Up. The main content area features the title 'Support Assessment Activities' and 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 to selected students. Circulate the **Teacher Notification Letter** and attach the **Listing of Sampled Students** 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 containing the instruction 'Complete the following:' followed by 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 a bullet point for 'Facts for Teachers'.

## Wrap Up - NEW

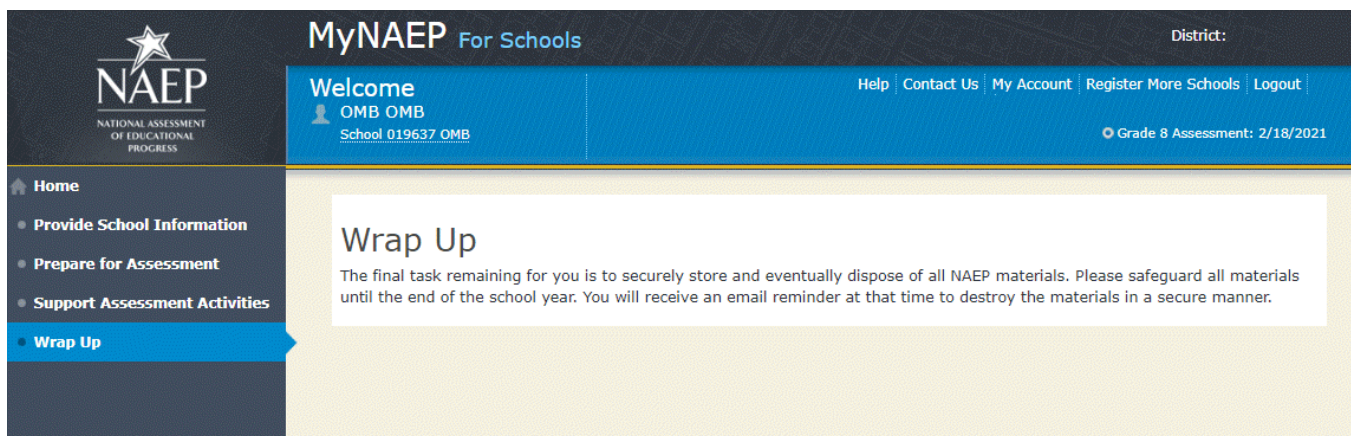
### Wrap Up

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 displays the MyNAEP For Schools 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 links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A user profile section shows 'Welcome OMB OMB' and 'School 019637 OMB'. On the right side of the header, it indicates 'Grade 8 Assessment: 2/18/2021'. A left-hand sidebar contains a 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 2022

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2022. We look forward to working with you to make NAEP a positive experience at your school. This begins with completing activities before the assessment.

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

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

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

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

December 6, 2021

On December 6, 2021, 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/EL student information.*

- Update missing or incorrect student demographic data.
- Update missing or incorrect classifications for students with disabilities (SD), 504 plans, English learners (EL).
- 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, hybrid (part-time) or full-time virtual learner.

Complete SD/EL Student Information

*In this section, you will review the list of students identified as SD and/or EL 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 learners.
- Indicate how each student identified as SD and/or EL 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 3, 2022

On January 3, 2022, 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/EL 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](http://www.mynaep.com) to receive details about the assessment activities in your school.

What Is NAEP?

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

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



2022

## Instructions for the School Coordinator

### Completing Preassessment Activities for NAEP 2022

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2022. We look forward to working with you to make NAEP a positive experience at your school. This begins with completing activities before the assessment.

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

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

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

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

### December 6, 2021

December 6, 2021, 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/EL 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 learners (EL).
- 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, hybrid (part-time), or full-time virtual learner.

### Complete SD/EL Student Information

*In this section, you will review the list of students identified as SD and/or EL 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 learners.
- Indicate how each student identified as SD and/or EL 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.

## Instructions for the School Coordinator

### 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 3, 2022

January 3, 2022, 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/EL 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 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!

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

### What is NAEP?

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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](mailto:NAEPHelp@westat.com).

This publication was prepared for the National Assessment of Educational Progress by Westat under contract (91990019C0047) to the National Center for Education Statistics, U.S. Department of Education

Find us on:



## 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 interface. At the top, there is a navigation bar with the IES and NCES logos, a search bar, and social media icons. Below this is a secondary navigation bar with categories like 'ASSESSMENTS & RESULTS' and 'RESOURCES & DATA TOOLS'. A blue banner below the navigation bar contains a notification: 'NAEP 2021 student data collection postponed until 2022.' with a 'Learn More' button. The main content area is titled 'Digitally Based Assessments' and features a large image of a person walking in a snowy landscape with the text 'NAEP Field Staff transporting tablets for digitally based assessments in Alaska.' To the right of the image is a 'Related Information' sidebar with several links, each with a right-pointing arrow.

Today's students are digital natives. K-12 education classrooms 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 digital assessments. NCES is utilizing established best practices for NAEP to remain at the forefront of innovation and a leader in 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.

- State Unique Student ID (**optional, can be left blank**)
- Month of Birth
- Year of Birth
- Gender
- Race/ethnicity
- National School Lunch Program eligibility status – **only required if column appears** (reduced price lunch, free lunch, student not eligible)
- Student with disability classification (**IEP, 504 and requires accommodations**)
- English Learner (Limited English Proficiency) status
- Reason student cannot take NAEP (**are any students withdrawn from school or ineligible for NAEP**)
- Remote/virtual learning program participation (**part or full-time**)

Determine if any selected students cannot take NAEP

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

- Withdrawn
- Graduated
- Expelled
- Attends all classes on a different campus
- Traditional homeschool learner - parent provides curriculum and may/may not act as instructor
- 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 learner and has been enrolled in U.S. schools less than 1 full academic year before the NAEP assessment and cannot access NAEP
- Full-time virtual learner (does not attend school in-person)

Review and verify student demographic information

NAEP collects demographic information to report results for student groups. Please provide any missing information, and review for accuracy.

- **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 apply to all students.

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

Please indicate each student’s SD/EL 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 for NAEP, classify the student as No, not SD.
  - **No, not SD:** Student does not have an IEP.
- **English learners (EL):**
  - **Yes, EL:** 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 as limited English proficient (LEP).
  - **No, Formerly EL:** A student who has achieved full English proficiency, is monitored, and is included in EL subgroup for accountability reporting for 2 years (or 4 years depending on state policy) after exiting.
  - **No, not EL:** Student is not an English 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 2021-22

**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://fns-prod.azureedge.net/sites/default/files/cn/SP36\\_CACFP15\\_SFSP11-2017a1.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf) and then select, "Eligibility Manual."

# Complete SD/EL Student Information

## Inclusion on NAEP Fact Sheet

### Inclusion on NAEP

#### Students with Disabilities and English 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 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 learners. By representing their peers across the nation on NAEP, students with disabilities and English 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 learners must be included to the fullest extent possible.

#### Selection

Students with disabilities and English 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 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 learners. Details of the National Assessment Governing Board's policy on testing and reporting results on students with disabilities and English learners on NAEP are available at

<https://www.nagb.gov/content/dam/nagb/en/documents/publications/inclusion-special-population-naep.pdf>

<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 learners are able to participate in the assessment administration alongside their peers.

Participating in NAEP allows students with disabilities and English learners to experience a large-scale assessment

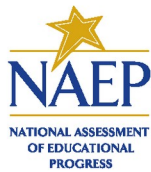
administration without high-stakes consequences. Since NAEP does not produce scores for individual students or results for schools, participation in NAEP is not tied to grades or evaluations of students, teachers, or schools.

### Accommodations

Students with disabilities and English 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 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 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 Learners*

### WHAT IS NAEP?

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### The Importance of Inclusion

**The responses of students with disabilities and English 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 learners. By representing their peers across the nation on NAEP, students with disabilities and English learners help to ensure that NAEP results can be used to inform efforts to improve educational programs.

### Selection

**Students with disabilities and English 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 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 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 learners. Details of the National Assessment Governing Board's policy on testing and reporting results on students with disabilities and English 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 learners are able to participate in the assessment administration alongside their peers.**

Participating in NAEP allows students with disabilities and English 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 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 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 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](http://www.ed.gov)

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

## Information Needed to Include SD/EL Students

### Information Needed to Include Students with Disabilities

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

- 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 (<subjects>)
  
- 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 Learners (EL)

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

- Each student’s primary language.
  
- How long has each student received academic instruction in English?

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



## Notify Parents

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

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

The screenshot shows the NAEP website's parent portal. At the top, there's a navigation bar with 'ASSESSMENTS & RESULTS', 'RESOURCES & DATA TOOLS', 'INFORMATION FOR...', 'PUBLICATIONS & NEWS', and 'ABOUT'. A search bar is on the right. Below the navigation, a blue banner announces 'NAEP 2021 student data collection postponed until 2022.' with a 'Learn More' button. The main heading is 'Parents and Guardians' with a language toggle for 'En Español'. The primary article is 'The Nation's Report Card: It's More Than Just a Test', explaining that NAEP provides unique information for educators, policymakers, and parents. Below this is a section titled 'NAEP Sparks Change Across the Country' featuring a slide about Oregon's STEM Education Plan, which was influenced by NAEP data. A sidebar on the right, titled 'Related Information', lists various resources like 'Overview of NAEP', 'How Schools and Students Are Selected', and 'The Nation's Report Card'.

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

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

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

This video is available here on the NCES website: <https://youtu.be/RurH739zdN0>.

### *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 Questionnaires

### Manage Questionnaires Welcome Email

Dear [TQ Respondent Name],

The National Assessment of Educational Progress (NAEP) is the only ongoing assessment of what our nation's students know and can do in a variety of subjects. [Grade] [4/8] students at [school name] will take [mathematics and reading/civics and U.S. history/civics, mathematics, reading, and U.S. history] assessments on [assessment date].

In addition to conducting assessments, NAEP uses a teacher questionnaire to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers. [School coordinator name] has identified you as a respondent. Your responses will provide important information for educators, policymakers, and researchers to better understand the context in which students learn. This enhanced understanding can help improve education in our nation's classrooms.

**Please select the link below or copy/paste into your browser to receive your questionnaire link and password in two additional emails.**

[VerifyURL]

Visit [https://nces.ed.gov/nationsreportcard/experience/survey\\_questionnaires.aspx](https://nces.ed.gov/nationsreportcard/experience/survey_questionnaires.aspx) to explore how your responses contribute to NAEP's ability to report on what our nation's students know and can do.

## Manage Questionnaires Reminder Email

Dear [TQ Respondent Name],

**Thank you** for supporting the National Assessment of Educational Progress (NAEP). Recently, you received an email asking you to complete the NAEP Teacher Questionnaire for [SCHOOL NAME]. **Please disregard this email if you have already completed the questionnaire.**

1. Select the questionnaire link below or copy/paste into your browser.
2. See separate email for password, the subject is **NAEP Teacher Questionnaire – Password**.
3. Your school’s NAEP representative is monitoring questionnaire progress. The representative will prepare and assign a hardcopy if you cannot complete the online questionnaire by **[assessment date]**.

[[LINK](#)]

For technical assistance, contact the NAEP help desk at 1-800-283-NAEP (6237) or [naephelp@westat.com](mailto:naephelp@westat.com).

Visit [https://nces.ed.gov/nationsreportcard/experience/survey\\_questionnaires.aspx](https://nces.ed.gov/nationsreportcard/experience/survey_questionnaires.aspx) to explore how your responses contribute to NAEP’s ability to report on what our nation’s students know and can do.

## Encourage Participation

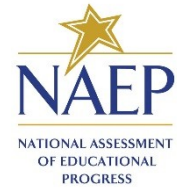
### Digitally-based Assessments

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

The screenshot shows the top navigation bar of the NAEP website, including the IES and NCES logos, a search bar, and social media icons. Below the navigation bar is a blue banner with a bell icon, a notification about the postponed 2021 student data collection, and a "Learn More" button. The main content area features a large blue slide with the text "NAEP Field Staff transporting tablets for digitally based assessments in Alaska." and a photo of a person walking in the snow. To the right of the slide 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?".

Today's students are digital natives. K-12 education classrooms 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 digital assessments. NCES is utilizing established best practices for NAEP to remain at the forefront of innovation and a leader in large-scale assessments. NCES is also exploring new testing methods and question types to reflect the growing use of technology in education.

# Update Student List



## Student List Requirements and Instructions

# Update Student List

## NAEP 2022 Instructions

### Part I: Requirements

NAEP needs a complete and current list of **all students** in the selected grade.

- The Excel list should reflect **January 2022 enrollment**. Include all students, even students who are commonly excluded from other testing programs.
- NAEP will compare this new list against the original list submitted in the fall of 2021. This comparison will produce “newly identified students” who have enrolled since the fall. NAEP may draw a random sample of newly identified students to take the assessment.
- The student list must be a **Microsoft Excel file** (version 95 or later). NAEP cannot convert PDF files or other formats to Excel. If your student information is available in a different format, copy and paste the student data into an empty Excel template.
- NAEP cannot provide the fall Excel student list. An empty template is available for downloading.
- Contact the NAEP Help Desk at [naephelp@westat.com](mailto:naephelp@westat.com) or 1-800-283-6237 for assistance.

**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 Social Security numbers**)

### Part II: List Format

You will answer questions about your Excel file’s format during the upload process. **Will your file have all student information in separate columns? Good!** This is the preferred format.

	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 also accepts student names and birth dates formatted in **single columns**.

- During the upload, you will indicate whether the student name column includes middle names, specify the order of names, and select characters that separate names (spaces, commas, slashes or other). Middle names and initials are optional. The example to the right is **last name, first name**.

	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

- The same idea applies to birth dates, too. The example to the right is **mm/dd/yyyy**.

### 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.

- The file was prepared after January 1st and contains **all currently enrolled students** in the selected grade (not just new students who have enrolled since the fall).
- 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; any 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.

### 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.
- Schools with more than one grade-level to be assessed should 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: **7/1/2012**

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 2022 TEACHER NOTIFICATION LETTER

Date: 07/02/2021

TO: Teachers of Grade 8 Students  
FROM: Nets70639 Fieldstaff, 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	Tuesday, 02/15/2022	8:35 am	Library
DS0801B	Tuesday, 02/15/2022	12:00 pm	Library

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

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

## Appointment Cards



Appointment for  
**Last 0015 First 0015**

on

**Tuesday, 02/15/2022**

Please go to **Library** at **8:35 am.**

*You may bring your own earbuds or headphones.*

*You can bring a book to read or schoolwork to complete if you finish early.*

NAEP School ID: 1220051

Session: DS0801