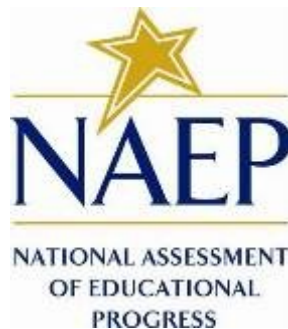


*NATIONAL CENTER FOR EDUCATION STATISTICS NATIONAL  
ASSESSMENT OF EDUCATIONAL PROGRESS*

*National Assessment of Educational Progress (NAEP) 2022  
Long-Term Trend (LTT) Age 9  
Materials Update #2*

*Appendix I3  
Long Term Trend 2022 Content of the 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) Plan for Assessment Day; e) Manage Questionnaires; f) Support Assessment Activities; g) Wrap Up.

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 Long-term trend (LTT) 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 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 I3**

- Red text indicates descriptive notes and references to Appendices other than I3.
- Green text indicates text from hyperlinks or references within this document.
- The Additional Resources section of this document (beginning on page 82) contains the text of hyperlinks.

## **MyNAEP Login Screen – NEW**

Welcome

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

Login

Email or Username:

Password:

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

Having trouble logging in?

First time visiting the 2022 MyNAEP site?

### **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 2019/2020 to 2022:

- Updated the year from 2019 to 2022.
- Paperwork Burden Statement, OMB Information references two current NAEP 2021 special studies.
- Removed statement about logging out and closing browser window.

### Screenshot

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

**NAEP**  
NATIONAL ASSESSMENT  
OF EDUCATIONAL  
PROGRESS

## Welcome

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

Login

Email or Username:

Password:

[Forgot Username or Password](#) | [Having trouble logging in?](#)

**LOGIN**

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

**Paperwork 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](mailto: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 v.23

Welcome to the National Assessment of Educational Progress!

The MyNAEP website will help you prepare for the assessment.

Assessment Details

Age:

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 2019/2020 to 2022:***

- No changes.

## Screenshot

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

### Assessment Details

- Age: 9
- Subject(s): mathematics and reading
- Assessment Date:
- Preassessment Review Call Date:
- NAEP Representative:
- MyNAEP Registration ID:
- NAEP School Coordinator:

\*If a school coordinator name does not appear above, then no one is currently assigned as school coordinator. Notify your NAEP State Coordinator, State Coordinator, at StateCoordinator-GA@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.

## 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 2019/2020 to 2022:

- Added third link on landing page: “Student Attendance and NAEP Representative Protocols”.
- This link has a few questions about how 9-year-olds attend school, and whether NAEP representatives need to follow additional school protocols when administering assessments to students.

## Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' dropdown menu. Below the header is a blue navigation bar with 'Welcome' and a user profile icon, and links for 'Help', 'Contact Us', 'My Account', and 'Logout'. The main content area is titled 'Provide School Information' and includes the following text:

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

## Student Attendance (NEW - Provide School Information Questions)

### Student Attendance

NAEP assessments are administered to a sample of students on a single day. Each student takes an assessment in one subject area: mathematics or reading. The assessment takes approximately 90 minutes 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 age 9 students attend school in your school building.



Monday  
Tuesday  
Wednesday  
Thursday  
Friday

2. Your age 9 enrollment is XX. <Note: if this number is missing, the following text will appear instead, “Your age 9 enrollment is missing from the **School Characteristics** section.”>. How many enrolled age 9 students currently attend school full time remotely/virtually?

Note: The sum of in-person and full time remote/virtual students should equal your total age 9 enrollment.

3. How many enrolled age 9 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 age 9 enrollment.

***Summary of Changes from 2019/2020 to 2022:***

- These are new questions, to help determine how/when 9-year-old students are attending school.

***Screenshot***

The screenshot shows the 'MyNAEP For Schools' interface. The left sidebar contains a navigation menu with categories like 'Provide School Information', 'Prepare for Assessment', and 'Support Assessment Activities'. The main content area is titled 'Student Attendance' and contains the following text and questions:

**Student Attendance**  
 NAEP assessments are administered to a sample of students on a single day. Each student takes an assessment in one subject area: mathematics or reading. The assessment takes approximately 90 minutes 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 **age 9** students attend school in your school building.

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

2. Your **age 9** enrollment is **101**. How many enrolled **age 9** students currently attend school **full time remotely/virtually**?

*Note: The sum of **in-person** and **full time remote/virtual** students should equal your total **age 9** enrollment.*

3. How many enrolled **age 9** 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 **age 9** enrollment.*

Buttons at the bottom: Save, Save and Continue, 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 2019/2020 to 2022:***

- These are new questions, to help determine whether NAEP representatives need to follow additional school protocols when administering assessments to students.

# Screenshot

The screenshot shows the MyNAEP For Schools web application. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and a "District:" dropdown menu on the right. Below the title bar, there is a "Welcome" section with a user profile icon and a "Full Screen Mode" link. The main content area is titled "NAEP Representative Protocols" and contains an introductory paragraph, a request to answer questions, and three numbered questions with radio button options for "Yes" and "No". At the bottom of the page, there are five buttons: "Back to Beginning", "Back", "Save", "Submit", and "Exit".

**NAEP**  
NATIONAL ASSESSMENT  
OF EDUCATIONAL  
PROGRESS

MyNAEP For Schools

District: [ ]

Welcome [ ]

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

Age 9

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

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 the school questionnaire
- Encourage participation and motivate students to do their best

Your NAEP representative will schedule a phone call with the school coordinator and review the completed preassessment activities.

### Additional Resources

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

### ***Summary of Changes from 2019/2020-2022***

- 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.
- Removed references to “Update Student List” – long-term trend schools do not need to complete this task.
- Added description of “Manage Questionnaires” task since long-term trend schools will have a school questionnaire assigned.
- Added thumbnail/link to new video that describes preassessment tasks.

### ***Screenshot***

## 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](#)

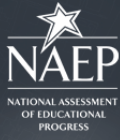
Additional Resources

- [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 2020-2022*

- No changes.

### *Screenshot*



- Home
- Provide School Information
- Submit Student List
- 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
- Support Assessment Activities
- Wrap Up

[? Help](#)

Prepare for Assessment

## Review and Verify List of Students Selected for NAEP

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

### Complete the following:

- [Watch the Review and Verify List of Students Selected for NAEP Tutorial \(5:03\)](#)
- [Review and Verify Student Information](#)
- [Print Reports](#)

### Additional Resources

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

## Review and Verify Student Information

Review and Verify Student Information

Print Worksheet – REV-INFO-1

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

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

(Note: the content of the list is provided 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 age group
- 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 2019/2020 - 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*




The screenshot shows the MyNAEP For Schools interface. At the top, it says 'MyNAEP For Schools' and 'District: Saugus Union (CA)'. Below that, it says 'Welcome David South' and 'Age 9'. There are links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Review and Verify Student Information' and includes a 'Print Worksheet' section. The instructions say: '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](#).' There are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. On the left, there is a sidebar with navigation options: 'Home', 'Provide School Information', 'Submit Student List', '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', 'Support Assessment Activities', and 'Wrap Up'. There is also a 'Help' button at the bottom of the sidebar.

## Review and Verify Student Information

### Demographic Data-REV-INFO-2

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

Review all demographic data for the students listed below.

- Select the **Edit pencil** next to the student name to enter a student's correct or missing information, 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 part-time virtual learners in the "Is this student a virtual learner" column.

### ***Summary of Changes from 2019/2020 to 2022:***

- Added text about part- and full-time virtual learners to the first paragraph
- 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, as this is new for LTT 2022
- Updated ELL to EL.

## ***Screenshot***

MyNAEP For Schools District: Saugus Union (CA)

Welcome Help | Contact Us | My Account | Register More Schools | Logout  
 David South Age 9

Full Screen Mode REV-INFO-2

## Review and Verify Student Information

### Demographic Data

Review all demographic data for the students listed below.

Select the **Edit pencil** next to the student name to enter a student's correct or missing information, 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	Student with a Disability <b>!</b>	English Learner <b>!</b>	Reason Student Cannot Take NAEP	Is this student a virtual learner?
	LAST 0007958056, FIRST 0007958056		LT0901/01	Reading Paper	07	2012	Male	Asian, not Hispanic	No, not SD	No, not EL		No (100% in-person learner)
	LAST 0007959134, FIRST 0007959134		LT0901/02	Math Paper	03	2012	Male	White, not Hispanic	No, not SD	No, not EL		No (100% in-person learner)
	LAST 0007959400, FIRST 0007959400		LT0901/03	Reading Paper	09	2012	Female	White, not Hispanic	No, not SD	No, not EL		No (100% in-person learner)

Back to Beginning Back Continue Exit

## Review and Verify Student Information-REV-INFO-6

### 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?

### Summary of Changes from 2020-2022

- 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 name 'Saugus Union (CA)'. The user is logged in as 'David South' with an age of 9. The main content area is titled 'Review and Verify Student Information' and includes a section for 'Identify Displaced Students'. Below this section is a table with columns for Name, Student ID, Session/Line #, Subject, and Is this a displaced student?. The table contains 11 rows of student data. At the bottom of the page are buttons for 'Back to Beginning', 'Back', 'Save', 'Save and Continue', and 'Exit'.

Name	Student ID	Session/Line #	Subject	Is this a displaced student?
LAST 0007958056, FIRST 0007958056		LT0901/01	Reading Paper	No
LAST 0007959134, FIRST 0007959134		LT0901/02	Math Paper	No
LAST 0007959400, FIRST 0007959400		LT0901/03	Reading Paper	No
LAST 0007959790, FIRST 0007959790		LT0901/04	Math Paper	No
LAST 0007959880, FIRST 0007959880		LT0901/05	Reading Paper	No
LAST 0007961249, FIRST 0007961249		LT0901/06	Math Paper	No
LAST 0007962246, FIRST 0007962246		LT0901/07	Reading Paper	No
LAST 0007967985, FIRST 0007967985		LT0901/08	Math Paper	No
LAST 0007968095, FIRST 0007968095		LT0901/09	Reading Paper	No
LAST 0007968257, FIRST 0007968257		LT0901/10	Math Paper	No
LAST 0007969195, FIRST 0007969195		LT0901/11	Reading Paper	No

### 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.

### Summary of Changes from 2020-2022

- Added text requesting that the SC certify that they have reviewed the demographic data and updated students who need accommodations or are not able to participate in NAEP.
- Removed a reference to the NAEP storage envelope as it is no longer being used.

## 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: Saugus Union (CA)'. The user is logged in as 'David South' with 'Age 9'. The main content area is titled 'Review and Verify Student Information' and includes a 'Print Summary Report' section with instructions and a 'Submit' button. The left navigation menu lists various assessment preparation steps.

## 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

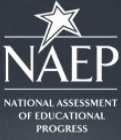
Select **Print Summary Report** to print a record of the student information entered in the system. Keep this report in a secure location and refer to it during the preassessment review call.

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

### *Summary of Changes from 2020-2022*

- No changes.

## Screenshot



Welcome  
David South  
Emblem Academy

Help | Contact Us | My Account | Register More Schools | Logout |  
Age 9

- Home
  - Provide School Information
  - Submit Student List
  - 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
  - Support Assessment Activities
  - Wrap Up
- Help

REV-REP-1

## Print Reports

### 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.

Print Worksheet

### 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 Summary Report

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

Exit

Submit

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

		<b>NAEP 2022 Summary Report for Students Selected for NAEP</b>							06/30/2021 3:48 PM		
School Name: ██████████ District Name: Saugus Union NAEP ID: 0610343		Session/ Line #	Subject	Month of Birth	Year of Birth	Gender	Race/ Ethnicity	Student with a Disability Status	English Learner Status	Reason Student Cannot Take NAEP	Remote/Virtual Learner
Last 0007958056, First 0007958056		LT0901/01	Reading Paper	07	2012	Male	Asian, not Hispanic	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007959134, First 0007959134		LT0901/02	Math Paper	03	2012	Male	White, not Hispanic	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007959400, First 0007959400		LT0901/03	Reading Paper	09	2012	Female	White, not Hispanic	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007959790, First 0007959790		LT0901/04	Math Paper	07	2012	Female	Hispanic, of any race	No, not SD	Yes, EL		No (100% in-person leamer)
Last 0007959880, First 0007959880		LT0901/05	Reading Paper	12	2012	Male	Hispanic, of any race	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007961249, First 0007961249		LT0901/06	Math Paper	07	2012	Female	Hispanic, of any race	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007962246, First 0007962246		LT0901/07	Reading Paper	06	2012	Male	Hispanic, of any race	No, not SD	Yes, EL		No (100% in-person leamer)
Last 0007967985, First 0007967985		LT0901/08	Math Paper	10	2012	Female	White, not Hispanic	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007968095, First 0007968095		LT0901/09	Reading Paper	05	2012	Male	Black or African American, not Hispanic	Yes, IEP	No, not EL		No (100% in-person leamer)
Last 0007968257, First 0007968257		LT0901/10	Math Paper	02	2012	Male	Hispanic, of any race	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007969195, First 0007969195		LT0901/11	Reading Paper	10	2012	Male	White, not Hispanic	No, not SD	No, not EL		No (100% in-person leamer)
Last 0007969573, First 0007969573		LT0901/12	Math Paper	08	2012	Male	Black or African American, not Hispanic	Yes, IEP	No, not EL		No (100% in-person leamer)
Last 0007971478, First 0007971478	✂	LT0901/13	Reading Paper	01	2012	Female	Hispanic, of any race	No, not SD	No, not EL		No (100% in-person leamer)

## 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 D3-16 and D3-17 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 2020-2022*

- Replaced the term “English language learner” with “English learner.”
- Replaced the abbreviation “ELL” with “EL.”

## Screenshot

MyNAEP For Schools District: District 0101140 (AL)

Welcome [User Name]

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

Age 9

Home

- Provide School Information
- Submit Student List
- 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
- 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

[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.

[State Name] [SD Inclusion Policy \(See Appendix D3-16\)](#)

[State Name] [EL Inclusion Policy \(See Appendix D3-17\)](#)

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 [Alternate Assessment 1] and [Alternate Assessment 2].

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 name], at [State Coordinator name].

I downloaded and reviewed the Alabama NAEP 2022 Inclusion Policy for Students with Disabilities and English Learners.

Yes                      No

Select the Submit button to record your response above.

### *Summary of Changes from 2020-2022*

- Replaced the term “English language learner” with “English learner.”
- Replaced the abbreviation “ELL” with “EL.”
- Add text to prompt school coordinator to select Submit

### *Screenshot*

The screenshot shows the MyNAEP For Schools web application interface. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the user's district 'District: District 0101140 (AL)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. A user profile section shows a placeholder for a name and 'Age 9'. The main content area is titled 'Review NAEP Inclusion Policy' and contains the following text:

**Alabama 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.

- Alabama [SD Inclusion Policy](#)
- Alabama [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, State01 Coordinator, at [StateCoordinatorAL01@westat.com](mailto:StateCoordinatorAL01@westat.com).

I downloaded and reviewed the Alabama 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 2020-2022

- Replaced the term “English language learner” with “English learner.”
- Replaced the abbreviation “ELL” with “EL.”

### 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 information 'District: District 0101140 (AL)'. The main content area is titled 'Give Access to SD and/or EL Specialists' and contains instructions for completing the 'Review and Verify List of Students Selected for NAEP' section. A table is provided for entering student information, with columns for First Name, Last Name, Email Address, SD Access, EL Access, Send Email, and Email Sent Date. The table has five rows, each with a 'Send Email' button. Below the table are buttons for 'Save', 'Submit', and 'Exit'.

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

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

### Print Worksheet-COMP-BOTH-2

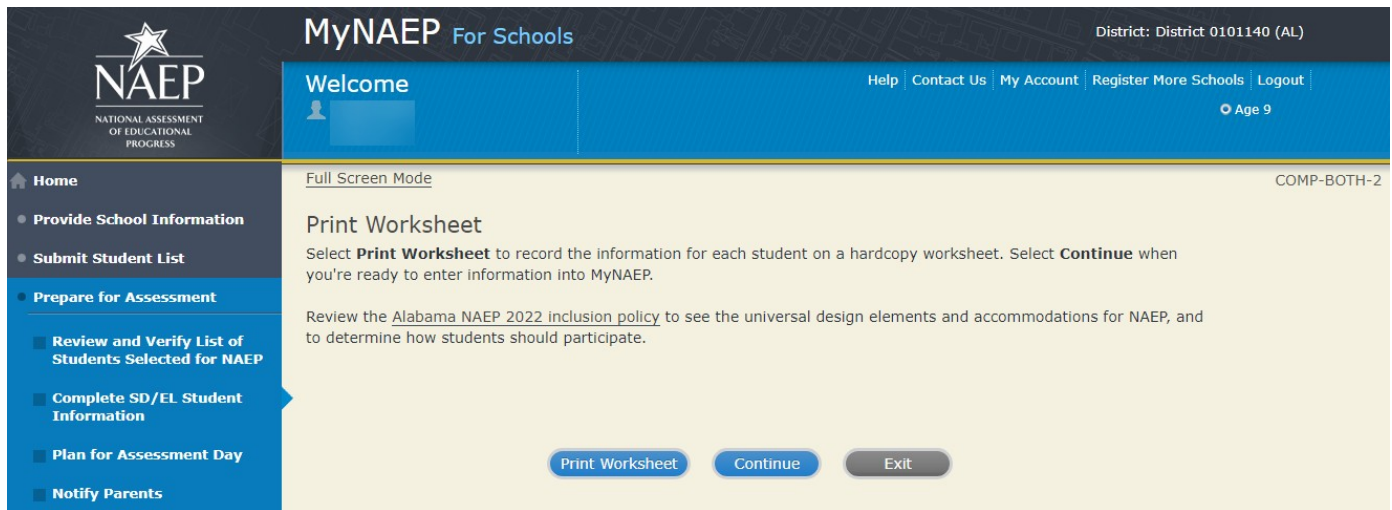
Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.

Review the [NAEP inclusion policy](#) (see [Appendices D3-16 and D3-17](#)) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### Summary of Changes from 2019/2020 to 2022:

- No changes.

### Screenshot



The screenshot displays the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', and the district information 'District: District 0101140 (AL)'. Below the navigation bar, there are links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Welcome' and features a 'Full Screen Mode' toggle. The primary action is 'Print Worksheet', which is accompanied by 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, there is a link to the 'Alabama NAEP 2022 inclusion policy' and a note about universal design elements and accommodations. At the bottom of the main content area, there are three buttons: 'Print Worksheet', 'Continue', and 'Exit'. A sidebar on the left contains a menu with options: 'Home', 'Provide School Information', 'Submit Student List', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/EL Student Information', 'Plan for Assessment Day', and 'Notify Parents'. The page ID 'COMP-BOTH-2' is visible in the top right corner.

### 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 D3-16 and D3-17](#)) 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 2019/2020 to 2022:

- Replaced “ELL” with “EL”.

## 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 0101140 (AL)". The navigation menu on the left includes options like Home, Provide School Information, Submit Student List, 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, Support Assessment Activities, and Wrap Up. 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 in listening, reading, speaking, and writing. Two student records are visible in the table.

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 type="checkbox"/>	LAST 0007959703, FIRST 0007959703	LT0901/01	Yes, EL	Reading Paper								
<input type="checkbox"/>	LAST 0007991910, FIRST 0007991910	LT0901/20	Yes, EL	Math Paper								

### 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 2019/2020 to 2022:

- Added note to second bullet about 504 Plan students.

## 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 'SD Details' and contains the following text: 'For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Alabama NAEP 2022 inclusion policy](#) prior to completing.'

- Which of the following [IDEA categories](#) best describes each student's identified disability(ies)? (Note: This question is not applicable to students marked as Yes, 504.)
- What is the [degree](#) of each student's disability(ies)?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	NAEP subject	IDEA Disability(ies)	Degree of disability(ies)
	LAST 0007959703, FIRST 0007959703	LT0901/01	Yes, IEP	Reading Paper		
	LAST 0007991910, FIRST 0007991910	LT0901/20	Yes, IEP	Math Paper		

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

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

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [{State} NAEP inclusion policy](#) (see [Appendices D3-16 and D3-17](#)) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, **First and Last Name**, at **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 accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

## Summary of Changes from 2019/2020 to 2022:

- No changes.

# Screenshot

**MyNAEP For Schools** District: District 0101140 (AL)

Welcome [User Name] Age 9

Full Screen Mode COMP-BOTH-5

### How Students Should Participate

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Alabama NAEP 2022 inclusion policy](#) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, State01 Coordinator, at [StateCoordinatorAL01@westat.com](mailto:StateCoordinatorAL01@westat.com).

- 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 accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	SD classification	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 accommodat
<input checked="" type="checkbox"/>	LAST 0007959703, FIRST 0007959703	LT0901/01	Yes, IEP	Yes, EL	Reading Paper					
<input checked="" type="checkbox"/>	LAST 0007991910, FIRST 0007991910	LT0901/20	Yes, IEP	Yes, EL	Math Paper					

Navigation:

## Exclusions Summary-COMP-BOTH-7

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

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any further questions on how to include students, contact your NAEP State Coordinator, **First and Last Name**, at **Email address** and/or review the [{State} NAEP inclusion policy](#) (see [Appendices D3-16 and D3-17](#)).

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 2019/2020 to 2022:

- No changes.

## Screenshot

MyNAEP For Schools District: District 0101140 (AL)

Welcome

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

Age 9

Full Screen Mode COMP-BOTH-7

### Exclusions Summary

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

Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students. If you have any further questions on how to include students, contact your NAEP State Coordinator, State01 Coordinator, at StateCoordinatorAL01@westat.com and/or review the [Alabama 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 rea
LAST 0007959703, FIRST 0007959703	LT0901/01	Yes, IEP	Yes, EL	Reading Paper	Do not test	Other Reason	N/A	N/A	Reason not listed - Contact your NAEP State/TUE Coordinator

Buttons: Back to Beginning, Back, Continue, Exit

## Print Summary Report-COMP-BOTH-8

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, **First and Last Name**, at **Email address**.

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

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

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

## Summary of Changes from 2019/2020 to 2022:

- Removed reference to NAEP Storage Envelope, replaced phrase with "secure location" since storage envelopes will not be sent to schools.

## Screenshot

MyNAEP For Schools District: District 0101140 (AL)

Welcome

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

Age 9

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, State01 Coordinator, at StateCoordinatorAL01@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.

Buttons: Print Summary Report, Back to Beginning, Back, Submit, Exit

## Provide Information for SD (IEP or 504 Plan) Only

Print Worksheet-COMP-SD-2

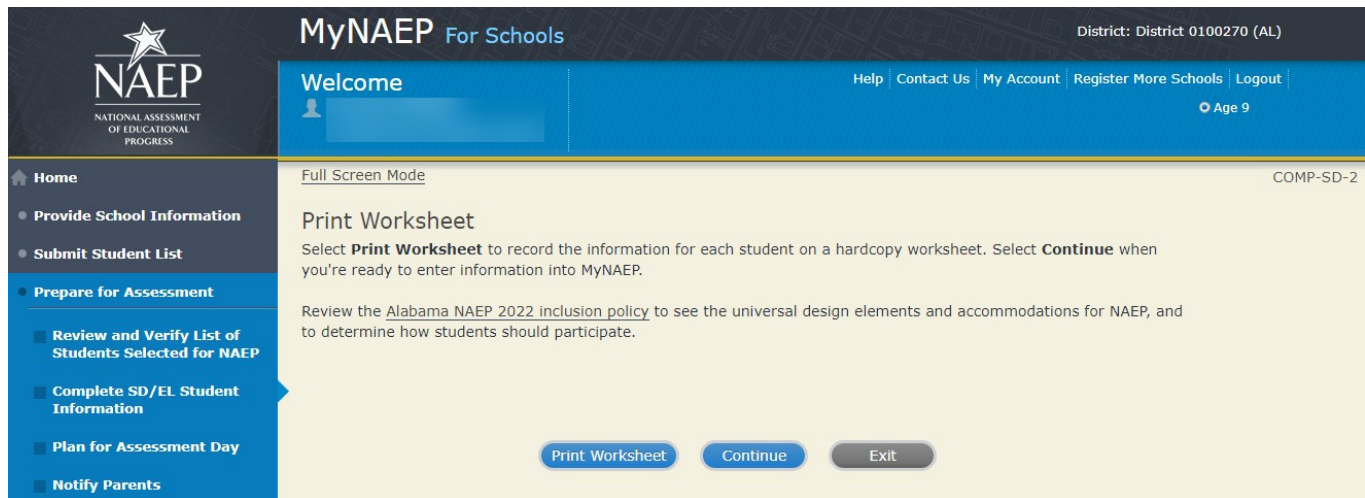
Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.

Review the [NAEP inclusion policy](#) (see appendix D3-16) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

### Summary of Changes from 2019/2020 to 2022:

- No changes.

### 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 information 'District: District 0100270 (AL)'. Below the navigation bar, there is a 'Welcome' message and a user profile icon. The main content area is titled 'Print Worksheet' and contains the following text: 'Select **Print Worksheet** to record the information for each student on a hardcopy worksheet. Select **Continue** when you're ready to enter information into MyNAEP.' and 'Review the [Alabama 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'. The left sidebar contains a navigation menu with the following items: Home, Provide School Information, Submit Student List, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/EL Student Information, Plan for Assessment Day, and Notify Parents. The top right corner of the main content area shows 'Full Screen Mode' and 'COMP-SD-2'.

SD Details-COMP-SD-3

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

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



- At what [grade level](#) (note that in the system a hover note appears that reads: For example, a grade 4 student is selected to take the NAEP math assessment who performs at a second-grade level should be marked as two or more years below grade level) does this student perform in the NAEP subject?

All columns can be sorted by selecting the column header.

## Summary of Changes from 2019/2020 to 2022:

- No changes.

## Screenshot

The screenshot shows the 'MyNAEP For Schools' interface. The header includes the NAEP logo and the text 'MyNAEP For Schools'. The user is logged in as 'Age 9' in District 'District 0100270 (AL)'. The main content area is titled 'SD Details' and contains instructions for recording student information. 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
	LAST 0007965509, FIRST 0007965509	LT0901/08	Yes, IEP	Math Paper			
	LAST 0007967601, FIRST 0007967601	LT0901/12	Yes, IEP	Math Paper			

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} NAEP inclusion policy](#) (see appendix D3-16) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, **First and Last Name**, at **Email address**.

- 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 accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

## Summary of Changes from 2019/2020 to 2022:

- No changes.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district 'District: District 0100270 (AL)'. The navigation menu on the left includes: Home, Provide School Information, Submit Student List, 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, Support Assessment Activities, and Wrap Up.

The main content area is titled 'How Students Should Participate' and contains the following text: 'For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the Alabama NAEP 2022 inclusion policy prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, State01 Coordinator, at StateCoordinatorAL01@westat.com.'

Below the text is a list of student records with the following columns: Edit, Student name, Session/Line #, SD classification, NAEP subject, How is student assessed on the state or classroom assessments?, How should the student be assessed on NAEP?, Universal design elements, and NAEP accommodation.

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 accommodation
	LAST 0007965509, FIRST 0007965509	LT0901/08	Yes, IEP	Math Paper				
	LAST 0007967601, FIRST 0007967601	LT0901/12	Yes, IEP	Math Paper				

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

## 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, **First and Last Name**, at **Email address** and/or review the [{State} NAEP inclusion policy](#) (see appendix D3-16).

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 2019/2020 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 "District: District 0100270 (AL)". The user is logged in as "Age 9". The navigation menu on the left includes options like "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment", "Support Assessment Activities", and "Wrap Up". The main content area is titled "Exclusions Summary" and contains the following text:

Full Screen Mode COMP-SD-6

**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, State01 Coordinator, at StateCoordinatorAL01@westat.com and/or review the [Alabama 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 reasons
LAST 0007967601, FIRST 0007967601	LT0901/12	Yes, IEP	Math Paper	Do not test	Other Reason	N/A	N/A	Reason not listed - Contact your NAEP State/TUD Coordinator

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

## Print Summary Report-COMP-SD-7

Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, **First and Last Name**, at **Email address**.

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

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

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

### *Summary of Changes from 2019/2020 to 2022:*

- Removed reference to NAEP Storage Envelope, replaced phrase with “secure location” since storage envelopes will not be sent to schools.

### 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 0100270 (AL)'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user is identified as 'Age 9'. A left sidebar menu lists various steps: Home, Provide School Information, Submit Student List, 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), Full Screen Mode, and COMP-SD-7. The main content area is titled 'Print Summary Report' and contains the following text: 'Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, State01 Coordinator, at StateCoordinatorAL01@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.', and 'Select **Submit** when you are finished with this section.' At the bottom of the main content area are five buttons: 'Print Summary Report', 'Back to Beginning', 'Back', 'Submit', and 'Exit'.

## 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 [NAEP inclusion policy](#) (see appendix D3-17) to see the universal design elements and accommodations for NAEP, and to determine how students should participate.

## Summary of Changes from 2019/2020 to 2022:

- Replaced “ELL” with “EL”.

## 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 0100270 (AL)'. A secondary navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout', along with a user profile icon and 'Age 9'. A left sidebar menu lists various options: Home, Provide School Information, Submit Student List, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/EL Student Information, Plan for Assessment Day, and Notify Parents. The main content area is titled 'Print Worksheet' and includes 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 [Alabama 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'.

### 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 [NAEP inclusion policy](#) (see appendix D3-17) 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 2019/2020 to 2022:

- Replaced “ELL” with “EL”.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and the text "MyNAEP For Schools" and "District: District 0100270 (AL)". The navigation sidebar on the left lists various options such as "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment", "Support Assessment Activities", and "Wrap Up". The main content area is titled "EL Details" and contains instructions for recording student information. Below the instructions is a table with the following columns: 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, and English proficiency writing. The table contains three rows of student data. 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
LAST 0007958519, FIRST 0007958519	LT0901/01	Yes, EL	Reading	Paper							
LAST 0007962490, FIRST 0007962490	LT0901/05	Yes, EL	Reading	Paper							
LAST 0007968211, FIRST	LT0901/14	Yes, EL	Math	Paper							

### 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} NAEP inclusion policy \(see appendix D3-17\)](#) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, **First and Last Name**, at **Email address**.

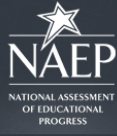
- How long has each student been enrolled in U.S. schools? (One full academic year is defined as one full school year before the assessment)
- How should the student be assessed on NAEP?
- (If appropriate) What universal design elements and accommodations does the student need to access NAEP?
- (If appropriate)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

All columns can be sorted by selecting the column header.

### Summary of Changes from 2019/2020 to 2022:

- Replaced “ELL” with “EL”.

## Screenshot



- Home
- Provide School Information
- Submit Student List
- 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
- Support Assessment Activities
- Wrap Up

Full Screen Mode

COMP-EL-4

### How Students Should Participate

For each student listed below, record the following information by selecting the **Edit pencil** next to the student name. Review the [Alabama NAEP 2022 inclusion policy](#) prior to completing. If you have any questions on how to include students, contact your NAEP State Coordinator, State01 Coordinator, at [StateCoordinatorAL01@westat.com](mailto:StateCoordinatorAL01@westat.com).

- How long has each student been enrolled in U.S. schools?
- How should each student be assessed on NAEP?
- (If appropriate) What accommodations does the student need to access NAEP?
- (If appropriate) Reason student cannot take NAEP?
- (If appropriate) Is the decision to exclude each student a school decision or a parent/student decision?

All columns can be sorted by selecting the column header.

Edit	Student name	Session/Line #	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
	LAST 0007958519, FIRST 0007958519	LT0901/01	Yes, EL	Reading Paper				
	LAST 0007962490, FIRST 0007962490	LT0901/05	Yes, EL	Reading Paper				
	LAST 0007968211, FIRST 0007968211	LT0901/14	Yes, EL	Math Paper				

Back to Beginning

Back

Continue

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, **First and Last Name**, at **Email address** and/or review the [{State} NAEP 2022 inclusion policy](#) (see appendix D3-17).

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 2019/2020 to 2022:

- Replaced “ELL” with “EL”.

### 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 'Exclusions Summary' and contains 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, State01 Coordinator, at StateCoordinatorAL01@westat.com and/or review the [Alabama 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 #	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 reasons
LAST 0007958519, FIRST 0007958519	LT0901/01	Yes, EL	Reading Paper	Do not test	Other Reason	N/A	N/A	Reason not listed - Contact your NAEP State/TUD 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, **First and Last Name**, at **Email address**.

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

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

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

### *Summary of Changes from 2019/2020 to 2022:*

- Replaced “ELL” with “EL”.
- Removed reference to NAEP Storage Envelope, replaced phrase with “secure location” since storage envelopes will not be sent to schools.

### *Screenshot*

The screenshot displays the MyNAEP For Schools web application interface. At the top, the NAEP logo is on the left, and the text "MyNAEP For Schools" is in the center. On the right, it shows "District: District 0100270 (AL)". Below the header, there is a navigation bar with links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". A user profile icon and "Age 9" are also visible. The main content area is titled "Print Summary Report" and includes the following text: "Thank you for providing student data. If you have any further questions, contact your NAEP State Coordinator, State01 Coordinator, at StateCoordinatorAL01@westat.com." Below this, it states: "Your NAEP State Coordinator will monitor exclusions and may contact you regarding excluded students." Further down, it says: "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." At the bottom of the main content area, it says: "Select **Submit** when you are finished with this section." At the very bottom of the page, there are five buttons: "Print Summary Report", "Back to Beginning", "Back", "Submit", and "Exit". On the left side of the interface, there is a sidebar menu with the following items: "Home", "Provide School Information", "Submit Student List", "Prepare for Assessment" (which is highlighted), "Review and Verify List of Students Selected for NAEP", "Complete SD/EL Student Information", "Plan for Assessment Day", "Notify Parents", "Manage Questionnaires", and "Encourage Participation".

## 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.

### Summary of Changes from 2019/2020 to 2022:

- Replaced “ELL” with “EL”.

### Screenshot

The screenshot displays the MyNAEP For Schools web application interface. The top navigation bar includes the NAEP logo, the title "MyNAEP For Schools", and the user's district "District: District 0100270 (AL)". A "Welcome" message is shown with a user profile icon and the text "Age 9". The main navigation menu on the left lists various steps: Home, Provide School Information, Submit Student List, 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, Support Assessment Activities, and Wrap Up. The main content area is titled "Print Reports" and includes the following sections:

- Before entering student data in the system:** Print the worksheets to record student information. Three buttons are available: "Print Worksheet for SD Only", "Print Worksheet for EL Only", and "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. Four buttons are available: "Print SD Only Summary Report", "Print EL Only Summary Report", "Print Both SD and EL Summary Report", and "Print Exclusion Report".
- At the bottom, a message states: "Select **Submit** to indicate you are finished with this section." Two buttons are provided: "Exit" and "Submit".

The page ID "COMP-REP-1" is visible in the top right corner of the main content area.

## 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) 07/01/2021 11:09 AM										
School Name: <input type="text"/> District Name: District 0101140 NAEP ID: 0110073										
A	B	C	D	E	F	G	H			
							For each item listed below, how would you characterize this student's English proficiency? •No proficiency •EL beginning •EL intermediate •EL advanced •Don't know			
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? •Does not receive academic instruction primarily in English •Less than 1 year •1 to 2 years •2 to 3 years •3 years or more •Don't know	At what grade level does this student perform in the NAEP subject? •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know	Listening comprehension in English	Reading English	Speaking English	Writing English
Last 0007959703, First 0007959703	LT0901/01	Yes, EL Yes, IEP	RP							
Last 0007991910, First 0007991910	LT0901/20	Yes, EL Yes, IEP	MP							

Turn page over to complete additional questions for these students.

Page 1 of 3

NAEP 2022 Worksheet for Both Students with Disabilities (SD) and English Learners (EL) 07/01/2021 11:09 AM					
School Name: <span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 100px; height: 1em;"></span> District Name: District 0101140 NAEP ID: 0110073					
I	J	K	L	M	N
Student Name	Session/ Line #	EL Classification SD Classification	NAEP Subject	Record the student's disability(ies).  <input type="checkbox"/> Specific learning disability <input type="checkbox"/> Hearing impairment/deafness <input type="checkbox"/> Speech or language impairment <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Emotional disturbance <input type="checkbox"/> Orthopedic impairment <input type="checkbox"/> Traumatic brain injury <input type="checkbox"/> Autism <input type="checkbox"/> Development delay (age 9 or younger) <input type="checkbox"/> Visual impairment/blindness <input type="checkbox"/> Other health impairment (specify)	What is the degree of this student's disability(ies)?  <input type="checkbox"/> Profound/Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Mild <input type="checkbox"/> Don't know
Last 0007959703, First 0007959703	LT0901/01	Yes, EL Yes, IEP	RP		
Last 0007991910, First 0007991910	LT0901/20	Yes, EL Yes, IEP	MP		

Turn page over to complete additional questions for these students. Page 2 of 3

(Note: "Alt 1" and "Alt 2" will be replaced with the respective name of the state)

NAEP 2022 Worksheet for Both Students with Disabilities (SD) and English Learners (EL) 07/01/2021 11:09 AM							
School Name: [REDACTED]		District Name: District 0101140 NAEP ID: 0110073					
P	Q	R	S	T	U	V	W
Student Name	Session/ Line #	EL 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 Alt1 •Meets (or met) participation criteria for 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 0007959703, First 0007959703	LT0901/01	Yes, EL Yes, IEP	RP				
Last 0007991910, First 0007991910	LT0901/20	Yes, EL Yes, IEP	MP				

FOR AUTHORIZED USE ONLY

**For SD Only**

Worksheet Page 1

<b>NAEP 2022 Worksheet for Students with Disabilities (SD) Only</b> <span style="float: right;">07/02/2021 1:19 PM</span>						
<b>School Name:</b> _____		<b>District Name:</b> District 0100270 <b>NAEP ID:</b> 0110033				
A	B	C	D	E	F	G
<b>Student Name</b>	<b>Session/ Line #</b>	<b>SD Classification</b>	<b>NAEP Subject</b>	Record the student's disability(ies).  •Specific learning disability •Hearing impairment/deafness •Speech or language impairment •Intellectual disability •Emotional disturbance •Orthopedic impairment •Traumatic brain injury •Autism •Development delay (age 9 or younger) •Visual impairment/blindness •Other health impairment (specify)	What is the degree of this student's disability(ies)?  •Profound/Severe •Moderate •Mild •Don't know	At what grade level does this student perform in the NAEP subject?  •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know
Last 0007965509, First 0007965509	LT0901/08	Yes, IEP	MP			
Last 0007967601, First 0007967601	LT0901/12	Yes, IEP	MP			

Turn page over to complete additional questions for these students.  
Page 1 of 2

(Note: "New Moldavia" will be replaced with the respective name of the state)

<b>NAEP 2022 Worksheet for Students with Disabilities (SD) Only</b> <span style="float: right;">07/02/2021 1:19 PM</span>						
<b>School Name:</b> <span style="background-color: #cccccc; display: inline-block; width: 150px; height: 1em;"></span>		<b>District Name:</b> District 0100270 <b>NAEP ID:</b> 0110033				
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?  •Without accommodations •With accommodations •Meets (or met) participation criteria for Alt1 •Meets (or met) participation criteria for Alt2	How should student be assessed on NAEP?  •Without accommodations •With accommodations •Do not test	What Universal Design elements and/or accommodations does the student need to access NAEP?
Last 0007965509, First 0007965509	LT0901/08	Yes, IEP	MP			
Last 0007967601, First 0007967601	LT0901/12	Yes, IEP	MP			

FOR AUTHORIZED USE ONLY

**For EL Only**

Worksheet Page 1

NAEP 2022 Worksheet for English Learners (EL) Only							07/02/2021 1:25 PM			
School Name: _____		District Name: District 0100270					NAEP ID: 0110033			
A	B	C	D	E	F	G	H			
							For each item listed below, how would you characterize this student's English proficiency? •No proficiency •EL beginning •EL intermediate •EL advanced •Don't know			
Student Name	Session/Line #	EL Classification	NAEP Subject	What is the student's primary language?	Including this year, how long has this student been receiving academic instruction primarily in English? •Does not receive academic instruction primarily in English •Less than 1 year •1 to 2 years •2 to 3 years •3 years or more •Don't know	At what grade level does this student perform in the NAEP subject? •At or above grade level •One year below grade level •Two or more years below grade level •Not receiving instruction in this subject •Don't know	Listening comprehension in English	Reading English	Speaking English	Writing English
Last 0007958519, First 0007958519	LT0901/01	Yes, EL	RP							
Last 0007962490, First 0007962490	LT0901/05	Yes, EL	RP							
Last 0007968211, First 0007968211	LT0901/14	Yes, EL	MP							
Last 0007972487, First 0007972487	LT0901/22	Yes, EL	MP							
Last 0007973272, First 0007973272	LT0901/23	Yes, EL	RP							

Turn page over to complete additional questions for these students.  
Page 1 of 3



NAEP 2022 Worksheet Report for English Learners (EL) Only						
School Name: [REDACTED]		District Name: District 0100270 NAEP ID: 0110033				
I	J	K	L	M	N	O
Student Name	Session/ Line #	EL 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 should student be assessed on NAEP?  •Without accommodations •With accommodations •Do not test	What Universal Design elements and/or accommodations does the student need to access NAEP?
Last 0007958519, First 0007958519	LT0901/01	Yes, EL	RP			
Last 0007962490, First 0007962490	LT0901/05	Yes, EL	RP			
Last 0007968211, First 0007968211	LT0901/14	Yes, EL	MP			
Last 0007972487, First 0007972487	LT0901/22	Yes, EL	MP			
Last 0007973272, First 0007973272	LT0901/23	Yes, EL	RP			
Last 0007974151, First 0007974151	LT0901/26	Yes, EL	MP			

## 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 2019/2020 to 2022:*

- Replaced “ELL” with “EL”.

### Screenshot

The screenshot displays the MyNAEP For Schools web application interface. The header includes the NAEP logo, the title 'MyNAEP For Schools', and the district information 'District: District 0100270 (AL)'. A navigation menu on the left lists various tasks, with 'Prepare for Assessment' selected. The main content area features a warning: 'Do not proceed with this task until the Preassessment Review Call'. Below this, it states that the Submit button will be greyed out until all required links have white checkmarks. The links listed are: '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 explain that submitting will create accommodation sessions based on recorded data and that the task can only be completed once. At the bottom, there are 'Submit' and 'Exit' buttons.

## 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. There will be no digitally based assessments for long-term trend assessments.

Prepare for Assessment

Plan for Assessment Day

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

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

Complete the following:

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

### Summary of Changes from 2019/2020 to 2022:

- No changes.

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text "MyNAEP For Schools", and the district information "District: District 0100090 (AL)". A navigation bar contains links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". The main content area is titled "Plan for Assessment Day" and includes a "Prepare for Assessment" section. A note states: "In this section, record assessment details and provide logistical instructions for the NAEP team to ensure that assessment day runs smoothly." Below this, a "Complete the following:" section lists three tasks: "Watch Plan for Assessment Day Tutorial (3:53)", "Record Assessment Details", and "Provide NAEP Team Instructions". The 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", "Support Assessment Activities", and "Wrap Up". The footer includes a "Help" button and the same navigation links as the header.

## Record Assessment Details

Record Assessment Details-PLN-DET-1

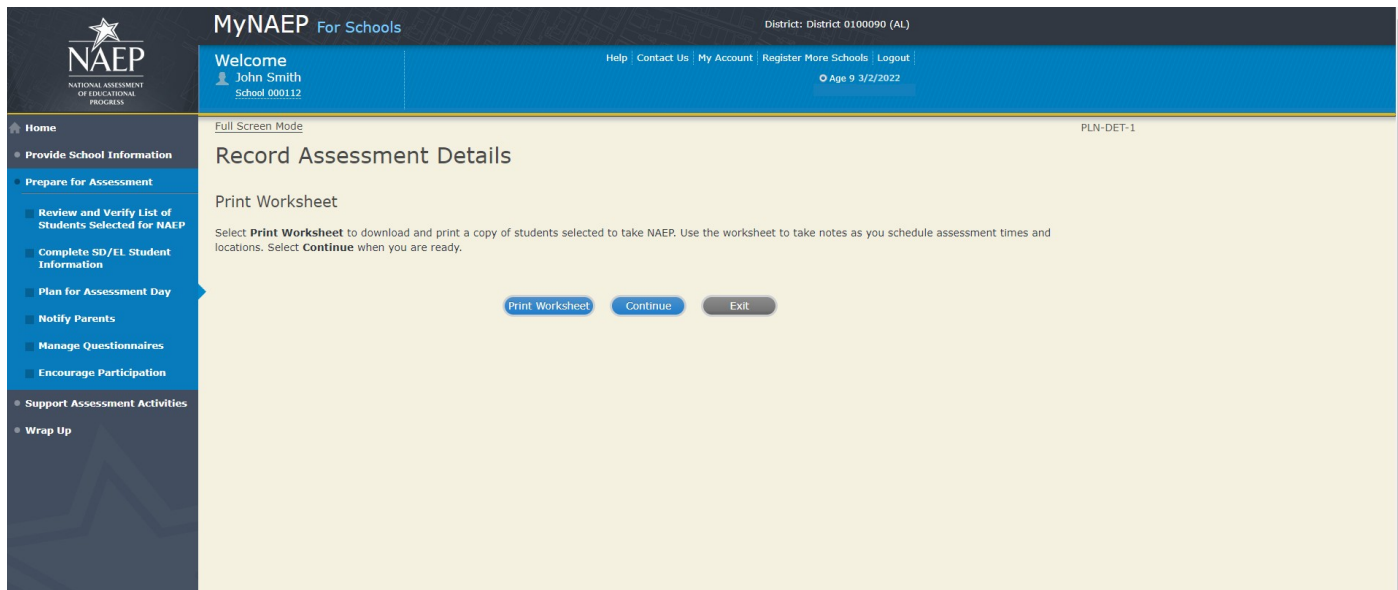
Print Worksheet

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

### *Summary of Changes from 2019/2020 to 2022:*

- Added a new screen that allows a worksheet to be printed to help with group assignments for students
- Added a worksheet to assist with organizing assigning students to groups for the assessment

### *Screenshot*



Record Assessment Details PLN-DET-2

School Schedules

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

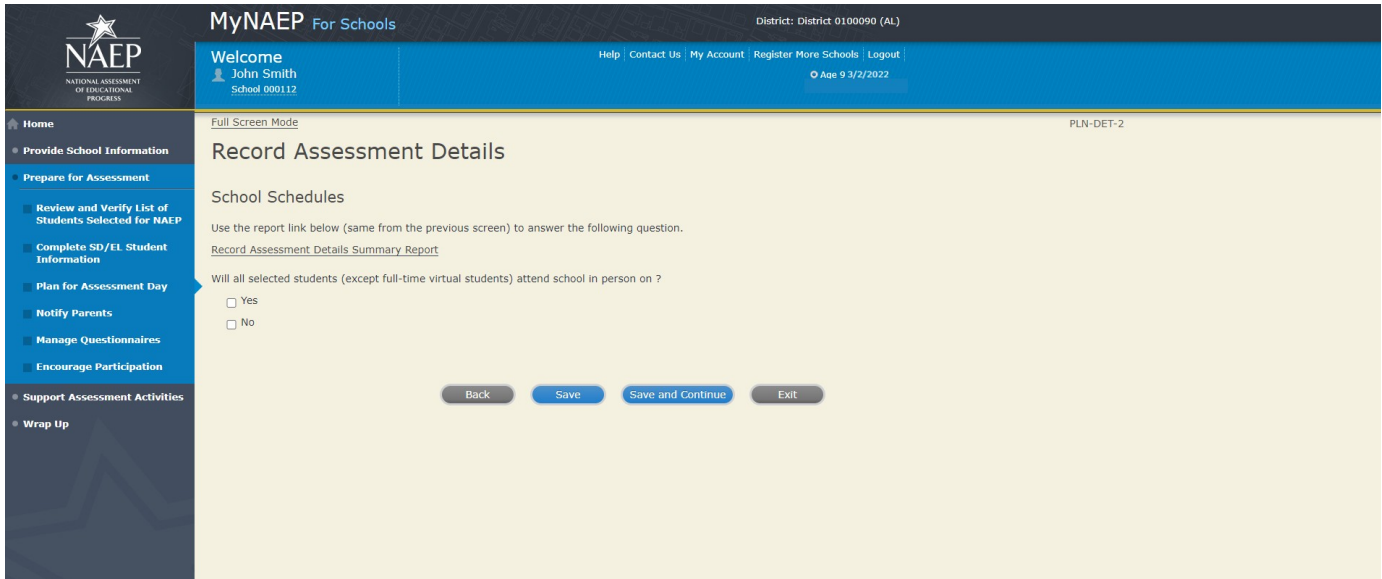
Record Assessment Details Summary Report

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

### *Summary of Changes from 2019/2020 to 2022:*

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

### *Screenshot*



### 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 age 9 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...

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

### Time Requirements

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

Enter the time that age 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 2019/2020 to 2022:***

- Separated the testing locations and time requirements screen into two separate screens

- Removed the text box for providing student lunch breaks and changed it to dropdowns

## Screenshot

Record Assessment Details-PLN-DET-4

Students will take NAEP on **paper**.

Sessions can be tested together at the same time. 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 2019/2020 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

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 2019/2020 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.
- Add this screen to allow students to be assigned to different groups

**Screenshot**

**MyNAEP For Schools** District: District 0100090 (AL)

Welcome John Smith School 000112 Age 9 3/2/2022

Full Screen Mode PLN-DET-6

### Record Assessment Details

**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.

**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.

- Group LT0901-1, N/A: 28 student(s)
- Group LT0902-1, N/A: 21 student(s)

**Total: 49**

Name	Session/Line#	Start Time	Location	Extended Time	Group
FIRST 0007960237 LAST 0007960237	LT0901/02				LT0901-1 - v
FIRST 0007960358 LAST 0007960358	LT0901/03				LT0901-1 - v
FIRST 0007961468 LAST 0007961468	LT0901/04				LT0901-1 - v
FIRST 0007962330 LAST 0007962330	LT0901/06				LT0901-1 - v
FIRST 0007962396 LAST 0007962396	LT0901/07				LT0901-1 - v
FIRST 0007965241 LAST 0007965241	LT0901/08				LT0901-1 - v
FIRST 0007965471 LAST 0007965471	LT0901/09				LT0901-1 - v
FIRST 0007965600 LAST 0007965600	LT0901/10				LT0901-1 - v
FIRST 0007966649 LAST 0007966649	LT0901/11				LT0901-1 - v
FIRST 0007967835 LAST 0007967835	LT0901/12				LT0901-1 - v

Buttons: Back to Beginning, Back, Submit, 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:

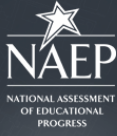
- check the Number of Students column and make sure that your assessment location has enough seats
- ask if a school staff member can help monitor room entrances during the assessment
- provide a microphone for the NAEP team to use while giving instructions to the students

**Summary of Changes from 2019/2020 to 2022:**

- No changes.

**Screenshot**





Welcome  
John Smith  
School 000112

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

Age 9 3/2/2022

- 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
- Support Assessment Activities
- Wrap Up

Full Screen Mode

PLN-DET-7

## 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
Paper Sessions LT0901-1, LT0902-1	3/2/2022	49	Library	9:00 am

[Back to Beginning](#)

[Back](#)

[Continue](#)

[Exit](#)

## Provide NAEP Team Instructions

Provide NAEP Team Instructions

COVID-19 Policies PLN-TEAM-1

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

1. Besides the information outlined in the NAEP protocol document, are there any school specific COVID protocols that the field staff should follow?

2. 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.

- NAEP representatives must be fully vaccinated against COVID-19 in order to enter our school, **with no exceptions**.
- 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.
- 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.

- Unvaccinated NAEP representatives must show a recent negative COVID-19 test to enter our school.
- 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 2019/2020 to 2022:**

- Added a screen with 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 sidebar on the left contains a menu with categories: "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".

The main content area is titled "Provide NAEP Team Instructions" and "COVID-19 Policies". It contains the following text: "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."

Question 1: "Besides the information outlined in the NAEP protocol document, are there any school specific COVID protocols that the field staff should follow?" This is followed by a text input field.

Question 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?" This is followed by radio button options for "Yes" and "No".

A callout box with a white background and a pointer to the "Yes" option contains the following text: "Note: If 'Yes' is selected for Q2, follow-up questions will appear below: 2a) Which of the following statements best describes your school's COVID-19 vaccination requirements for NAEP representatives? Please choose only one response. 2b) Please select one of the following statements regarding exempted unvaccinated NAEP representatives."

Question 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?" This is followed by radio button options for "Yes" and "No".

Question 4: "How should the team handle visibly ill students?" This is followed by a text input field.

Question 5: "Are school staff required to wear masks?" This is followed by a text input field.

Question 6: "Are students required to wear masks?" This is followed by a text input field.

Question 7: "Does the school require social distancing?" This is followed by a text input field.

Question 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?" This is followed by a text input field.

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

## Provide NAEP Team Instructions

### 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. Before the assessment, your NAEP representative will need to briefly meet with you. Where will you be?
4. How and by what time does your school announce closings or delays?
5. The NAEP team wants to be sensitive to any special needs your students may have. Is there anything specific we need to know?
6. 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

7. NAEP provides appointment cards (available in the [Support Assessment Activities section](#)) to remind students of the assessment. Will you be printing and providing the students appointment cards?

I will be printing and distributing appointment cards to students

I will not be printing and distributing appointment cards to students

### ***Summary of Changes from 2019/2020 to 2022:***

- Updated the screen identifier to account for the new COVID-19 Policies screen
- 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***

**MyNAEP For Schools** District: District 0100090 (AL)

Welcome John Smith School 000112 Help | Contact Us | My Account | Register More Schools | Logout Age 9 3/2/2022

Full Screen Mode PLN-TEAM-2

## Provide NAEP Team Instructions

### Before the Assessment

- Where should the team park?
- The team will bring their NAEP ID badges and check in at the front office. Do they need to follow any other school protocols?
- Before the assessment, your NAEP representative will need to briefly meet with you. Where will you be?
- How and by what time does your school announce closings or delays?
- The NAEP team wants to be sensitive to any special needs your students may have. Is there anything specific we need to know?

6. 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

7. 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

## 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 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. Once the students have begun reading the booklet directions, late students cannot be admitted. What instructions should the NAEP team give to students who arrive too late?
6. How should the NAEP team handle restroom breaks? Do students need hall passes?
7. Is it possible for a school staff member to remain in the room(s) during the assessment? NAEP field staff will administer the entirety of the assessment, however schools have reported that it is beneficial to have a school staff member in the room. The staff member serves a familiar person for the students, helps with disruptive behavior, and knows school procedures should for any situations that could arise.


Yes

No

### ***Summary of Changes from 2019/2020 to 2022:***

- Updated the screen identifier to account for the new COVID-19 Policies screen
- Provided context for why it is beneficial to have school staff present in the testing locations.

# Screenshot



**MyNAEP** For Schools

District: District 0100090 (AL)

Welcome  
John Smith  
School 000112

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

Age 9 3/2/2022

Full Screen Mode PLN-TEAM-3

## Provide NAEP Team Instructions

### During the Assessment

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

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

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

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

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

5. Once the students have begun reading the booklet directions, late students cannot be admitted. What instructions should the NAEP team give to students who arrive too late?

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

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

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

## Provide NAEP Team Instructions

After the Assessment-PLN-TEAM-4

1. Students taking the paper assessment must be dismissed all together at the end of each session.
2. How should the NAEP team dismiss students who receive extended time, which may take up to three times as long?
3. Where should the NAEP team send students after the assessment?
4. After the assessment, your NAEP representative will need to briefly meet with you. Where will you be?

### *Summary of Changes from 2019/2020 to 2022:*

- Updated the screen identifier to account for the new COVID-19 Policies screen
- Removed references to the red NAEP storage envelope

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo, the text 'MyNAEP For Schools', and the district information 'District: District 0100090 (AL)'. The user is identified as John Smith, School 000112, with a date of 3/2/2022. The main content area is titled 'Provide NAEP Team Instructions' and is under the 'After the Assessment' section. It contains four numbered instructions, each followed by a text input field for providing details. The instructions are: 1. Dismissal of students at the end of the session; 2. Location for sending students after the assessment; 3. Dismissal of students with extended time; 4. Meeting location for the NAEP representative. At the bottom, there are buttons for 'Back to Beginning', 'Back', 'Save', 'Submit', and 'Exit'. A sidebar on the left lists various assessment preparation steps, with 'Plan for Assessment Day' currently selected.

## Notify Parents – Approved v.23

Note: In this section the school coordinator will download and customize the parent notification letter (see Appendix D3-7 [public schools] and D3-8 [private schools] for the template of the letter), upload the customized letter to the system, and certify the date parents were notified. This is to ensure that parents/legal guardians are notified of their



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

Prepare for Assessment

Notify Parents

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

Complete the following:

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

Additional Resources

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

## Summary of Changes from 2019/2020 to 2022:

- No changes.

## Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo, the text 'MyNAEP For Schools', and a 'District:' dropdown menu. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Notify Parents' and includes the following text: 'Prepare for Assessment', 'Notify Parents', 'All parents and guardians of selected students must be notified in writing before NAEP can conduct the assessment.', and 'Complete the following:'. Below this, there are four tasks listed with checkboxes: 'Watch Notify Parents Tutorial (3:29)', 'Download Parent/Guardian Notification Template', 'Upload Letter', and 'Verify Parent/Guardian Notification'. At the bottom, there is a section for 'Additional Resources' with four bullet points: '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', and 'Sample Questions Booklets'. A sidebar on the left 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', 'Support Assessment Activities', and 'Wrap Up'.

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

## Download Parent/Guardian Notification Template

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

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

[Parent/Guardian Notification Letter](#) (see [Appendices D3-7 and D3-8](#))

[Parent/Guardian Notification Letter \(Spanish\)](#) (see [Appendices D3-20 and D3-21](#))

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 2019/2020 to 2022:

- No changes.

### Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Download Parent/Guardian Notification Template' and includes the following text: 'You can download, customize, and distribute the parent notification letter(s) below.' Below this, two download links are provided: 'Parent/Guardian Notification Letter- (14 KB, DOCX)' and 'Parent/Guardian Notification Letter (Spanish version)- (15 KB, DOCX)'. A section titled 'Here are some suggestions for notifying parents about NAEP:' lists three bullet points: 'Mail/email the letter to parents', 'Send the letter home with students', and 'Include the letter on the school website or in a newsletter'. A final note states: 'Unable to download the template? Try disabling pop-up blockers or adding mynaep.com as a trusted site to your browser. Still having trouble? Contact the NAEP help desk at 1-800-283-6237.' At the bottom of the content area are 'Submit' and 'Exit' buttons. The left sidebar contains a menu with items like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/EL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', 'Support Assessment Activities', and 'Wrap Up'. The top right corner shows 'District:' and 'Age 9'.

## 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 2019/2020 to 2022:

- Removed the following text, since the goal for NAEP 2022 is to collect all letters electronically. If a school cannot upload their letter, they can email a copy to their NAEP representative.
  - SC chose to provide hard copy parent letter
  - Unable to upload your letter? Try removing any large graphics such as school letterhead. Or you can give your NAEP representative a hardcopy on assessment day.

## Screenshot

The screenshot shows the 'MyNAEP For Schools' interface. The header includes the NAEP logo and navigation links like 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The left sidebar contains a menu with categories like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Upload Letter' and contains the following text:

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.

No file chosen

## Verify Parent/Guardian Notification

Verify Parent/Guardian Notification-PAR-VER-1

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

1. When did you notify parents?

2. How did you notify them?

Mailed/emailed letter to parents

Sent letter home with students

Posted notice in newsletter

Other

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

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

Yes No

4. Who received a notification?

Parents/guardians of sampled students only

Parents/guardians of all age 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 2019/2020 to 2022:

- No changes.

### Screenshot

The screenshot displays the MyNAEP For Schools web application. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. A 'District:' dropdown menu is visible in the top right. The main navigation menu on the left lists various steps: 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 (highlighted), Manage Questionnaires, Encourage Participation, Support Assessment Activities, and Wrap Up. The main content area is titled 'Verify Parent/Guardian Notification' and contains the following text and form elements:

Full Screen Mode PAR-VER-1

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

Age 9

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

1. When did you notify parents?

2. How did you notify them?

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

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

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

- Yes
- No

4. Who received a notification?

- Parents/guardians of sampled students only
- Parents/guardians of all age 9 students

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

## Manage Questionnaires - NEW

Note: In this section the school coordinator identifies the respondent for the school questionnaire, sends respondent link to online questionnaire, and monitors completion of questionnaire. 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 a school questionnaire to provide a context for reporting student performance. This questionnaire is usually completed by the principal, and it gathers information on school policies and characteristics.

This section also allows you to monitor the completion of the questionnaire and to send reminders. Please note that your questionnaire recipient 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](https://bcove.video/2xiQOiX) (4:03) (<https://bcove.video/2xiQOiX>)
- [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 2019/2020 to 2022:*

- NAEP did not administer school questionnaire during the last LTT assessment, so this section is considered new.

## Screenshot

MyNAEP For Schools

Welcome

Help | Contact Us | My Account | Logout

District: [ ]

Age 9: 3/24/2022

Prepare for Assessment

### Manage Questionnaires

NAEP collects information using a school questionnaire to provide a context for reporting student performance. This questionnaire is usually completed by the principal, and it gathers information on school policies and characteristics.

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

Complete the following:

- Watch Manage Questionnaires Tutorial (4:03)
- Identify Questionnaire Respondents
- Send Welcome Emails and Questionnaires
- Monitor Questionnaire Completion and Send Reminder Emails

Additional Resources

- Facts for Teachers
- NAEP Survey Questionnaires For Teachers and Schools

## Identify Questionnaire Respondents

QX-RES-2

### Identify Questionnaire Respondents

The School Questionnaire is used to gather information concerning school administration, staffing patterns, curriculum, and student services. It should be completed by the principal or another school official.

Make any necessary updates to the contact information of the School Questionnaire recipient by selecting the Edit Pencil. Make any updates in the pop-up box and select Save. When finished with all updates, select Submit.

- Edit
- First Name
- Last Name
- Email

**No first name, last name or email address has been specified. Please select the edit pencil and enter contact information for the school questionnaire.**

### Summary of Changes from 2019/2020 to 2022:

- NAEP did not administer school questionnaire during the last LTT assessment, so this section is considered new.

## 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 'Identify Questionnaire Respondents' and contains instructions for updating respondent information. A table with columns for 'First Name', 'Last Name', and 'Email' is visible, along with an 'Edit' button and a red error message: 'No first name, last name or email address has been specified. Please select the edit pencil and enter contact information for the school questionnaire.' Below the table are 'Back', 'Submit', and 'Exit' buttons.

## Send Welcome Emails and Questionnaires

QX-WEL-1

Send Welcome Emails and Questionnaires

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.

First Name

Last Name

Questionnaire Type

Email

Send Welcome Email

Send Date

Email Status

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 2019/2020 to 2022:

- NAEP did not administer school questionnaire during the last LTT assessment, so this section is considered new.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The header includes the NAEP logo and 'MyNAEP For Schools' text. The navigation menu on the left lists various activities like 'Home', 'Provide School Information', 'Submit Student List', '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', 'Support Assessment Activities', and 'Wrap Up'. The main content area is titled 'Send Welcome Emails and Questionnaires' and includes instructions for sending emails. A table lists recipients with columns for First Name, Last Name, Questionnaire Type, Email, Send Welcome Email, Send Date, and Email Status. The table contains one row for Jane Joe at School with the email jjoe@mynaep23.edu and a 'Send' button. Below the table, there are instructions and an 'Exit' button.

First Name	Last Name	Questionnaire Type	Email	Send Welcome Email	Send Date	Email Status
Jane	Joe	School	jjoe@mynaep23.edu	<input type="button" value="Send"/>		Not Verified

## Monitor Questionnaire Completion and Send Reminder Emails

QX-MON-1

Monitor Questionnaire Completion and Send Reminder Emails

- 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.

Edit

Delete

Teacher #

First Name

Last Name

Questionnaire Type

Email

Date Questionnaire Sent

Send Reminder

Status

Hard Copy

Refusal/Ineligible

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

### Summary of Changes from 2019/2020 to 2022:

- NAEP did not administer school questionnaire during the last LTT assessment, so this section is considered new.



# Screenshot

**MyNAEP For Schools** District: District 0510680 (AR)

Welcome [User Profile]

Help | Contact Us | My Account | Logout | Age 9

Full Screen Mode QX-MON-1

## Monitor Questionnaire Completion and Send Reminder Emails

- 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 email reminders.

Edit	Delete	Teacher #	First Name	Last Name	Questionnaire Type	Email	Date Questionnaire Sent	Send Reminder	Status	Hard Copy	Refusal/Ineligible
					School			<input type="button" value="Send"/>		<input type="button" value="Hard Copy"/>	<input type="text" value=""/>

## 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 2019/2020 to 2022:

- Removed the Additional Resources links, since *Measure Up* has not been updated and *Facts for Teachers* may not include details about long-term trend schools.

### Screenshot

The screenshot displays the MyNAEP For Schools website. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. A navigation bar contains links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The main content area is titled 'Encourage Participation' and contains the following text: 'Prepare for Assessment', 'Encourage Participation', 'NAEP is successful because of your support, and we want NAEP to be a positive experience for everyone involved at your school. The more that teachers, parents, and students know about NAEP, the more smoothly assessment day will go.', and '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.' Below this text is a blue box with the heading 'Complete the following:' and three bullet points: 'Watch Encourage Participation Tutorial (2:06)', 'Review Resources', and 'Select Strategies to Encourage Participation'. The left sidebar contains a menu with items like 'Home', 'Provide School Information', 'Prepare for Assessment', 'Review and Verify List of Students Selected for NAEP', 'Complete SD/EL Student Information', 'Plan for Assessment Day', 'Notify Parents', 'Manage Questionnaires', 'Encourage Participation', 'Support Assessment Activities', and 'Wrap Up'.

## Review Resources

ENC-RES-1

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

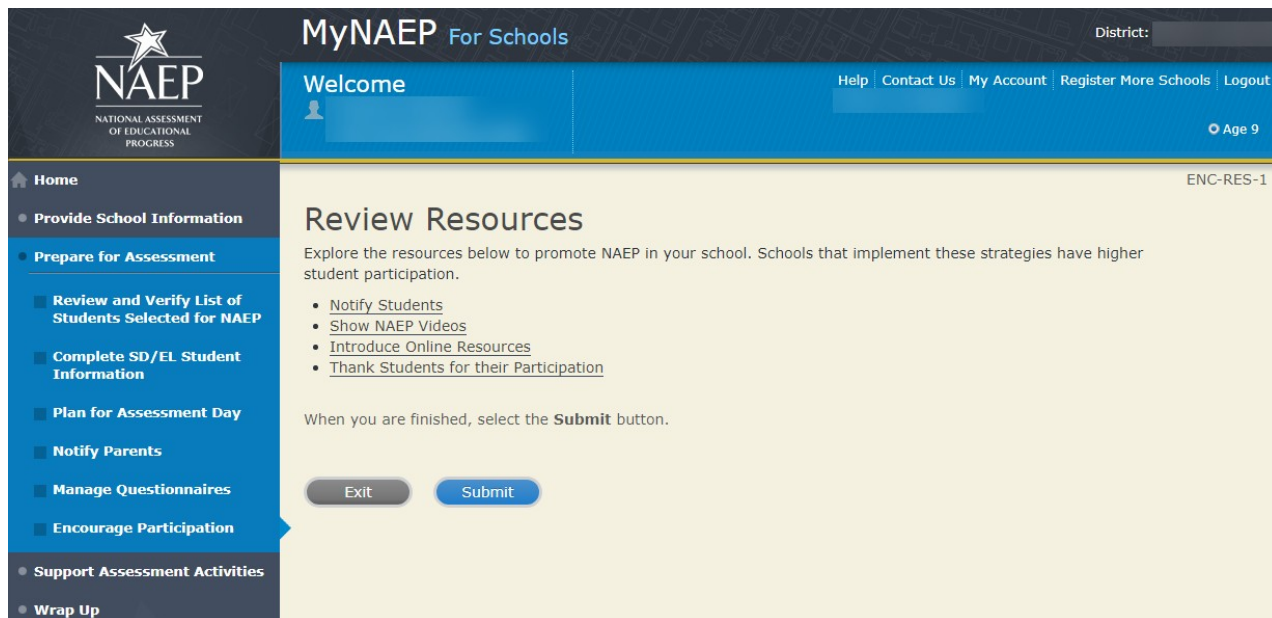
- [Notify Students](#)
- [Show NAEP Videos](#)
- [Introduce Online Resources](#)
- [Thank Students for their Participation](#)

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

### *Summary of Changes from 2019/2020 to 2022:*

- No changes.

### *Screenshot*



The screenshot shows the MyNAEP For Schools website interface. The header includes the NAEP logo (National Assessment of Educational Progress) and the text 'MyNAEP For Schools'. A navigation menu on the left lists various steps: 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, Support Assessment Activities, and Wrap Up. The main content area is titled 'Review Resources' and contains the same text and list of resources as the previous section. At the bottom of the main content area, there are two buttons: 'Exit' and 'Submit'. The page ID 'ENC-RES-1' is visible in the top right corner of the content area.

### Encourage Participation

#### Notify Students about NAEP-ENC-STDT-1

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

- [Sample Morning Announcements - Age 9- \(65 KB, DOCX\)](#)
- [Social Media Posts - Age 9- \(79 KB, DOCX\)](#)

### *Summary of Changes from 2019/2020 to 2022:*

- No changes.

## Screenshot

The screenshot shows the MyNAEP For Schools interface. The top navigation bar includes the NAEP logo, the text 'MyNAEP For Schools', a 'District:' dropdown, and links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user is logged in as 'Age 9'. The left sidebar contains a navigation menu with the following items: 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 (highlighted), Support Assessment Activities, and Wrap Up. The main content area is titled 'Notify Students About NAEP' and includes the following text: 'It's important for students to know the importance of NAEP and that they have been selected to represent their peers across the country. Use the templates below to share information about NAEP, its importance, and details about the upcoming assessment.' Below this text are two links: 'Sample Morning Announcements - Age 9' and 'Social Media Posts - Age 9'. An 'Exit' button is located below the links. The page ID 'ENC-STDT-1' is visible in the top right corner.

Encourage Participation

Videos-ENC-VID-1

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

- [Introducing NAEP to Teachers \(4:27\) \(https://youtu.be/zR1\\_pUdSIFg\)](https://youtu.be/zR1_pUdSIFg)
- [Introducing NAEP to Students \(4:36\) \(https://youtu.be/8drjkhe0iQU\)](https://youtu.be/8drjkhe0iQU)
- [What Every Parent Should Know About NAEP \(4:51\) \(https://youtu.be/RurH739zdN0\)](https://youtu.be/RurH739zdN0)

### *Summary of Changes from 2019/2020 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 main header includes the text "MyNAEP For Schools" and a "District:" dropdown menu. Below the header is a blue navigation bar with "Welcome" and a user profile icon, and links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". On the right of the navigation bar, it says "Age 9".

The left sidebar contains a 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
- Support Assessment Activities
- Wrap Up

The main content area is titled "Videos" and includes the following text: "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." Below this text is a list of three video links:

- Introducing NAEP to Teachers (4:27)
- Introducing NAEP to Students (4:36)
- What Every Parent Should Know About NAEP (4:51)

An "Exit" button is located below the video list. The page ID "ENC-VID-1" is visible in the top right corner of the main content area.

## Encourage Participation

### NAEP Online-ENC-INOR-1

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

[Nation's Report Card: 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 2019/2020 to 2022:

- No changes.

## Screenshot

The screenshot shows the MyNAEP For Schools website. The header includes the NAEP logo (National Assessment of Educational Progress) and the text "MyNAEP For Schools". A navigation bar contains links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". The main content area is titled "NAEP Online" and contains the same text as the previous sections. A sidebar on the left lists various tasks: "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"), "Support Assessment Activities", and "Wrap Up". An "Exit" button is visible at the bottom of the main content area.

## Thank Students for Their Participation

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

- extra credit;
- reduced-price or free school event tickets;
- raffle of gift certificates; and

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

## Summary of Changes from 2019/2020 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:' dropdown. A secondary blue bar contains 'Welcome' with a user profile icon, and links for 'Help', 'Contact Us', 'My Account', 'Register More Schools', and 'Logout'. The user's age is shown as 'Age 9'. The left sidebar lists navigation categories: 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), Support Assessment Activities, and Wrap Up. The main content area is titled 'Thank Students for Their Participation' (ID: ENC-THANK-1) and contains text about school incentives, a bulleted list of examples, and a paragraph about working with principals. An 'Exit' button is located at the bottom of the main content area.

Encourage Participation

## Select Strategies to Encourage Participation

ENC-STRAT-1

Strategies

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 2019/2020 to 2022:

- No changes

# Screenshot

The screenshot shows the MyNAEP For Schools website. The top navigation bar includes the NAEP logo (National Assessment of Educational Progress) on the left, the title "MyNAEP For Schools" in the center, and a "District:" dropdown menu on the right. Below the title bar, there is a "Welcome" section with a user profile icon and a "Age 9" indicator. A secondary navigation bar contains links for "Help", "Contact Us", "My Account", "Register More Schools", and "Logout".

The main content area is divided into a left sidebar and a main panel. The sidebar lists several menu items: "Home", "Provide School Information", "Prepare for Assessment" (which is 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", "Support Assessment Activities", and "Wrap Up".

The main panel displays the "Strategies" section. It includes a sub-header "Full Screen Mode" and a reference code "ENC-STRAT-1". The text asks: "Which strategies below have you used or do you plan on using at your school? This information helps us develop more effective resources for you." Below this text is a list of five strategies, each with an unchecked checkbox:

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

At the bottom of the main panel, there are three buttons: "Save", "Submit", and "Exit".



# 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**. Attach the **Listing of Sampled Students** to the letter so that teachers can direct students to the correct assessment location. This list is private and should be returned to you after the assessment.

Complete the following:

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

## Additional Resources

- [Facts for Teachers \(see Appendix D3-15\)](#)

## Summary of Changes from 2019/2020 to 2022:

- Removed references to the red storage envelope.

## 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 text "MyNAEP For Schools" in the center, and "District: District 0100090 (AL)" on the right. Below the header, a navigation bar shows "Welcome John Smith School 000112" and utility links: "Help", "Contact Us", "My Account", "Register More Schools", and "Logout". The main content area is titled "Support Assessment Activities" and contains the following text: "Help students remember the date, time, and location of the assessment. Use the link below to print **Student Appointment Cards** and distribute 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 with the heading "Complete the following:" and three bullet points: "Print Student Appointment Cards", "Print Teacher Notification Letter for distribution to teachers", and "Print Listing of Sampled Students". At the bottom of the page, there is an "Additional Resources" section with a bullet point for "Facts for Teachers". A left-hand navigation menu is visible, with "Support Assessment Activities" highlighted.

## **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 2020-2022*

- Removed two references to the red NAEP Storage Envelope as it is not being used for LTT 2022

### *Screenshot*

**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 Long-Term Trend](#)

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!

November 2021

In November 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), student with 504 plans, and English learners (EL).
- Identify any students who cannot take NAEP.
- Indicate if there are students 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.
- 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 D3-7, D3-8, D3-20, and D3-21](#)) 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 a school staff member to complete an online NAEP questionnaire and ensure the questionnaire is completed by the assessment date.

- Confirm who will complete the School Questionnaire.
- Send the welcome email and questionnaire link to the questionnaire recipient.

### 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.

### 1 week before assessment

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

### Support Assessment Activities

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

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

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 Long-Term Trend

### 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!*

### November 2021

In November 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).
- Identify any students who cannot take NAEP.
- Indicate if there are students 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.
- 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 that 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.

## Instructions for the School Coordinator Long-Term Trend

### Manage Questionnaires

In this section, you will identify a school staff member to complete an online NAEP questionnaire and ensure the questionnaire is completed by the assessment date.

- Confirm who will complete the School Questionnaire.
- Send the welcome email and questionnaire link to the questionnaire recipient.

### 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.

### 1 week before assessment

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

### Support Assessment Activities

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

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

### 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).

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:



## Review and Verify List of Students Selected for NAEP

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

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

You will review and confirm the following information for each selected student.

- 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: **Hybrid (Part-time)** or **Full-time virtual learner**

Determine if any selected students cannot take NAEP

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

- Withdrawn
- Graduated
- Expelled
- 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 be applied 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 to be tested on 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://www.fns.usda.gov/eligibility-manual-school-meals> 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.

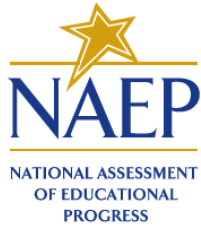
## Accommodations

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.

## *Brochure layout*



# 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.

### 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.

# 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.

Handwritten signature of Libia Socorro Gil in black ink.

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

Handwritten signature of Michael K. Yudin in black ink.

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**.

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

### Information Needed to Include English learners

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/>.

IES | NCES National Center for Education Statistics

NAEP NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

ASSESSMENTS & RESULTS RESOURCES & DATA TOOLS INFORMATION FOR... PUBLICATIONS & NEWS ABOUT

NAEP 2021 student data collection postponed until 2022. [Learn More](#)

Home > [Participating in NAEP?](#) > Parents

## Parents and Guardians

[En Español](#)

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

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

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

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

### NAEP Sparks Change Across the Country

#### NAEP Inspires Change: Oregon

To address the state's growing economy and workforce needs, Oregon referenced grade 4 NAEP mathematics data to shape a STEM Education Plan in 2016. The plan was established to develop important science, technology, engineering, and mathematics

#### Related Information

- [Overview of NAEP](#)
- [How Schools and Students Are Selected](#)
- [Inclusion of SD/EL Students](#)
- [How Assessments are Administered in Schools](#)
- [Digitally Based Assessments](#)
- [Experience an Assessment](#)
- [Sample Question Booklets](#)
- [Explore Assessment Data](#)
- [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 [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. Age 9 students at [school name] will take [mathematics and reading] assessments on [assessment date].

In addition to conducting assessments, NAEP gathers information on school policies and characteristics by using a school questionnaire. [School coordinator name] has identified you as the 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.**

[Verification link]

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 [Respondent Name],

**Thank you** for supporting the National Assessment of Educational Progress (NAEP). Recently, you received an email asking you to complete the NAEP School 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 School 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].

[NAEPQURL]

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.

# Support Assessment Activities

## Teacher Notification Letter



### NAEP 2022 TEACHER NOTIFICATION LETTER

Date: XX/XX/XXXX

FROM: NAEP Representative

SUBJECT: National Assessment of Educational Progress (NAEP)

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

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

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

SESSION	DATE	TIME	LOCATION
LT0901	Wednesday, XX/XX/XXXX	9:00 am	
LT0902	Wednesday, XX/XX/XXXX	9:00 am	

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 NAME, FIRST NAME**

on

**Wednesday, 03/02/2022**

Please go to **Rm 100** at **9:00 am**.

*Cell phone policy: Cell phones are banned from testing location.*

NAEP School ID: 0110013

Session: LT0901