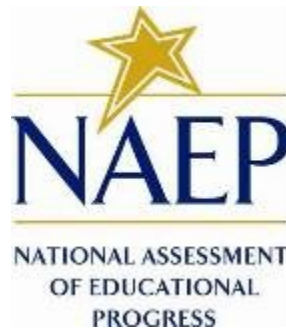


*NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS*

National Assessment of Educational Progress (NAEP) 2024

*Appendix I
Content of Assessment Management System (AMS)*

OMB# 1850-0928 v.30



June 2023

Appendices that are not marked “NEW” were previously approved in the 2023 Field Test OMB package, approved in January 2023 (OMB# 1850-0803 v.332). Screens that are marked “NEW” are revised for the 2024 NAEP administration. Amendment 3 will include all final AMS access components and will be submitted by July 2023. Appendix I2 (HSTS AMS screens) have been merged into this Appendix I document and are now in Appendix I19.

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Assessment Management System (AMS)

NOTE: The AMS login screens will be updated in Amendment 3 to be submitted in August 2023. The new screens (English and Puerto Rico) will be revised to add the **RED** text below.

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 NAEP Administration 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, **plus an additional 25 minutes to complete technical activities, plus an additional 60 minutes for schools participating in High School Transcript Study (HSTS) and an additional 150 minutes for schools submitting HSTS materials electronically**, 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.

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 4/30/2026

Appendix I1: Login Screen, English and Spanish Puerto Rico (NEW)

English Español



Welcome to the Assessment Management System

Email

Password

Log In

[Learn more about how to log in](#)

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. 9973 and 6 U.S.C. 1511). 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 requests, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Control No. 1850-0028). If you have any comments concerning the accuracy of the time estimates, 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), Postoffice Center Plaza, 550 12th St. SW, 4th floor, Washington, DC 20502, or send an email to: 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. We closing all browsers may allow someone else to see your responses.

OMB No. 1850-0028 APPROVAL EXPIRES 03/31/2020



English Español



Bienvenido al Sistema de Administración de la Evaluación

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Contraseña

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El Centro Nacional para Estadísticas de la Educación (NCES), por sus siglas en inglés, administra la Evaluación Nacional del Progreso Educativo para evaluar programas de educación apoyados por el gobierno federal. Toda la información que usted proporciona será usada únicamente para fines estadísticos y no será divulgada, ni usada, en forma identificable para cualquier otro propósito, salvo como sea requerido por la ley (20 U.S.C. 9973 y 6 U.S.C. 1511). Por ley, todos los empleados de NCES a los que se les ha jurado el cumplimiento del mismo, como contratistas y coordinadores de NAEP, así como cualquier empleado o contratista que voluntariamente envíe información sobre usted, han tomado un juramento y están sujetos a una pena de prisión de hasta 5 años, una multa de hasta \$250,000 o ambas cosas, si él o ella o cualquier empleado (NAEP) divulga información que lo identifique. El envío de su información por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015.

NCES estima que el tiempo necesario para completar esta recopilación de información es de un promedio de 270 minutos para las escuelas que no proporcionan información sobre la muestra de estudiantes, o 390 minutos para las escuelas que proporcionan información sobre la muestra de estudiantes. Incluyendo el tiempo para revisar instrucciones, buscar los datos necesarios, recopilar los datos necesarios y completar y revisar la recopilación de información. Esta recopilación voluntaria de información es revisada y aprobada por el OMB (Número de control: 1850-0028). Si tiene cualquier comentario acerca de la exactitud de las estimaciones de tiempo, sugerencias para mejorar esta recopilación o cualquier comentario o preocupación acerca del estado de la presentación preliminar de los formularios, envíelos al National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Postoffice Center Plaza, 550 12th St. SW, 4th floor, Washington, DC 20502, o envíe un correo electrónico a nces.information.collections@ed.gov.

Una vez que haya terminado o si necesita parar antes de terminar, por favor SALGA del sistema de cuestionarios cerrando el botón "Guardar y salir" y CERRAR TODAS las ventanas de navegación o las pestañas a fin de mantener la confidencialidad de sus respuestas. Por ejemplo, si usó Chrome o Safari para abrir el cuestionario, asegúrese de que no haya ventanas o pestañas abiertas de Chrome o de Safari cuando haya terminado el cuestionario. Si no cierra los navegadores, es posible que otras personas vean sus respuestas.

OMB No. 1850-0028 - LA APROBACIÓN EXPIRA EL 30/03/2020



Appendix I2: School Summary Page, English and Spanish Puerto Rico (NEW)

School Summary Page - Provide School Characteristics

The school summary page – provide school characteristics section organizes all information that the school should review and provide as they begin assessment activities. Schools will use the provide school characteristics section to confirm their address, provide enrollment numbers and important dates, and update student attendance.

The screenshot displays the AMS (Assessment Management System) interface for Hellebore Middle School. The page is titled "Hellebore Middle School" and is part of the "Provide school characteristics" section. The interface includes a search bar, a "Request help" button, and a user profile icon. The main content area is divided into two sections: "School information" and "Grade 8 information".

Provide school characteristics
Please review and update any missing or inaccurate information. The NAEP team uses this information to plan assessments.

School information

School name	Hellebore Middle School		
District	Wintergarden Independent School District		
Website	www.helleboremiddle.wintergardenschooldistrict.org		
Phone: (505) 123-4567	Assessment date: Feb 24, 2024	Grade: 8	Subjects: Math & reading
Physical address	Mailing address		
1234 Hellebore Highway Hellebore FL, 12345-5555	Not answered		

Buttons: Show on Google maps, Show local weather forecast (52°), Show local time.

View history | Select Edit to update this information. Edit

Grade 8 information

How many students are enrolled in grade 8?	Not answered
Does this school have a year-round calendar with multiple tracks of grade 8 students?	Not answered
Is this school considered a charter school for grade 8?	Not answered
When does the school day start?	Not answered
When does the school day end?	Not answered
Which days do grade 8 students attend school in the building?	Not answered
When does winter break begin in December?	Not answered
When does winter break end in January?	Not answered

View history | Select Edit to update the information. Edit

School Summary Page - Manage Team

The manage teams section serves two purposes. The first is to invite school users to register for the system. The second is to monitor and edit the school team, as needed.

Manage team
Assign staff to work with the NAEP team on assessment details.

Name	Role	Contact info	Edit/Invite
--	Principal	📞 Phone ✉️ Email	
--	School coordinator	📞 Phone ✉️ Email	
--	School technology coordinator	📞 Phone ✉️ Email	
--	High School Transcript Study coordinator	📞 Phone ✉️ Email	
--	District technology coordinator	📞 Phone ✉️ Email	
--	Students with disabilities specialist	📞 Phone ✉️ Email	
--	English learners specialist	📞 Phone ✉️ Email	
--	Student data specialist	📞 Phone ✉️ Email	

Accessibility | Privacy | Site Map

School Summary Page - Provide School Characteristics (Puerto Rico)

The school summary page – provide school characteristics section organizes all information that the school should review and provide as they begin assessment activities. Schools will use the provide school characteristics section to confirm their address, provide enrollment numbers and important dates, and update student attendance.

The screenshot displays the 'AMS' (Assessment Management System) interface for Hellebore Middle School. The page is titled 'Hellebore Middle School' and is part of the 'Escuelas' (Schools) section. A search bar at the top contains the text 'Buscar'. Navigation icons include 'Solicitar ayuda' (Request help), a notification bell, a calendar, and a user profile. A vertical sidebar on the left contains the 'Escuelas' button. A red notification bubble with the number '1' is present on the right side, labeled 'Tareas de NAEP' (NAEP tasks).

Proporcionar las características de la escuela
Por favor, revise y actualice cualquier información que falte o que no sea correcta. El equipo de NAEP utiliza esta información para planificar las evaluaciones.

Información de la escuela

Nombre de la escuela	Hellebore Middle School
Distrito	Wintergarden Independent School District
Sitio web	www.helleboremiddle.wintergardenschooldistrict.org

📞 Teléfono: (505) 123-4567 📅 Fecha de la evaluación: 24 de febrero de 2024 🎓 Grado: 8 📖 Materia: Matemáticas

Dirección física
1234 Hellebore Highway
Hellebore FL, 12345-5555

Dirección postal
No se ha contestado

📍 [Mostrar en Google maps](#) 🌤️ [52° Mostrar el pronóstico del tiempo local](#) 🕒 [Mostrar la hora local](#)

🕒 Ver historial Seleccione [Editar](#) para actualizar la información. [Editar](#)

Información del 8.º grado

¿Cuántos estudiantes están matriculados en 8.º grado?	No se ha contestado
¿Tiene esta escuela un calendario anual continuo con múltiples itinerarios para los estudiantes de 8.º grado?	No se ha contestado
¿Se considera esta escuela una escuela chárter para el 8.º grado?	No se ha contestado
🕒 ¿A qué hora inician las clases en la escuela?	No se ha contestado
🕒 ¿A qué hora terminan las clases en la escuela?	No se ha contestado
📅 ¿Qué días los estudiantes de 8.º grado asisten al edificio de la escuela?	No se ha contestado
📅 ¿Cuándo inicia el receso de invierno en diciembre?	No se ha contestado
📅 ¿Cuándo termina el receso de invierno en enero?	No se ha contestado

🕒 Ver historial Seleccione [Editar](#) para actualizar la información. [Editar](#)

School Summary Page - Manage Team

The manage teams section serves two purposes. The first is to invite school users to register for the system. The second is to monitor and edit the school team, as needed.

Administrar el equipo

Asigne personal para trabajar con el equipo de NAEP en los detalles sobre la evaluación.

Nombre	Función	Información de contacto	Editar/Invitar
--	Director(a)	📞 Teléfono ✉️ Correo electrónico	
--	Coordinador(a) escolar	📞 Teléfono ✉️ Correo electrónico	
--	Coordinador(a) de tecnología escolar	📞 Teléfono ✉️ Correo electrónico	
--	Coordinador(a) de tecnología distrital	📞 Teléfono ✉️ Correo electrónico	
--	Especialista en estudiantes con impedimentos	📞 Teléfono ✉️ Correo electrónico	
--	Especialista en aprendices del español	📞 Teléfono ✉️ Correo electrónico	
--	Especialista en información estudiantil	📞 Teléfono ✉️ Correo electrónico	

Accesibilidad | Privacidad | Mapa del sitio

Appendix I3: Instructions for Preparing and Importing a Student Excel File (NEW)

Requirements

NAEP needs a complete **Excel file** of students enrolled during the 2023–2024 school year for the selected grade(s) at your school. Schools selected for multiple grades should create separate files for each grade. NAEP uses this student list to draw a random sample of students to participate in the assessment. Include all students in the selected grade, even students who are typically excluded from other testing programs, such as students with IEPs (SD) and English Learners (EL), and students participating in virtual/remote learning.

NAEP recommends using a **Student List Template**, which is available on the Assessment Management System website. If you create your own Excel file, use the same or similar header names. **If you cannot submit your student data in an Excel file, contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.**

The Excel file must contain the following information for each student:

Excel Header Name	Format	Notes
State unique Student ID	Numeric	If available, do not use Social Security Numbers
First name	Text	Recommendation: If possible, include first and last names in separate columns. NAEP accepts names stored in a single column, which requires answering questions to determine how names are ordered/formatted.
Last name	Text	
Middle name or initial optional	Text	
Grade in School	4, 8, 12	Include all students in the selected grade
Homeroom/other locator optional	Text or Numeric	Optional, include if available
Month of Birth	Numeric	Recommendation: If possible, include month and year of birth in separate columns. NAEP accepts birthdates in a single column too. Expected birth years for NAEP: grade 4 2010–2014, grade 8 2006–2010, and grade 12 2002–2007.
Year of Birth	Numeric	
Gender	School-defined code	Map school-defined codes to NAEP definitions. See pages 2-4.
Race/Ethnicity	School-defined code	
Economically Disadvantaged	School-defined code	
Students with Disabilities (SD)	School-defined code	
English Learner (EL)	School-defined code	
On-Break Indicator for year-round schools	School-defined code	Only required for year-round schools
ZIP Code	Numeric	5 or 9 digit format

NAEP Codes and Definitions

You will need to map your file's school-defined codes to NAEP's definitions for the following variables: Gender, Race/Ethnicity, Economically Disadvantaged, Students with Disabilities (SD), English Learner (EL). **See NAEP definitions below.**

Gender

Map your school's codes to the following categories.

- **Male**
- **Female**
- **Nonbinary:** A student who does not identify exclusively as male or female.

Race/Ethnicity

Map your school's codes to the following categories.

NAEP offers three student list templates to accommodate different race/ethnicity formats.

Race/ethnicity in one column – Use when all race/ethnicity information is included in a single column.

Race/ethnicity in two columns – Use when ethnicity (**Hispanic, of any race**) is included in a single column. Other race information is included in a separate column.

Race/ethnicity in six columns – Use when each of the six categories below have a dedicated column: Hispanic (of any race), White (not Hispanic), Black or African American (not Hispanic), Asian (not Hispanic), American Indian or Alaska Native (not Hispanic), and Native Hawaiian or Pacific Islander (not Hispanic). Responses from these six categories will determine the **Two or More Races, not Hispanic** category.

NAEP accepts race/ethnicity information in other formats. The formats above are the most common.

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, not Hispanic:** A person who identifies with two or more of the non-Hispanic categories above.
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.
- **School does not collect this information:** *Available to nonpublic schools only.* When used, this code must be applied to all students.

Economically Disadvantaged

Map your school's codes to the following categories.

- **Yes, economically disadvantaged**
- **No, not economically disadvantaged**
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

SPECIAL INSTRUCTIONS FOR CEP SCHOOLS: If your school participates in the Community Eligibility Provision (CEP), please use the following codes for students.

CEP Direct Only

In CEP schools in our state, economically disadvantaged students are those who are directly certified through participation in assistance programs, such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF).

Use the following codes for NAEP:

1. Yes, economically disadvantaged
2. No, not economically disadvantaged
3. Information unavailable at this time

CEP Direct Certification Plus

In CEP schools in our state, economically disadvantaged students are identified in two ways: a) directly certified through participation in assistance programs, such as the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance for Needy Families (TANF); b) through a household income survey.

Use the following codes for NAEP:

1. Yes, economically disadvantaged
2. No, not economically disadvantaged
3. Information unavailable at this time

CEP All

In our state, all students in CEP schools are considered economically disadvantaged. Please use the code **Yes, economically disadvantaged** for all students.

Students with Disabilities (SD)

Map your school's codes to the following categories.

- **Yes, IEP:** Student has a formal Individualized Education Plan (IEP), the student's IEP is in progress, or the student has an equivalent classification for private schools. If some students have both an IEP and a 504 Plan, code these students as "Yes, IEP."
- **No, not SD:** Student does not have an IEP. If students have a 504 Plan without an IEP, code these students as "No, not SD."
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

English Learner (EL)

Map your school's codes to the following categories.

- **Yes, EL**
- **No, Not EL**
- **No, Formerly EL:** If 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. Public schools, contact your NAEP State Coordinator if you have any questions about using this code.
- **Information unavailable at this time:** If you currently do not have this information for one or more students, blank cells or an indicator such as "N/A" (Not Available) in the cell(s) can be mapped to this code to notify your NAEP representative of the need to collect the data at a later date.

On-Break Indicator

For year-round schools only: Include students who will be on break/vacation on the scheduled assessment day along with all of the other students enrolled in the sampled grade. The Student List Template contains an "On Break" column for identifying students who will be on break/vacation by filling in "Yes." *If you are not using the template, create and provide data for an "On Break" column in your file.*

Instructions for importing the student list

See the steps below for importing the student list.

Step 1: Prepare the Excel file and a legend

The **legend** should explain the file's codes. The following NAEP variables involve school-defined codes:

- Gender
- Race/Ethnicity
- Economically Disadvantaged
- Students with Disabilities (SD)
- English Learner (EL)

In the example below, a school uses five different codes for the **Students with Disabilities** variable. The legend explains how to “map” school codes to NAEP definitions.

School codes for Students with Disabilities	NAEP Definitions	Legend
IEP	Yes, IEP	IEP = Yes, IEP
IEP + 504	No, not SD	IEP + 504 = No, not SD
504	Information unavailable	504 = Information unavailable
No		No = No, not SD
Blank (no data in cell)		Blank = Information unavailable

Step 2: Check your file, then upload

Prevent upload failures by resolving these common problems first.

- ✓ Student records should be in one worksheet. Delete all other worksheets.
- ✓ File should include all currently enrolled students in the selected grade. Delete any students that are not in the selected grade.
- ✓ Include all required NAEP variables (see page 1 for full list). The following cannot be blank for any students: first name, last name, birth month/year, grade, and gender. Blanks for other variables are acceptable, you will add missing information later.
- ✓ Check for duplicate students. Delete any duplicate student rows.
- ✓ Header row for each required variable must be in row 1.
- ✓ Blank rows should begin after the last student record. Delete blank rows between students.
- ✓ Remove password protection. NAEP cannot process protected files.

Go to the **Import Student List** section on your school's AMS page. Select **Upload file**.

Step 3: Map file contents

Use the completed legend for this step. The legend explains how to map each variable.

- Map your file's column headings to NAEP variables. This step is done automatically if you use NAEP's Excel template or the same variable/header row names.
 - The field names used by your database system may not have the same names as the NAEP variable. In this case, match the names of your columns to the names of the NAEP variables.
- Map your school's codes to NAEP definitions. In the repeated example below, the school code “IEP” is mapped to NAEP's definition “Yes, IEP”, and so on.

School codes for Students with Disabilities
IEP
IEP + 504
504
No
Blank (no data in cell)

NAEP Definitions
Yes, IEP
No, not SD
Information unavailable

Legend	
IEP =	Yes, IEP
IEP + 504 =	Yes, IEP
504 =	No, not SD
No =	No, not SD
Blank =	Information unavailable

Step 4: Check warnings

Information from the student list runs through a series of checks.

- Review warnings.** NAEP compares the student list against two databases: previous NAEP assessments and Common of Core Data. Common Core of Data (CCD) is the Department of Education's primary database on public elementary and secondary education in the United States. These comparisons generate warnings to ensure demographics in the student list are accurate. Warnings serve as prompts to review and confirm existing information, and do not always require changes to the student list. There are additional warnings that identify missing information and possible mapping problems.
- Resolve warnings.** Some warnings are resolved by adding missing information or editing existing information. Others require a review of how file contents are mapped, and possible changes if the mapping is incorrect.

Step 5: Confirm file

Review student counts and percentages for each variable in your file. This summary serves as a final check before submitting the file. Make sure these counts and percentages are representative of students in the selected grade at your school.

Appendix I4: Internet Connectivity Survey, English and Spanish Puerto Rico

NAEP needs state/district/school representatives to confirm their school(s) meet NAEP's technical requirements so that an administration mode may be assigned to their school for the NAEP 2023 Field Test.

The first part of the survey collects preliminary information from the state/district/school technology coordinator about using school Wi-Fi.

Internet Connectivity Survey



Introduction

Thank you for supporting the National Assessment of Educational Progress (NAEP). This survey collects preliminary information about using school Wi-Fi so that students can successfully take the NAEP assessment. Final requirements will be discussed with the school coordinator during the preassessment meeting in February.

Please contact the help desk at <email> or <phone> if you have any questions.

Preliminary Bandwidth Requirements ^

A stable, uninterrupted wireless internet connection of [XXX units] download and [XXX units] upload or greater across 6 hours for 28 devices. Please note, these are preliminary bandwidth requirements. The final bandwidth requirement may be reduced and communicated closer to the administration. Review the **Technical Requirements Fact Sheet** for more information.

[Download Fact Sheet](#)

[Start](#)

Internet Connectivity Survey



Wi-Fi connection and preliminary bandwidth requirements

NAEP needs [XXX units] download and [XXX units] upload bandwidth to conduct assessments. Please note, these are preliminary bandwidth requirements. The final bandwidth requirement may be reduced and communicated closer to the administration.

Which Wi-Fi connection will NAEP use?

- Primary
- Guest
- Other

Please enter the Wi-Fi connection name

If there are any concerns with providing [XXX units] download and [XXX units] upload bandwidth from the <Wi-Fi name> Wi-Fi on <assessment date> for at least 6 hours, please explain.

About the NAEP Internet Speed Test Tool ^

The NAEP school coordinator will conduct an Internet speed test to ensure the assessment location meets the minimum bandwidth requirements. **This test will be conducted at the assessment location on the intended school Wi-Fi connection during the preassessment meeting in February.** You can subscribe to Internet speed test result notifications at the end of this survey.

Previous

Next

Internet Connectivity Survey



Safelist requirements and Wi-Fi credentials

Does the <Wi-Fi name> Wi-Fi connection restrict URLs that can be accessed?

- Yes
- No

Safelisting URLs

The NAEP team needs access to specific URLs during the assessment. The complete list of URLs is available below.

[Download Safelist URLs](#)

If there are any issues with safelisting the URLs, please explain.

Does the school's <Wi-Fi name> Wi-Fi require Wi-Fi credentials to connect?

- Yes, username and password
- Yes, password only
- No

Please select how the school will provide Wi-Fi credentials to the NAEP team.

- The front office will share credentials with the team on assessment day
- The NAEP school coordinator will provide credentials to the team
- Other

Please enter how the credentials will be provided

[Previous](#)

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Internet Connectivity Survey



Safelisting

You indicated that safelisting URLs will be required. We have emailed [instructions](#) on how to do this. Please forward these instructions to whoever is responsible for this task.

Other Connection or Security Procedures

Please add anything else NAEP needs to know about connecting devices to school Wi-Fi, or school security procedures.

Thank you

Thank you for completing this survey. **The NAEP school coordinator will conduct safelist and Internet speed tests at the assessment location on the intended school Wi-Fi connection during the preassessment meeting in February.** If you'd like, you can subscribe to safelist and Internet speed test result notifications below.

[Subscribe to notifications](#)

[Exit](#)

Internet Connectivity Survey- Spanish Puerto Rico

NAEP needs state/district/school representatives to confirm their school(s) meet NAEP's technical requirements so that an administration mode may be assigned to their school for the NAEP 2023 Field Test.

The first part of the survey collects preliminary information from the state/district/school technology coordinator about using school Wi-Fi.

Encuesta sobre la conectividad a Internet



Introducción

Gracias por apoyar la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés). Esta encuesta recopila información preliminar sobre el uso del Wi-Fi de la escuela para que los estudiantes puedan tomar con éxito la evaluación NAEP. Los requisitos finales se discutirán con el/la coordinador(a) escolar durante la reunión de preevaluación en febrero.

Por favor, comuníquese con el centro de atención escribiendo a <email> o llamando al <phone> si tiene alguna pregunta.

Requisitos preliminares de ancho de banda ^

Una conexión inalámbrica a Internet estable e ininterrumpida de **[XXX unidades]** para la descarga y **[XXX unidades]** o mayor para la carga durante 3 horas para 28 dispositivos. Tenga en cuenta que estos son requisitos preliminares de ancho de banda. Es posible que los requisitos finales en cuanto al ancho de banda se reduzcan y se comuniquen al acercarse la fecha de la administración. Revise la **Hoja informativa sobre requisitos técnicos** para más información.

[Descargar la hoja informativa](#)

[Iniciar](#)

Encuesta sobre la conectividad a Internet



Conexión Wi-Fi y requisitos preliminares de ancho de banda

NAEP necesita un ancho de banda de **[XXX unidades]** para la descarga y **[XXX unidades]** para la carga para llevar a cabo las evaluaciones. Tenga en cuenta que estos son requisitos preliminares de ancho de banda. Es posible que los requisitos finales en cuanto al ancho de banda se reduzcan y se comuniquen al acercarse la fecha de la administración.

¿Cuál conexión Wi-Fi utilizará NAEP?

- Primaria
- Para visitantes
- Otra

Ingrese el nombre de la conexión Wi-Fi

Por favor, indique cualquier preocupación con respecto a proveer **[XXX unidades]** de ancho de banda para la descarga y **[XXX unidades]** para la carga desde el Wi-Fi <Wi-Fi name> el <assessment date> durante al menos 3 horas.

Acerca de la herramienta de prueba de velocidad de Internet de NAEP ^

El/la coordinador(a) escolar de NAEP realizará una prueba de velocidad de Internet para asegurarse de que el lugar de la evaluación cumple con los requisitos mínimos de ancho de banda. **Esta prueba se llevará a cabo en el lugar de la evaluación en la conexión Wi-Fi escolar prevista durante la reunión de preevaluación en febrero.** Puede suscribirse a las notificaciones de los resultados de la prueba de velocidad de Internet al final de esta encuesta.

Anterior

Siguiente

Encuesta sobre la conectividad a Internet



Requisitos para la lista segura y credenciales para el Wi-Fi

¿La conexión Wi-Fi <Wi-Fi name> restringe las URLs a las que se pueden acceder?

- Sí
 No

Lista segura de URLs ^

El equipo de NAEP necesita acceder a determinados URLs durante la evaluación. La lista completa de URLs está disponible a continuación.

[Descargar la lista segura de URLs](#)

Si hay algún problema con la lista segura de URLs, por favor explique.

¿El Wi-Fi de la escuela <Wi-Fi name> requiere credenciales para conectarse?

- Sí, nombre de usuario y contraseña
 Sí, sólo contraseña
 No

Por favor, seleccione cómo la escuela proporcionará las credenciales para el Wi-Fi al equipo de NAEP.

- La oficina principal compartirá las credenciales con el equipo el día de la evaluación
 El/la coordinador(a) escolar de NAEP proporcionará las credenciales al equipo
 Otra

Ingrese cómo se proporcionarán las credenciales

[Anterior](#)

[Siguiente](#)

Encuesta sobre la conectividad a Internet



Lista segura

Usted ha indicado que será necesario crear una lista segura de URLs. Hemos enviado [instrucciones](#) por correo electrónico sobre cómo hacerlo. Por favor, envíe estas instrucciones a quien sea responsable de esta tarea.

Otros procedimientos de conexión o seguridad

Por favor, añada cualquier otra información que NAEP necesite saber sobre la conexión de dispositivos al Wi-Fi de la escuela, o los procedimientos de seguridad de la escuela.

Gracias

Gracias por completar esta encuesta. El/la **coordinador(a) escolar de NAEP** realizará **pruebas de lista segura y de velocidad de Internet** en el lugar de la evaluación en la **conexión Wi-Fi escolar prevista durante la reunión de preevacuación en febrero**. Si lo desea, puede suscribirse a las notificaciones de la lista segura y de los resultados de la prueba de velocidad de Internet a continuación.

[Suscribirse a las notificaciones](#)

[Salir](#)

Appendix I5: Internet Connectivity Survey Completion Debriefing, English and Spanish Puerto Rico

**2023 NAEP Field Test
Internet Connectivity Survey Completion Debriefing**

Please answer the following questions based on your experience completing the tasks outlined in the Internet Connectivity Survey (ICS) and preparing the school’s network to support the NAEP 2023 field test.

1. What was your initial reaction to hearing that NAEP wanted to connect NAEP devices to the school’s Internet?
 - a. Positive
 - b. Somewhat positive
 - c. Somewhat negative
 - d. Negative

[Please explain your selection.]

2. Please select the option that best describes how easy or difficult it was to complete the technical requirements outlined in the ICS.

	Very difficult	Somewhat difficult	Somewhat easy	Very easy	Not applicable
Understanding the technical requirements that NAEP needed	q	q	q	q	q
Determining if the school meets the minimum bandwidth requirements	q	q	q	q	q
Selecting which Wi-Fi network NAEP devices will connect to	q	q	q	q	q
Determining if the designated Wi-Fi connection restricts URLs	q	q	q	q	q
Accessing the Safelisting document in the ICS	q	q	q	q	q
Safelisting NAEP URLs if the designated Wi-Fi restricted them	q	q	q	q	q
Determining if Wi-Fi credentials are needed for NAEP devices to connect	q	q	q	q	q

[If you selected “Somewhat difficult” or “Very difficult”, for any of these tasks please identify the task and explain your selection.]

3. How many staff members were involved in the technical preparations outlined in the ICS? (Setting up the schools’ Internet for NAEP access, Safelisting, Bandwidth, etc.)
 - a. 1 person
 - b. 2–3 people
 - c. 4–5 people
 - d. 5+ people

4. How long did the technical preparations outlined in the ICS take to complete?
 - a. Under 5 minutes
 - b. 5–10 minutes
 - c. 10–15 minutes
 - d. 15-20 minutes
 - e. More than 20 minutes (specify)

5. Were there any problems encountered during the technical preparation activities outlined in the ICS? Please select all that apply.
 - a. Completing the ICS
 - b. Safelisting URLs
 - c. Other, please specify

6. Is there anything NAEP can do to help improve the initial technical preparation process for future NAEP assessments?

7. Are there any further comments about the initial technical preparation process overall that you would like to provide to NAEP?

8. What is your job title?

Prueba de campo de NAEP 2023
Encuesta sobre la conectividad a Internet - Informe de finalización

Por favor, responda a las siguientes preguntas según su experiencia al completar las tareas indicadas en la Encuesta sobre la conectividad a Internet (ICS, por sus siglas en inglés) y al preparar la red de la escuela para apoyar la prueba de campo de NAEP 2023.

1. ¿Cuál fue su reacción inicial al conocer que NAEP quería conectar los dispositivos de NAEP al Internet de la escuela?
 - a. Positivo
 - b. Algo positivo
 - c. Algo negativo
 - d. Negativo

[Por favor, explique su selección].

2. Por favor, seleccione la opción que mejor describa lo fácil o difícil que fue completar los requisitos técnicos indicados en la ICS.

	Muy difícil	Algo difícil	Algo fácil	Muy Fácil	No aplica
Comprender los requisitos técnicos que necesitaba NAEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determinar si la escuela cumple con los requisitos mínimos de ancho de banda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seleccionar la red WiFi a la que se conectarán los dispositivos NAEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determinar si la conexión WiFi designada restringe las URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceder al documento de la lista segura en el ICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agregar las URLs de NAEP a la lista segura si el WiFi designado las restringe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determinar si se necesitan credenciales WiFi para que los dispositivos NAEP se conecten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Si ha seleccionado "Algo difícil" o "Muy difícil", para cualquiera de estas tareas, identifique la tarea y explique su selección].

3. ¿Cuántos miembros del personal participaron en los preparativos técnicos indicados en la ICS? (Configurando la Internet de las escuelas para el acceso de NAEP, listas segura, ancho de banda, etc.)
 - a. 1 persona
 - b. 2-3 personas
 - c. 4-5 personas
 - d. Más de 5 personas

4. ¿Cuánto tiempo se tardó en realizar los preparativos técnicos descritos en la ICS?
 - a. Menos de 5 minutos
 - b. 5-10 minutos
 - c. 10-15 minutos
 - d. 15-20 minutos
 - e. Más de 20 minutos (especifique)

5. ¿Hubo algún problema durante las actividades de preparación técnica descritas en la ICS? Seleccione todas las opciones que correspondan.
 - a. Completando la ICS
 - b. Completando la lista segura de URLs
 - c. Otro, especifique

6. ¿Hay algo que NAEP pueda hacer para ayudar a mejorar el proceso de preparación técnica inicial para futuras evaluaciones de NAEP?

7. ¿Hay algún otro comentario sobre el proceso de preparación técnica inicial en general que le gustaría proporcionar a NAEP?

8. ¿Cuál es su cargo?

Appendix I6: Assessment Planning Tasks, English and Spanish Puerto Rico

Complete Assessment Planning Tasks

Thank you for your support of NAEP. We look forward to working with you to make NAEP a positive experience at your school. To get started, visit the [Assessment Management System \(AMS\) website](#). It will be your primary resource for completing assessment planning tasks online at your own pace for the upcoming assessment. Complete the assessment planning tasks starting on February 6, 2023. Please complete all tasks before the scheduled meeting with your NAEP representative.

The table below outlines tasks you will complete during this timeframe along with available resources to make assessment day successful.

Provide Student Information	Assessment Logistics	Technical Logistics	Notify Parents/Guardians
<p>In this section, you will</p> <ul style="list-style-type: none"> Review the list of students selected for NAEP to ensure it is accurate and complete, and update any missing or incomplete selected student information. Update students with a Section 504 and require accommodations. Review the list of students identified as SD and/or EL and provide information on what accommodations (if any) these students require for NAEP. 	<p>In this section, you will</p> <ul style="list-style-type: none"> Provide the start time(s) and testing location(s). Review the student group assignments and make updates (if needed). Answer questions necessary to plan the assessment logistics. 	<p>In this section, you will</p> <ul style="list-style-type: none"> Review the responses from the Internet Connectivity Survey and update any information (if needed). Answer questions necessary to plan technical logistics. Conduct safelist checks and internet speed tests in the assessment location on the provided network. 	<p>By law, the parents/guardians of the students selected for NAEP must be notified in writing before the assessments can take place.</p> <p>In this section, you will</p> <ul style="list-style-type: none"> Read the instructions for notifying parents/guardians about the assessment. Verify that parent/guardians have been notified about NAEP.
<p style="text-align: center;">Support Assessment Activities</p> <p>If you choose, you may use the materials in this section to notify students and school staff about the NAEP assessment. You have access to and can print Student Appointment Cards to distribute to students and the Teacher Notification Letter to distribute to teachers to notify them of the students selected for NAEP, the date, the time, and the location of the assessment.</p> <p style="text-align: center;">Thank you for helping us make NAEP in your school a success!</p>			

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

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

NAEP LOGO

Introducción sobre cómo completar las tareas en el Sistema de Administración de la Evaluación (AMS, por sus siglas en inglés) para el/la coordinador(a) escolar

¿Qué es NAEP?

La Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) es la evaluación continua y nacionalmente representativa más grande que mide lo que los estudiantes de nuestro país saben y pueden hacer en diferentes materias. Para más información, visite <https://nces.ed.gov/nationsreportcard/puertorico/sp.aspx>.

Complete las tareas de planificación para la evaluación

Le agradecemos su colaboración en NAEP. Esperamos trabajar con usted para que NAEP sea una experiencia positiva en su escuela. Para empezar, visite el sitio web del [Sistema de Administración de la Evaluación](#) (AMS). Este sistema será su recurso principal para completar las tareas en línea a su propio ritmo para la próxima evaluación. Complete las tareas de planificación para la evaluación a partir del 6 de febrero de 2023. Por favor, complete todas las tareas antes de la reunión programada con su representante de NAEP.

En la tabla a continuación se describen las tareas que se llevarán a cabo durante este periodo de tiempo junto con los recursos disponibles para que el día de la evaluación sea un éxito.

Proveer información sobre los estudiantes	Logística de la evaluación	Logística técnica	Notificar a los padres o tutores
<p>En esta sección, usted podrá</p> <ul style="list-style-type: none"> • Revisar la lista de estudiantes seleccionados para NAEP para asegurarse de que sea precisa y esté completa, así como actualizar cualquier información de los estudiantes seleccionados que falte o esté incompleta. • Actualizar la información de los estudiantes con una Plan de la Sección 504 y que necesitan acomodos. • Revisar la lista de estudiantes identificados como EI y AE y proveer información sobre los acomodos (si alguno) que estos estudiantes necesiten para NAEP. 	<p>En esta sección, usted podrá</p> <ul style="list-style-type: none"> • Proveer la(s) hora(s) de inicio y el lugar de la evaluación. • Revisar las asignaciones de grupo de los estudiantes y actualizarlas (de ser necesario). • Responder a las preguntas necesarias para planificar la logística de la evaluación. 	<p>En esta sección, usted podrá</p> <ul style="list-style-type: none"> • Revisar las respuestas a la Encuesta sobre la conectividad a Internet y actualizar la información (de ser necesario). • Responder a las preguntas necesarias para planificar la logística técnica. • Realizar pruebas de la lista segura y de velocidad de Internet en el lugar de la evaluación a través de la red prevista. 	<p>Conforme con la ley, se les debe notificar por escrito a los padres o tutores de los estudiantes seleccionados antes de que la evaluación de NAEP se lleve a cabo.</p> <p>En esta sesión, usted podrá</p> <ul style="list-style-type: none"> • Leer las instrucciones sobre cómo notificar a los padres o tutores sobre la evaluación. • Verificar que los padres o tutores hayan sido notificados sobre NAEP.
<p style="text-align: center;">Apoye las actividades para la evaluación</p> <p>Si lo desea, puede utilizar los materiales de esta sección para notificar a los estudiantes y al personal de la escuela sobre la evaluación NAEP. Usted tiene acceso y puede imprimir las tarjetas de citas para los estudiantes para su distribución y la carta de notificación para maestros para su distribución y para notificarles sobre los estudiantes seleccionados para NAEP, la fecha, la hora y el lugar de la evaluación.</p> <p style="text-align: center;">¡Gracias por ayudarnos a que NAEP sea un éxito en su escuela!</p>			

Si necesita ayuda, comuníquese con el Centro de Ayuda de NAEP llamando al 1-800-283-NAEP (6237) o escribiendo a NAEPHelp@westat.com.

Appendix 17: School Technical Coordinator Debriefing, English and Spanish Puerto Rico

**NAEP 2023 Field Test
School Technical Coordinator Debriefing**

Please answer the following questions based on your experience completing tasks at the school to prepare for and support the NAEP 2023 field test.

1. What role did you perform to support the administration of the NAEP 2023 field test?
 - a. School coordinator
 - b. School-based technology coordinator
 - c. Both school coordinator and school-based technology coordinator

2. What was your initial reaction to hearing that NAEP wanted to connect NAEP devices to your school's Internet?
 - a. Positive
 - b. Somewhat positive
 - c. Somewhat negative
 - d. Negative

[Please explain your selection.]

3. What school staff (no names, just job title) were involved in preparatory activities to get ready for the NAEP 2023 field test?

4. Identify what technical activities you had to perform at the school to prepare for the NAEP 2023 field test. Select all that apply.
 - a. None
 - b. Conduct the internet speed test at the assessment location
 - c. Safelisting URLs
 - d. Other school network-related set-up tasks, please specify

5. Were there any issues finding a location that met the minimum bandwidth requirement needed to administer the NAEP 2023 field test?
- a. Yes (please explain)
 - b. No
 - c. Don't know

If you selected "Yes," please explain.

6. Were there any problems conducting the internet speed test at the assessment location?
- a. I did not perform the internet speed test.
 - b. Yes (please explain)
 - c. No

If you selected "Yes," please explain.

7. How long did it take to conduct the internet speed test at the assessment location?
- a. I did not conduct the internet speed test at the assessment location.
 - b. Less than 5 minutes
 - c. 5–10 minutes
 - d. 10–15 minutes
 - e. 15-20 minutes
 - f. More than 20 minutes (specify)

8. Were there any issues connecting to the school's Internet on assessment day?
- a. Yes (please explain)
 - b. No
 - c. Don't know

If you selected "Yes," please explain.

9. Is there anything NAEP can do to help improve assessment day logistics?
- a. Yes (please explain)
 - b. No

If you selected "Yes," please explain.

10. Were there any technical issues or other problems on the day of the assessment that you would like to inform NAEP about?
- a. Yes (please explain)
 - b. No
 - c. Don't know

If you selected "Yes," please explain.

11. Overall, how easy or difficult was it to support the technical requirements to administer the NAEP online assessments in your school?
- a. Very easy
 - b. Somewhat easy
 - c. Somewhat difficult
 - d. Very difficult

If you selected "somewhat difficult" or "very difficult," please explain.

12. Is there anything NAEP can do to help improve the technical preparation process for future NAEP assessments?

13. What is your job title?

Prueba de campo de NAEP 2023
Informe del/de la coordinador(a) de tecnología escolar

Por favor, responda a las siguientes preguntas según su experiencia al completar las tareas en su escuela para preparar y apoyar la prueba de campo de NAEP 2023.

1. ¿Qué función desempeñó para apoyar la administración de la prueba de campo de NAEP 2023?
 - a. Coordinador(a) escolar
 - b. Coordinador(a) de tecnología escolar
 - c. Tanto coordinador(a) escolar como coordinador(a) de tecnología escolar

2. ¿Cuál fue su reacción inicial al conocer que NAEP quería conectar los dispositivos de NAEP al Internet de la escuela?
 - a. Positivo
 - b. Algo positivo
 - c. Algo negativo
 - d. Negativo

[Por favor, explique su selección].

3. ¿Qué personal (sin nombres, sólo el cargo) escolar participó en las actividades de preparación para la prueba de campo de NAEP 2023?

4. Identifique qué actividades técnicas tuvo que realizar en la escuela para prepararse para la prueba de campo de NAEP 2023. Seleccione todas las que correspondan.
 - a. Ninguna
 - b. Completar la prueba de velocidad de Internet en el lugar de la evaluación
 - c. Completar la lista segura de URLs
 - d. Otras tareas de configuración relacionadas con la red escolar, por favor especifique

5. ¿Hubo algún problema para encontrar un lugar que cumpliera con el requisito mínimo de ancho de banda necesario para administrar la prueba de campo de NAEP 2023?
 - a. Sí (explique)
 - b. No
 - c. No lo sé

Si seleccionó "Sí", explique.

6. ¿Hubo algún problema para completar la prueba de velocidad de Internet en el lugar de la evaluación?
- No realicé la prueba de velocidad de Internet.
 - Sí (explique)
 - No

Si seleccionó "Sí", explique.

7. ¿Cuánto tiempo se tardó en completar la prueba de velocidad de Internet en el lugar de la evaluación?
- No realicé la prueba de velocidad de Internet en el lugar de la evaluación.
 - Menos de 5 minutos
 - 5-10 minutos
 - 10-15 minutos
 - 15-20 minutos
 - Más de 20 minutos (especifique)

8. ¿Hubo algún problema para conectarse al Internet de la escuela el día de la evaluación?
- Sí (explique)
 - No
 - No lo sé

Si seleccionó "Sí", explique.

9. ¿Hay algo que NAEP pueda hacer para mejorar la logística del día de la evaluación?
- Sí (explique)
 - No

Si seleccionó "Sí", explique.

10. ¿Hubo algún problema técnico o de otro tipo el día de la evaluación sobre el que le gustaría informar a NAEP?
- a. Sí (explique)
 - b. No
 - c. No lo sé

Si seleccionó "Sí", explique.

11. En general, ¿cuán fácil o difícil fue la asistencia a los requisitos técnicos para administrar las evaluaciones en línea de NAEP en su escuela?
- a. Muy fácil
 - b. Algo fácil
 - c. Algo difícil
 - d. Muy difícil

Si seleccionó "algo difícil" o "muy difícil", explique.

12. ¿Hay algo que NAEP pueda hacer para ayudar a mejorar el proceso de preparación técnica para futuras evaluaciones de NAEP?

13. ¿Cuál es su cargo?

Appendix I8: Field Test Assessment Day Feedback Form, English and Spanish Puerto Rico

NAEP 2023 Field Test Assessment Day Feedback Form

1. How satisfied were you with the overall NAEP testing day experience?

Completely satisfied
Somewhat satisfied
Somewhat unsatisfied
Completely unsatisfied

2. **[If Q1 = "somewhat unsatisfied" or "completely unsatisfied," show Q2]**
Why are you unsatisfied with your overall NAEP testing day experience?
Please check all that apply.

NAEP staff performance
Assessment and preparations took too much time
School was selected for NAEP before
Difficulties implementing accommodations
Difficulties with space for the assessment
Difficulties with equipment
Difficulty with device connection (to school Internet or NAEP-provided Internet)
Other (please specify) _____

[IF Other (please specify)] Please describe other difficulties or experiences:

3. Think about the contacts you have had with NAEP staff and the activities that took place on assessment day. Please give the NAEP assessment team an overall rating:

Very good
Good
Fair
Poor
Not enough information to rate

Please provide any additional information you would like to share regarding the NAEP assessment at your school.

Opinión sobre el día de la evaluación de la prueba de campo de NAEP 2023

1. ¿Cuán satisfecho/a está con respecto al día de la evaluación de NAEP en términos generales?

Completamente satisfecho/a
Algo satisfecho/a
Algo insatisfecho/a
Completamente insatisfecho/a

2. **If Q1 = "algo insatisfecho/a" or "completamente insatisfecho/a", display Q2** ¿Por qué está insatisfecho/a con respecto al día de la evaluación de NAEP en términos generales? Por favor, seleccione todo lo que corresponda.

Rendimiento del personal de NAEP
La evaluación y los preparativos tomaron demasiado tiempo
La escuela fue seleccionada para NAEP anteriormente
Dificultades para aplicar los acomodados
Dificultades con el espacio para la evaluación
Dificultades con el equipo
Dificultad con la conexión de dispositivos (al Internet de la escuela o al Internet proporcionado por NAEP)
Otro (especifique) _____
[IF Otro (especifique)] Por favor, describa otras dificultades o experiencias:

3. Piense en los contactos que ha tenido con el personal de NAEP y en las actividades que tuvieron lugar el día de la evaluación. Califique al equipo de evaluación de NAEP en términos general:

Muy bueno
Bueno
Regular
Pobre
No hay suficiente información para calificar

Por favor, proporcione cualquier información adicional que desee compartir relacionada con la evaluación de NAEP en su escuela.

Appendix I9: NAEP Assessment Planning Feedback, English and Spanish Puerto Rico

NAEP Assessment Planning Feedback

Part 1: Contacts with your NAEP Representative

1. Think about all the activities that took place during the NAEP assessment planning phase. Please give the NAEP representative an overall rating:

Very good
Good
Fair
Poor
Not enough information to rate

2. How satisfied were you with how the Assessment Planning Meeting went?

Very satisfied
Somewhat satisfied
Somewhat unsatisfied
Very unsatisfied

3. How confident do you feel that NAEP assessment day in your school will go smoothly?

Completely confident
Mostly confident
Not very confident (please explain)
Not at all confident (please explain)

4. [If Q3 = "not very confident" or "not at all confident" display Q4] What concerns do you have about assessment day?

Assessment planning was disorganized and unclear
Disruption to the school day
Not enough school staff
Other reason (specify)

Part 2: Using the Assessment Management System

5. How easy was navigating the Assessment Management System?

Very easy
Somewhat easy
Somewhat difficult (please explain)
Very difficult (please explain)

6. [If Q5 = "somewhat difficult" or "very difficult" display Q6] What made navigating the Assessment Management System difficult?

7. How easy was it updating or providing missing student information in the Assessment Management System?

Very easy
Somewhat easy
Somewhat difficult (please explain)
Very difficult (please explain)

8. [If Q7 = "somewhat difficult" or "very difficult" display Q8] What made updating student information or providing missing student information in the Assessment Management System difficult?

9. How long did it take to complete your assessment planning activities?
- Less than 30 minutes
 - 30–45 minutes
 - 45–60 minutes
 - More than 60 minutes

10. Please provide any suggestions for improving the Assessment Management System.

Opinión sobre la planificación para la evaluación de NAEP

Parte 1: Contactos con su representante de NAEP

1. Piense en todas las actividades que tuvieron lugar durante la fase de planificación para la evaluación de NAEP. Califique al/a la representante de NAEP en términos generales:

Muy bueno
Bueno
Regular
Pobre
No hay suficiente información para calificar

2. ¿Cuán satisfecho/a está con respecto a cómo se desarrolló la reunión de planificación para la evaluación?

Muy satisfecho/a
Algo satisfecho/a
Algo insatisfecho/a
Muy insatisfecho/a

3. ¿Cuánta confianza tiene en que el día de la evaluación de NAEP en su escuela se desarrollará sin problemas?

Completamente confiado/a
Mayormente confiado/a
No muy confiado/a (por favor, explique)
No tengo ninguna confianza (por favor, explique)

4. [If Q3 = "no muy confiado/a" or "no tengo ninguna confianza", display Q4] ¿Qué preocupaciones tiene sobre el día de la evaluación?

La planificación para la evaluación fue desorganizada y poco clara
Interrupción del día de clases
No hay suficiente personal escolar
Otra razón (especifique)

Parte 2: Utilización del Sistema de Administración de la Evaluación

5. ¿Cuán fácil fue navegar el Sistema de Administración de la Evaluación?

Muy fácil
Algo fácil
Algo difícil (por favor, explique)
Muy difícil (por favor, explique)

6. [If Q5 = "algo difícil" or "muy difícil", display Q6] ¿Qué ha dificultado la navegación por el Sistema de Administración de la Evaluación?

7. ¿Cuán fácil fue actualizar o proporcionar la información que faltaba de los estudiantes en el Sistema de Administración de la Evaluación?

Muy fácil
Algo fácil

Algo difícil (por favor, explique)
Muy difícil (por favor, explique)

8. [If Q7 = "algo difícil" or "muy difícil", display Q8] ¿ Qué ha dificultado la actualización de la información de los estudiantes o el suministro de la información que faltaba en el Sistema de Administración de la Evaluación?

9. ¿ Cuánto tiempo le tomó completar sus actividades de planificación para la evaluación?
Menos de 30 minutos
30-45 minutos
45-60 minutos
Más de 60 minutos

10. Por favor, proporcione cualquier sugerencia para mejorar el Sistema de Administración de la Evaluación.

Appendix I10: Assessment Logistics, English and Spanish Puerto Rico

Assessment Logistics

From the school summary page, schools will access the Provide assessment logistics section, where they can update Assessment Logistics by selecting the Manage button, as shown below (bottom-right).

Provide assessment logistics

The NAEP team uses this information to plan assessment day logistics.

Assessment Logistics

Where to park
Not answered

Where School Coordinator will be before Assessment
Not answered

Where to meet the team beforehand
Not answered

Dismissal policy
Not answered

Arrival time
N/A
N/A

View history

Manage →

On this page, schools will provide details about logistical information for assessment day. This includes selecting a location and start time for each group, providing details about arriving at the school and checking in, emergency protocols, and dismissal options.

In the after the assessment section (on page 53), schools can select from the following options for distributing certificates of community service and student dismissal:

- Certificates of community service
 - The NAEP team should give the certificates to students after the assessment.
 - The NAEP team should give the certificates to me.
 - We will not offer certificates of community service to students.
- Dismissal options
 - Option 1: Dismiss as a group once the last student has finished (students with extended time or late arrivals will be dismissed later, if needed).
 - Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment.
 - Option 3 (grade 12 only): (For schools using flexible start times) Dismiss students individually as they finish.

Search Request help 🔔 📄 👤

Schools > Paul Middle School > Assessment Logistics

Paul Middle School

Assessment date **Mar 28, 2023** | Assessment Planning Meeting **Feb 22, 2023**

🔗 How to navigate this page

📍 Assessment logistics

In this section, you will

- Provide the start time(s) and testing location(s).
- Review the student group assignments and make updates (if needed).
- Answer questions necessary to plan the assessment logistics.

Edit

Select the edit icon (shown below) to edit the section.

[Edit](#)

Location and time

Requirements for selecting location:

- Preferred room location is on the first floor or accessible by elevator.
- There is access to a power source or electrical outlets.
- If using school internet: A location that can support 28 simultaneous connections to a wireless access point and sustain the minimum required bandwidth of 8 mbps.

Group A

Number of participating students	Start time	Location
25	🕒 Not answered	📍 Not answered

Administering group: ● Not assigned

[View history](#) [Select Edit to update the information.](#) [Edit](#)

Group B

Number of participating students	Start time	Location
25	🕒 Not answered	📍 Not answered

Administering group: ● Not assigned

[View history](#) [Select Edit to update the information.](#) [Edit](#)

Student group details

Review student group assignments and make updates (if necessary).

📄 Sort by: Select reset

Line#	Student	Subject	Accommodations	Group
1	Magrini, Elizabeth S.	Math	MAG 🕒	A ✎
2	Jones, Tori L.	Math	MAG 🕒	B ✎
3	Matthews, Sarah T.	Math	EXT, MAG, ... 🕒	C ✎
4	Smith, John A.	Math	MAG 🕒	A ✎
5	Adams, Noah S.	Math	MAG 🕒	B ✎
6	Lawrence, Tom B.	Math	-	C ✎

Health and safety protocols

Provide the health and safety protocols.

NAEP representatives follow the protocols in the Health and Safety Protocols fact sheet. Do NAEP representatives need to follow any additional protocols when administering assessments to students in your school?

Not answered

Parking & arrival

Provide details about school delay or closure notifications and where to park.

Where to park

Not answered

Notification about school delays or closures

Not answered

[Field staff only]: Where to meet the team beforehand

Not answered

View history

Select Edit to update the information.

Edit

Checking in

Provide procedures for checking in and unloading equipment.

Procedures for checking in

Not answered

Where to meet the school coordinator upon arrival

Not answered

Best place to unload equipment

Not answered

View history

Select Edit to update the information.

Edit

Classroom protocols

Provide details about classroom protocols.

Having a school staff member present throughout the assessment helps the assessment to run more efficiently.

Cell phone policy

Not answered

Restroom breaks

Not answered

School staff in the assessment room

Not answered

View history

Select Edit to update the information.

Edit

Special circumstances

Provide details for how to handle emergency situations.

Contact for emergency situations

Not answered

Protocol for emergency situations

Not answered

Scheduled interruptions

Not answered

View history

Select Edit to update the information.

Edit

After the assessment

Provide details about dismissing the students.

Certificates of community service

Not answered

Dismissal

Not answered

Where to send students

Not answered

Extended time dismissal

Not answered

Where to meet the school coordinator

Not answered

View history

Select Edit to update the information.

Edit

Assessment Logistics

From the school summary page, schools will access the Provide assessment logistics section, where they can update Assessment Logistics by selecting the Manage button, as shown below (bottom-right).

Proporcione la logística de la evaluación

El equipo de NAEP utiliza esta información para planificar la logística del día de la evaluación.

Logística de la evaluación

Dónde estacionarse
No se ha contestado

Dónde estará el/la coordinador(a) escolar antes de la evaluación
No se ha contestado

Dónde encontrarse con el equipo con anterioridad
No se ha contestado

Política de salida
No se ha contestado

N/A
N/A

Hora de llegada

Ver historial

Seleccione Administrar para proporcionar la logística de la evaluación.

Administrar →

On this page, schools will provide details about logistical information for assessment day. This includes selecting a location and start time for each group, providing details about arriving at the school and checking in, emergency protocols, and dismissal options.

In the after the assessment section (“Después de la evaluación”, on page 56), schools can select from the following options for distributing certificates of community service and student dismissal:

- Certificates of community service
 - The NAEP team should give the certificates to students after the assessment. (“El equipo de NAEP debe entregar los certificados a los estudiantes después de la evaluación.”)
 - The NAEP team should give the certificates to me. (“El equipo de NAEP debe entregarme los certificados a mí.”)
 - We will not offer certificates of community service to students. (“No ofreceremos certificados de servicio comunitario a los estudiantes.”)
- Dismissal options
 - Option 1: Dismiss as a group once the last student has finished (students with extended time or late arrivals will be dismissed later, if needed). (“Opción 1: Dejar salir al grupo una vez que el último estudiante haya terminado (a los estudiantes con tiempo extendido o que lleguen tarde se les dejará salir más tarde, de ser necesario).”)
 - Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment. (“Opción 2: Dejar salir a los estudiantes a medida que terminan, pero no antes de 70 minutos después de que los estudiantes comiencen la evaluación”)

Paul Middle School

Fecha de la evaluación: **Mar 28, 2023** Reunión de planificación de la evaluación: **Feb 22, 2023**

¿Cómo navegar por esta página

Logística de la evaluación

En esta sección, usted podrá

- Proporcionar la(s) hora(s) de inicio y la(s) ubicación(es) de la prueba.
- Revisar las asignaciones de grupo de los estudiantes y actualizarlas (de ser necesario).
- Responder a las preguntas necesarias para planificar la logística de la evaluación.

Editar

Seleccione el botón de editar (como se muestra a continuación) para editar la información.

Editar

Lugar y hora

Requisitos para seleccionar el lugar:

- Es preferible un salón en el primer piso o un salón al que se puede acceder por ascensor.
- Que tenga acceso a una fuente de alimentación o a tomas de corriente.
- Si se utiliza el Internet de la escuela: Un lugar que permita la conexión simultánea de 28 dispositivos a una conexión inalámbrica y que mantenga el ancho de banda mínimo requerido de 8 mbps.

Grupo A

Número esperado de estudiantes

25

Hora de inicio

No se ha contestado

Lugar

No se ha contestado

Administrador(a) del grupo: No asignado

Ver historial

Seleccione Editar para actualizar la información.

Editar

Grupo B

Número esperado de estudiantes

25

Hora de inicio

No se ha contestado

Lugar

No se ha contestado

Administrador(a) del grupo: No asignado

Ver historial

Seleccione Editar para actualizar la información.

Editar

Detalles del grupo de estudiantes

Revise las asignaciones de los grupos de estudiantes (de ser necesario).

Ordenar por: Seleccione reiniciar

Línea	Estudiante	Materia	Acomodos	Grupo
1	Magrini, Elizabeth S.	Matemáticas	MAG	A
2	Jones, Tori L.	Matemáticas	MAG	B
3	Matthews, Sarah T.	Matemáticas	EXT, MAG, ...	C
4	Smith, John A.	Matemáticas	MAG	A
5	Adams, Noah S.	Matemáticas	MAG	B
6	Lawrence, Tom B.	Matemáticas	--	C

Protocolos para la salud y la seguridad

Proporcione los protocolos para la salud y la seguridad.

Los representantes de NAEP siguen los protocolos de la hoja informativa Protocolos para la salud y la seguridad. ¿Necesitan los representantes de NAEP seguir algún protocolo adicional cuando administran las evaluaciones a los estudiantes de su escuela?

No se ha contestado

Ver historial

Seleccione **Editar** para actualizar la información.

Editar

Estacionamiento y llegada

Proporcione información sobre el lugar de estacionamiento.

Donde estacionarse

No se ha contestado

Notificación sobre demoras o cierre de la escuela

No se ha contestado

[Field staff only]: Dónde encontrarse con el equipo con anterioridad

No se ha contestado

Ver historial

Seleccione **Editar** para actualizar la información.

Editar

Registro de entrada

Proporcione información sobre los procedimientos de registro para que la entrada en la escuela se produzca sin problemas

Procedimientos de registro de entrada

No se ha contestado

Dónde reunirse con el/la coordinador(a) escolar a la llegada

No se ha contestado

Mejor lugar para descargar el equipo

No se ha contestado

Ver historial

Seleccione **Editar** para actualizar la información.

Editar

Protocolos del salón de clase

Proporcione detalles sobre los protocolos del salón de clase.

Contar con la presencia de un miembro del personal de la escuela durante la evaluación ayuda a que ésta transcurra de forma más eficaz.

Política de uso del teléfono celular

No se ha contestado

Política acerca del uso del baño

No se ha contestado

Personal de la escuela en el salón de la evaluación

No se ha contestado

Ver historial

Seleccione **Editar** para actualizar la información.

Editar

Circunstancias especiales

Proporcione información sobre cómo manejar situaciones de emergencia.

Contacto para situaciones de emergencia

No se ha contestado

Protocolo para situaciones de emergencia

No se ha contestado

Interrupciones programadas

No se ha contestado

Ver historial

Seleccione **Editar** para actualizar la información.

Editar

Después de la evaluación

Proporcione información sobre cómo dejar salir a los estudiantes.

Certificados de servicio comunitario

No se ha contestado

Salida

No se ha contestado

A dónde enviar a los estudiantes

No se ha contestado

Salida de tiempo extendido

No se ha contestado

Dónde reunirse con el/la coordinador(a) escolar

No se ha contestado

Ver historial

Seleccione **Editar** para actualizar la información.

Editar

Appendix I11: District Summary Page and Teams Page, English and Spanish Puerto Rico

District Summary Page

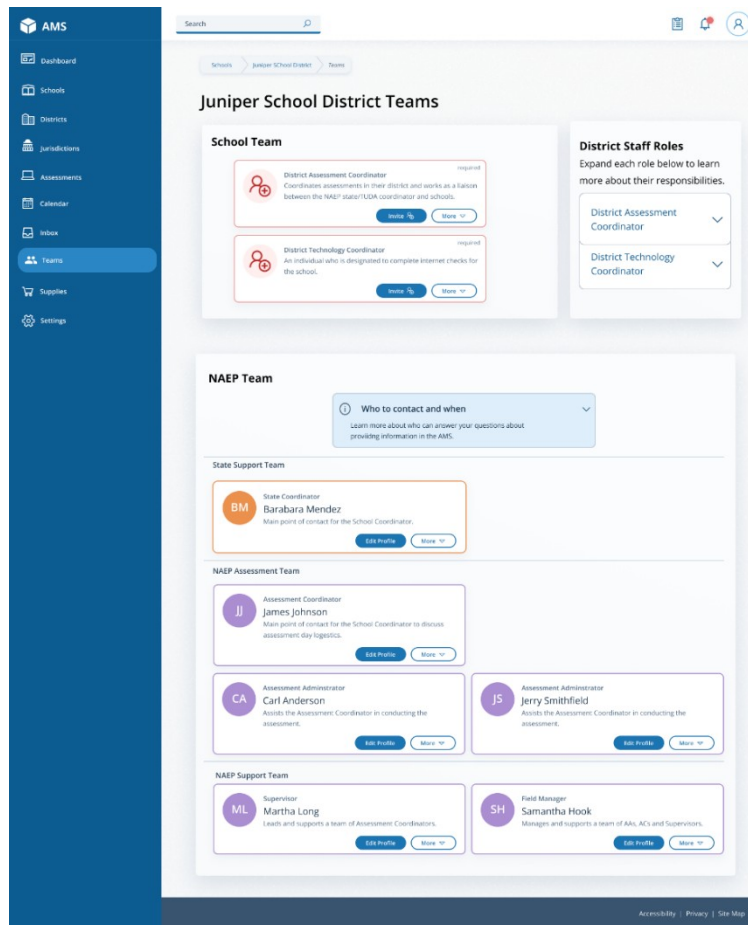
The district summary page organizes all information about the district. Districts should use this page to confirm their address, review the list of schools selected for NAEP, and make any changes as needed.

The screenshot shows the AMS District Summary Page for Juniper School District. The interface includes a left-hand navigation menu with options like Dashboard, Schools, Districts, Jurisdictions, Assessments, Calendar, Inbox, Teams, Supplies, and Settings. The main content area is titled 'Juniper School District' and contains several sections:

- District Information:** Displays the district name (Juniper School District), State Local Education Agency ID (00236), Phone (555) 555-1234, and Website (www.juniperschooldistrict.edu). A 'Selected schools' badge shows 10 schools.
- Internet Connectivity Survey:** Shows a progress bar at 60% Complete.
- Address:** Lists the street address (603 15th Avenue Southwest), City (Rochester), State (NH), and Zip Code (55902).
- District Team:** Lists key personnel: Superintendent Margaret Adams (555-565-8956), Technology Coordinator Joe Thompson (555-565-5656), District Assessment Coordinator Tina Clark (555-565-5126), and Other Contact Henry Smith (555-565-5956).
- Selected Schools:** A grid of school cards showing details for 14 schools, including dates, NAEP Field Test status, and other notes like 'Cooperating' or 'School Rebuild'.

District Teams Page

The district teams page (1) invites district users to register on the AMS, (2) allows them to monitor and edit district users, and (3) identifies who will conduct the assessments in their schools and who users can contact if they have questions. See the table below the screenshot for district staff role definitions.



Role	Role Description
<i>District Assessment Coordinator</i>	Coordinates assessments in their district and works as a liaison between the NAEP state/TUDA coordinator and school.
<i>District Technology Coordinator</i>	An individual at the district level who is designated by the district assessment coordinator to complete the Internet Connectivity Survey (confirms WiFi connection, Wi-Fi credentials, and Safelist and bandwidth requirements) for a school or multiple schools in their district.

District Summary Page

The district summary page organizes all information about the district. Districts should use this page to confirm their address, review the list of schools selected for NAEP, and make any changes as needed.

The screenshot shows the AMS District Summary Page for Juniper School District. The interface includes a left-hand navigation menu with options like Tablero, Escuelas, Distritos, Jurisdicciones, Evaluaciones, Calendario, Bandeja de entrada, Equipos, Suministros, and Configuración. The main content area is titled 'Juniper School District' and contains several sections: 'Información del distrito' (District Information) showing 10 selected schools, contact details, and website; 'Dirección' (Address) with physical address, city, state, and postal code; 'Equipo del distrito' (District Team) listing key personnel like the Superintendent and Technology Coordinator; and 'Escuelas seleccionadas' (Selected Schools) listing schools such as Applewood Elementary, Bristow Intermediate, Crowswell Middle, Davidson Valley Elementary, Englewood High School, and Franklin Jr High, each with a status indicator for the NAEP field test.

AMS

Buscar

Distritos Juniper School District

Juniper School District

Anterior Siguiente

Administrar etiquetas Prueba de campo de NAEP Nueva Hoja

Información del distrito

10 Escuelas seleccionadas

Nombre del distrito: Juniper School District
Identificación del departamento de educación local: 00236
Teléfono: (555) 555-1234
Sitio web: www.juniperschooldistrict.edu

Última actualización MM/DD/YYYY

Dirección

Dirección física: 603 15th Avenue Southwest

Ciudad: Rochester Estado: NH Código postal: 55902

Última actualización MM/DD/YYYY

Equipo del distrito

Superintendente: **Margaret Adams** (555-565-8956)

Coordinador(a) de tecnología: **Joe Thompson** (555-565-5656)

Coordinador(a) de evaluaciones distrital: **Tina Clark** (555-565-5126)

Otro contacto: **Henry Smith** (555-565-5956)

Última actualización MM/DD/YYYY

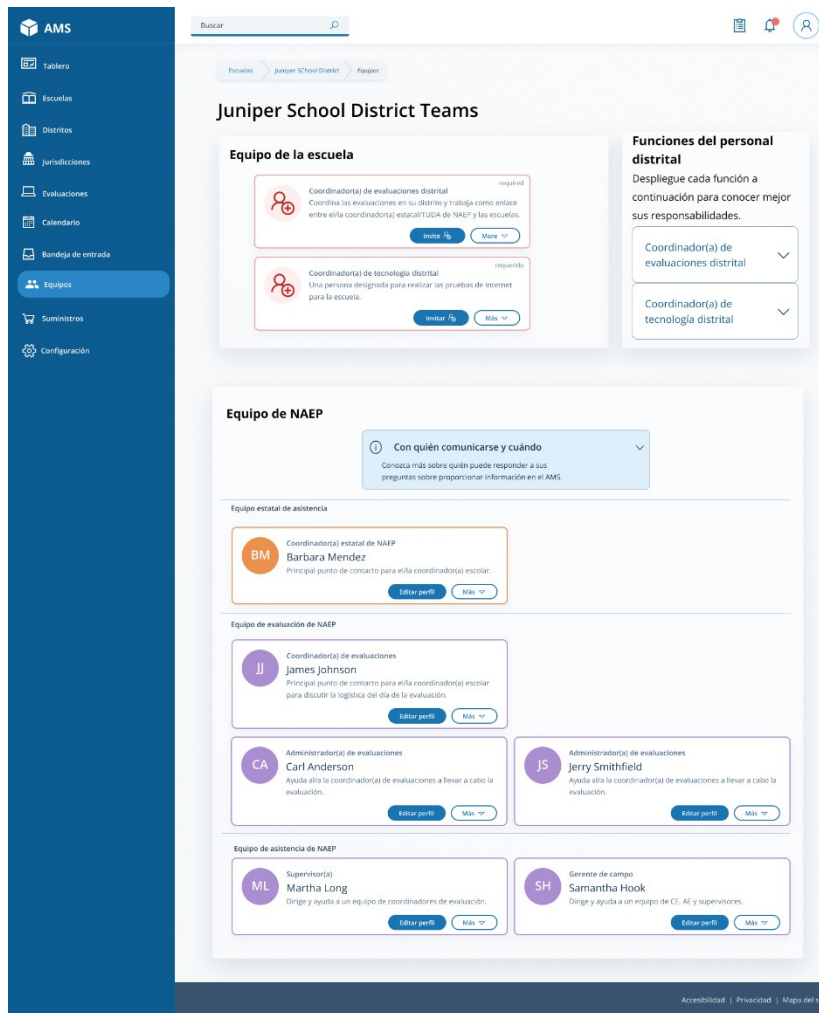
Escuelas seleccionadas

14 ABR	Applewood Elementary	Prueba de campo de NAEP	Cooperando	→
17 FEB	Bristow Intermediate	Prueba de campo de NAEP	Pendiente	→
21 MAR	Crowswell Middle	Prueba de campo de NAEP	Pendiente	→
7 ABR	Davidson Valley Elementary	Prueba de campo de NAEP	Cooperando	→
6 FEB	Englewood High School	Prueba de campo de NAEP	Rechazo escolar	→
1 ABR	Franklin Jr High	Prueba de campo de NAEP	Pendiente	→

< 1 2 >

District Teams Page

The district teams page (1) invites district users to register on the AMS, (2) allows them to monitor and edit district users, and (3) identifies who will conduct the assessments in their schools and who users can contact if they have questions. See the table below the screenshot for district staff role definitions.



Role	Role Description
District Assessment Coordinator “Coordinador(a) de evaluaciones distrital”	Coordinates assessments in their district and works as a liaison between the NAEP state/TUDA coordinator and school.
District Technology Coordinator “Coordinador(a) de tecnología distrital”	An individual at the district level who is designated by the district assessment coordinator to complete the Internet Connectivity Survey (confirms WiFi connection, Wi-Fi credentials, and Safelist and bandwidth requirements) for a school or multiple schools in their district.







Appendix I12: Downloads, English and Spanish Puerto Rico

Downloads

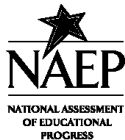
From this section, schools can download documents such as the Teacher Notification Letter, List of Participating Students, and Student Appointment Cards to help support assessment day.

Downloads

Share the Teacher Notification Letter and attach the List of Participating Students.
Distribute the Student Appointment Cards to help assessment day run smoothly.

	Teacher Notification Letter 200 KB	
	List of Participating Students 200 KB	
	Student Appointment Cards 200 KB	

Teacher Notification Letter



NAEP 2023 TEACHER NOTIFICATION LETTER

Date: 03/22/2023

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

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

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

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


Each NAEP assessment group will take 2 hours, including transition time and directions. The groups are scheduled as follows:

GROUP	DATE	TIME	LOCATION
Group A	Wednesday, 03/29/2023	8:30 a.m.	Library
Group B	Wednesday, 03/29/2023	12:30 p.m.	Library
Group C	Wednesday, 03/29/2023	8:45 a.m.	Media Room

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

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

Student Appointment Cards







	Appointment for LAST NAME, FIRST NAME on Wednesday, 3/22/2023
Please go to Library at 8:00 AM . <i>You may bring your own earbuds or headphones.</i>	
<i>Book policy: You can bring a book to read if you finish early.</i>	
<i>Cell phone policy: <cell phone policy></i>	
NAEP School ID: 3Z20061	Group: A

Downloads

From this section, schools can download documents such as the Teacher Notification Letter, List of Participating Students, and Student Appointment Cards to help support assessment day.

Descargas

Comparta la carta de notificación para maestros y adjunte la lista de estudiantes participantes. Distribuya las tarjetas de citas para estudiantes para ayudar a que el día de la evaluación transcurra sin problemas.

 Carta de notificación para maestros	
200 KB	
<hr/>	
 Lista de estudiantes participantes	
200 KB	
<hr/>	
 Tarjetas de citas para estudiantes	
200 KB	



NAEP DE 2023 CARTA DE NOTIFICACIÓN PARA MAESTROS

Fecha: 03/22/2023

A: Maestros del 8vo grado

DE: Representante de NAEP

ASUNTO: Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés)

Gracias por el excelente trabajo que usted y sus estudiantes han dedicado al aprendizaje y a alcanzar logros académicos. Estamos contentos de que los estudiantes de su escuela hayan sido seleccionados para representar a miles de estudiantes de todo Estados Unidos y Puerto Rico mediante su participación en la Evaluación Nacional del Progreso Educativo (NAEP).

Esta evaluación monitorea lo que los estudiantes en Estados Unidos y Puerto Rico saben y pueden hacer en materias fundamentales a nivel de la escuela elemental, intermedia y superior. Desde 1969, NAEP ha proporcionado a los educadores y al público de Estados Unidos perfiles confiables de los logros de los estudiantes. Esto es posible gracias a maestros dedicados como usted quienes apoyan y participan en la evaluación.

Por favor tome nota de las listas que se adjuntan, las cuales contienen los nombres de los estudiantes seleccionados y el número de sus sesiones. Es muy importante para los resultados del estudio que todos los estudiantes seleccionados para participar en NAEP asistan a la sesión correcta y lleguen puntualmente. Agradecemos su ayuda.

Cada sesión de evaluación de NAEP durará 2 horas, incluyendo tiempo de transición y direcciones. Las sesiones están programadas para:

GRUPO	FECHA	HORA	LUGAR
Grupo A	miércoles, 03/29/2023	8:30 a.m.	Biblioteca
Grupo B	miércoles, 03/29/2023	12:30 p.m.	Biblioteca
Grupo C	miércoles, 03/29/2023	8:45 a.m.	Salón de medios

Por favor comuníquese con el/la coordinador(a) de NAEP de su escuela para obtener información adicional acerca de la evaluación. Para obtener información adicional, ejemplos de preguntas y publicaciones de NAEP, por favor visite el sitio Web de NAEP en <http://nces.ed.gov/nationsreportcard/>.

Esperamos trabajar con usted. Gracias nuevamente por ayudarnos a mostrarle al mundo los logros de los estudiantes de Estados Unidos y Puerto Rico mediante su apoyo a NAEP, la Libreta de Calificaciones de la Nación.



Cita para

LAST NAME, FIRST NAME

el

miércoles, 3/22/2023

Dirígete a **Biblioteca** a las **8:00 AM**.
Puedes traer tus propios audífonos o auriculares.

Política de libros: Los estudiantes pueden traer un libro para leer si terminan la evaluación pronto.

Política del uso de celular: <cell phone policy>

Identificación de la escuela de NAEP: 3Z20061

Grupo: A

**Appendix I13: NAEP Health & Safety Protocols,
English and Spanish Puerto Rico**

NAEP's top priority is the health and safety of its representatives, students and school staff. Our health and safety protocols have been developed using CDC guidelines with input from health professionals.

These protocols are intended to be flexible to adapt to the changing landscape presented by COVID-19 and other health concerns. NAEP representatives will work with districts and schools to ensure that their health and safety protocols are also followed.



Provided Personal Protective Equipment (PPE)

NAEP will provide representatives with PPE:



To the extent federal, state, or local agencies recommend the use of additional PPE, NAEP will ensure that representatives are provided with the same.



Sanitizing and PPE Protocols

During the assessment day, NAEP representatives will:



All used sanitizing towels and PPE will be discarded in NAEP-supplied trash bags and removed from the school by NAEP representatives.



NAEP Representative Health and Safety Protocol Training

All field staff will be trained on COVID-19 protocols, including the following:



Health Protocols for NAEP Representatives

- 1 NAEP representatives will be required to perform a Health and Safety Daily Checklist of their health and symptoms before reporting for work at a school.
- 2 NAEP representatives are required to be fully vaccinated against COVID-19 (subject to state and federal laws and regulations) and will provide proof of vaccination upon request, when entering schools.
- 3 NAEP representatives will be tested weekly using an at-home COVID-19 PCR testing protocol. NAEP will monitor compliance and results. Representatives testing positive will self-isolate until cleared to return to work.



School Protocols

NAEP representatives will follow any and all school-specific required Health and Safety protocols, which may include but are not limited to the following:

- 1 Temperature checks and other symptom assessments by the school upon arrival at the school
- 2 Additional school-required PPE
- 3 Social distancing guidelines of staff and students
- 4 Additional sanitizing requirements



Protocolos para la salud y la seguridad

La principal prioridad de NAEP es proteger la salud y la seguridad de los estudiantes y el personal escolar. Nuestro protocolo para la salud y la seguridad se ha desarrollado utilizando las pautas de los CDC con el apoyo de profesionales de la salud.

Estos protocolos están destinados a ser flexibles para adaptarse al panorama cambiante que presenta el COVID-19 y otros asuntos de salud. Los representantes de NAEP trabajan con los distritos y las escuelas para garantizar que también se sigan sus protocolos de salud y seguridad.



El equipo de protección personal (EPP) que se brinda

a los estudiantes y a los representantes de NAEP:



En la medida en que los agencias federales, estatales o locales recomienden el uso de EPP adicional, NAEP se asegurará de que el representante de NAEP reciba lo mismo.



Protocolos del EPP y desinfección

Como apoyo en los momentos, a los representantes NAEP se brindan los protocolos para:



Todos los paños desinfectantes y el EPP usado se desinfecta en lugares de trabajo que suministra NAEP y el representante de NAEP lo recorre la escuela.

Resumen de los Protocolos de NAEP para la salud y la seguridad de NAEP

1



Adiestramiento del representante de NAEP sobre el protocolo para la salud y la seguridad

Todos los representantes de NAEP recibirán adiestramiento sobre los protocolos para la salud y la seguridad, incluidos los siguientes:



Protocolos de salud para los representantes de NAEP

1. Los representantes NAEP cuando comparecen en una reunión o evento deben usar mascarilla y guantes antes de presentarse a través de un acceso.
2. Los representantes de NAEP que se sientan observan y comparecen en reuniones que se reúnan con agua y agua jabonosa y toallas y productos que se usen en reuniones cuando sea necesario, se ingresará en el acceso.
3. Los representantes de NAEP que se reúnan a presentarse en reuniones en edificios en edificios que se reúnan por el COVID-19, NAEP se reunirá en una sala y se reunirá. Los representantes NAEP que se reúnan en una sala o sala que se reúnan a través de un acceso.



Protocolos de la escuela

Los representantes de NAEP se aseguran de tener acceso a los protocolos de NAEP que se reúnan en reuniones para el acceso y la seguridad, los protocolos, entre otros, siguientes:

1. Confección de tarjetas de acceso y otros procedimientos de acceso por parte de la escuela cuando se reúnan en reuniones.
2. EPP utilizado en reuniones de NAEP.
3. Planes de desinfección de reuniones y los protocolos.
4. Registros de reuniones de NAEP.

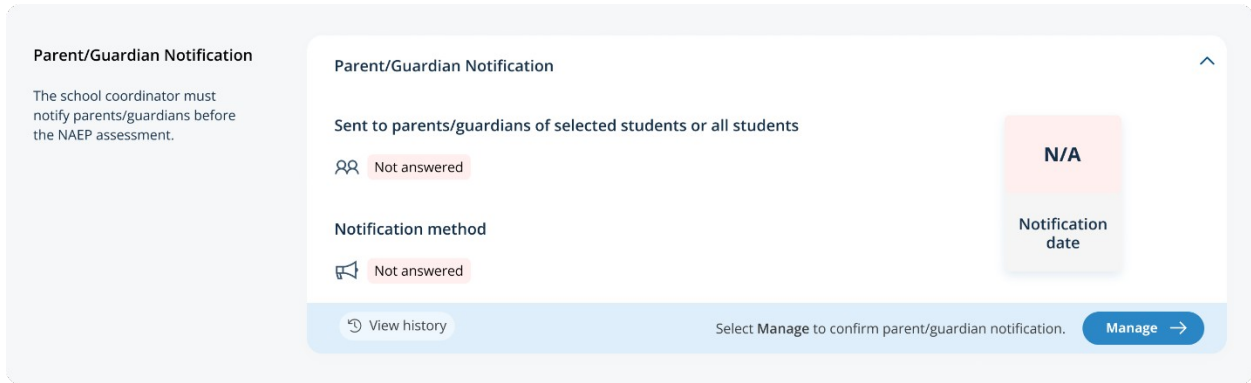
Resumen de los Protocolos de NAEP para la salud y la seguridad de NAEP

2

Appendix I14: Parent/Guardian Notification, English and Spanish Puerto Rico

Parent/Guardian Notification

From the school summary page, schools will access and update this section by selecting Manage.



After selecting Manage on this page, schools will indicate how they notified parents and guardians, who was notified, and what date they were notified prior to the assessment. Schools will then download a PDF of the parent notification letter to distribute to parents and guardians.

In the parent/guardian notification details section, schools can select from the following options for “Parent/guardians were notified by” and “Parent/guardians who received the letter:”

- Parent/guardians were notified by
 - Mail/mailed letter
 - Letter sent home with students
 - Posted notice in newsletter
 - Other
- Parent/guardians who receive the letter
 - Parent/guardians of sampled students only
 - Parent/guardians of all grade <X> students

Paul Middle School

Assessment date **Mar 28, 2023** | Assessment Planning Meeting **Feb 22, 2023**

How to navigate this page

Notify Parents/Guardians

In this section, you will

- Read the instructions for notifying parents/guardians about the assessment.
- Verify parent/guardian notification.

Edit

Select the edit button (shown below) to edit information.

Edit

Parent/guardian notification details

Indicate how you notified the parents and/or guardians of the NAEP assessment.

Parent/guardians were notified by

Not answered

Parent/guardians who received the letter

Not answered

View history

Select Edit to update the information.

Edit

Download letter

Download the letter to distribute to the parents/guardians of the students.

Download Parent/Guardian Notification Letter



Certify parent/guardian notification

It is important that parents are notified about the NAEP assessment being conducted in your school.

Date notified

Not answered

Certification

Not answered

View history

Select Edit to update the information.

Edit




Parent/Guardian Notification

From the school summary page, schools will access this section by selecting manage from this section:

On this page, schools will indicate how they notified parents and guardians, who was notified and what date they were notified prior to the assessment. Schools will then download a PDF of the parent notification letter to distribute to parents and guardians.

In the parent/guardian notification details section, schools can select from the following for parent/guardians were notified by and parent/guardians who received the letter:

- Parent/guardians were notified by:
 - Mail/mailed letter (“Carta enviada por correo postal o electrónico”)
 - Letter sent home with students (“Carta enviada a casa con los estudiantes”)
 - Posted notice in newsletter (“Anuncio en el boletín informativo”)
 - Other (“Otro”)
- Parent/guardians who receive the letter:
 - Parent/guardians of sampled students only (“Sólo los padres o tutores de los estudiantes de la muestra”)
 - Parent/guardians of all grade <X> students (“Todos los padres o tutores de los estudiantes de grado <X>”)

Buscar Solicitar ayuda   

Escuelas > Paul Middle School > Notificación a los padres o tutores

Paul Middle School

Fecha de la evaluación **Mar 28, 2023** Reunión de planificación de la evaluación **Feb 22, 2023**

Cómo navegar por esta página

QR Notificar a los padres o tutores

En esta sección, usted podrá

- Leer las instrucciones para notificar a los padres o tutores sobre la evaluación.
- Verificar la notificación a los padres o tutores.



Editar

Seleccione el botón de editar (como se muestra a continuación) para editar la información.

Editar

Detalles sobre la notificación a los padres o tutores

Indique cómo notificó a los padres o tutores sobre la evaluación NAEP.


Cómo fueron notificados los padres o tutores	Los padres o tutores que recibieron la carta
 No se ha contestado	 No se ha contestado

[Ver historial](#) Seleccione **Editar** para actualizar la información. **Editar**

Descargue la carta



Descargue la carta para distribuirla a los padres o tutores de los estudiantes.

Descargue la carta de notificación a los padres o tutores



Certifique la notificación a los padres o tutores

Es importante que los padres sean notificados sobre la evaluación de NAEP que se realiza en su escuela.

Fecha de notificación	Certificación
 No se ha contestado	 No se ha contestado

[Ver historial](#) Seleccione **Editar** para actualizar la información. **Editar**

Accesibilidad | Privacidad | Mapa del sitio

Appendix I15: Provide Student Information, English and Spanish Puerto Rico

Provide Student Information

From the school summary page, schools will access this section to provide student information by selecting the Manage button, as shown below (bottom-right).

Provide student information

NAEP uses this information to provide students with accommodations and report results for student demographic groups.

Category	Count
Selected	50
Not participating	3
Students with disabilities	7
English learners	2

Student demographics

- 5 Students missing information
- NSLP shown

Students with disabilities and English learners

- 3 Students with accommodations
- 2 Exclusions

View history | Select Manage to provide student information. **Manage** →

Student Demographic Information

On this page, schools will need to review both the student demographic information and students with disabilities and English learners tabs.

On the student demographics tab, schools will review student demographic data and update any inaccurate information or provide missing information. This is where schools will identify students with a Section 504 Plan who requires accommodations.

Search

Request help

Schools > Paul Middle School

Angelica Paul Middle School

← Previous Next →

Assessment date **Apr 13, 2023** Assessment Planning Meeting **Feb 13, 2023**

Manage Tags Grade 4 Grade 8 NAEP Field Trial NAEP Field Test Florida Pending Great Principal

How to navigate and use this table

Tab navigation and descriptions

Student demographic information

- Update missing or inaccurate information.
- Edit participation status for students who cannot participate.
- Update students with a Section 504 Plan that require accommodations in the Students with disabilities and English Learners column to Yes, 504.

Students with disabilities & English Learners

- Indicate how each student will take NAEP.
- Select any necessary NAEP accommodations.

Single student edits

Select the edit icon (shown below) to edit an information for single student.

Multiple students edits

Select the boxes (shown below) to edit multiple students.

Then use **Category** and **Change** to menus to make changes.

Student Demographic Information

Students with Disabilities (SD) & English Learners (EL)

0 selected Category: Change to: Last saved: 12:34 09.03.2022

<input type="checkbox"/>	Line #	Student	Subject	Gender and Birth month/year	Race/Ethnicity	Student with disabilities (SD) & English learners (EL)	National School Lunch Program	Learner Status/ Displaced student	Participation Status	Edit
<input type="checkbox"/>	1	Magrini, Elizabeth S. 432134	Math	Jul-2010 Female	Black or African American Not Hispanic	Yes, IEP No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	2	Michael Kors 432343	Math	Jul-2010 Female	White Not Hispanic	No, Not SD No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	3	Michael Kors 543334	Math	Jul-2010 Female	White Not Hispanic	Yes, IEP Yes, EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	4	Natasha Green. 543466	Math	Jul-2010 Female	Black or African American Not Hispanic	No, Not SD No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	5	Ken Besh. 76543	Math	Jul-2010 Female	White Not Hispanic	No, Not SD Yes, EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	6	Shima Laden. 654345	Math	Jul-2010 Female	White Not Hispanic	No, Not SD No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	7	Michael Shy 5435554	Math	Jul-2010 Female	White Not Hispanic	No, Not SD No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	8	Kira Night. 234554	Math	Jul-2010 Female	White Not Hispanic	Yes, IEP No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	9	Kris Larr. 765454	Math	Jul-2010 Female	White Not Hispanic	No, Not SD No, Not EL	Free lunch	100% in person No	Participating	
<input type="checkbox"/>	10	Diana Zag. 987656	Math	Jul-2010 Female	White Not Hispanic	No, Not SD Yes, EL	Free lunch	100% in person No	Participating	

Show: 25 50 < 1 2 3 4 5 ... 25 >

Accessibility | Privacy | Site Map

From the table, schools can make single edits or multiple edits. To make Multiple edits, schools select the number of students from the left-hand column, then use the Category and Change to drop-down menus to apply the changes.

82

A single student edit is from the following pop-up:

The screenshot shows a pop-up window titled "Edit the sections below for Magrini Elizabeth | 321234 | Line 1". The form is organized into several sections, each with a title and a close button (X) in the top right corner. The sections are:
1. **Birth month/year**: A dropdown menu showing "Jul-2010".
2. **Gender**: Three buttons: "Female" (checked), "Male", and "Nonbinary".
3. **Race/Ethnicity**: Multiple buttons: "White, not Hispanic", "Black or African American, not Hispanic" (checked), "Hispanic, of any race", "Asian, not Hispanic", "American Indian or Alaska Native, not Hispanic", "Native Hawaiian or Pacific Islander, not Hispanic", "Two or More Races, not Hispanic", and "Information unavailable at this time".
4. **Student with disability**: Three buttons: "Yes, IEP" (checked), "Yes, 504 and requires accommodations", and "No, Not SD". Below these is a button for "Information unavailable".
5. **English Learner**: Three buttons: "Yes, EL" (checked), "No, formerly EL", and "No, not EL". Below these is a button for "Information unavailable".
6. **National School Lunch Program**: Two buttons: "Free lunch" (checked) and "No lunch".
7. **Learner Status**: Three buttons: "100% full-time in person" (checked), "Hybrid Virtual Learner", and "Full-time Virtual Learner".
8. **Displaced Student**: A question "Is this student attending your school due to being displaced from a natural disaster, like a hurricane or wildfire?" followed by three buttons: "Yes", "No" (checked), and "Information unavailable".
9. **Participation status**: Two buttons: "Participating" (checked) and "Not Participating".
At the bottom of the form are two buttons: "Back" and "Save".

Not participating options are as follows:

- Not enrolled at the school
- Enrolled but never attends campus
- Student listed in error
- Attends all classes full-time virtually
- Parent refusal
- Student refusal
- School refusal
- Students who are SD only: Meets (or met) participation for alternative state assessment
- Students who are EL only: Enrolled in U.S. schools for less than 1 year prior to the NAEP assessment

Student with a disability and English Learners

From this table, schools will provide information for students identified as students with disabilities and/or English Learners. Schools will also select NAEP-provided accommodations, if needed by the student.

How to navigate and use this table

Student demographic

- Update missing or inaccurate information.
- Edit participation status for students who cannot participate.
- Update students with a Section 504 Plan that require accommodations in the Students with disabilities and English Learners column to Yes, 504.

Students with disabilities & English Learners

- Indicate how each student will take NAEP.
- Select any necessary NAEP accommodations.

Single student edits

Select the edit icon (shown below) to edit an information for single student.

Multiple students edits

Select the boxes (shown below) to edit multiple students. Then use Category and Change to menus to make changes.

Student Demographics | **Students with Disabilities (SD) & English Learners (EL)**

0 selected | Category: Choose category | Change to: - | Last saved: 12:34 09/08/2022

Line #	Student	Subject /Status	Students with disabilities & English Learners	Details	How to take NAEP	Accommodations	Edit
<input type="checkbox"/>	1 Magrini, Elizabeth S. 321234	Math	Yes, IEP No, Not EL	Specific Learning Disability; Mild; One year below grade level	With accommodations	Extended Time; Magnification; Breaks	
<input type="checkbox"/>	2 Michael Kors. 432343	Reading	Yes, IEP No, Not EL	Specific learning disability; Mild; At or above grade level	Without accommodations	--	
<input type="checkbox"/>	3 Magrini, Elizabeth S. 321234	Math	Yes, IEP No, Not EL	Specific Learning Disability; Mild; One year below grade level	With accommodations	Extended Time; Magnification; Breaks	
<input type="checkbox"/>	4 Michael Kors. 432343	Reading	Yes, IEP No, Not EL	Specific Learning Disability; Moderate; One year below grade level	Without accommodations	--	
<input type="checkbox"/>	5 Magrini, Elizabeth S. 321234	Math	No, Not SD Yes, EL	Spanish, 2-3 years; One year below grade level	With accommodations	Spanish/English Version of the Test	
<input type="checkbox"/>	6 Michael Kors. 432343	Math	Yes, IEP No, Not SD	Autism; Moderate; At or above grade level	With accommodations	Uses Template	
<input type="checkbox"/>	7 Magrini, Elizabeth S. 321234	Reading	Yes, IEP No, Not EL	Specific Learning Disability; Mild; One year below grade level	With accommodations	Extended Time; Magnification; Breaks	
<input type="checkbox"/>	8 Michael Kors. 432343	Math	Yes, IEP No, Not EL	Autism; Moderate; At or above grade level	Without accommodations	--	
<input type="checkbox"/>	9 Magrini, Elizabeth S. 321234	Reading	Yes, IEP No, Not EL	Specific Learning Disability; Mild; One year below grade level	With accommodations	Extended Time; Magnification; Breaks	
<input type="checkbox"/>	10 Michael Kors. 432343	Math	Yes, IEP No, Not EL	Autism; Moderate; At or above grade level	With accommodations	Breaks	

Accessibility | Privacy | Site Map

From the table, schools can make single edits or multiple edits. To make multiple edits, schools select the number of students from the left-hand column, then use the Category and Change to drop-down menus to apply the changes.

Schools edit a single student from the following pop-ups:

Make selections below and indicate how **Robert Heart** will take the Math assessment.

SD Details

IDEA categories (select all that apply)

- Specific learning disability
- Intellectual disability
- Hearing impairment/deafness
- Autism
- Speech or language impairment
- Emotional disturbance
- Orthopedic impairment
- Traumatic brain injury
- Developmental delay (age 9 or younger)
- Visual impairment/blindness
- Other health impairment (Specify)

Degree of disability

- Profound/severe
- Moderate
- Mild
- Don't know

Grade-level performance in math

- 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

How to take NAEP

Select how the student should be assessed on NAEP in Math.

- With accommodations allowed or provided by NAEP
- Without accommodations
- Do not test

Review Universal Design Elements Available to All Students
All supports listed below are accessible to every student throughout the assessment.

- Zooming
- Individual Testing Experience
- Directions Read Aloud/Text-to-Speech (English)
- Directions Explained/Clarified
- Read Aloud/Text-to-Speech (English)
- Uses a Computer/Tablet to Respond
- Color Theming
- Scratchwork/Highlighter Capability
- Elimination Capability
- Volume Adjustment
- Closed Captioning

Select Accommodations
Select all necessary NAEP accommodations for the Math assessment.

- Extended Time
- Separate Location
- Breaks During Testing
- Preferential Seating
- Cueing to Stay on Task
- Familiar Person Present in the Testing Room
- Scribe
- Calculator Version of the Test
- Special Equipment
- Uses Template
- Magnification
- Hearing Impaired Version of the Test
- High Contrast for Visually Impaired Students
- Low Mobility Version of the Test
- Directions Only Presented in Sign Language
- Presentation in Sign Language
- Response in Sign Language

Search for accommodations not listed above
Search below to see if the accommodation is referred to as another term on NAEP.

Search:

[Back](#) [Save](#)

Review the Universal Design Elements and Accommodations selected for **Robert Heart** to take the Math assessment.

Please identify a school staff member to assist with the **Cueing** accommodation. When you select **Send & Save**, they will receive automated notifications of the assessment date, time, and location.

Accommodations
Review the accommodations below to confirm they are correct. Select **Back** to make any changes.

- Cueing to Stay on Task**
A school staff member provides verbal or nonverbal cues to the student.
- Breaks During Testing**
Student can take a break as requested or regular intervals.
- Extended Time**
Student will receive up to three times the allotted time to complete the assessment.

Identify the school staff to assist with the **Cueing** accommodation:

First name: Last name: Email:

Universal Design Elements
All supports listed below are accessible to students throughout the assessment.

- Zooming**
Enlarges some content on the screen up to two times (2x).
- Individual Testing Experience**
All students interact directly with the tablet through earbuds to reduce distractions.
- Directions Read Aloud/Text-to-Speech (English)**
All directions are text-to-speech enabled.
- Directions Explained/Clarified**
Students can raise their hand at any time to get directions explained or clarified.
- Read Aloud/Text-to-Speech (English)**
Text within the assessment can be read aloud using the text-to-speech tool.
- Uses a Computer/Tablet to Respond**
All students respond on NAEP provided devices.
- Color Theming**
Students have a choice of three color contrast options.
- Scratchwork/Highlighter Capability**
Allows for freehand drawing and highlighting on the screen.
- Elimination Capability**
Allows students to gray out answer choices on screen for multiple choice questions.
- Volume Adjustment**
Students may raise or lower the volume on the voice-over narration.
- Closed Captioning**
All voice-over narration is closed captioned.
- Scratch Paper**
Scratch paper and a pencil is available upon request.

[Back](#) [Send & Save](#)

Provide Student Information

From the school summary page, schools will access this section by selecting manage from this section:

Proporcionar información sobre los estudiantes

NAEP utiliza esta información para proporcionar acomodos a los estudiantes e informar los resultados de los grupos demográficos de estudiantes.

Proporcionar información sobre los estudiantes

50	3
Seleccionados	No participan
7	2
Estudiantes con impedimentos	Aprendices del español

Datos demográficos de los estudiantes

- 5 Estudiantes con información que falta
- NSLP mostrado

Estudiantes con impedimentos y aprendices del español

- 3 Estudiantes con acomodos
- 2 Exclusiones

Ver historial




Seleccione **Administrar** para proporcionar información sobre los estudiantes

Administrar →

Student Demographic Information

On this page, schools will need to review both the Student Demographic Information and Student with a disability and English Learner (*Estudiantes con impedimentos y estudiantes aprendices del español*, in Puerto Rico) tabs.

On the student demographic information tab, schools will review student demographic data and update any inaccurate information or provide missing information. This is where schools will identify students with a Section 504 Plan who requires accommodations.

Buscar Solicitar ayuda   

Escuelas > Paul Middle School

Angelica Paul Middle School

← Anterior Siguiete →

Fecha de la evaluación: **Apr 13, 2023** Reunión de planificación de la evaluación: **Feb 13, 2023**

Administrar etiquetas: Grado 4 Grado 8 Prueba de ensayo de NAEP Prueba de campo de NAEP Florida Pendiente Gran director X

Cómo navegar y utilizar esta tabla

Navegación por pestañas y descripciones

Datos demográficos del estudiante


Actualice la información que falte o sea inexacta. Edite el estado de participación de los estudiantes que no pueden participar. Actualice la información de los estudiantes con un plan de la Sección 504 que requieren acomodos en la columna de estudiantes con impedimentos y aprendices del español a SI, 504.

Estudiantes con impedimentos y aprendices del español

Indique cómo tomará el estudiante la prueba NAEP y seleccione los acomodos necesarios para la misma.

Editar un solo estudiante

Seleccione el icono de editar (mostrado a continuación) para editar la información de un solo estudiante.



Editar varios estudiantes











Seleccione las casillas (mostradas a continuación) para editar varios estudiantes.

Luego utilice los menús **Categoría** y **Cambiar a** para realizar los cambios.

Datos demográficos de los estudiantes

Categoría: 0 seleccionados Seleccionar categoría Cambiar a

Última actualización: 12:34 09.03.2022

☐	Línea	Estudiante	Materia	Género y mes/año de nacimiento	Raza/grupo étnico	Estudiantes con impedimentos (EI) y aprendices del español (AE)	Programa nacional de almuerzos escolares	Estado del estudiante/estudiante desplazado	Estado de participación	Editar
☐	1	Magrini, Elizabeth S. 432134	Matemáticas	Jul-2010 Female	Negro o afroamericano No hispano	EI y AE	Almuerzo gratuito	100% en persona No	Estudiante con impedimentos y aprendiz del...	
☐	2	Michael Kors 432343	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	Almuerzo gratuito	100% en persona No	Participa	
☐	3	Michael Kors 543334	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	Almuerzo gratuito	100% en persona No	Participa	
☐	4	Natasha Green. 543466	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	No almuerzo	100% en persona No	Participa	
☐	5	Ken Besh. 76543	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	No almuerzo	100% en persona No	Participa	
☐	6	Shima Laden. 654345	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	Almuerzo gratuito	100% en persona No	Participa	
☐	7	Michael Shy 543554	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	No almuerzo	100% en persona No	Participa	
☐	8	Kira Night. 234554	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	No almuerzo	100% en persona No	Participa	
☐	9	Kris Larr. 765454	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	No almuerzo	100% en persona No	Participa	
☐	10	Diana Zag. 987656	Matemáticas	Jul-2010 Female	Blanco No Hispano	EI y AE	No almuerzo	100% en persona No	Participa	

Mostrar: 10 25 50 < 1 2 3 4 5 ... 25 >

Estudiantes con impedimentos (EI) y estudiantes aprendices del español (AE)

Accesibilidad | Privacidad | Mapa del sitio

From the table schools are able to do single edits or multiple edits. Multiple edits are completed by selecting the number of students from the left-hand column, then using the category and change to dropdowns to apply the changes.

A single student edit is from the following pop-up:

Edite las siguientes secciones para **Magrini Elizabeth** | 321234 | Línea 1

Mes/año de nacimiento
Jul-2010

Género
 Femenino Masculino No binario

Raza/grupo étnico
 Blanco, no hispano Negro o afroamericano, no hispano Hispano, de cualquier raza Asiático, no hispano
 Indígena de las Américas o nativo de Alaska, no hispano Nativo de Hawái o de las Islas del Pacífico, no hispano
 Dos o más razas, no hispano Información no disponible en este momento

Estudiante con impedimentos
 Sí, PEI Sí, 504 y requiere acomodos No, No EI
 No EI pero requiere acomodos Información no disponible

Aprendiz del español
 Sí, AE No, anteriormente AE No, no AE No AE pero requiere acomodos
 Información no disponible

Programa Nacional de Almuerzos Escolares
 Almuerzo gratuito No almuerzo

Estado del estudiante
 100% a tiempo completo en persona Estudiante virtual híbrido Estudiante virtual a tiempo completo

Estudiante desplazado
¿El estudiante asiste a su escuela porque ha sido desplazado por un desastre natural, como un huracán o un incendio forestal??
 Sí No Información no disponible

Estado de participación
 Participa No participa

[Atrás](#) [Guardar](#)

Not participating options:

- Not enrolled at the school (“No está matriculado en la escuela”)
- Enrolled but never attends campus (“Está matriculado pero nunca asiste a las instalaciones”)
- Student listed in error (“Estudiante incluido en la lista por error”)
- Attends all class full-time virtually (“Asiste a todas las clases a tiempo completo virtualmente”)
- Parent refusal (“Rechazo de los padres”)
- Student refusal (“Rechazo del estudiante”)
- School refusal (“Rechazo de la escuela”)
- Students who are SD only: Meets (or met) participation for alternative state assessment (“Estudiantes que son EI solamente: Cumple (o cumplió) con la participación en la evaluación estatal alternativo”)
- Students who are EL only: Enrolled in US schools for less than one year prior to the NAEP assessment (“Estudiantes que son AE solamente: Matriculados en escuelas de Puerto Rico durante menos de un año antes de la evaluación NAEP”)

Student with a disability and English Learners

From this table, schools will provide information for students identified as students with disabilities (*estudiantes con impedimentos*) and/or English Learners (*aprendices del español*). Schools will also select NAEP provided accommodations if needed by the student.

Angelica Paul Middle School

Fecha de la evaluación: **Apr 13, 2023** | Reunión de planificación de la evaluación: **Feb 13, 2023**

Administrar etiquetas: Grado 4 | Grado 8 | Prueba de ensayo de NAEP | Prueba de campo de NAEP | Florida | Pendiente | Gran director

Cómo navegar y utilizar esta tabla

Datos demográficos del estudiante
Actualice la información que falte o sea incorrecta. Edite el estado de participación de los estudiantes que no pueden participar. Actualice la información de los estudiantes con un plan de la Sección 504 que requieren acomodos en la columna de estudiantes con impedimentos y aprendices del español a SI, 504.

Estudiantes con impedimentos y aprendices del español
Indique cómo tomará el estudiante la prueba NAEP y seleccione los acomodos necesarios para la misma.

Editar un solo estudiante
Seleccione el icono de editar (monedero) a continuación para editar la información de un solo estudiante.

Editar varios estudiantes
Seleccione las casillas (mostrar) a continuación para editar varios estudiantes. Luego utilice los menús Categoría y Cambiar a para realizar los cambios.

Datos demográficos de los estudiantes | Estudiantes con impedimentos (EI) y estudiantes aprendices del español (AE)

0 seleccionados | Categoría: Seleccionar categoría | Cambiar a: - | Última actualización: 12:34 09/03/2022

Linea	Estudiante	Materia/Estado	Estudiantes con impedimentos (EI) y aprendices del español (AE)	Detalles	Cómo tomar NAEP	Acomodos	Editar
<input type="checkbox"/>	1 Magrini, Elizabeth S. 321234	Matemáticas	SI, PEI No, No AE	impedimento específico del aprendizaje; leve; un año por debajo del nivel del grado	Con acomodos	Tiempo extendido; ampliación; descansos	
<input type="checkbox"/>	2 Michael Kors. 432343	Matemáticas	SI, PEI No, No AE	Impedimento específico del aprendizaje; leve; a nivel o por encima del nivel del grado	Sin acomodos	--	
<input type="checkbox"/>	3 Magrini, Elizabeth S. 321234	Matemáticas	SI, PEI No, No AE	Impedimento específico de aprendizaje; leve; un año por debajo del nivel del grado	Con acomodos	Tiempo extendido; ampliación; descansos	
<input type="checkbox"/>	4 Michael Kors. 432343	Matemáticas	SI, PEI No, No AE	Impedimento específico del aprendizaje; moderado; un año por debajo del nivel del grado	Sin acomodos	--	
<input type="checkbox"/>	5 Magrini, Elizabeth S. 321234	Matemáticas	No, No EI SI, AE	Inglés, 2-3 años; un año por debajo del nivel del grado	Con acomodos	Versión en inglés/español de la prueba	
<input type="checkbox"/>	6 Michael Kors. 432343	Matemáticas	SI, PEI No, No EI	Autismo; moderado; a nivel o por encima del nivel del grado	Con acomodos	Usa plantilla	
<input type="checkbox"/>	7 Magrini, Elizabeth S. 321234	Matemáticas	SI, PEI No, No AE	Impedimento específico de aprendizaje; leve; un año por debajo del nivel del grado	Con acomodos	Tiempo extendido; ampliación; descansos	
<input type="checkbox"/>	8 Michael Kors. 432343	Matemáticas	SI, PEI No, No AE	Autismo; moderado; a nivel o por encima del nivel del grado	Sin acomodos	--	
<input type="checkbox"/>	9 Magrini, Elizabeth S. 321234	Matemáticas	SI, PEI No, No AE	Impedimento específico de aprendizaje; leve; un año por debajo del nivel del grado	Con acomodos	Tiempo extendido; ampliación; descansos	
<input type="checkbox"/>	10 Michael Kors. 432343	Matemáticas	SI, PEI No, No AE	Autismo; moderado; a nivel o por encima del nivel del grado	Con acomodos	Descansos	

Mostrar: 10 | 25 | 50 | < 1 2 3 4 5 ... 25 >

Accesibilidad | Privacidad | Mapa del sitio

From the table schools are able to do single edits or multiple edits. Multiple edits are completed by selecting the number of students from the left-hand column, then using the category and change to dropdowns to apply the changes.

Schools edit a single student from the following pop-ups:

Selección de las opciones que aparecen a continuación e indique cómo **Robert Heart** tomará la evaluación de matemáticas.

Detalles sobre EI

Categorías de IDEA
(seleccione todas las que correspondan)

- Impedimento específico del aprendizaje
- Discapacidad intelectual
- Impedimento auditivo/sordera
- Autismo
- Impedimento del habla o del lenguaje
- Trastorno emocional
- Impedimento ortopédico
- Lesión cerebral traumática
- Retraso del desarrollo (9 años o menos)
- Impedimento visual/ceguera
- Otro impedimento de salud (Especifique)

Grado de impedimento

- Profundo/severo
- Moderado
- Leve
- No lo sé

Desempeño a nivel de grado en matemáticas

- A nivel o por encima del nivel del grado
- Un año por debajo del nivel del grado
- Dos años o más por debajo del nivel del grado
- No recibe educación en esta materia
- No lo sé

Cómo tomar NAEP

Seleccione cómo debe ser evaluado el estudiante en la evaluación NAEP de matemáticas.

- Con acomodos permitidos o proporcionados por NAEP
- Con acomodos
- No evaluar

Revise los elementos de diseño universal disponibles para todos los estudiantes
Todos los elementos que se indican a continuación están disponibles para todos los estudiantes a lo largo de la evaluación.

- Aumentar
- Experiencia de evaluación individual
- Instrucciones leídas en voz alta/Texto a voz (español)
- Instrucciones explicadas/aclaradas
- Lectura en voz alta/Texto a voz (español)
- Usar una computadora o tableta para contestar
- Tematización por color
- Trabajo en borrador/función de resaltador
- Función de eliminación
- Ajuste del volumen
- Subtítulos

Seleccione los acomodos

Seleccione todos los acomodos necesarios de NAEP para la evaluación de matemáticas.

- Tiempo extendido
- Lugar aparte
- Descanso durante la evaluación
- Asiento preferencial
- Señales para que los estudiantes se mantengan enfocados
- Persona conocida presente en el salón de la evaluación
- Escribiente
- Versión con calculadora de la evaluación
- Equipo especial
- Use plantilla
- Ampliación
- Respuesta en lenguaje de señas
- Versión de la prueba para estudiantes con impedimentos auditivos
- Contraste alto para estudiantes con problemas de visión
- Versión de movilidad reducida de la evaluación
- Instrucciones solamente presentadas en lenguaje de señas
- Presentación en lenguaje de señas

Buscar acomodos que no aparezcan en la lista anterior
Busque a continuación para ver si el acomodo es conocido por otro término en NAEP.

Buscar

Atrás Guardar

Revise los elementos de diseño universal y los acomodos seleccionados para que **Robert Heart** tome la evaluación de matemáticas.

Por favor, identifique a un miembro del personal de la escuela para que le ayude con los acomodos de **señales para que los estudiantes se mantengan enfocados**. Cuando seleccione **Enviar y Guardar**, ellos recibirán una notificación automática de la fecha, hora y lugar de la evaluación.

Acomodos

Revise los acomodos a continuación para confirmar que son correctos. Seleccione **Atrás** para realizar cualquier cambio.

- Señales para que los estudiantes se mantengan enfocados
Un miembro del personal de la escuela proporciona señales verbales o no verbales al estudiante.
- Descansos durante la evaluación
El estudiante puede tomar un descanso cuando lo solicite o a intervalos regulares.
- Tiempo extra
El estudiante recibirá hasta tres veces el tiempo asignado para completar la evaluación.

Identifique al personal de la escuela que le ayudará con el acomodo de **señales para que los estudiantes se mantengan enfocados**:

Nombre Apellido Correo electrónico

Elementos de diseño universal

Todos los elementos que se indican a continuación están disponibles para todos los estudiantes a lo largo de la evaluación.

- Aumentar
Agranda algún contenido de la pantalla hasta 2 veces (2x).
- Experiencia de evaluación individual
Los estudiantes interactúan directamente con el dispositivo mediante audífonos para reducir las distracciones.
- Instrucciones leídas en voz alta/Texto a voz (español)
Todas las instrucciones de la evaluación están disponibles en texto a voz.
- Instrucciones explicadas/aclaradas
Los estudiantes pueden levantar la mano en cualquier momento para pedir que se aclaren o expliquen las instrucciones.
- Lectura en voz alta/Texto a voz (español)
El texto de la evaluación puede leerse en voz alta usando la herramienta de texto a voz.
- Usar una computadora o tableta para contestar
Todos los estudiantes contestan en dispositivos proporcionados por NAEP.
- Tematización por color
Los estudiantes pueden elegir entre tres opciones de tematización por color.
- Trabajo en borrador/función de resaltador
Permite dibujar a mano y resaltar en la pantalla.
- Función de eliminación
Les permite a los estudiantes esconder opciones de respuesta en las preguntas de opción múltiple.
- Ajuste del volumen
Los estudiantes pueden subir o bajar el volumen de la narración.
- Subtítulos
Toda la narración tiene subtítulos.
- Papel borrador
El papel borrador (y lápiz) está disponible a solicitud.

Atrás Enviar y Guardar




Appendix I16: Resources, English and Spanish Puerto Rico

Resources

From this section, schools can view the contact information for the NAEP help desk.

Request help

For technical assistance, contact the help desk. After hours voice mails and emails will be answered as soon as possible.

-  Phone
1-800-283-6237
-  Email
naephelp@westat.com
-  Hours
Weekdays 8:00 am - 5:30 pm ET

[Close](#)

Resources

From this section, schools can view the contact information for the NAEP help desk.

Solicitar ayuda

Para asistencia técnica, comuníquese con la oficina de ayuda. Los mensajes de voz y los correos electrónicos fuera de horario se responderán lo antes posible.

-  Teléfono
1-800-283-6237
-  Correo electrónico
naephelp@westat.com
-  Horario
Días laborables 8:00 am - 5:30 pm ET

[Cerrar](#)

Appendix I17: Schedule Assessment Planning Meeting, English and Spanish Puerto Rico

Schedule Assessment Planning Meeting

From the school summary page, schools are able to schedule the assessment planning meeting with their NAEP representative by selecting the schedule assessment planning meeting button.

Schedule Assessment Planning Meeting

Schedule a Zoom meeting with the NAEP team to plan the assessment.

60 Minute Meeting

Copy link

Schedule Assessment Planning Meeting +

On the modal pop-up, the schools will be able to select a date and time that their NAEP representative is available and schedule the assessment planning meeting to review and confirm school information prior to assessment day.

Select a Date & Time

60 Minute Meeting

October 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Time zone
Eastern Time - US & Canada (8:54 PM)

← Back

Confirm →

- 10:00 AM
- 10:30 AM
- 11:00 AM
- 11:30 AM
- 12:00 PM
- 12:30 PM

Confirm & Schedule

60 Minute Meeting

Category
Assessment Planning Meeting

Day: Wednesday, October 25 | Time: 12:00 PM - 1:00 PM | Time zone: EST

School: Angelica Paul Middle School | Attendees: John Tompson

<https://us04web.zoom.us/j/79545345299>

← Back

Schedule Assessment Planning Meeting

Appendix I18: Technical Logistics, English and Spanish Puerto Rico

Technical Logistics

From the school summary page, schools will access this section, where they can provide and confirm Technical Logistics by selecting the Manage button, as shown below (bottom-right).

The screenshot shows the 'Technical Logistics' section of a web interface. On the left, there is a sidebar with the title 'Technical Logistics' and a sub-header 'Confirm network credentials provided in the Internet Connectivity Survey. Complete the safelist test and speed test.' The main content area has two rows of progress indicators: 'Complete Safelisting Test' and 'Complete Speed Test', both marked as 'Not completed'. To the right, a vertical panel indicates 'Assessment will be conducted' and 'Not completed'. Below these, there are three columns for Wi-Fi configuration: 'Wi-Fi Network' (selected as 'Guest'), 'Wi-Fi Credentials' (selected as 'Username and password'), and 'Wi-Fi Credentials provided by' (selected as 'The NAEP school coordinator will provide credentials to the team.'). At the bottom, there is a 'View history' link, a prompt 'Select Manage to provide technical logistics.', and a blue 'Manage' button with a right-pointing arrow.

After selecting the Manage button on this page, schools will confirm responses from the Internet Connectivity Survey, answer additional questions about the location meeting technical requirements, and run a safelist check and speed test.

In the Wi-Fi Connection section, schools can select from the options below to confirm the Wi-Fi connection NAEP will use:

- Wi-Fi Connection NAEP will use
 - Primary
 - Guest
 - Other

In the Safelist Requirements and Wi-Fi Credentials sections, schools can select from the options below to confirm “Wi-Fi restrict URLs,” “Does the Wi-Fi require credentials,” and “Wi-Fi credentials will be provided by” responses:

- Wi-Fi restrict URLs
 - Yes
 - No
- Does the Wi-Fi require credentials
 - Yes, username and password
 - Yes, password only
 - No
- Wi-Fi credentials will be provided by
 - The front office will share credentials with the team on assessment day
 - The NAEP school coordinator will provide credentials to the team
 - Other

Paul Middle School

Assessment Date **Mar 28, 2023** | Assessment Planning Meeting **Feb 22, 2023**

How to navigate this page

<p>Technical logistics - step 1</p> <p>In this section, you will</p> <ul style="list-style-type: none"> Review the responses from the Internet Connectivity Survey and update any information (if needed). Answer questions necessary to plan technical logistics. Conduct safelist checks and internet speed tests in the assessment location on the provided network. 	<p>Technical logistics - step 2</p> <p>After completing this section, you and your NAEP representative will</p> <ul style="list-style-type: none"> Confirm network and Wi-Fi credentials. Discuss the results of the safelist check and speed test. Review how the assessment will be conducted at your school. 	<p>Edit</p> <p>Select the edit icon (shown below) to edit an information for single student.</p> <p>Edit</p>
--	--	--

School-based technology coordinator

Please identify a person at your school on the **Teams** page who can serve as the technology coordinator to confirm the technical logistics in your school.

Name	Phone Number	E-mail
Not answered	Not answered	Not answered

[View history](#) | [Go to the Teams page to invite a school based technology coordinator.](#)

Wi-Fi Connection

Confirm the responses from the Internet Connectivity Survey entered by **<NAME>** on **<DATE>**.

Wi-Fi Connection NAEP will use	If there are any concerns with providing 14 mbps download and 10 mbps upload bandwidth from the [Guest] Wi-Fi on [Assessment Date] for at least 6 hours, please explain.
Guest	No concerns at this time.

[View history](#) | [Select Edit to update the information.](#) **Edit**

Safelist requirements & Wi-Fi credentials

Confirm the responses from the Internet Connectivity Survey entered by **<NAME>** on **<DATE>**.

Does the Wi-Fi restrict URLs	Yes	
Does the Wi-Fi require credentials	Yes, username and password	Wi-Fi credentials will be provided by The NAEP school coordinator will provide credentials to the team.

[View history](#) | [Select Edit to update the information.](#) **Edit**

Additional procedures

Confirm the responses from the Internet Connectivity Survey entered by **<NAME>** on **<DATE>**.

Please add anything else NAEP needs to know about connecting devices to school Wi-Fi, or school security procedures.
No additional procedures.

[View history](#) | [Select Edit to update the information.](#) **Edit**

Confirm the location meets Technical Requirements

This location was selected by the school coordinator, confirm this location will meet the technical requirements on the [assessment date].

<p>Group A</p> <p>Location: Library</p>	<p>Group B</p> <p>Location: Library</p>
--	--

Can the testing location's Wireless Access Point (WAP) support 28 simultaneous connections and sustain the minimum required bandwidth [10 mbps]?

NOT ANSWERED **NO** **YES**

Are there any planned events that would interfere with bandwidth requirements to support the connections of 28 NAEP devices?

NOT ANSWERED **NO** **YES**

[View history](#) | [Select Edit to update the information.](#) **Edit**

Complete safelisting check and speed test

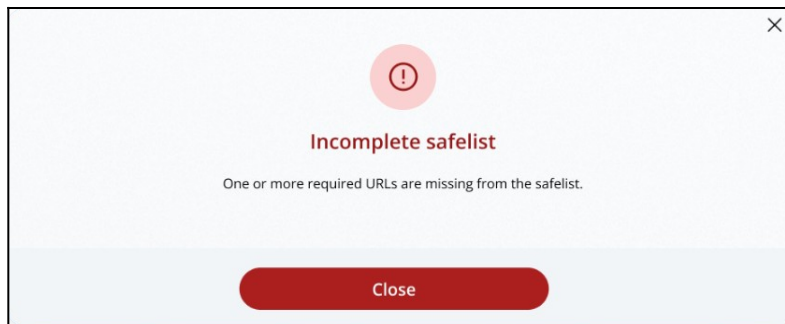
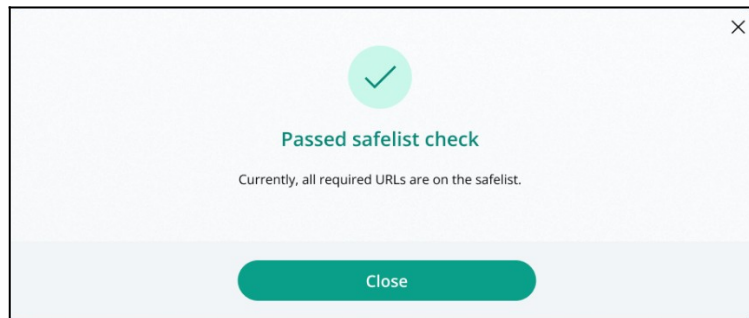
Run safelisting check and speed test during school hours, on the selected Wi-Fi network. NAEP devices will be connecting to, and in the assessment location.

- Complete Safelisting Check **Run check**
- Complete Speed Test **Run check** You need to complete step 1 to complete speed test.

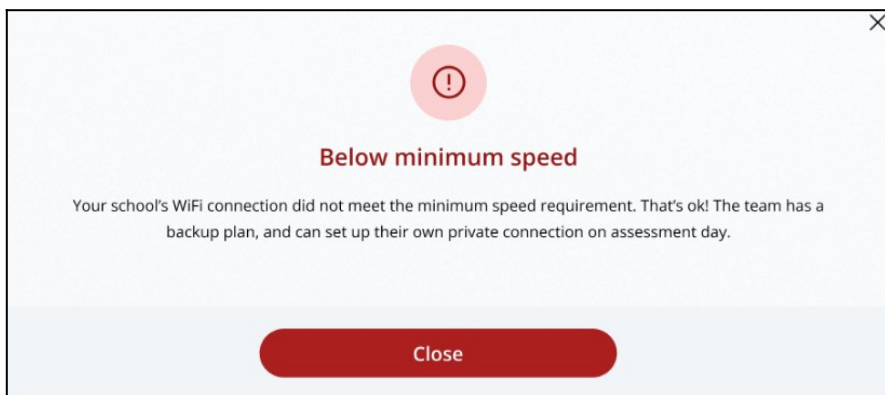
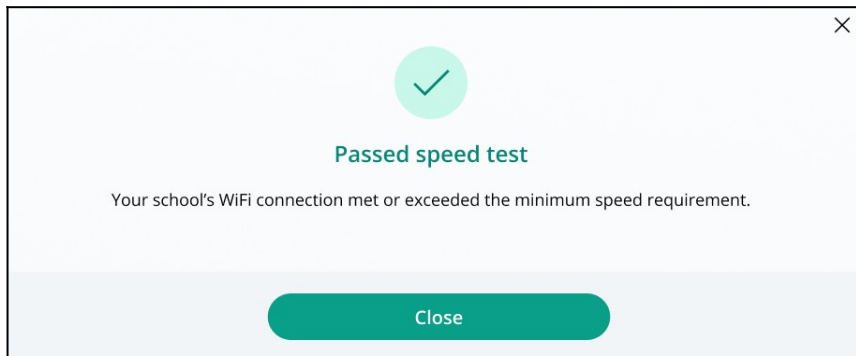
About the NAEP Internet Speed Test Tool
The school coordinator or school-based technology coordinator (if identified) will conduct an internet speed test to ensure the assessment location meets the minimum bandwidth requirements. This test **must** be conducted at the assessment location on the intended school Wi-Fi connection during school hours.

Safelist Check and Speed Test Messaging

After the school runs the safelist check, they will receive a pass or incomplete message:



After the school runs the speed test, they will receive a pass or below speed message:



Technical Logistics

From the school summary page, schools will access this section, where they can provide and confirm Technical Logistics by selecting the Manage button, as shown below (bottom-right).

The screenshot shows a web interface for 'Logística técnica'. On the left, there is a sidebar with the title 'Logística técnica' and instructions: 'Confirme las credenciales de red proporcionadas en la Encuesta sobre la conectividad a Internet. Complete la prueba de lista segura y la prueba de velocidad de Internet.' The main content area has two sections: 'Complete la prueba de lista segura' and 'Complete la prueba de velocidad de Internet', both with a status of 'No se ha completado'. To the right, there is a box for 'La evaluación se llevará a cabo' with a status of 'No se ha completado'. Below these are three sections for 'Conexión WiFi': 'Para visitantes', 'Credenciales para el WiFi' (with sub-fields for 'Nombre de usuario y contraseña'), and 'Credenciales para el WiFi proporcionadas por' (with a note: 'El/la coordinador(a) escolar de NAEP proporcionará las credenciales al equipo.'). At the bottom, there is a 'Ver historial' link, a note 'Seleccione Administrar para proporcionar la logística técnica.', and a blue 'Administrar' button with a right arrow.

After selecting the Manage button on this page, schools will confirm responses from the Internet Connectivity Survey, answer additional questions about the location meeting technical requirements, and run a safelist check and speed test.

In the Wi-Fi Connection section, schools can select from the options below to confirm the Wi-Fi connection NAEP will use:

- Wi-Fi Connection NAEP will use
 - Primary (*Primaria*, in Puerto Rico)
 - Guest (*Para visitantes*, in Puerto Rico)
 - Other (*Otra*, in Puerto Rico)

In the Safelist Requirements and Wi-Fi Credentials sections, schools can select from the options below to confirm “Wi-Fi restrict URLs,” “Does the Wi-Fi require credentials,” and “Wi-Fi credentials will be provided by” responses:

- Wi-Fi restrict URLs
 - Yes (*Sí*, in Puerto Rico)
 - No
- Does the Wi-Fi require credentials
 - Yes, username and password (*Si, nombre de usuario y contraseña*, in Puerto Rico)
 - Yes, password only (*Si, sólo contraseña*, in Puerto Rico)
 - No
- Wi-Fi credentials will be provided by
 - The front office will share credentials with the team on assessment day (*La oficina principal de la escuela proporcionará las credenciales al equipo de NAEP el día de la evaluación*, in Puerto Rico)
 - The NAEP school coordinator will provide credentials to the team (*El/la coordinador(a) escolar de NAEP proporcionará las credenciales al equipo de NAEP*, in Puerto Rico)
 - Other (*Otra*, in Puerto Rico)

Paul Middle School

Fecha de la evaluación: **Mar 28, 2023** Reunión de planificación de la evaluación: **Feb 22, 2023**

Cómo navegar por esta página

<p>Logística técnica - paso 1</p> <p>En esta sección, usted podrá</p> <ul style="list-style-type: none"> Revisar las respuestas de la Encuesta sobre la conectividad a Internet y actualizar la información (de ser necesario). Responder a las preguntas necesarias para planificar la logística técnica. Realizar pruebas de lista segura y de velocidad de Internet en el lugar de la evaluación en la red proporcionada. 	<p>Logística técnica - paso 2</p> <p>Después de completar esta sección, usted y su representante de NAEP podrán</p> <ul style="list-style-type: none"> Confirmar las credenciales de la red de WiFi. Discutir los resultados de la prueba de velocidad de Internet y de la lista segura. Revisar cómo se llevará a cabo la evaluación en su escuela. 	<p>Editar</p> <p>Seleccione el botón de editar como se muestra a continuación para editar la sección.</p> <p>Editar</p>
---	---	---

Coordinador(a) de tecnología escolar

Identifique en la página de Equipos a una persona de su escuela que pueda ejercer como coordinador(a) de tecnología para confirmar la logística técnica en su escuela.

Nombre	Número de teléfono	Correo electrónico
No se ha contestado	No se ha contestado	No se ha contestado

[Ver historial](#) [Seleccione Editar para actualizar la información.](#) **Editar**

Conexión WiFi

Confirme las respuestas de la Encuesta sobre la conectividad a Internet ingresadas por <NAME> el <DATE>.

Revisar la hoja informativa de requisitos técnicos para obtener instrucciones.

Conexión WiFi que NAEP usará	Por favor, indique cualquier preocupación con respecto a proveer 14 mbps de ancho de banda para la descarga y 10 mbps para la carga desde el WiFi [Para visitantes] el [Assessment Date] durante al menos 3 horas.
Para visitantes	No hay preocupaciones en este momento.

[Ver historial](#) [Seleccione Editar para actualizar la información.](#) **Editar**

Requisitos para la lista segura y credenciales para el WiFi

Confirme las respuestas de la Encuesta sobre la conectividad a Internet ingresadas por <NAME> el <DATE>.

Revisar el documento de la lista segura de URLs para obtener instrucciones.

¿El WiFi restringe las URLs?	¿El WiFi requiere credenciales?	Las credenciales para el WiFi serán proporcionadas por
Si	Si, nombre de usuario y contraseña	El(a) coordinador(a) escolar de NAEP proporcionará las credenciales al equipo.

[Ver historial](#) [Seleccione Editar para actualizar la información.](#) **Editar**

Procedimientos adicionales

Confirme las respuestas de la Encuesta sobre la conectividad a Internet ingresadas por <NAME> el <DATE>.

Por favor, añada cualquier otra cosa que NAEP necesite saber sobre la conexión de dispositivos al WiFi de la escuela, o sobre procedimientos de seguridad de la escuela

No hay procedimientos adicionales.

[Ver historial](#) [Seleccione Editar para actualizar la información.](#) **Editar**

Confirme que el lugar cumple con los requisitos técnicos

Este lugar fue seleccionado por el/a coordinador(a) escolar, confirme que este lugar cumplirá con los requisitos técnicos el (assessment date).

Grupo A	Grupo B
Lugar: Biblioteca	Lugar: Biblioteca

¿Puede el punto de acceso inalámbrico (WAP, por sus siglas en inglés) del lugar de la prueba soportar 28 conexiones simultáneas y mantener el ancho de banda mínimo requerido [10 mbps]?

¿Hay algún evento planificado que pueda interferir con los requisitos de ancho de banda para soportar las conexiones de 28 dispositivos NAEP?

[Ver historial](#) [Seleccione Editar para actualizar la información.](#) **Editar**

Realice las pruebas en el lugar de la evaluación

Realice las pruebas de lista segura y de velocidad de Internet durante el horario escolar y en el lugar de la evaluación.

- Complete la prueba de lista segura **Realizar prueba**
- Complete la prueba de velocidad de Internet **Realizar prueba**

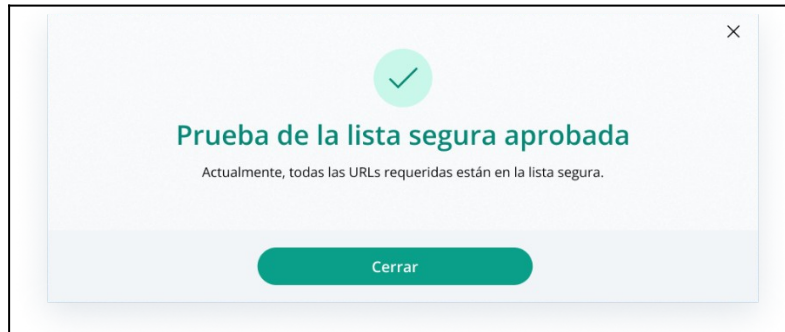
Es necesario completar el paso 1 para completar la prueba de velocidad.

Acerca de la herramienta de prueba de velocidad de Internet de NAEP

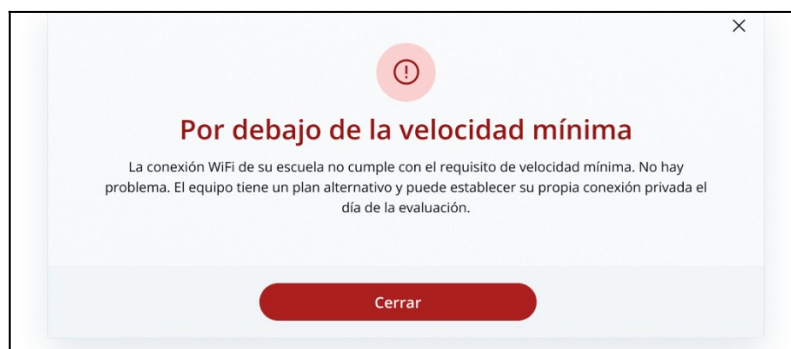
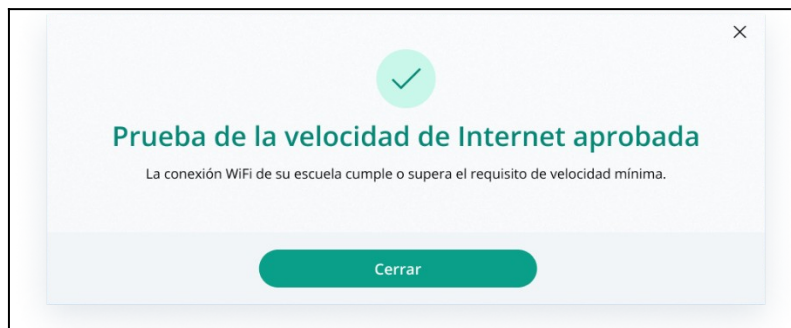
El(a) coordinador(a) de tecnología escolar (si está identificado/a) realizará una prueba de velocidad de Internet para garantizar que el lugar de la evaluación cumple con los requisitos mínimos de ancho de banda. Esta prueba debe realizarse en el lugar de la evaluación en la conexión WiFi de la escuela durante el horario escolar.

Safelist Check and Speed Test Messaging

After the school runs the safelist check, they will receive a pass or incomplete message:



After the school runs the speed test, they will receive a pass or below speed message:



**Appendix I19: High School Transcript Study (HSTS)
Assessment Management System (AMS) Screens
(NEW)**

High School Transcript Study (HSTS)

ASSESSMENT MANAGEMENT SYSTEM PAGES

Description of the HSTS Website: The NAEP State and TUDA Coordinators will set designations in fall 2023 to decide if schools or districts are responsible for providing information and materials for the study. The data collected for the study includes course catalogs, a transcript information survey, and student transcripts. The HSTS pages serve as the primary resource and action center throughout the data collection period. NAEP State and TUDA coordinators will contact schools in fall 2023 to provide information about the study and instructions for accessing the HSTS pages on the AMS website, as well as to request the designation of a dedicated school or district HSTS coordinator. The content of the HSTS pages for schools and districts are included in this document.

Notes on the organization of this document

- Red text indicates descriptive notes.
- Colored notes with figure numbers within the webpage screenshots are for reference during review.
- All documents that can be downloaded and the scripts for videos on the website are submitted separately.

The webpages shown below would be shown to a school or district designated to provide all data for the High School Transcript Study (HSTS). The pages on the actual website will be customized based what data the schools and districts need to provide, so some tasks will not be visible for schools/districts if their state or TUDA district is providing the data on their behalf.

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HSTS Tile on School/District Summary Page

Schools access the HSTS tile on the School Summary Page and districts access the tile from the District Summary Page. School and district HSTS coordinators will enter this section to provide data for the High School Transcript Study by selecting the “Go to HSTS” button, as shown below (bottom-right). This tile is identical for schools and districts.

Figure 1: Screenshot of HSTS tile on School or District Summary Page

High School Transcript Study

The High School Transcript Study (HSTS) is conducted in conjunction with NAEP 2024. The study examines the types of courses high school graduates took during high school, how many credits they earned, and the grades they received. HSTS also explores the relationships between high school coursetaking patterns and graduates' achievement based on their performance on the NAEP grade 12 mathematics assessment.

Data Collection Tasks

- Submit Course Catalogs**
Submission window: October 2 - December 15
Status: Not submitted
- Complete the Transcript Information Survey**
Submission window: October 2 - December 15
Status: Not submitted
- Submit Student Transcripts**
Submission opens **summer 2024**

Select **Go to HSTS** to complete tasks for the study. [Go to HSTS →](#)

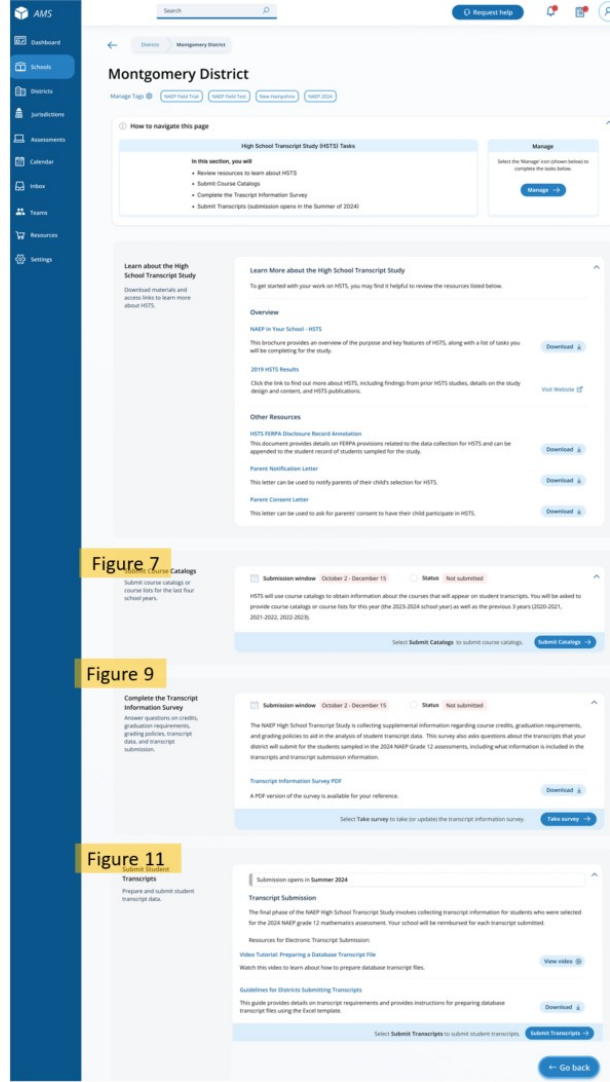
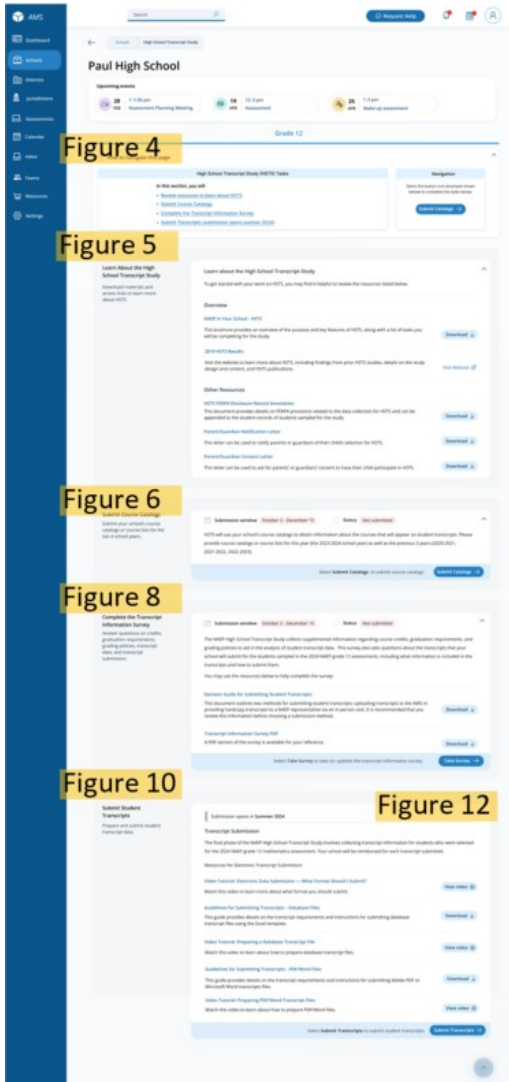
HSTS Main Page

Schools/Districts will arrive at the HSTS main page from selecting “Go to HSTS” on the HSTS Tile. On this page they can learn more about HSTS, submit course catalogs, complete the transcript information survey, and submit student transcripts.

Figure 2 shows School View of the page. Figure 3 shows the entire page for districts. The following pages include descriptions of each tile on the page HSTS Main Page with larger screenshots for better readability (figures 4 – 12 below). Notes have been added with figure numbers of the corresponding enlarged screenshots below.

Figure 2: Screenshot of HSTS Main Page for Schools

Figure 3: Screenshot of HSTS Main Page for Districts



HSTS Main Page: Navigation Tile

At the top of the page, there is a list of tasks and instructions for navigating the page. The list will be customized for the tasks the school/district is designated to provide. This section is identical for schools and districts.

Figure 4: Screenshot of HSTS Main Page Navigation

The screenshot shows a navigation tile titled "How to navigate this page" with an information icon on the left and an upward arrow on the right. The tile is divided into two main sections:

- High School Transcript Study (HSTS) Tasks:** A light blue header box containing the text "In this section, you will" followed by a bulleted list of three tasks:
 - [Review resources to learn about HSTS](#)
 - [Submit Course Catalogs](#)
 - [Complete the Transcript Information Survey](#)
 - [Submit Transcripts \(submission opens summer 2024\)](#)
- Navigation:** A light blue header box containing the text "Select the button icon (example shown below) to complete the tasks below." Below this text is a blue button with the text "Submit Catalogs" and a right-pointing arrow.

HSTS Main Page: Learn about the High School Transcript Study Tile

The next section “Learn about the High School Transcript Study” has a list of resources to download and links to the NAEP HSTS website for more information. Parent/Guardian Letters will also be posted in this section if requested. This tile is identical for schools and districts.

Links/Downloads on this page (see Documents submitted separately):

- NAEP in Your School – HSTS
- 2019 HSTS Results (Link to external webpage: <https://nces.ed.gov/nationsreportcard/hsts/>)
- HSTS FERPA Disclosure Record Annotation
- Parent/Guardian Notification Letter
- Parent/Guardian Consent Letter

Figure 5: Screenshot of HSTS Main Page, Learn About HSTS Tile

Learn About the High School Transcript Study

Download materials and access links to learn more about HSTS.

Learn about the High School Transcript Study

To get started with your work on HSTS, you may find it helpful to review the resources listed below.

Overview

NAEP in Your School - HSTS

This brochure provides an overview of the purpose and key features of HSTS, along with a list of tasks you will be completing for the study. [Download](#)

2019 HSTS Results

Visit the website to learn more about HSTS, including findings from prior HSTS studies, details on the study design and content, and HSTS publications. [Visit Website](#)

Other Resources

HSTS FERPA Disclosure Record Annotation

This document provides details on FERPA provisions related to the data collection for HSTS and can be appended to the student records of students sampled for the study. [Download](#)

Parent/Guardian Notification Letter

This letter can be used to notify parents or guardians of their child's selection for HSTS. [Download](#)

Parent/Guardian Consent Letter

This letter can be used to ask for parents' or guardians' consent to have their child participate in HSTS. [Download](#)

HSTS Main Page: Submit Course Catalogs Tile

In the next tile, “Submit Course Catalogs,” Schools or districts will select the “Submit Catalogs” button in the bottom-right corner to view the submit course catalogs page. The text on this tile is slightly different for school and district users, see Figure 6 and 7 below.

Figure 6: Screenshot of Submit Course Catalogs Tile, School Version

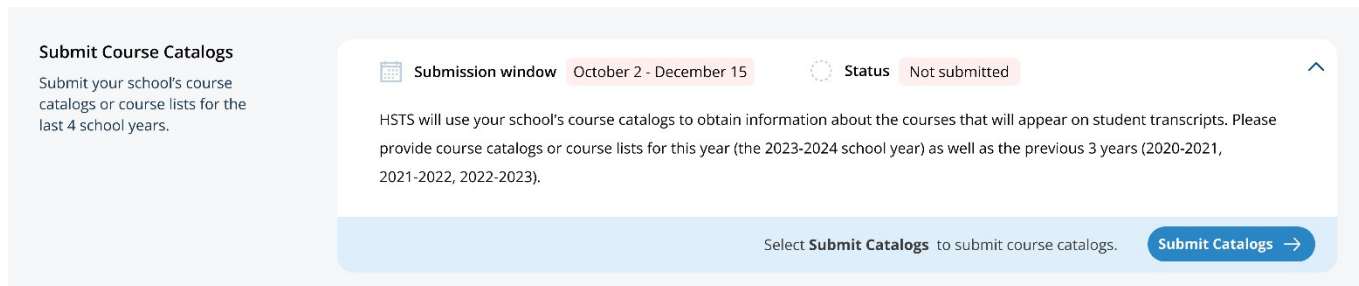
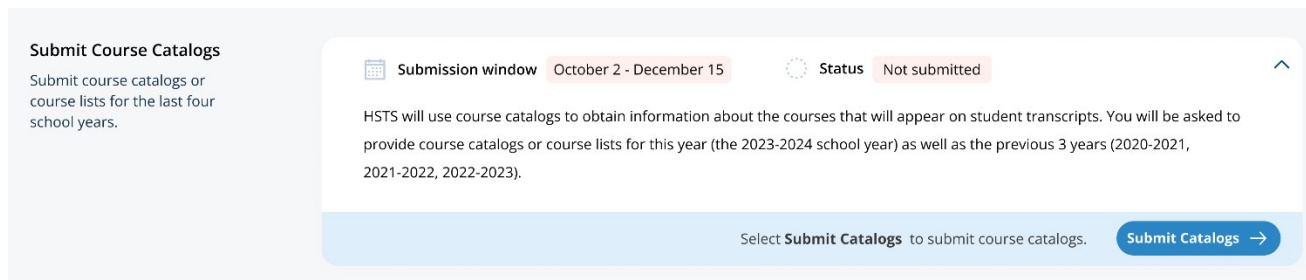


Figure 7: Screenshot of Submit Course Catalogs Tile, District Version



HSTS Main Page: Complete the Transcript Information Survey Tile

The “Complete the Transcript Information Survey” tile contains a description of the task and downloadable resources for completing the survey. Users can access the survey by clicking the “Take Survey” button in the bottom-right of the tile. The school and district versions of this tile are shown in figure 8 and 9 respectively. Links/Downloads on this page (see Documents submitted separately):

- Decision Guide for Submitting Student Transcripts
- Transcript Information Survey PDF

Figure 8: Screenshot of Complete Transcript Information Survey Tile School Version

The screenshot shows a user interface for the 'Complete the Transcript Information Survey' tile. On the left, there is a sidebar with the title 'Complete the Transcript Information Survey' and a brief description: 'Answer questions on credits, graduation requirements, grading policies, transcript data, and transcript submission.' The main content area features a 'Submission window' of 'October 2 - December 15' and a 'Status' of 'Not submitted'. The text explains that the NAEP High School Transcript Study collects supplemental information regarding course credits, graduation requirements, and grading policies. It also asks questions about the transcripts that the school will submit for the students sampled in the 2024 NAEP grade 12 assessments. Below this, there are two sections with 'Download' buttons: 'Decision Guide for Submitting Student Transcripts' and 'Transcript Information Survey PDF'. At the bottom, there is a 'Take Survey' button with a right-pointing arrow.

Figure 9: Screenshot of Complete Transcript Information Survey Tile, District Version

The screenshot shows a user interface for the 'Complete the Transcript Information Survey' tile, specifically the District Version. The layout is similar to Figure 8, with a sidebar on the left and a main content area. The sidebar title is 'Complete the Transcript Information Survey' and the description is 'Answer questions on credits, graduation requirements, grading policies, transcript data, and transcript submission.' The main content area shows a 'Submission window' of 'October 2 - December 15' and a 'Status' of 'Not submitted'. The text describes the NAEP High School Transcript Study's collection of supplemental information regarding course credits, graduation requirements, and grading policies, and asks questions about the transcripts that the district will submit for the students sampled in the 2024 NAEP Grade 12 assessments. There are two 'Download' buttons: 'Transcript Information Survey PDF' and 'Decision Guide for Submitting Student Transcripts'. At the bottom, there is a 'Take survey' button with a right-pointing arrow.

HSTS Main Page: Submit Student Transcripts Tile

The last section on the HSTS main Page is the “Submit Student Transcript” tile. Schools and districts can download resources and watch instructional videos about submit transcripts in this tile. When the transcript submission window opens, schools and districts can select “Submit Transcripts” in the bottom-right to view the submit transcripts page. The school and district versions of the page are shown below in Figure 10 and Figure 11 respectively. Figure 12 shows the view of the top section of the tile when the submission window opens. Links/Downloads on this page (see Documents submitted separately):

- Video Tutorial: Electronic Data Submission – What Format Should I Submit
- Guidelines for Submitting Transcripts – Database Files
- Video Tutorial: Preparing a Database Transcript File
- Guidelines for Submitting Transcripts - PDF/Word Files
- Video Tutorial: Preparing PDF/Word Transcript Files
- Guidelines for Districts Submitting Transcripts

Figure 10: Screenshot of Submit Student Transcripts Tile, School Version

Submission opens in **Summer 2024**

Transcript Submission

The final phase of the NAEP High School Transcript Study involves collecting transcript information for students who were selected for the 2024 NAEP grade 12 mathematics assessment. Your school will be reimbursed for each transcript submitted.

Resources for Electronic Transcript Submission:

- [Video Tutorial: Electronic Data Submission — What Format Should I Submit?](#) [View video](#)
- [Guidelines for Submitting Transcripts - Database Files](#) [Download](#)
- [Video Tutorial: Preparing a Database Transcript File](#) [View video](#)
- [Guidelines for Submitting Transcripts - PDF/Word Files](#) [Download](#)
- [Video Tutorial: Preparing PDF/Word Transcript Files](#) [View video](#)

Select **Submit Transcripts** to submit student transcripts. [Submit Transcripts](#)

Figure 11: Screenshot of Submit Student Transcripts Tile, District Version

Submit Student Transcripts
Prepare and submit student transcript data.

Submission opens in **Summer 2024**

Transcript Submission

The final phase of the NAEP High School Transcript Study involves collecting transcript information for students who were selected for the 2024 NAEP grade 12 mathematics assessment.

Resources for Electronic Transcript Submission:

[Video Tutorial: Preparing a Database Transcript File](#) View video

Watch this video to learn about how to prepare database transcript files.

[Guidelines for Districts Submitting Transcripts](#) Download

This guide provides details on transcript requirements and provides instructions for preparing database transcript files using the Excel template.

Select **Submit Transcripts** to submit student transcripts. Submit Transcripts →

After submission opens, the submission window and status will be shown at the top of the tile for schools and districts.

Figure 12: Screenshot of Top of Transcript Submission Tile, Alternate View

Submission window October 2 - December 15 Status Not submitted

Submit Course Catalogs Page

Schools and districts will access the Submit Course Catalog page by selecting “Submit Catalogs” on the HSTS Main Page Submit Catalog tile.

On the top of the page, details are provided about the requested course catalogs or lists.

The middle section of the page allows schools and districts to select the year of the catalog they are submitting in the tabs, and then select the method for that catalog. The methods available are, 1) to upload course catalogs, 2) to enter a link to a web catalog, or 3) to request a pre-paid envelope to send hardcopy catalogs. The year 2023-2024 has all options available, but the prior 3 years have only the upload and link option available.

The bottom of the page has a submission history which will show what catalogs a school submits.

Figure 13 shows the version for schools, and Figure 14 shows the version for districts. The instruction text is slightly different in the district version. Notes have been added to these views to identify the figure numbers of the pop-up windows accessible from selecting each of the submission options.

Figure 13: Screenshot of Submit Course Catalogs Page School Version

← Schools > High School Transcript Study > Submit Course Catalogs

Submit Course Catalogs

Submit Course Catalogs

The NAEP High School Transcript Study will use your school's course catalogs or course listings to obtain information about the courses on student transcripts.

We want to collect **this year's course catalog** (2023-2024 school year) as well as the previous **3 years** (2020-2021, 2021-2022, 2022-2023).

HSTS prefers course catalogs with descriptions, but also accepts course lists if descriptions aren't available. We also accept district or state-level catalogs if a school-level catalog isn't available.

Submit catalogs or course lists using one of three methods: 1) Upload electronic files, 2) Provide links to an online catalog, or 3) Request a prepaid mailing envelope and mail hardcopy versions of the catalogs.

To submit, select the year you are submitting in the tabs below. After the year is selected, choose your method of submission. Select Upload to upload electronic versions of the files, select Link to enter a link to a publicly-available online version, or select Mail to request a prepaid mailing envelope to send hard copy catalogs.

Please submit the catalogs by December 15.

Mail Requested
2023-2024

File Uploaded
2022-2023

Not Available
2021-2022

Link Provided
2020-2021

Please choose any submission method for **2023-2024 catalog**:

Figure 15

↑
Upload

Upload an electronic version

Figure 16

🔗
Enter a Link

Enter a link to an online course catalog

Figure 17, 19

✉️
Mail

Request a prepaid mailing envelope to send hardcopy catalogs

Figure 20

✖️ **No course catalog or list available**

View/Hide Submission History ^

Catalog Year	Action	File Name/Link/Description	Size	Date/Time
2023-2024	File Uploaded	Wilson High School Courses 23-24	30 MB	10-22-2023 3:45 PM
2023-2024	File Uploaded	Wilson High School Courses Dual Enrollment Courses	30 MB	10-22-2023 3:50 PM
2022-2023	Link Provided	https://coursebulletin.montgomeryschoolsmd.org/SchoolCourseCatalogs.school/04424/top	30 MB	10-22-2023 3:57 PM
2023-2024	Mailing Request	A prepaid mailing address will be sent to your address	30 MB	10-22-2023 4:00 PM
2020-2021	No catalog Available	The catalog has not changed from the 2023-2024 version (reason entered by school in the "please explain text box")	30 MB	10-22-2023 4:30 PM

← Go back

Figure 14: Submit Course Catalogs Page District Version

Submit Course Catalogs

Submit Course Catalogs

The NAEP High School Transcript Study will use course catalogs or course listings to obtain information about the courses on student transcripts.

We want to collect **this year's course catalog** (the 2023-2024 school year) as well as the previous **3 years** (2020-2021, 2021-2022, 2022-2023).

HSTS prefers course catalogs with descriptions, but also accepts course lists if descriptions aren't available.

Submit catalogs or course lists using one of three methods: 1) Upload electronic files, 2) Provide links to an online catalog, or 3) Request a prepaid mailing envelope and mail hardcopy versions of the catalogs.

To submit, select the year you are submitting in the tabs below. After the year is selected, choose your method of submission. Select Upload to upload electronic versions of the files, select Link to enter a link to a publicly-available online version, or select Mail to request a prepaid mailing envelope to send hard copy catalogs.

Please submit the catalogs by December 15.

Mail Requested
2023-2024

File Uploaded
 2022-2023

Not Available
 2021-2022

Link Provided
 2020-2021

Please choose any submission method for **2023-2024 catalog**:

Figure 15
Upload

Upload an electronic version

Figure 16
Enter a Link

Enter a link to an online course catalog

Figure 18, 19
Mail

Request a prepaid mailing envelope to send hardcopy catalogs

Figure 20

No course catalog or list available

View/Hide Submission History
^

Catalog Year	Action	File Name/Link/Description	Size	Date/Time
2023-2024	File Uploaded	Wilson High School Courses 23-24	30 MB	10-22-2023 3:45 PM
2023-2024	File Uploaded	Wilson High School Courses Dual Enrollment Courses	30 MB	10-22-2023 3:50 PM
2022-2023	Link Provided	https://coursebulletin.montgomeryschoolsmd.org/SchoolCourseCatalogs.school/04424/top	30 MB	10-22-2023 3:57 PM
2023-2024	Mailing Request	A prepaid mailing address will be sent to your address	30 MB	10-22-2023 4:00 PM
2020-2021	No catalog Available	The catalog has not changed from the 2023-2024 version (reason entered by school in the "please explain text box"	30 MB	10-22-2023 4:30 PM

← Go back

Submit Course Catalogs Page: Upload Pop-Up

This Upload pop-up window allows the school/district to drag and drop, or browse to select the file to upload. Then the school/district will indicate the type of catalog (school, district, or state level), and answer if the catalog includes all courses offered to students in grades 9-12. A text box will appear if the school/district selects 'No' to the second question. To submit, the school/district can then select "Submit" at the bottom of the window.

Figure 15: Screenshot of Submit Course Catalog Upload Pop-Up

Course Catalog Upload

Drag and drop or browse to upload your [YEAR] course catalog or course list file(s).

No file or {file name}

Select the type of catalog submitted.

School Level

District Level

State Level

Does the catalog or course listing cover all courses offered to students in grades 9 through 12?

Yes

No

Conditional, If No -- If the 2023-23 high school catalog or course listing does not cover all courses offered in grades 9 through 12, is there one or more catalogs or course listings available that include the missing courses? If so, please upload the additional catalogs. If not, please explain below.

Start typing...

Close Submit

Submit Course Catalogs Page: Enter a Link Pop-Up

In this window, a school or district can enter a link to a publicly available catalog. Then the school/district will indicate the type of catalog (school, district, or state level), and answer if the catalog includes all courses offered to students in grades 9-12. A text box will appear if the school/district selects 'No' to the second question. To submit, the user can select "Submit" at the bottom of the window.

Figure 16: Screenshot of Submit Course Catalogs, Enter a Link Pop-up

✕

Enter a link to an online course catalog

If your course catalogs are available publicly online, please enter the link(s) below. Be sure no password or subscription is required to view the document.

Enter a link

Select the type of catalog submitted.

School Level

District Level

State Level

Does the catalog or course listing cover all courses offered to students in grades 9 through 12?

Yes

No

Conditional, If No → If the 2023-23 high school catalog or course listing does not cover all courses offered in grades 9 through 12, is there one or more catalogs or course listings available that include the missing courses? If so, please submit the additional catalogs. If not, please explain below.

Start typing...

CloseSubmit

Submit Course Catalogs Page: Request a Prepaid Mailing Envelope Pop-Up

This pop-up window allows schools and districts to update the address information if needed for the pre-paid mailing envelope. The school/district can also indicate what years they plan to send in the envelope. When they submit, the school will see a confirmation message in another pop-up.

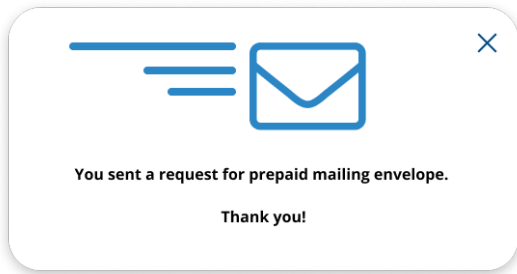
Figure 17: Screenshot of Submit Course Catalog Request Mail Pop-Up, School Version

The screenshot shows a pop-up window titled "Request a prepaid mailing envelope to send hardcopy catalogs" with a close button (X) in the top right corner. The main content area is titled "FedEx mailing labels mailed to you at the school address". It contains the following fields: Name: Chris Brown, School Name: Angelica Paul middle school, School Address 1: 177 Bishop avenue, School Address 2: Lorem Ipsum, City: Philadelphia, State: PA, and School Zip: 90029. An "Edit" button with a pencil icon is located at the bottom right of this section. Below the form, there is a note: "If you have hardcopies or the previous years' catalogs, you can send them in the same mailing envelope." This is followed by the instruction "Please check additional years that will be included:" and a list of years with checkboxes: 2023-2024, 2022-2023, 2021-2022, and 2020-2021. At the bottom, there are two buttons: "Close" and "Request".

Figure 18: Screenshot of Submit Course Catalog Request Mail Pop-Up, District Version

The screenshot shows a pop-up window titled "Request a prepaid mailing envelope to send hardcopy catalogs" with a close button (X) in the top right corner. The main content area is titled "FedEx mailing labels mailed to you at the district address". It contains the following fields: Name: Chris Brown, District Name: Angelica Paul middle school, District Address 1: 177 Bishop avenue, District Address 2: Lorem Ipsum, City: Philadelphia, State: PA, and School Zip: 90029. An "Edit" button with a pencil icon is located at the bottom right of this section. Below the form, there is a note: "If you have hardcopies or the previous years' catalogs, you can send them in the same mailing envelope." This is followed by the instruction "Please check additional years that will be included:" and a list of years with checkboxes: 2023-2024, 2022-2023, 2021-2022, and 2020-2021. At the bottom, there are two buttons: "Close" and "Request".

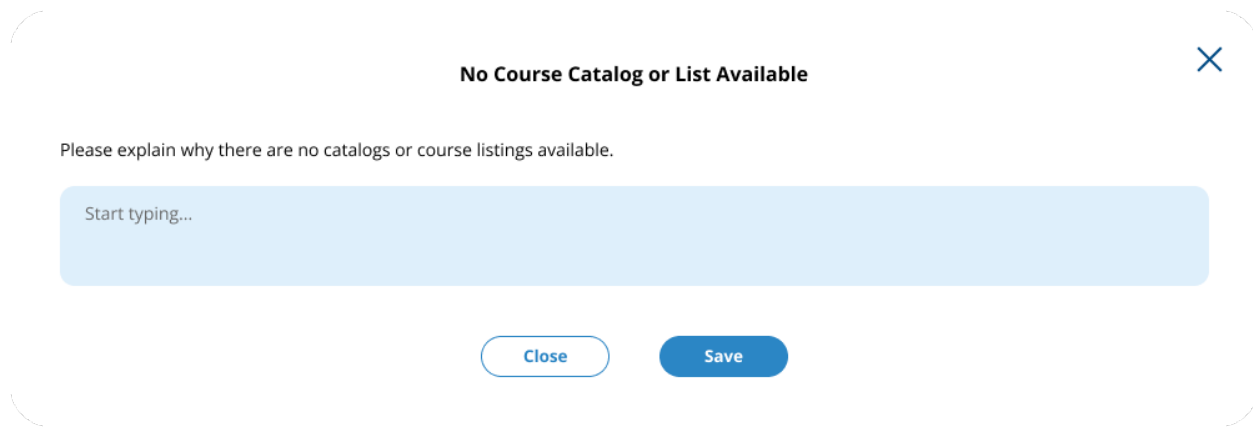
Figure 19: Screenshot of Submit Course Catalog Request Mailing Thank You Message



Submit Course Catalogs: No Course Catalog Available Pop-Up

This pop up window allows schools or districts to note if they do not have a course catalog or list available and give an explanation in the provided text box.

Figure 20: Screenshot of Submit Course Catalogs, No Catalog Available Window



Transcript Information Survey

Schools and districts access these pages with the survey by selecting “Take Survey” on the Transcript Information Survey Tile on the HSTS Home Page. The text for this survey is located in the resources section of this document. Figures 21 – Figure 26 below shows how this survey will be formatted in the AMS. The users can navigate through the survey using the “Next” button at the bottom of the page. There is also a tracker at the top of the page to show their progress through the sections. The survey is identical for school and district users.

Figure 21: Screenshot of Transcript Information Survey, Part 1



Part 1: Credits

This section primarily asks questions about credits awarded for high school courses and the requirements for graduating with a standard diploma. In responding to the questions in this section, think only about the graduating Class of 2024.

1. How many credits does a student earn for a year-long course; that is, a course taken for a single period over the 2023-24 school year or its block equivalent?

of credits:

Start typing...

2. Has this value changed during the last four school years?

Yes

No

<If no>

How many credits were earned for a year-long course or its block equivalent for the following years?

2022-23 # of credits:

Start typing...

2021-22 # of credits:

Start typing...

2020-21 # of credits:

Start typing...

3. Are there differences in the number of credits awarded for these courses?

Honors courses (including AP and IB)

Yes

<If yes>

Please explain the differences.

Start typing...

No

Special education courses

Yes

<If yes>

Please explain the differences.

Start typing...

No

English learner courses

Yes

<If yes>

Please explain the differences.

Start typing...

No

4. How many hours of instruction does a student receive for a year-long course or its block equivalent? (Please report using whole numbers)

hours of instruction:


Start typing...

Back

Next

Note: Red text is for conditional programming of survey and will not be shown.

Figure 22: Screenshot of Transcript Information Survey, Part 2



Part 2: Graduation Requirements

1. What is the total number of credits a student must earn to graduate with a standard high school diploma?

Total # of credits:

2. What is the number of credits required for a standard diploma in your high school in the following subject areas? If the subject area is not required, please write N/A on the credit line.

Note: The number of credits entered for the subjects below should add up to the total number of credits that was entered for a student to graduate with a standard high school diploma.
<validation, credits from Q1 should equal total credits below>

English/Language Arts # of credits:	Mathematics # of credits:	Computer Science # of credits:
<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>
Social Studies/History # of credits:	Science # of credits:	Foreign Language # of credits:
<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>
Physical Education/Health # of credits:	Other (specify: _____) # of credits:	
<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>	

3. Are there any courses or activities required for graduation that do not receive credits?

Yes
<If yes>
Please explain

No

4. Must the student meet a minimum overall grade point average (GPA) to graduate with a standard diploma?

Yes
<If yes>
Please explain

No

5. Are there state or district competency tests or performance assessments that are required for graduation with a standard high school diploma?

Yes
<If yes>
What is the minimum GPA?

No

Are there state or district competency tests or performance assessments that are required for graduation with a standard high school diploma?

Yes
<If yes>

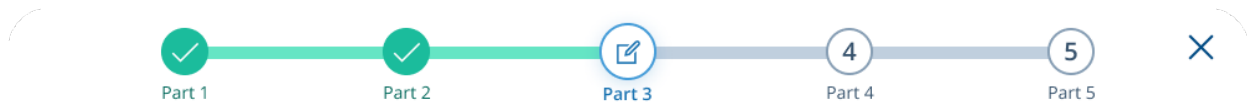
a. What content areas (e.g., Reading, Citizenship, Mathematics) do the competency tests or performance assessments cover?

b. If students do not pass the tests or assessments, what is their graduation status?

No

Note: Red text is for conditional programming of survey and will not be shown.

Figure 23: Screenshot of Transcript Information Survey, Part 3



Part 3: Grading Policies

1. What grading system is used to record grades on your transcripts? Select all that apply.

- Letter grades (A, B, C, ...)
- Numeric grades (63, 78, 100, ...)
- Proficiency levels (Exceed expectations, Meets expectations, ...)
- Pass/Fail
- Satisfactory/Unsatisfactory
- Other

<If other>
Please specify

Start typing...

<If Letter, Numeric, or Proficiency level is chosen above, only showing the grading systems selected>

2. What is the lowest possible grade a student can have to pass a course?

Grading system	Lowest possible passing Grade
Letter grade	
Numeric grade	
Proficiency level	
Other	

<If Letter, Pass/Fail, Satisfactory/Unsatisfactory is chosen above, only showing the grading systems selected>

3. What do the grades stand for numerically? Please enter the minimum numerical grade for each category; for example, A = 90, B = 80, Pass = 61, etc.)

Grade	Lowest possible passing Grade
A	
B	
C	
D	
F	
Pass	
Satisfactory	

[Previous](#) [Next](#)

Note: Red text is for conditional programming of survey and will not be shown.

Figure 24: Screenshot of Transcript Information Survey, Part 4



Part 4: Transcript Data

This section asks questions about the information listed on the student transcripts, such as what course information is included and how it can be identified. It will be helpful to pull up a student transcript for reference when completing this section.

1. Is the following information listed on the student transcript for each course that students take? If you are submitting electronic transcripts, will the following information be included in separate columns? If you are submitting PDF or paper transcripts, are these fields clearly identified on the transcripts? Please check all fields that apply.

- Course ID number
- Course name
- Grade level course was taken
- School year course was taken
- Course term (i.e., semester, quarter, year)
- Grade earned in course
- Number of credits awarded for course

2. How are the following types of courses identified on the student transcripts? The following course types may be identified on the transcript either directly, meaning that there is a defined field on the transcript, or indirectly, such as through an indicator or abbreviation embedded within another field (e.g., course title or course ID). Please check all fields that apply.

	Separate field on transcript	Part of the course title	Part of the course ID number	Part of another transcript field	Special abbreviations used	Not found on transcript
Remedial courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special education courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dual or college credit courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English learner courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit recovery courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<If boxes checked in 2nd through 5th columns, a pop-up box will prompt schools for more information.>

3. How are transfer courses identified on the transcripts? Select all that apply.

- There are no markers to indicate transfer courses on the transcripts.
- Different school name
- Different city or state name
- Different student ID
- Different set of course IDs
- In the course name (e.g., "Transfer credits")
- By a special code or symbol


<If By a special code or symbol>

Please specify

[Previous](#) [Next](#)

Note: Red text is for conditional programming of survey and will not be shown.

Figure 25: Screenshot of Transcript Information Survey, Part 5



Part 5: Transcript Submission

The final set of questions ask about how the high school transcripts for the sampled students will be submitted. There are two methods of submitting transcripts: (1) upload electronic files to the AMS website, or (2) school visit by NAEP field staff to collect hardcopies of the transcripts. Transcript submission will take place in summer 2024. Please refer to the Decision Guide for Transcript Submission for more information about the requirements for each submission method.

For uploading electronic files, we provide an Excel template for the transcript data. However, we also accept other file types if your transcript data is in a different format.

For hardcopy submission, NAEP field staff will return to the school when transcripts are ready and make copies of the sampled students' transcripts. Once the transcripts are copied, all personally identifiable information will be removed from the copies, and the copies will be sent to the NAEP HSTS processing center.

1. Our normal procedure for the High School Transcript Study is to provide text that can be used to annotate sampled students' records to assist schools, districts, and states in complying with FERPA's recordkeeping requirements of 34 CFR § 99.32. Parent/Guardian notification for this study is not required as no student time is involved in the transcript study and student direct identifiers are redacted from the transcripts. Do you require a different procedure?

Yes, please send me a Parent/Guardian Information letter

No

2. When will the final transcripts for the Class of 2024 students be available?

Date:

<For school users only>

3. How will the transcripts for your NAEP student sample be submitted?

Upload electronic files to the AMS website

School visit by NAEP field staff to collect hardcopies of the transcripts.

<If upload is selected, display follow-up question below. This question automatically shows for State and Districts designated to provide transcript data.>

4. In which format would the transcripts be sent?

Database formats:

Microsoft Excel workbook

Microsoft Access database

Comma separated value (CSV) files

Other formats:

Adobe Acrobat PDFs

Microsoft Word files

Plain text files

Other

<If Other>

Please specify

<If school visit selected>

5. Whom should the NAEP field staff contact to schedule a date and time to collect the transcripts?

To myself

To the person listed below

<If to the person listed below>

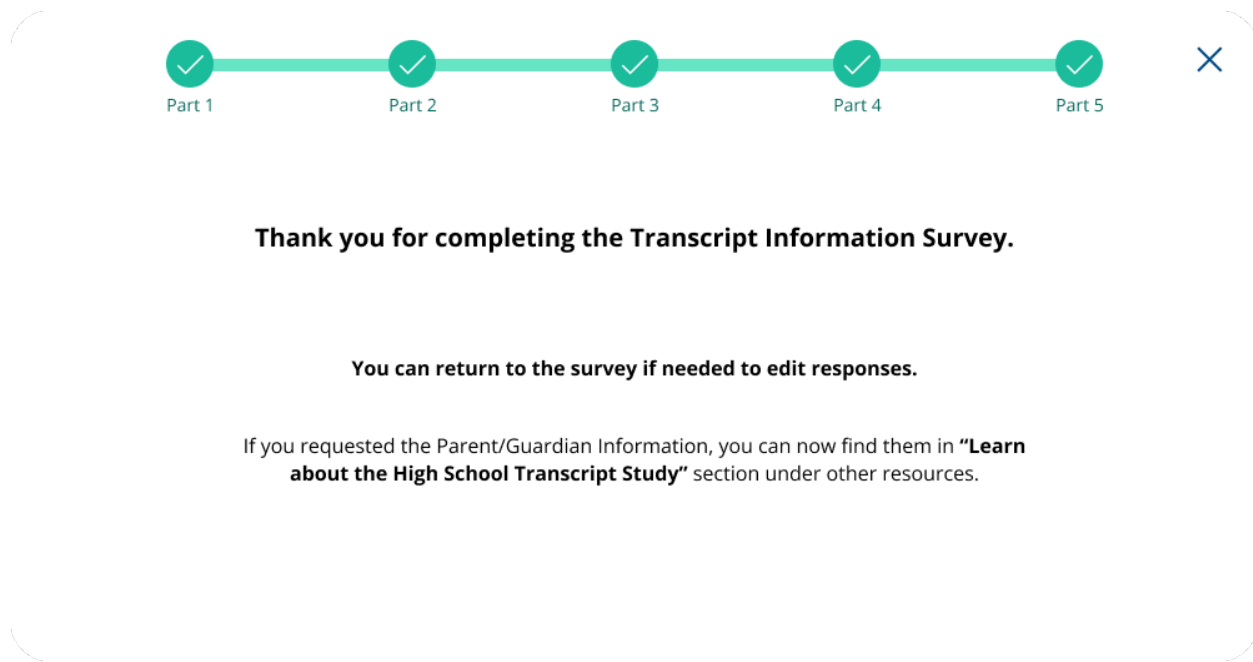
Name:

E-mail:

Phone number:

Note: Red text is for conditional programming of survey and will not be shown.

Figure 26: Screenshot of Transcript Information Survey, Thank You



Submit Student Transcript Page for School: Electronic Upload

This page is shown to schools designated to submit transcripts, who have selected the electronic submission method in the Transcript Information Survey. Below is the view of the entire page, followed by separate screenshots of each section with explanation of the tasks to complete on each tile. Notes have been added with figure numbers of the corresponding enlarged screenshots below.

Figure 27: Screenshot of Submit Student Transcripts Page, Electronic Upload

Figure 28

Submit Transcripts

You have indicated on the Transcript Information Survey that you will be uploading electronic transcripts. The steps below outline the process for submitting transcript data using this secure site.

If you are not able to submit transcripts by uploading them to the site, contact the NAEP help desk by email (transhelp@westat.com) or by phone (1-800-283-6237).

Step 1: Review Guidelines for Transcript Submission

Video Tutorial: Electronic Data Submission – What Format Should I Submit?
Watch this video to learn more about what format you should submit. [View video](#)

Guidelines for Submitting Transcripts – Database Files
This guide provides details on the transcript requirements and instructions for submitting database transcript files using the Excel templates. [Download](#)

Video Tutorial: Preparing a Database Transcript File
Watch this video to learn about how to prepare database transcript files. [View video](#)

Guidelines for Submitting Transcripts – PDF/Word Files
This guide provides details on the transcript requirements and instructions for submitting Adobe PDF or Microsoft Word transcripts files. [Download](#)

Video Tutorial: Preparing PDF/Word Transcript Files
Watch this video to learn about how to prepare PDF/Word files. [View video](#)

Figure 29

Step 2: Download Sampled Student List Template and Prepare Your Transcript Data

Download the Student List template file of students selected for the NAEP grade 12 mathematics assessment. Follow the instructions in the Guidelines downloaded above in step 1 to prepare your transcript data. [Download](#)

Figure 30, 31

Step 3: Upload Transcripts

Submission window **June 3 - September 30** Status **Not submitted**

[Upload](#)
Upload an electronic version

Need help? Watch the Tips for Uploading Transcripts video. [View video](#)

View/Hide Submission History

File Name/Link/Description	Size	Date/Time
Wilson High School Courses 23-24	30 MB	10-22-2023 3:45 PM
Wilson High School Courses Dual Enrollment Courses	30 MB	10-22-2023 3:50 PM
https://coursebulletin.mcmasterjayschools.org/SchoolCourseCatalogs/school/14424140	30 MB	10-22-2023 3:57 PM
A pre-paid mailing address will be sent to your address	30 MB	10-22-2023 4:00 PM
The catalog has not changed from the 2022-2024 version (reason entered by school in the "please explain text box")	30 MB	10-22-2023 4:30 PM

Figure 32, 33

Step 4: Transcript Reimbursement

NCEI provides a \$2 reimbursement per sampled student transcript submitted. Please confirm the information for transcript reimbursement.

[Review and Confirm](#)

[Go back](#)

Submit Student Transcripts Page: Step 1

At the top of the Submit Student Transcript page for electronic upload is text introducing the school to the task of uploading catalogs. In the step 1 tile, Guidelines for submitting transcripts, as well as instructional videos are available for schools to download or view.

Links/Downloads on this page (see Documents submitted separately):

- Video Tutorial: Electronic Data Submission – What Format Should I Submit?
- Guidelines for Submitting Transcripts – Database Files
- Video Tutorial: Preparing a Database Transcript File

- Guidelines for Submitting Transcripts - PDF/Word Files
- Video Tutorial: Preparing PDF/Word Transcript Files

Figure 28: Screenshot of Submit Student Transcripts Page, Step 1

Submit Transcripts

You have indicated on the Transcript Information Survey that you will be uploading electronic transcripts. The steps below outline the process for submitting transcript data using this secure site.

If you are not able to submit transcripts by uploading them to the site, contact the NAEP help desk by email (naephelp@westat.com) or by phone (1-800-283-6237).

Step 1: Review Guidelines for Transcript Submission

Video Tutorial: Electronic Data Submission — What Format Should I Submit? View video ↻

Watch this video to learn more about what format you should submit.

Guidelines for Submitting Transcripts - Database Files Download ↓

This guide provides details on the transcript requirements and instructions for submitting database transcript files using the Excel template.

Video Tutorial: Preparing a Database Transcript File View video ↻

Watch this video to learn about how to prepare database transcript files.

Guidelines for Submitting Transcripts - PDF/Word Files Download ↓

This guide provides details on the transcript requirements and instructions for submitting Adobe PDF or Microsoft Word transcripts files.

Video Tutorial: Preparing PDF/Word Transcript Files View video ↻

Watch this video to learn about how to prepare PDF/Word files.

Submit Student Transcripts Page: Step 2

On the step 2 tile, schools/districts can download the Sampled Student List Template, which contains the list of students selected for the study.

Links/Downloads on this page (see Documents submitted separately):

- Student List Template

Figure 29: Screenshot of Submit Student Transcripts Page, Step 2

Step 2: Download Sampled Student List Template and Prepare Your Transcript Data

Download the Student List template file of students selected for the NAEP grade 12 mathematics assessment. [Download](#) ↓

Follow the instructions in the Guidelines downloaded above in step 1 to prepare your transcript data.

Submit Student Transcripts Page: Step 3

The step 3 tile shows the submission window and status for transcripts, and contains an upload button for when schools/districts are ready to submit their transcripts. When they select “Upload”, a pop up window will appear (see figure 31 below) where schools/districts can select the files to upload.

Links/Downloads on this page (see Documents submitted separately):

- Tips for Uploading Transcripts Video

Figure 30: Screenshot of Submit Student Transcript Page, Step 3

Step 3: Upload Transcripts

Submission window June 3 - September 30 Status Not submitted

Need help? Watch the Tips for Uploading Transcripts Video [View video](#)

View/Hide Submission History

File Name/Link/Description	Size	Date/Time
Wilson High School Courses 23-24	30 MB	10-22-2023 3:45 PM
Wilson High School Courses Dual Enrollment Courses	30 MB	10-22-2023 3:50 PM
https://coursebulletin.montgomeryschoolsmd.org/SchoolCourseCatalogs.school/04424/top	30 MB	10-22-2023 3:57 PM
A prepaid mailing address will be sent to your address	30 MB	10-22-2023 4:00 PM
The catalog has not changed from the 2023-2024 version (reason entered by school in the “please explain text box”	30 MB	10-22-2023 4:30 PM

Submit Student Transcripts Page: Step 3 Upload Pop-Up Window

Using this upload pop-up window, schools/districts can drag and drop or browse for the transcript files they will submit. There is a list of items to review before submitting the files, as well as two text boxes. The first text box asks schools or districts to indicate if any transcripts from the list were not provided. The second text box gives space for a school/district to make any additional comments about their file.

Figure 31: Screenshot of Transcript Upload Pop-Up

Check your file(s) before uploading

 Drag and drop or browse to locate

No file or {file name}

Before submitting your transcripts, review the following checklist:

- The file contains all sampled students
- Exit Statuses are provided for each sampled student
- The file contains all required variables
- An HSTS ID (provided by NAEP) is associated with each transcript record
- Personally Identifiable Information is removed
- Remove any password protections

Are there any missing transcripts for the selected students? Please note the HSTS ID and reason for any missing transcripts (i.e., HSTS ID #4 student withdrawn, HSTS ID #11 student still enrolled).

Start typing...

Please include anything else we should know about the transcript files you are submitting.

Start typing...

Submit

Submit Student Transcripts Page: Step 4

The last tile (figure 32) on the submit student transcript page contains a button “Review and Confirm.” When a school selects this button they will see a pop up with the option to edit the necessary information needed to send a reimbursement check. The pop-up window is shown in figure 33 below.

Figure 32: Screenshot of Transcript Submission Page, Step 4

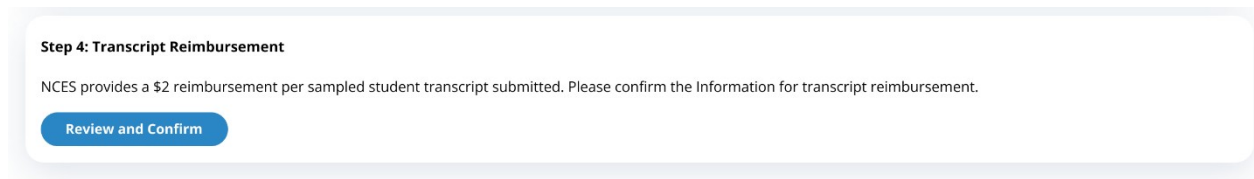
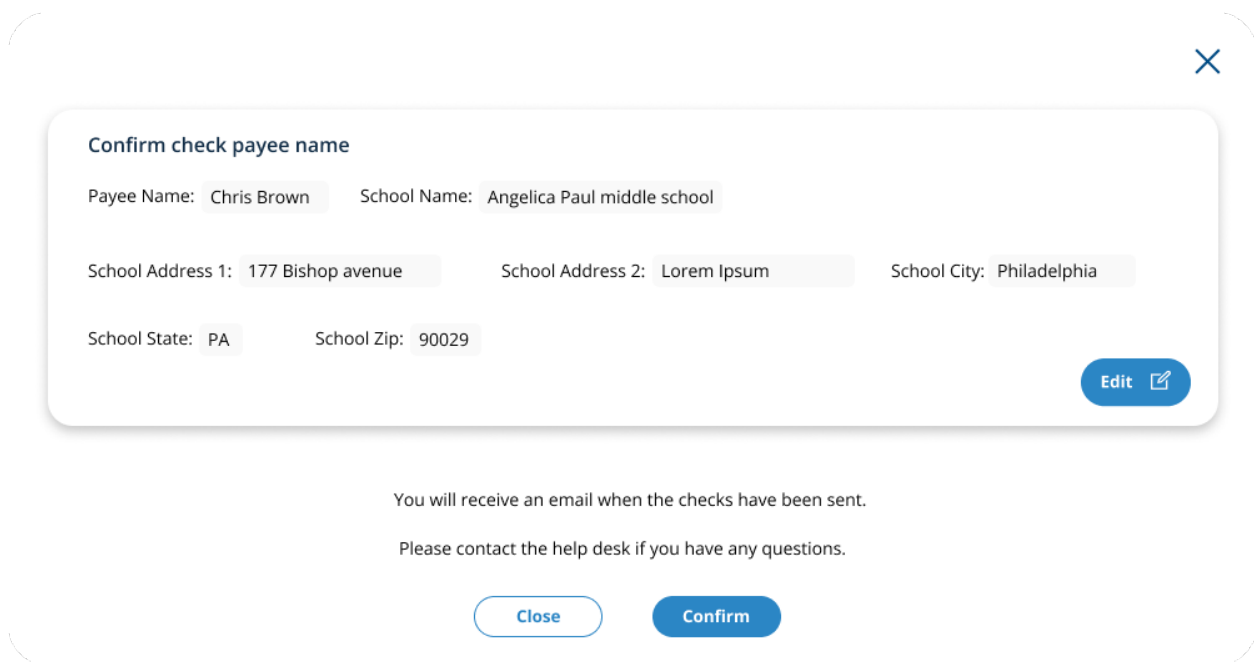


Figure 33: Screenshot of Transcript Reimbursement Pop-Up Window



Submit Student Transcripts Page: Prepare for in Person Visit

This page will be displayed to schools if they choose the in person visit for collection of their students' transcripts in the Transcript Information Survey. Below is the view of the entire page, followed by separate screenshots of each section with explanation of the tasks to complete on each tile. Notes have been added with figure numbers of the corresponding enlarged screenshots below.

Figure 34: Screenshot of Submit Student Transcripts In-Person Visit Page

The screenshot shows a web page titled "Submit Student Transcripts" with a breadcrumb trail: Schools > High School Transcript Study > Submit Student Transcripts. The main heading is "Submit Student Transcripts".

Figure 35 highlights the section "Submit Transcripts - Prepare for In-Person Visit". It contains the following text:

You have indicated on the Transcript Information Survey that you will be submitting hardcopy versions of your student transcripts. A NAEP supervisor will contact you and make an appointment to visit your school to collect the student transcripts. The steps below outline how to prepare for the school visit.

If you would rather submit transcripts by uploading them to this site, contact the NAEP help desk by email (naephelp@westat.com) or by phone (1-800-283-6237).

Step 1: Download Sampled Student List Template

Use this list to ensure you are submitting transcripts for the correct students. [Download](#)

Step 2: Prepare for the School Visit

To prepare for the visit, please do the following:

- Make copies of student transcripts for each student in the Sampled Student List and set aside for the in-person visit. Make copies of student transcripts for each student in the Sampled Student List and set aside for the in-person visit.
- Record exit statuses for each sampled student. An exit status indicates how the student exited the school (e.g., graduated with regular or honors diploma, withdrew, still enrolled).
- Download the FERPA Disclosure Record Annotation and place a copy in each sampled student folder. If you do not have individual student folders, keep a copy of the FERPA document attached to the list of sampled students.

[FERPA Disclosure Record Annotation](#) [Download](#)

Figure 36 highlights the section "Step 3: In-Person Visit by NAEP Supervisor". It shows a status indicator "Status Visit scheduled" and two boxes:

NAEP Supervisor Contact Information:

- AJ
- Amy Johnson
- 555-565-5656
- @abcde@westat.com

Scheduled Visit:

- 6/15/24
- 12:45 PM EST

During the school visit, the NAEP supervisor will collect the copies of the student transcripts and mask student-identifying information on all documents before leaving the school.

Step 4: Transcript Reimbursement

NCES provides a \$2 reimbursement per sampled student transcript submitted. Please confirm the information for the reimbursement check.

[Review and Confirm](#)

Figure 33 highlights the "Review and Confirm" button.

[← Go back](#)

Submit Student Transcripts Page: Prepare for In-Person Visit Step 1 and 2

On the step 2 tile, schools/districts can select “Download” to download the Sampled Student List Template, which contains the list of students selected for the study. In step 2, schools are given guidance on how to prepare for their visit. They can also download the FERPA Disclosure Record Annotation from this tile. Links/Downloads on this page (see Documents submitted separately):

- Student List Template
- FERPA Disclosure Record Annotation

Figure 35: Screenshot of Submit Student Transcript Page for In Person Visit, Step 1 and 2

Submit Transcripts – Prepare for In-Person Visit

You have indicated on the Transcript Information Survey that you will be submitting hardcopy versions of your student transcripts. A NAEP supervisor will contact you and make an appointment to visit your school to collect the student transcripts. The steps below outline how to prepare for the school visit.

If you would rather submit transcripts by uploading them to this site, contact the NAEP help desk by email (naephelp@westat.com) or by phone (1-800-283-6237).

Step 1: Download Sampled Student List Template

Use this list to ensure you are submitting transcripts for the correct students.

[Download](#) ↓

Step 2: Prepare for the School Visit

To prepare for the visit, please do the following:

- Make copies of student transcripts for each student in the Sampled Student List and set aside for the in-person visit.
- Record exit statuses for each sampled student. An exit status indicates how the student exited the school (e.g., graduated with regular or honors diploma, withdrew, still enrolled).
- Download the **FERPA Disclosure Record Annotation** and place a copy in each sampled student folder. If you do not have individual student folders, keep a copy of the FERPA document attached to the list of sampled students.

[FERPA Disclosure Record Annotation](#)

[Download](#) ↓

Submit Student Transcripts Page: Prepare for In-Person Visit Step 3 and 4

In step 3, schools can view the status of their submission, the contact information for the NAEP Supervisor that will be visiting the school, and the scheduled date and time for the meeting. In step 4, schools can select “Review and Confirm” to confirm the information needed for the reimbursement check (see figure 33 above).

Figure 36: Screenshot of Submit Student Transcript Page, In Person Visit, Step 3 and 4

Step 3: In-Person Visit by NAEP Supervisor

Status Visit scheduled

NAEP Supervisor Contact Information:

Amy Johnson
555-565-5656
@ abcde@westat.com

Scheduled Visit

6/15/24
12:45 PM EST

During the school visit, the NAEP supervisor will collect the copies of the student transcripts and mask student-identifying information on all documents before leaving the school.

Step 4: Transcript Reimbursement

NCES provides a \$2 reimbursement per sampled student transcript submitted. Please confirm the information for the reimbursement check.

Review and Confirm

Submit Student Transcript Page for District: Electronic Upload

This page is shown to districts designated to submit transcripts. Below is the view of the entire page, followed by separate screenshots of each section with explanation of the tasks to complete on each tile. Notes have been added with figure numbers of the corresponding enlarged screenshots below.

Figure 37: Screenshot of Submit Student Transcript Page: District Version

Figure 38

The steps below outline the process for uploading electronic transcript data using this secure site.

If you have questions about transcript submission, please contact the Help Desk at (naephelp@westat.com) or by phone (1-800-283-6237).

Step 1: Review Guidelines for Transcript Submission

Video Tutorial: Preparing a Database Transcript File
Watch this video to learn about how to prepare database transcript files. [View video](#)

Guidelines for Districts Submitting Transcripts
This guide provides details on transcript requirements and provides instructions for preparing database transcript files using the Excel template. [Download](#)

Step 2: Download Sampled Student List Template and Prepare Your Transcript Data

Download the Student List template file of students selected for the NAEP grade 12 mathematics assessment. Follow the instructions in the Guidelines downloaded above in step 1 to prepare your transcript data. [Download](#)

Figure 39

Step 3: Upload Transcripts

Submission window: June 3 - September 30 Status: Not submitted

[Upload](#)
Upload an electronic version

Need help? Watch the Tips for Uploading Transcripts Video [View video](#)

View/Hide Submission History

File Name/Link/Description	Size	Date/Time
Wilson High School Courses 23-24	30 MB	10-22-2023 3:45 PM
Wilson High School Courses Dual Enrollment Courses	30 MB	10-22-2023 3:50 PM
https://coursebulletin.montgomeryschoolsmd.org/SchoolCourseCatalogs/school/04424/top	30 MB	10-22-2023 3:57 PM
A prepaid mailing address will be sent to your address	30 MB	10-22-2023 4:00 PM
The catalog has not changed from the 2023-2024 version (reason entered by school in the "please explain text box")	30 MB	10-22-2023 4:30 PM

[Go back](#)

Submit Student Transcripts Page for Districts: Step 1 and 2

In Step 1 districts can select “View video” to watch a tutorial on preparing a database transcript file, and download the Guidelines for Districts Submitting Transcripts. On the step 2 tile, districts can download the Sampled Student List Template, which contains the list of students selected for the study, by selecting “Download.”

Links/Downloads on this page (see Documents submitted separately):

- Video Tutorial: Preparing a Database Transcript File
- Guidelines for Districts Submitting Transcripts
- Student List Template

Figure 38: Screenshot of Submit Student Transcripts Page for Districts, Step 1 and 2

The screenshot shows a web page titled "Submit Transcripts". At the top, it says "The steps below outline the process for uploading electronic transcript data using this secure site." and "If you have questions about transcript submission, please contact the Help Desk at (naephelp@westat.com) or by phone (1-800-283-6237)."

Step 1: Review Guidelines for Transcript Submission

Video Tutorial: Preparing a Database Transcript File
Watch this video to learn about how to prepare database transcript files. [View video](#)

Guidelines for Districts Submitting Transcripts
This guide provides details on transcript requirements and provides instructions for preparing database transcript files using the Excel template. [Download](#)

Step 2: Download Sampled Student List Template and Prepare Your Transcript Data
Download the Student List template file of students selected for the NAEP grade 12 mathematics assessment. Follow the instructions in the Guidelines downloaded above in step 1 to prepare your transcript data. [Download](#)

Submit Student Transcripts Page for Districts: Step 3

The step 3 tile shows the submission window and status for transcripts, and contains an upload button for when districts are ready to submit their transcripts. When they select “Upload”, a pop up window will appear (see figure 31 above) where districts can select the files to upload. A video with instructions on how to upload transcripts is also available for districts by selecting “View video.” At the bottom of the tile, districts can view what files were successfully submitted in the Submission History section.

Links/Downloads on this page (see Documents submitted separately):

- [Tips for Uploading Transcripts Video](#)

Figure 39: Screenshot of Submit Student Transcripts Page for Districts, Step 3

Step 3: Upload Transcripts

Submission window: June 3 - September 30

Status: Not submitted

Upload
Upload an electronic version

Need help? [Watch the Tips for Uploading Transcripts Video](#) [View video](#)

View/Hide Submission History

File Name/Link/Description	Size	Date/Time
Wilson High School Courses 23-24	30 MB	10-22-2023 3:45 PM
Wilson High School Courses Dual Enrollment Courses	30 MB	10-22-2023 3:50 PM
https://coursebulletin.montgomeryschoolsmd.org/SchoolCourseCatalogs.school/04424/top	30 MB	10-22-2023 3:57 PM
A prepaid mailing address will be sent to your address	30 MB	10-22-2023 4:00 PM
The catalog has not changed from the 2023-2024 version (reason entered by school in the "please explain text box")	30 MB	10-22-2023 4:30 PM