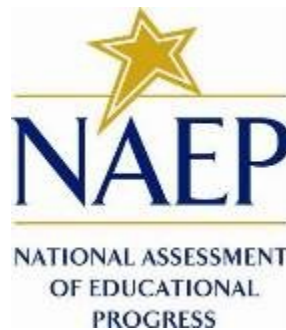*NATIONAL CENTER FOR EDUCATION STATISTICS*
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

National Assessment of Educational Progress (NAEP)
2025 Long-Term Trend (LTT) Clearance Package

Appendix F1
Content of Assessment Management System (AMS)

OMB# 1850-0928 v.35

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

June 2024

This Appendix F1 (formerly Appendix I) includes the final Assessment Management System (AMS) screens needed for the 2025 Field Test.

Table of Contents

Assessment Management System (AMS)

Note: Given respondents will be accessing the AMS during overlapping periods for both the 2025 Long-term Trend and 2025 Field Test data collections, this PRA statement below shows both data collections' control numbers and expiry dates (see Appendix I1).

Paperwork Reduction Act (PRA) Statement

National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of $250,000, or both if he or she willfully discloses ANY identifiable information about you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.

NCES estimates the time required to complete this information collection to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or EL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Field Test Control No. 1850-0803; Long Term Trend 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.

Field Test OMB No. 1850-0803 APPROVAL EXPIRES 6/30/2025. Administration dates 1/2025-3/2025

Long Term Trend OMB No. 1850-0928 APPROVAL EXPIRES 2/28/2027. Administration dates 10/2024-5/2025

Appendix F1: Login Screen

To request help, contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237.

Paperwork Reduction Act (PRA) Statement

National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of $250,000, or both if he or she willfully discloses ANY identifiable information about you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.

NCES estimates the time required to complete this information collection to average 270 minutes for schools that do not submit student sample information or 390 minutes for schools that submit student sample information manually, plus an additional 10 minutes for each student identified as SD or EL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Field Test Control No. 1850-0803; Long Term Trend 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.

Field Test OMB No. 1850-0803 APPROVAL EXPIRES 6/30/2025. Administration dates 1/2025-3/2025

Long Term Trend OMB No. 1850-0928 APPROVAL EXPIRES 2/28/2027. Administration dates 10/2024-5/2025

Appendix F2: LTT Assessment Logistics

Assessment Logistics

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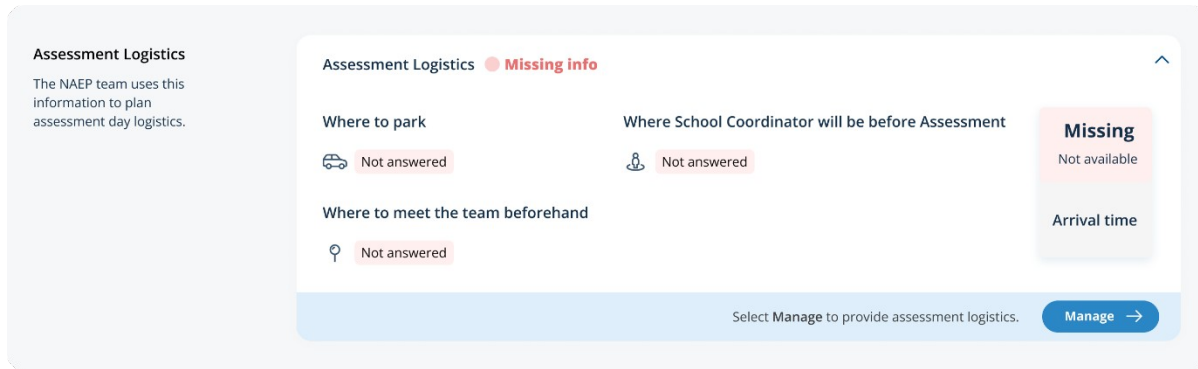
On this page, schools will provide details about logistical information for assessment day. This includes selecting a location and start time for each group, providing details about arriving at the school and checking in, emergency protocols, and dismissal options.

In the how to use this page, the following directions will be provided to users:

- Editing tiles: Select the edit button to edit information.

Online mode

Request help   HO USERNAME

Reports
Schools
Districts
Jurisdictions
Assessments
Calendar
Resources

Schools › Blaun Middle School › Assessment Logistics

Select a school   ‹ Previous   Next ›

Frontier Middle School (Florida) (LTF 11)

Assessment Planning Meeting: **Not scheduled**   Assessment date: **Nov 14, 2024**

Watch the tutorial video (0:80) ▶   Review additional resources

School Start and End Time
Provide school start and end times so NAEP representatives can compare them to each group's start time.

| Start time | End time |
| Not answered | Not answered |

Select Edit to update the information.   Edit ✎

Health and Safety Protocols
Provide the health and safety protocols.

Do NAEP representatives need to follow any specific health or safety protocols when administering assessment to students at your school?

Not answered

Select Edit to update the information.   Edit ✎

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

Where should the NAEP team park?

Not answered

How are staff notified of school delays or closures?   [Field staff only]: Where should the team meet upon arriving at the school?

Not answered   Not answered

Select Edit to update the information.   Edit ✎

Checking In
Provide procedures for checking in and unloading equipment.

What are the procedures for checking in at the school?

Not answered

Where should the team meet the school coordinator upon arriving at the school?

Not answered

Select Edit to update this 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.

What in the school's cell phone policy?   What is the protocol for restroom breaks?   Are school staff available to be in the room during the assessment?

Not answered   Not answered   Not answered

Select Edit to update this information.   Edit ✎

Special Circumstances
Provide details for how to handle emergency situations.

Who is the contact for emergency situations?   What is the protocol for emergency situations?

Not answered   Not answered

Are there any scheduled interruptions (e.g., fire drill)?

Not answered

Select Edit to update this information.   Edit ✎

After the Assessment
Provide details about dismissing the students.

Where should students be sent after the assessment?

Not answered

How will Extended Time students be dismissed?

Not answered

Select Edit to update this information.   Edit ✎

Accessibility | Privacy | Site Map

Appendix F3: LTT Notify Parents and Guardians

Parent/Guardian Notification

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

Notify Parents/Guardians	Notify Parents/Guardians 🔴 **Missing info**	⌃
The school coordinator must notify parents/guardians before the NAEP assessment.	**Parent/guardians who received the letter** 👥 Not answered **Notification method** 📢 Not answered	**Missing** Notification date
	Select **Manage** to confirm parent/guardian notification.	**Manage →**
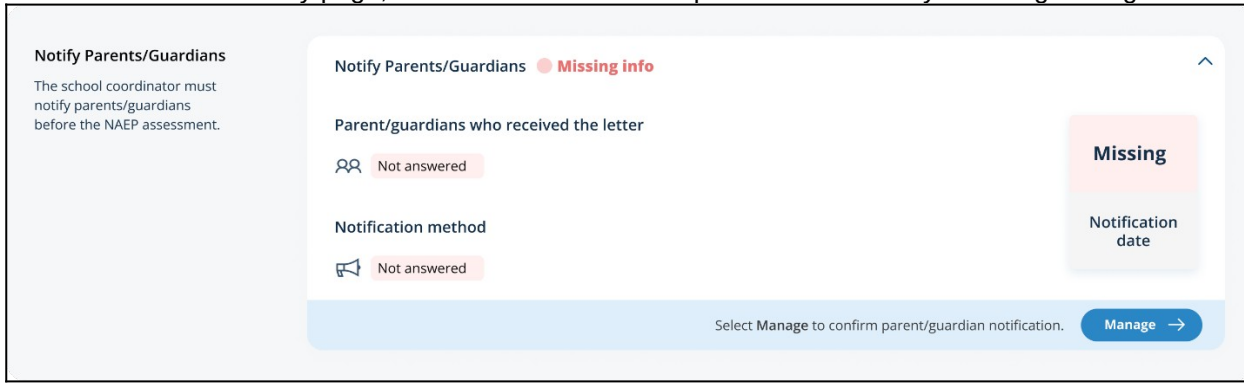
After selecting Manage on this page, schools will indicate how they notified parents and guardians, who was notified, and what date they were notified prior to the assessment. Schools will then download a PDF of the parent notification letter to distribute to parents and guardians. Schools are also able to download a translation notice to provide to parents or guardians as needed.

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

- How were parent/guardians notified
  - o Mailed letter
  - o Emailed letter
  - o Letter sent home with students
  - o Posted notice in newsletter
  - o Other
- Parent/guardians who received the letter
  - o Parent/guardians of sampled students only
  - o Parent/guardians of all age <X> students
- Contact information to include in the letter
  - o School coordinator's contact information
  - o Principal's contact information

Online mode

Request help

Frontier Middle School

Assessment Planning Meeting: **Not scheduled**   Assessment date: **Nov 14, 2024**

Watch the tutorial video (0:00) ▶   Review additional resources

Contact Information

Provide the name of the contact person to include in the letter.

Deadline for parent refusal of NAEP	Contact information to include in the letter
Not answered	Not answered

Select Edit to update the information.   Edit ☑

Download Letter

Download the letter and distribute to the parents/guardians of students. A translation notice is available in multiple languages for parents/guardians whose primary language is not English or Spanish.

Parent/Guardian Notification Letter	Translation Notice
Download English version ▼	Download Translation Notice

Certify Parent/Guardian Notification

By federal law, parents and guardians of students selected for NAEP must be notified in writing before the assessment can take place.

Date notified	Certification
Not answered	Not answered

Did you notify parents/guardians of newly selected students?

Not answered

Select Edit to update this information.   Edit ☑

Parent/Guardian Notification Details

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

How were parents/guardians notified	Parent/guardians who received the letter
Not answered	Not answered

Select Edit to update the information.   Edit ☑

← Go back

Appendix F4: LTT Provide School Characteristics and Manage Team

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.

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	Dakota High School
District	Dakota School District
Website	www.dakotaschools.edu

📞 Phone: (505) 123-4567   📅 Assessment date: Mar 17, 2025   👥 Age: 17   🖥 Subjects: Math & reading

Physical address

1234 Hellebore Highway
Hellebore FL, 12345-5555

Mailing address

Not answered

🗺 Show on Google maps   🌤 **52°** Show local weather forecast   🕐 Show local time

Select **Edit** to update this information.   **Edit** ✎

Age 17 Information

NAEP will assess 17 year-olds at your school. Approximately how many enrolled students were born between October 1, 2007 and September 30, 2008?	253
Does this school have a year-round calendar with multiple tracks of 17-year-old students?	No
Is this school considered a charter school for 17-year-old students?	No

Select **Edit** to update this 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.

School Team

Name	Position	Contact info	Edit/Invite
Margaret Jones	Principal	✆ Phone @ Email	✎
Tomas Garcia	School Coordinator	✆ (555) 460-3502 @ tgarcia@dakotahs.edu	✎
--	Technology Coordinator	✆ Phone @ Email	✎
--	District Technology Coordinator	✆ Phone @ Email	✎
--	District Assessment Coordinator	✆ Phone @ Email	✎
--	School SD/EL Specialist	✆ Phone @ Email	✎
--	Student Information Specialist	✆ Phone @ Email	✎

Appendix F5: LTT Provide Student Information

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).

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 demographic information tab, schools will review student demographic data and update any inaccurate information or provide missing information. The "Economically disadvantaged status" column may be hidden from this table if the state does not require the school to submit this data. This is where schools will identify students with a Section 504 Plan who requires accommodations.

In the how to use this page, the following directions will be provided to users:

- Single student edits: Select the edit icon to edit an information for single student.
- Multiple student edits: Select the boxes to edit multiple students, then use Category and Change to menus to make changes.
- Export: Use the button to export the student information.

Schools > Frontier Middle School > **Provide Student Information**

Provide Student Information

Assessment Planning Meeting: **Not scheduled**   Assessment date: **Nov 14, 2024**

Watch the tutorial video (2:00) ▶   Review additional resources

| Student Demographic Information | Students with Disabilities (SD) & English Learners (EL) |

Filters Clear all   > ☐ Subject   > ☐ Gender   > ☐ Race/Ethnicity   > ☐ SD/EL   > ☐ Participation status

Category — Choose category   Change to — -   0 selected   Save   Export   Export

☐	Line #	Student	Subject	Gender and Birth Month/ Year	Race/Ethnicity	Student with disabilities (SD) & English learners (EL)	Economically Disadvantaged (ED) status	Learner status/ Displaced student	Participation status	Edit
☐	1	Firstname Lastname 432134	Math	Male Jul-2011	Black or African American, not Hispanic	Yes, IEP No, not EL	Yes, economically disadvantaged	100% full-time in person No	Participating	✏
☐	2	Firstname Lastname 495842	Reading	Female Jan-2011	Hispanic, of any race	No, not SD No, not EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏
☐	3	Firstname Lastname 578403	Reading	Male Feb-2011	Native Hawaiian or Pacific Islander, not Hispanic	No, not SD No, not EL	Yes, economically disadvantaged	100% full-time in person No	Participating	✏
☐	4	Firstname Lastname 102943	Math	Female Dec-2011	Black or African American, not Hispanic	No, not SD Yes, EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏
☐	5	Firstname Lastname 893752	Reading	Female Jan-2011	Asian, not Hispanic	No, not SD No, not EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏
☐	6	Firstname Lastname 683943	Math	Male Jul-2011	Black or African American, not Hispanic	No, not SD No, not EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏
☐	7	Firstname Lastname 094854	Math	Male Mar-2011	American Indian or Alaska Native, not Hispanic	Yes, IEP No, not EL	Yes, economically disadvantaged	100% full-time in person No	Participating	✏
☐	8	Firstname Lastname 498304	Reading	Female Jan-2011	Two or More Races (Non-Hispanic)	No, not SD No, not EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏
☐	9	Firstname Lastname 588293	Reading	Female Feb-2011	White, not Hispanic	Yes, IEP Yes, EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏
☐	10	Firstname Lastname 789234	Math	Male Jul-2011	Black or African American, not Hispanic	No, not SD No, not EL	No, not economically disadvantaged	100% full-time in person No	Participating	✏

Show: 10 25 50 All   < 1 2 3 4 5 >

← Go back

From the table, schools can make single edits or multiple edits. To make multiple student 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.

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

Edit the sections below for **Firstname Lastname** | 9100149183 | Line 2 ✕

Gender
Male ✓ Female Nonbinary Information unavailable

Birth Month/Year
Jul-2010 🗓

Race/Ethnicity
White, not Hispanic Black or African American, not Hispanic 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 (Non-Hispanic) School does not collect this information ✓ Information unavailable

Student with disabilities
✓ Yes, IEP Yes, 504 No, not SD Not SD but requires an accommodation Information unavailable

English learners
✓ Yes, EL No, Formerly EL No, not EL Not EL but requires an accommodation Information unavailable

Student Questionnaires
Core questionnaire ✓ Subject-specific questionnaire

Economically Disadvantaged (ED)
Yes, economically disadvantaged ✓ No, not economically disadvantaged Information unavailable

Learner Status
100% full-time in person ✓ Hybrid Virtual Learner Full-time Virtual Learner

Displaced Student
Yes ✓ No

Participation status
Participating ✓ Not participating

Select why student is not participating in the assessment

○ Not enrolled at school
• Withdrawn
• Graduated
• Expelled
• Student deceased
• Foreign exchange student

○ Enrolled but never attends campus
• Does not attend any academic classes on campus
• Home schooled and receives limited services on campus

○ Student listed in error
• Not in selected grade
• Student listed more than once

○ Attends all classes full-time virtually
• Full-time virtual/remote learner

○ Parent refusal
• Parent notified and refused NAEP testing

○ Student refusal
• Student notified and refused NAEP testing

○ Student with a disability
• Meets (or met) participation for the alternate state assessment

○ English learner
• Enrolled in US schools for less than one year prior to the NAEP assessment

💡 If you need to change a student's first or last name, please contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237.

Cancel   Save 🖫

17

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.

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 **<student first name last name>** will take the **<subject>** assessment.   X

SD Details
Select all applicable IDEA categories, degree of disability, and grade-level performance.

IDEA categories		Degree of disability	Grade-level performance in <subject>
✓ Specific learning disability	Visual impairment/blindness	Profound/severe	At or above grade level
Hearing impairment/deafness	Intellectual disability	✓ Moderate	✓ One year below grade level
Speech or language impairment	Autism	Mild	Two or more years below grade level
Orthopedic impairment	Emotional disturbance	Don't know	Not receiving instruction in this subject
Developmental delay (age 9 or younger)	Traumatic brain injury		Don't Know
Other health impairment (Specify)			

Select how <student first last name> should take the NAEP <subject> assessment.

With accommodations	Without accommodations	Do not test

Cancel   Continue

Appendix F6: LTT Request Help

Request Help

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 voicemails and emails will be answered as soon as possible.

Phone
1-800-283-6237

Email
naephelp@westat.com

Hours
8:00 am - 5:30 pm ET, Monday - Friday

Close

Appendix F7: LTT Schedule Assessment Planning Meetings

Schedule Assessment Planning Meetings

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

Assessment Planning Meetings

Participate in a Zoom meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.

For schools participating in the Field Test: Include the technology coordinator in all meeting invitations when contact information is available in the **Manage Team** tile.

Meeting between NAEP representative and school

📅 Thursday, January 11   🕐 11:00 am - 12:00 pm MDT   👤 Jane Barber

📺 **Zoom link:**
https://westat.zoom.us/j/2623811455?_ga=2.29998015.1037423533.1704985794

Reschedule Assessment Planning Meeting +

Schedule follow-up meeting +

On the modal pop-up, the school coordinators 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

‹ September ›   ‹ 2024 ›

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

Time zone

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

Assessment date

📅 Tuesday, October 15

7:00 AM

7:30 AM

8:00 AM

8:30 AM

9:00 AM

10:30 AM

Confirm →

Schedule meeting   ✕

Your NAEP representative will send a **Zoom** link for this date and time.

📅 Tuesday, September 25	Date
🕐 9:00 AM - 10:00 AM EST	Time
👤 John Thompson	NAEP representative
📍 Frontier Middle School	School

← Back   Schedule Meeting

Appendix F8: LTT Support Assessment Activities

Support Assessment Activities

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 activities.

Support Assessment Activities

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

Support Assessment Activities

Teacher Notification Letter	● English ○ Spanish	Download ↓
List of Participating Students	● English ○ Spanish	Download ↓
Student Appointment Cards	● English ○ Spanish	Download ↓

NAEP 2025
TEACHER NOTIFICATION LETTER

Date: 10/24/2024

TO: Teachers of Age 13 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 90 minutes, including transition time and directions.

The NAEP assessment date is Wednesday, 10/09/2024

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.

Teacher Notification Letter

List of Participating Students

<table>
<tr><td colspan="2" align="center">**NAEP 2024-2025 List of Participating Students**</td></tr>
<tr><td colspan="2">School Name: Frontier Middle School</td></tr>
<tr><td align="center">**Student Name**</td><td align="center">**Homeroom**</td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
<tr><td>Last Name, First Name</td><td></td></tr>
</table>

Page 1 of 2

Student Appointment Cards

Appointment for
John Smith
on
Wednesday October 16, 2024

Please go to _____ at _____.
Assessment Location   Assessment Time

Cell phones are banned from the testing location.

9922313

Appendix F9: LTT Assessment Logistics AMS Tutorial

Note: This script is currently undergoing testing and may be revised before this package undergoes final review by OMB

Screen #	Screen content	Audio script	Media/images
1.	Assessment Logistics Section	**[Voiceover]:** The Assessment Logistics section is where you will provide all the logistical information needed for assessment day. This section contains details on: • arriving at the school, • classroom procedures during the assessment, and • procedures for ending the assessment. Additionally, you will enter the start time and location for each assessment session.	Show image of the assessment logistics section
2.	Assessment Logistics Section	**[Voiceover]:** You will edit information in one of two ways in this section. The first is editing the specific tiles by selecting the edit button or edit pencil icon, answering the questions or updating previously entered responses, and then selecting save. The second is editing information in the schedule sessions and student session details table. To edit the tables, you will select edit, next to the row that needs information entered or updated. When you select edit, a pop-up will display for you to enter information or make updates. Then you will select save.	Show image of the assessment logistics section
3.	Assessment Logistics Section	**[Voiceover]:** The next six tiles are where you will enter logistical information for the NAEP team. This includes information about arriving at the school, emergency procedures, and dismissal options. The more detailed the responses, the better prepared the NAEP team will be before arriving at your school for assessment day.	Show image of the assessment logistics section
4.	Assessment Logistics Section	**[Voiceover]:** If you have any questions about completing your tasks within the assessment logistics section of the Assessment Management System, please contact your NAEP representative or the NAEP Help Desk.	Show image of the assessment logistics section

Appendix F10: LTT Notify Parents/Guardians AMS Tutorial

Note: This script is currently undergoing testing and may be revised before this package undergoes final review by OMB

AMS Tutorial
Notify Parents/Guardians

Screen #	Screen content	Audio script	Media/images
1.	Notify Parent/Guardians page	**[Voiceover]:** The Notify Parent/Guardians section is where you will confirm that parents or guardians have been notified of the NAEP assessment at their school. All parents or guardians must be notified in writing before the NAEP team can conduct the assessment. This can be through letter, email, or notice in the school newsletter. In this section it is important that you document that the Parent/Guardian notifications have been sent.	Show image of notify Parent/Guardian page
2.	Notify Parent/Guardian page	**[Voiceover]:** To edit information in this section, you will edit specific tiles by selecting the edit button, answering the questions or updating entered responses, and then selecting save.	Show image of notify Parent/Guardian page
3.	Contact information section	**[Voiceover]:** The contact information tile is where you will enter a deadline for when parents or guardians need to inform you that their child will not be participating in NAEP and indicate who parents or guardians should contact with questions about the NAEP assessment. The responses to these two questions will prefill in the letter you will distribute to parents and guardians.	Show image of contact information
4.	Download letters section	**[Voiceover]:** This next tile, download letter, is where you will download the Parent/Guardian letter in either English or Spanish, and the translation notice (if needed).	Show image of download letter
5.	Certify Parent/Guardian section	**[Voiceover]:** In the next tile, certify parent/guardian notification, you will enter the date the parent/guardian notification letters were or will be distributed and certify that you distributed them on the date indicated.	Show image of certify Parent/Guardian notification details
6.	Notify Parent/Guardian details section	**[Voiceover]:** Finally in the last tile, parent/guardian notification details, you will indicate how you notified parents/guardians about the NAEP assessment and who received the letter.	Show image of certify Parent/Guardian notification details
7.	Notify Parents/Guardians page	**[Voiceover]:** If you have any questions about completing your tasks within the Notify Parents/Guardians section of the Assessment Management System, please contact your NAEP representative or the NAEP Help Desk.	Show image of notify Parents/Guardians page

Appendix F11: LTT Provide Student Information AMS Tutorial

Note: This script is currently undergoing testing and may be revised before this package undergoes final review by OMB

AMS Tutorial
Provide Student Information

Scree n #	Screen content	Audio script	Media/images
1	Provide Student Information Section	**[Voiceover]:** In this section, you will review the list of students selected for NAEP to ensure it is accurate and complete, as well as update any missing or incomplete information. You will update students with a Section 504 that require accommodations. Finally, you will review the list of students identified as Students with Disabilities (SD) and/or English Learners (EL) and provide information on what accommodations (if any) these students require for NAEP.	Show image of provide student information section
2	Provide Student Information Section	**[Voiceover]:** There are two tabs which you will need to review and may need to update or enter missing information. The tabs are student demographic information and students with disabilities (SD) and English learners (EL).	Show image of student demographic information
3	Provide Student Information Section	**[Voiceover]:** To review for missing data in the tabs, you can use the filters or locate pink cells in any column with missing data.	Show image of student demographic information
4	Provide Student Information Section	**[Voiceover]:** To edit the data for a single student, select the Edit button on the student's row. This will open a pop-up, where you can update data or add missing data for the student. Once all updates have been made for the selected student, you will select the Save button to apply the selected edits to the student.	Show image of student demographic information and edit pop-up.
5	Provide Student Information Section	**[Voiceover]:** You can also bulk edit information for multiple students who require the same edits. To do this, select the checkboxes next to all the students requiring that edit. Then, from the choose category dropdown, select the appropriate category being edited. Next, select the appropriate option in the change dropdown menu. Select Save to apply the edit to all the students selected..	student demographic information
6.	Provide Student Information Section	**[Voiceover]:** The students with disabilities (SD) and English learners (EL) popup includes all the information NAEP collects to assess students who may or may not need accommodations. The first section includes questions about the student's disability or English proficiency and their grade-level performance. The second section includes questions about how the student should participate in NAEP. Options for Universal Design Elements and accommodations will appear for students who should be assessed with accommodations. For more information about NAEP accommodations, select the Review additional resources icon above the table..	Show modal popup for SD and EL students.
7.	Provide Student Information Section	**[Voiceover]:** To export student information from either the Student Demographic Information or Students with disabilities and English learners tab, select the Export to Excel or PDF buttons.	Export button
8.	Provide Student Information Section	**[Voiceover]:** If you have any questions about completing your tasks within the provide student information section of the Assessment Management System, please contact your NAEP representative or the NAEP Help Desk.	Show image of student demographic information