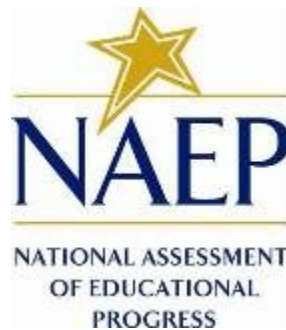


*NATIONAL CENTER FOR EDUCATION STATISTICS  
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS*

*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*



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

|                                                                              |    |
|------------------------------------------------------------------------------|----|
| <b>Assessment Management System (AMS)</b> .....                              | 3  |
| <b>Appendix F1: Login Screen</b> .....                                       | 4  |
| <b>Appendix F2: LTT Assessment Logistics</b> .....                           | 5  |
| <b>Appendix F3: LTT Notify Parents and Guardians</b> .....                   | 8  |
| <b>Appendix F4: LTT Provide School Characteristics and Manage Team</b> ..... | 11 |
| <b>Appendix F5: LTT Provide Student Information</b> .....                    | 14 |
| <b>Appendix F6: LTT Request Help</b> .....                                   | 21 |
| <b>Appendix F7: LTT Schedule Assessment Planning Meetings</b> .....          | 23 |
| <b>Appendix F8: LTT Support Assessment Activities</b> .....                  | 25 |
| <b>Appendix F9: LTT Assessment Logistics AMS Tutorial</b> .....              | 30 |
| <b>Appendix F10: LTT Notify Parents/Guardians AMS Tutorial</b> .....         | 32 |
| <b>Appendix F11: LTT Provide Student Information AMS Tutorial</b> .....      | 34 |

# 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](mailto:nces.information.collections@ed.gov).

When you have finished or if you need to stop before finishing, please LOG OUT of the survey system by clicking "Save and exit" and CLOSE ALL browser windows or screens to keep your responses secure. For example, if you used Chrome or Safari to open the survey, make sure no Chrome or Safari windows or screens are open after you end the survey. Not closing all browsers may allow someone else to see your responses.

**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

EnglishEspañol



**Welcome to the Assessment Management System**

Email

Password

Log In

OR

Continue Offline (Field Staff)

[Forgot password](#)

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

**Paperwork Reduction Act (PRA) Statement**  
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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 the collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Potomac Center Plaza, 550 12th St., SW, 4th floor, Washington, DC 20202*, or send an email to: [nces.information.collections@ed.gov](mailto:nces.information.collections@ed.gov).  
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**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**



version - 2024.05.16.17.10

To request help, contact the NAEP help desk at [naephelp@westat.com](mailto: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.

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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.

The screenshot displays the 'Assessment Logistics' form. On the left, a sidebar contains the title 'Assessment Logistics' and a note: 'The NAEP team uses this information to plan assessment day logistics.' The main form area is titled 'Assessment Logistics' with a red dot and the text 'Missing info'. It features three input fields: 'Where to park' with a car icon, 'Where School Coordinator will be before Assessment' with a person icon, and 'Where to meet the team beforehand' with a location pin icon. Each field has a red 'Not answered' label. To the right of these fields is a 'Missing' status box with 'Not available' and 'Arrival time' text. At the bottom, a blue bar contains the instruction 'Select Manage to provide assessment logistics.' and a blue 'Manage' button with a right arrow.

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.



## **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** 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

AMS

Online mode

Request help

Schools

Schools

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

Not answered

Contact information to include in the letter

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

Download English version

Translation Notice

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

Not answered

Certification

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

Not answered

Parent/guardians who received the letter

Not answered

Select Edit to update the information.

Edit

Go back

Accessibility | Privacy | Site Map

## **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](http://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.

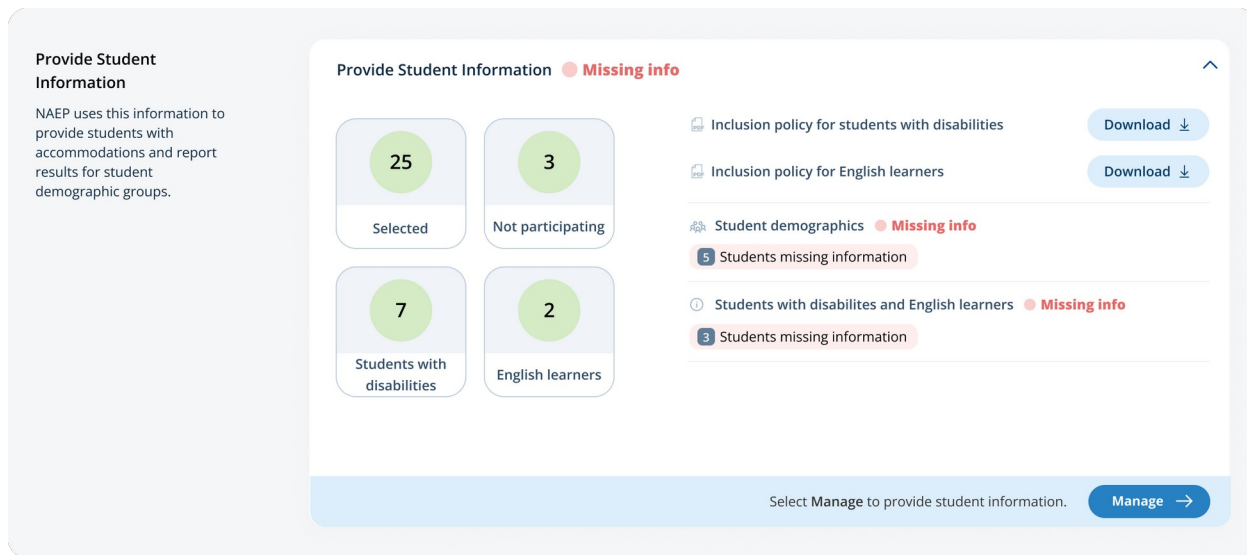
School Team

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

Online mode

Request help

USERNAME

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

0 selected

Category

Choose category

Change to

-

Save

Export

Export

| <input type="checkbox"/> | 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 |
|--------------------------|--------|---------------------------|---------|-----------------------------|---------------------------------------------------|--------------------------------------------------------|----------------------------------------|-----------------------------------|----------------------|------|
| <input type="checkbox"/> | 1      | Firstname Lastname 432134 | Math    | Male Jul-2011               | Black or African American, not Hispanic           | Yes, IEP<br>No, not EL                                 | Yes, economically disadvantaged        | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 2      | Firstname Lastname 495842 | Reading | Female Jan-2011             | Hispanic, of any race                             | No, not SD<br>No, not EL                               | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 3      | Firstname Lastname 578403 | Reading | Male Feb-2011               | Native Hawaiian or Pacific Islander, not Hispanic | No, not SD<br>No, not EL                               | Yes, economically disadvantaged        | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 4      | Firstname Lastname 102943 | Math    | Female Dec-2011             | Black or African American, not Hispanic           | No, not SD<br>Yes, EL                                  | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 5      | Firstname Lastname 893752 | Reading | Female Jan-2011             | Asian, not Hispanic                               | No, not SD<br>No, not EL                               | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 6      | Firstname Lastname 683943 | Math    | Male Jul-2011               | Black or African American, not Hispanic           | No, not SD<br>No, not EL                               | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 7      | Firstname Lastname 094854 | Math    | Male Mar-2011               | American Indian or Alaska Native, not Hispanic    | Yes, IEP<br>No, not EL                                 | Yes, economically disadvantaged        | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 8      | Firstname Lastname 498304 | Reading | Female Jan-2011             | Two or More Races (Non-Hispanic)                  | No, not SD<br>No, not EL                               | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 9      | Firstname Lastname 588293 | Reading | Female Feb-2011             | White, not Hispanic                               | Yes, IEP<br>Yes, EL                                    | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |
| <input type="checkbox"/> | 10     | Firstname Lastname 789234 | Math    | Male Jul-2011               | Black or African American, not Hispanic           | No, not SD<br>No, not EL                               | No, not economically disadvantaged     | 100% full-time in person<br>No    | Participating        |      |

Show: 10 25 50 All

<

1

2

3

4

5

>

Go back

Accessibility | Privacy | Site Map

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.



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](mailto:naephelp@westat.com) or 1-800-283-6237.

Cancel
Save

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

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

Online mode

Request help

USERNAME

Schools

Frontier Middle School

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

SD/EL

How to take NAEP

Accommodations

Export

Export

| Line # | Student                      | Subject | Student with disabilities (SD) & English learners (EL) | Details      | How to take NAEP | Accommodations | School Staff | Edit |
|--------|------------------------------|---------|--------------------------------------------------------|--------------|------------------|----------------|--------------|------|
| 1      | Firstname Lastname<br>432134 | Math    | Yes, IEP<br>No, not EL                                 | Missing info | Missing info     | Missing info   | Missing info |      |
| 4      | Firstname Lastname<br>102943 | Math    | No, not SD<br>Yes, EL                                  | Missing info | Missing info     | Missing info   | Missing info |      |
| 7      | Firstname Lastname<br>094854 | Math    | Yes, IEP<br>No, not EL                                 | Missing info | Missing info     | Missing info   | Missing info |      |
| 9      | Firstname Lastname<br>588293 | Reading | Yes, IEP<br>Yes, EL                                    | Missing info | Missing info     | Missing info   | Missing info |      |
| 15     | Firstname Lastname<br>495842 | Reading | Yes, IEP<br>No, not EL                                 | Missing info | Missing info     | Missing info   | Missing info |      |
| 19     | Firstname Lastname<br>578403 | Reading | No, not SD<br>Yes, EL                                  | Missing info | Missing info     | Missing info   | Missing info |      |
| 24     | Firstname Lastname<br>893752 | Reading | Yes, IEP<br>Yes, EL                                    | Missing info | Missing info     | Missing info   | Missing info |      |
| 29     | Firstname Lastname<br>683943 | Math    | Yes, IEP<br>Yes, EL                                    | Missing info | Missing info     | Missing info   | Missing info |      |
| 32     | Firstname Lastname<br>498304 | Reading | No, not SD<br>Yes, EL                                  | Missing info | Missing info     | Missing info   | Missing info |      |
| 37     | Firstname Lastname<br>789234 | Math    | Yes, IEP<br>No, not EL                                 | Missing info | Missing info     | Missing info   | Missing info |      |

Show: 10 All

<

1

2

>

Go back

Accessibility

Privacy

Site Map

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.

SD Details

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

IDEA categories

✓ Specific learning disability

Hearing impairment/deafness

Speech or language impairment

Orthopedic impairment

Developmental delay (age 9 or younger)

Other health impairment (Specify)

Visual impairment/blindness

Intellectual disability

Autism

Emotional disturbance

Traumatic brain injury

Degree of disability

Profound/severe

✓ Moderate

Mild

Don't know

Grade-level performance in <subject>

At or above grade level

✓ One year below grade level

Two or more years below grade level

Not receiving instruction in this subject

Don't Know

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

With accommodations

Without accommodations

Do not test

Cancel

Continue

20

## **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/26238114557?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.

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

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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

[illegible]

## 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

## AMS Tutorial

### Assessment Logistics

| Screen # | Screen content               | Audio script                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Media/images                                   |
|----------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1.       | Assessment Logistics Section | <p><b>[Voiceover]:</b> The Assessment Logistics section is where you will provide all the logistical information needed for assessment day. This section contains details on:</p> <ul style="list-style-type: none"> <li>• arriving at the school,</li> <li>• classroom procedures during the assessment, and</li> <li>• procedures for ending the assessment.</li> </ul> <p>Additionally, you will enter the start time and location for each assessment session.</p>                                                                                                                                       | Show image of the assessment logistics section |
| 2.       | Assessment Logistics Section | <p><b>[Voiceover]:</b> 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.</p> <p>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.</p> | Show image of the assessment logistics section |
| 3.       | Assessment Logistics Section | <p><b>[Voiceover]:</b> 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.</p> <p>The more detailed the responses, the better prepared the NAEP team will be before arriving at your school for assessment day.</p>                                                                                                                                                                                                                                                   | Show image of the assessment logistics section |
| 4.       | Assessment Logistics Section | <p><b>[Voiceover]:</b> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                 | 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           | <b>[Voiceover]:</b> 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            | <b>[Voiceover]:</b> 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            | <b>[Voiceover]:</b> 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.<br><br>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               | <b>[Voiceover]:</b> 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        | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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          | <b>[Voiceover]:</b> 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

| Screen # | Screen content                      | Audio script                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Media/images                                                   |
|----------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1        | Provide Student Information Section | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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 | <b>[Voiceover]:</b> 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                  |