

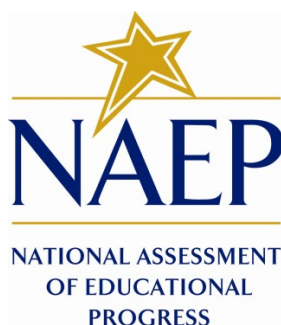
National Center for Education Statistics
National Assessment of Educational Progress

National Assessment of Educational Progress (NAEP) 2027

Appendix I

2027 Assessment Management System Materials

OMB# 1850-0803 v.40



July 2026

AMS materials are included in Appendix I for the 2027 Amendment submission. Drafts have been replaced with final versions and are marked as “(NEW)” in the header.

The table below shows the administration window and subject.

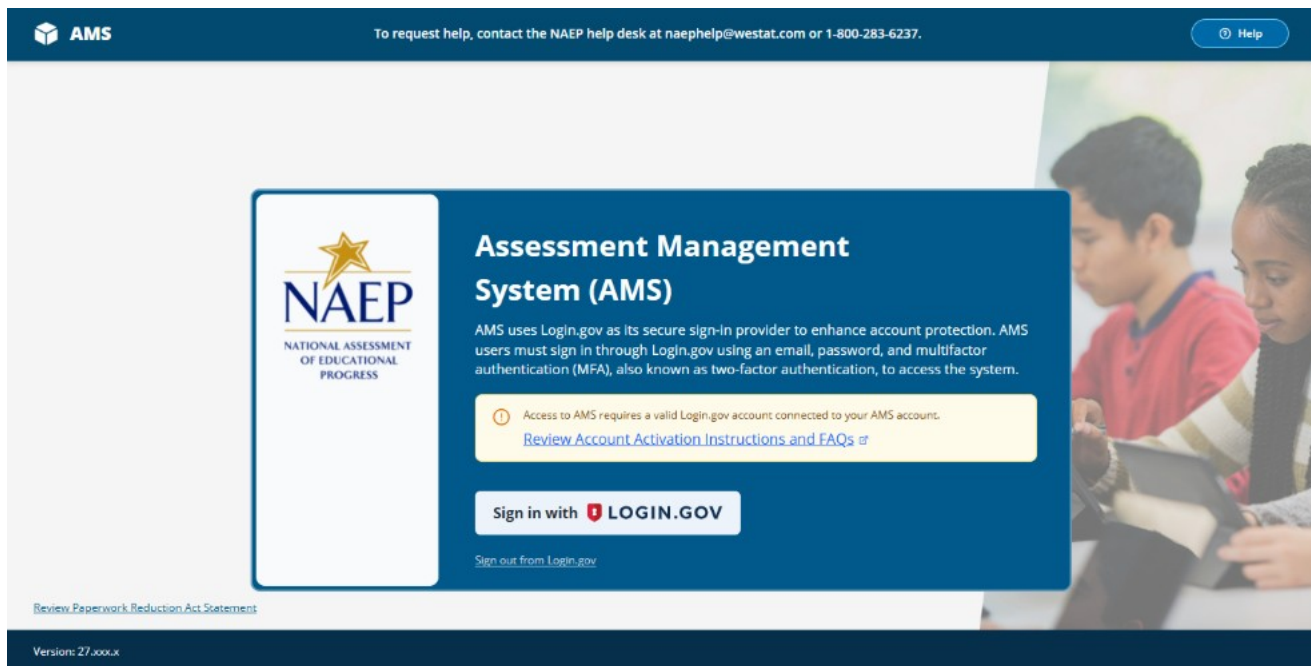
Activity	Window	Grade	Subjects
2027 NAEP Science Pilot	January-March 2027	8	Science

Table of Contents

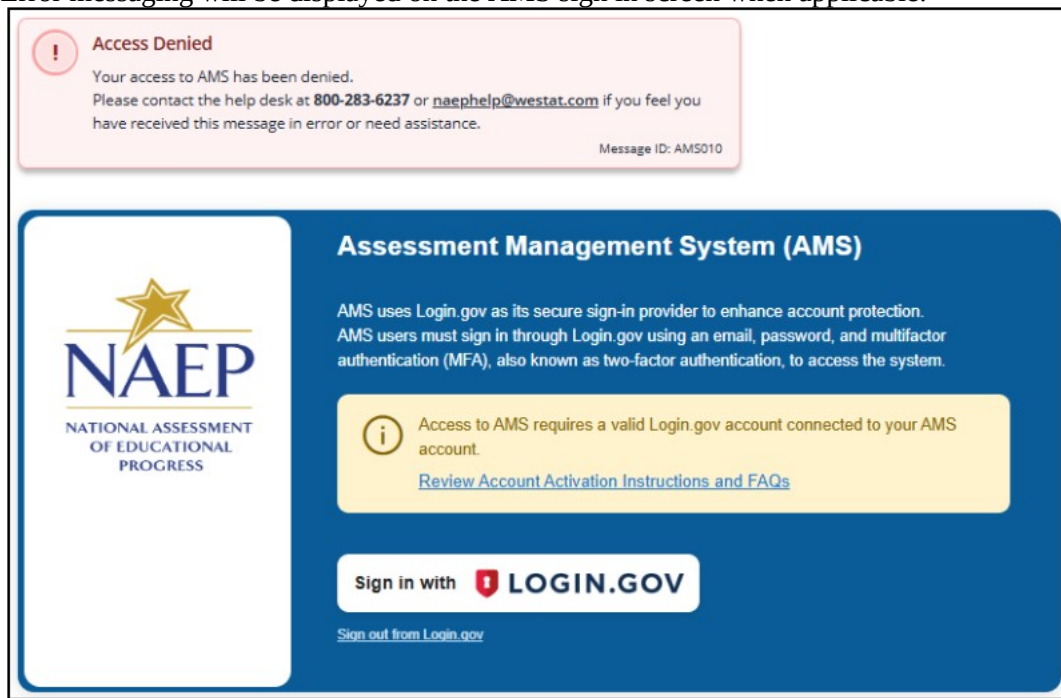
Appendix I1: 2027 AMS Login Screens (NEW).....	4
Appendix I2: 2027 Paperwork Reduction Act Statement (NEW).....	7
Appendix I3: 2027 NAEP Data Security Agreement (NEW).....	8
Appendix I4: 2027 AMS Account Activation Email All District/School Roles (except SD/EL Specialist (NEW)....	10
Appendix I5: 2027 AMS Account Activation Email SD/EL Specialist Role (NEW).....	11
Appendix I6: 2027 AMS Account Activation Instructions and FAQ (NEW).....	12
Appendix I7: 2027 AMS Account Activation Home Page (NEW).....	29
Appendix I8: 2027 Assessment Logistics (NEW).....	32
Appendix I9: 2027 AMS School and Teacher Questionnaire Emails (NEW).....	46
Appendix I10: 2027 School Coordinator Email Communication, Linking Forms (NEW).....	52
Appendix I11: 2027 Device Readiness Checks and Other Specify Emails (NEW).....	56
Appendix I12: 2027 District Summary Page (NEW).....	59
Appendix I13: 2027 Manage Questionnaires (NEW).....	65
Appendix I14: 2027 Non-Disclosure Agreement (NEW).....	74
Appendix I15: 2027 Notify Parents/Guardians Notification (NEW).....	76
Appendix I16: 2027 Provide School Characteristics and Manage Team Tile (NEW).....	84
Appendix I17: 2027 Provide Student Information-Student Information, Student Demographics (NEW).....	94
Appendix I18: 2027 Provide Student Information-Student Information, SD/EL (NEW).....	99
Appendix I19: 2027 Request Help (NEW).....	124
Appendix I20: 2027 Schedule Assessment Planning Meetings (NEW).....	125
Appendix I21: 2027 School Summary Page (NEW).....	126
Appendix I22: 2027 School Technology Survey.....	132
Appendix I23: 2027 Support Assessment Activities (NEW).....	158

Appendix I24: 2027 Technical Logistics (NEW).....	167
Appendix I25: 2027 Import Student Lists (NEW).....	189
Appendix I26: 2027 Schools Lists (NEW).....	248
Appendix I27: 2027 Import Student Lists, Instructions (NEW).....	249
Appendix I28: 2027 Tutorial: Assessment Logistics (NEW).....	255
Appendix I29: 2027 Tutorial: Notify Parents/Guardians (NEW).....	257
Appendix I30: 2027 Tutorial: Provide Student Information-Demographics (NEW).....	258
Appendix I31: 2027 Tutorial: Provide Student Information-SD/EL (NEW).....	259
Appendix I32: 2027 Tutorial: Technical Logistics (NEW).....	262
Appendix I33: 2027 Tutorial: Manage Questionnaires (NEW).....	264
Appendix I34: 2027 NAEP Account Activation Guide (NEW).....	266

Appendix I1: 2027 AMS Login Screens (NEW)



Error messaging will be displayed on the AMS sign in screen when applicable:



The table below identifies the error messages that may appear on the sign in screen. The message ID's are included to support Help Desk team members resolve user sign in issues:

AMS Code	Message
AMS005	Sign In Error An issue was encountered while signing you in to the AMS. Please try signing in again. If the issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS005
AMS007	System Error An unexpected error occurred. Please retry signing in to the AMS. If the issue persists please contact the help desk at 800-283-6237 or naephelp@westat.com Message ID: AMS007
AMS010	Access Denied Your access to AMS has been denied. Please contact the help desk at 800-283-6237 or naephelp@westat.com if you feel you have received this message in error or need assistance. Message ID: AMS010
AMS012	Sign In Error An issue was encountered while signing you in to the AMS. Please try signing in again. If the issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS012
AMS013	Internet Connection An issue has been detected with the internet connection. Please check your WiFi or network settings. If the issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS013
AMS014	Sign in Error You could not be connected to Login.gov at tis time Please try signing in again. If this issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS014
AMS016	Access Denied Your access to AMS has been denied. Please contact the help desk at 800-283-6237 or naephelp@westat.com if you feel you have received this message in error or need assistance. Message ID: AMS016
AMS017	Sign In Error An issue was encountered while signing you in to the AMS. Please try signing in again. If the issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS017
AMS018	Sign In Error An issue was encountered while signing you in to the AMS. Please try signing in

	again. If the issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS018
AMS019	Sign In Error An issue was encountered while signing you in to the AMS. Please try signing in again. If the issue persists, contact the NAEP help desk at 800-283-6237 or naephelp@westat.com. Message ID: AMS019

Appendix I2: 2027 Paperwork Reduction Act Statement (NEW)

AMS

To request help, contact the NAEP help desk at naephelp@nces.ed.gov or 1-800-363-6237.

Acknowledge

Intended for Authorized Access Only

Paperwork Reduction Act (PRA) Statement

The 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 only be used for the purposes of research, statistics, and evaluation under the Education Sciences Reform Act of 2002 (ESRA; 20 U.S.C. § 9543) and may not be disclosed, or used, in identifiable form for any other purpose except as required 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 in any unauthorized manner. 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 15 minutes for each student identified as SD or EL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Control No. 1850-0928). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Lyndon Baines Johnson Department of Education Building, 400 Maryland Ave., SW, 5th floor, Washington, DC 20202*, or send an email to: nces.information.collections@ed.gov.

When you have finished your work or need to stop and return later to finish, please LOG OUT of the system to preserve the security of the information contained within the Assessment Management System.

OMB No. 1850-0928 APPROVAL EXPIRES 5/31/2029

Paperwork Reduction Act (PRA) Statement

The 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 only be used for the purposes of research, statistics, and evaluation under the Education Sciences Reform Act of 2002 (ESRA; 20 U.S.C. § 9543) and may not be disclosed, or used, in identifiable form for any other purpose except as required 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 in any unauthorized manner. 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 15 minutes for each student identified as SD or EL, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This voluntary information collection was reviewed and approved by OMB (Control No. 1850-0928). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this collection, or any comments or concerns regarding the status of your individual submission, please write to: *National Assessment of Educational Progress (NAEP), National Center for Education Statistics (NCES), Lyndon Baines Johnson Department of Education Building, 400 Maryland Ave., SW, 5th floor, Washington, DC 20202*, or send an email to: nces.information.collections@ed.gov. When you have finished your work or need to stop and return later to finish, please LOG OUT of the system to preserve the security of the information contained within the Assessment Management System.

OMB No. 1850-0928 APPROVAL EXPIRES 5/31/2029

Appendix I3: 2027 NAEP Data Security Agreement (NEW)

The AMS Data Security Agreement is displayed to authenticated users upon first time attempt to access the AMS. Users must ensure that all required fields are completed and click “Agree and Submit” to successfully access the AMS.

Assessment Management System - DATA SECURITY AGREEMENT

Under this agreement you will have access to Assessment Management System, a secure site maintained by ETS on behalf of the National Center for Education Statistics (NCES). By accepting this agreement, you also agree to keep information from the site confidential as outlined below.

NCES is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. § 9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3) and 99.35). 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).

NAEP collects data in a manner consistent with Family Educational Rights and Privacy Act (FERPA) privacy conventions governing the release of student data. Generally, schools must have written parental permission in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to organizations conducting certain studies for or on behalf of the school [34 CFR Part 99.31(a)(6)(i)].

As a study authorized by the U.S. Secretary of Education, NAEP is permitted to obtain personally identifying student information without written parental permission. Even so, FERPA stipulates that data collection must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization, and that the information is destroyed when no longer needed for the purposes for which the study was conducted [34 CFR Part 99.31 (a)(6)(iii)(C)(4)].

Acknowledgment

As a representative of your school working on NAEP, you will have access to personally identifying student information. By accepting this agreement, you are certifying that you are authorized to handle and process NAEP information on behalf of your school, and that you will keep the information secure and confidential.

First and last name *

First and last name is required

Email *

Email is required

Cancel

Agree and Submit

Note. A user's first and last name auto populates based on the name provided in the user's role profile.

Data Security Agreement (English)

Assessment Management System - DATA SECURITY AGREEMENT

Under this agreement you will have access to Assessment Management System, a secure site maintained by ETS on behalf of the National Center for Education Statistics (NCES). By accepting this agreement, you also agree to keep information from the site confidential as outlined below.

NCES is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. § 9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3) and 99.35). 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).

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NAEP fully conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) [20 U.S.C. 1232g; 34 CFR Part 99]. The NAEP procedures and data collection are FERPA compliant. FERPA compliance is ensured through stringent confidentiality requirements governing data transmission, cloud data storage, and personnel protocols, all designed to safeguard personally identifiable information (PII) in accordance with federal regulations. Data is encrypted during transmission using SSL/TLS 1.2 or higher, and data at rest is protected using AES-256 encryption and other advanced encryption standards within a FedRAMP-compliant cloud infrastructure that adheres to FISMA security controls. Access to data is tightly controlled through multi-factor authentication (MFA) and role-based access control (RBAC) to ensure that only authorized users can access sensitive information. In alignment with FERPA guidelines, all individuals, including contractors and school personnel are required to sign confidentiality assurances, pledging to maintain the privacy and security of education records and to exercise reasonable care to prevent unauthorized access to information in their possession.

Acknowledgment

As a representative of your school working on NAEP, you will have access to personally identifying student information. By accepting this agreement, you are certifying that you are authorized to handle and process NAEP information on behalf of your school, and that you will keep the information secure and confidential.

First and last name

Email

Appendix I4: 2027 AMS Account Activation Email All District/School Roles (except SD/EL Specialist (NEW))

The NAEP Assessment Management System (AMS) invitation-based secured web application uses Login.gov to authenticate AMS users. District and school AMS users receive a NAEP AMS Account Activation email, automatically sent out of the AMS, when they are first invited (assigned a role within the AMS). Users must activate their NAEP AMS account to gain access to the AMS.

From: naep-ams@naepnpd.org

Subject: Account Activation for NAEP AMS – Time Sensitive

Dear [First name] [Last name],

You were identified to support the National Assessment of Educational Progress (NAEP) as [Role] for [School/District Name]. Please activate your NAEP Assessment Management System (AMS) account to begin using the AMS. The AMS will be your main resource for preparing for the upcoming NAEP assessment.

Important: This Activate AMS Account link in this email is unique to your AMS account activation. Please do **not** forward or share this email with others.

Thank you in advance for your support.

Select the Activate AMS Account button below to review additional instructions and complete your NAEP AMS account activation.

[Activate AMS Account](#)

This link expires in 30 days.

If you have questions or need assistance, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.

This is an automatically generated message from the NAEP Assessment Management System (AMS). Replies to this email are not monitored.

<link> National Assessment of Educational Progress (NAEP)

<link> Assessment Management System (AMS)

Appendix I5: 2027 AMS Account Activation Email SD/EL Specialist Role (NEW)

Given the specialized nature and work of the SD/EL Specialist Role, the SD/EL Specialist has a modified version of the AMS Account Activation email.

From: naep-ams@naepnpd.org

Subject: NAEP AMS Account Activation Instructions for SD/EL Specialists

Dear [SD/EL Specialist First name] [SD/EL Specialists Last name],

You were identified to support the National Assessment of Educational Progress (NAEP) as a Students with Disabilities and/or English Learners Specialist for [School Name]. Specialists provide information and determine how selected students with disabilities (SD) and/or English learners (EL) participate. To ensure that NAEP reflects the educational progress of all students, these students must be included to the fullest extent possible.

Please activate your NAEP Assessment Management System (AMS) account to begin using the AMS. Once you have activated your account, sign in to the AMS to review the NAEP Inclusion Policy. After you have reviewed the policy, select manage on the Students with Disabilities (SD) and English Learners (EL) section to provide information about how SD and/or EL students will participate on NAEP.

Important: This Activate AMS Account link in this email is unique to your AMS account activation. Please **do not** forward or share this email with others.

Thank you in advance for your support.

Select the Activate AMS Account button below to review additional instructions and complete your NAEP AMS account activation.

[Activate AMS Account](#)

This link expires in 30 days.

If you have questions or need assistance, please contact the NAEP help desk at 1-800-283-6237

or naephelp@westat.com

This is an automatically generated message from the NAEP Assessment Management System (AMS). Replies to this email are not monitored.

<link> National Assessment of Educational Progress (NAEP)

<link> Assessment Management System (AMS)

Appendix I6: 2027 AMS Account Activation Instructions and FAQ (NEW)

National Assessment of Educational Progress (NAEP)
Assessment Management System (AMS)

AMS Account Activation Instructions and FAQs

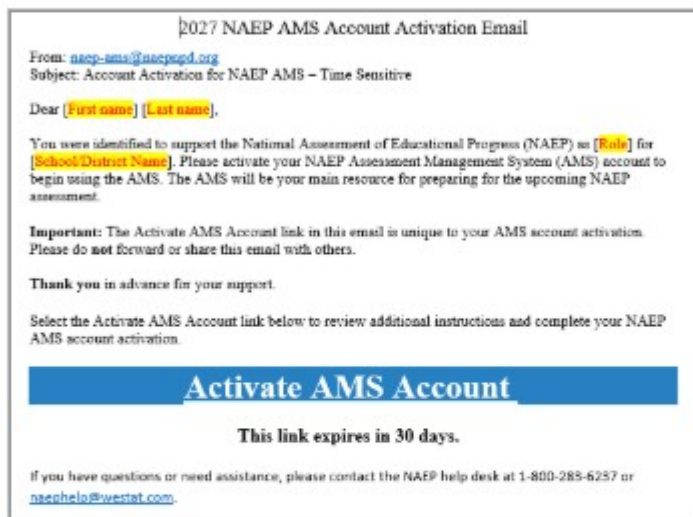
Contents

NAEP AMS Account Activation Instructions	3
I do NOT have a Login.gov account	5
My Login.gov account IS CONNECTED to my AMS account email address	9
My Login.gov account IS NOT CONNECTED to my AMS account email address	11
Frequently Asked Questions	16
What is the Assessment Management System?	16
What is Login.gov?	16
How does the AMS utilize Login.gov?	16
Why do I need to activate my AMS account?	16
How do I activate my AMS account?	16
How can I find out if I already have a Login.gov account?	17
Can I access the AMS directly from Login.gov?	17
Who do I contact if I experience any issues or have additional questions?	17

NAEP AMS Account Activation Instructions

Once invited to the NAEP Assessment Management System (AMS), you will receive an email from naep-ams@naepnpsd.org with subject line *Account Activation for NAEP AMS – Time Sensitive* sent to your AMS account email address.

Select **Activate AMS Account** to initiate your account activation.



You will be directed to the NAEP AMS Account Activation home page.



Note. Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services, and applications. The AMS uses Login.gov as its secure sign-in provider to enhance account protection.

You must have a Login.gov account connected to your AMS account email address to complete your AMS account activation. Your AMS account email address is displayed on the NAEP AMS Account Activation home page for reference.

Steps to complete your AMS account activation depend on your current Login.gov account status. Select the option below that applies to you and follow the corresponding instructions provided to complete your AMS account activation.

1. [I do NOT have a Login.gov account](#)
2. [My Login.gov account IS CONNECTED to my AMS account email address](#)
3. [My Login.gov account IS NOT CONNECTED to my AMS account email address](#)

If you need assistance with the AMS, including an expired link in the Account Activation email or an error message on AMS, contact the NAEP Help Desk at 1-800-283-6237 or naephelp@westat.com.

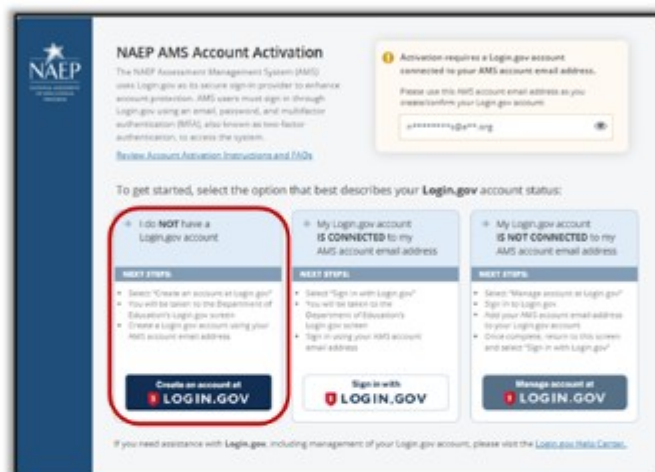
If you need assistance with Login.gov, including management of your Login.gov account or an error message on Login.ed.gov, please go to the [Login.gov Help Center](#) or visit [Login.gov](#) for additional information and support.

I do NOT have a Login.gov account

Follow the steps below to complete your AMS account activation. You will need to create a Login.gov account linked to your AMS account email address.

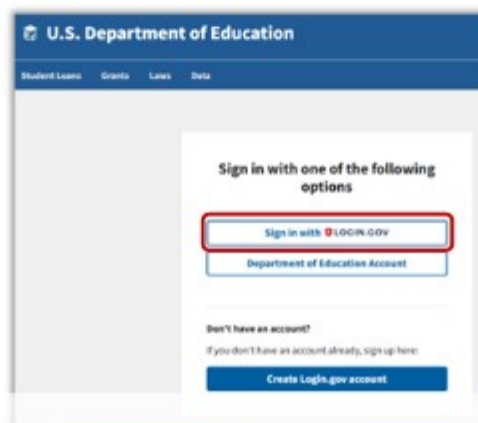
Steps to complete your AMS Account Activation

Step 1: Note your AMS email address and select **Create an account at LOGIN.GOV**. You will be directed to the U.S. Department of Education sign in options screen.



The screenshot shows the 'NAEP AMS Account Activation' page. It features a blue header with the NAEP logo. The main content area has a light blue background. On the right, there's a yellow box with a warning icon stating 'Activation requires a Login.gov account connected to your AMS account email address.' Below this is a text input field for the email address, with a placeholder 'j.smith@naep.org'. The main section is titled 'To get started, select the option that best describes your Login.gov account status:'. There are three columns of options. The first column, 'I do NOT have a Login.gov account', is highlighted with a red border. It lists 'NEXT STEPS' and includes a button 'Create an account at LOGIN.GOV'. The second column, 'My Login.gov account IS CONNECTED to my AMS account email address', has a button 'Sign in with LOGIN.GOV'. The third column, 'My Login.gov account IS NOT CONNECTED to my AMS account email address', has a button 'Manage account at LOGIN.GOV'. At the bottom, there's a link: 'If you need assistance with Login.gov, including management of your Login.gov account, please visit the [Login.gov Help Center](#).'

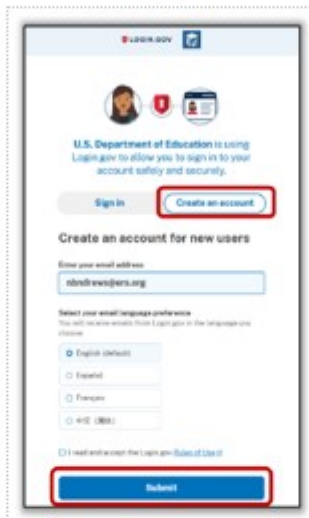
Step 2: Select **Sign in with LOGIN.GOV**. You will be directed to the sign-in screen.



The screenshot shows the 'U.S. Department of Education' sign in options screen. It has a blue header with the U.S. Department of Education logo and navigation links: 'Student Loans', 'Grants', 'Laws', and 'Data'. The main content area is white. It features a section titled 'Sign in with one of the following options' with two buttons: 'Sign in with LOGIN.GOV' (highlighted with a red border) and 'Department of Education Account'. Below this, there's a section titled 'Don't have an account?' with a link 'If you don't have an account already, sign up here:' and a button 'Create Login.gov account'.

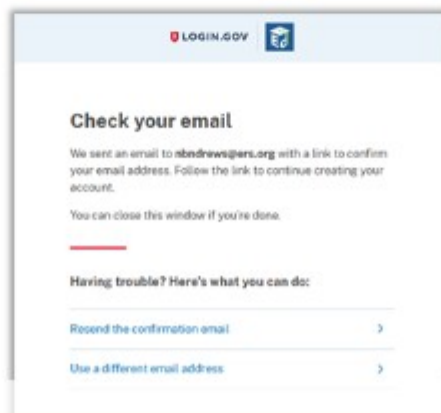
Step 3: Select **Create an account**, then enter your-AMS account email address, select your preferred language, read and accept the Login.gov Rules of Use, and select **Submit**.

Note: The language selected does not apply to the AMS.

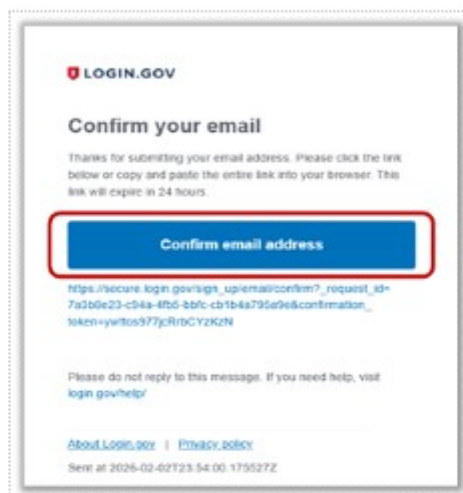
A screenshot of the Login.gov 'Create an account' page. The page has a light blue header with the 'LOGIN.GOV' logo. Below the header, there's a section with the U.S. Department of Education logo and text stating they use Login.gov. There are two buttons: 'Sign in' and 'Create an account', with the latter highlighted by a red rectangle. Below this is a section titled 'Create an account for new users' with a text input field containing 'nbndrew@pers.org'. Underneath is a language selection section with radio buttons for 'English (default)', 'Español', 'Français', and 'हिंदी (Hindi)'. At the bottom, there's a checkbox for 'I read and accept the Login.gov Rules of Use' and a blue 'Submit' button, which is also highlighted by a red rectangle.

Step 4: Check your inbox of the email account used in Step 3 for a verification email. The verification email will have the subject: *Confirm your email* and will be sent from no-reply@Login.gov.

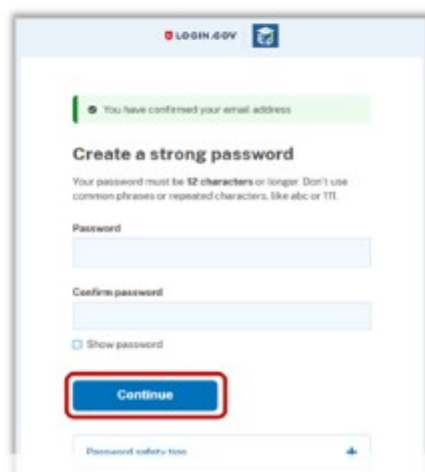
If you do not see the verification email, please check your spam folder.

A screenshot of the Login.gov 'Check your email' page. The page has a light blue header with the 'LOGIN.GOV' logo. The main heading is 'Check your email'. Below it, text states: 'We sent an email to nbndrew@pers.org with a link to confirm your email address. Follow the link to continue creating your account.' This is followed by 'You can close this window if you're done.' Below a horizontal line, there's a section titled 'Having trouble? Here's what you can do:' with two links: 'Resend the confirmation email' and 'Use a different email address', each with a right-pointing arrow.

Step 5: Open the email and select **Confirm email address** to be directed back to Login.gov and finish creating your Login.gov account.



Step 6: Create a password for your Login.gov account, then select **Continue**.



Step 7: Set up your secondary authentication method(s). Pick your preferred authentication method(s) and select **Continue**. Follow the on-screen instructions to set up your authentication method(s).

You will be directed to the AMS upon successful Login.gov account creation and authentication.

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Face or touch unlock**
Use your face or finger print to access your account without a one-time code.
- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Security key**
Connect your physical security key to your device. You won't need to enter a code.
- ☐ **Government employee ID**
PIV/IAC cards for government and military employees. Desktop only.
- ☐ **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

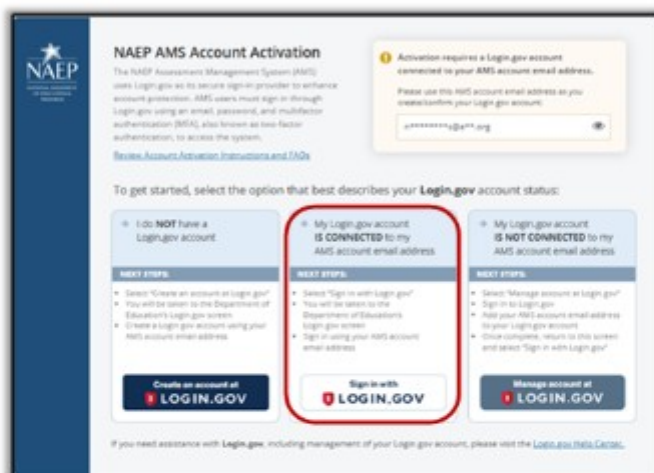
Continue

My Login.gov account IS CONNECTED to my AMS account email address

To complete your AMS account activation, you need to sign in through Login.ed.gov using your AMS account email address.

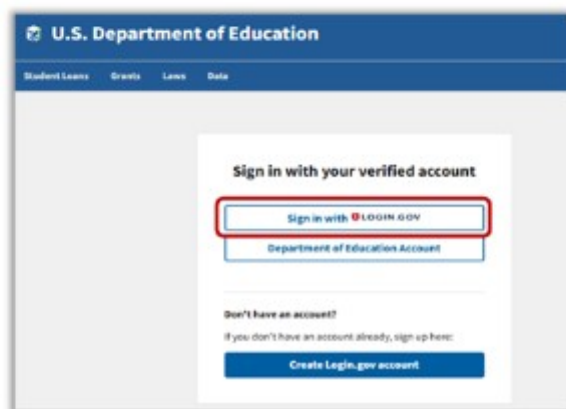
Steps to complete your AMS Account Activation

Step 1: Select **Sign in with LOGIN.GOV**. You will be directed to the U.S. Department of Education sign-in options screen.



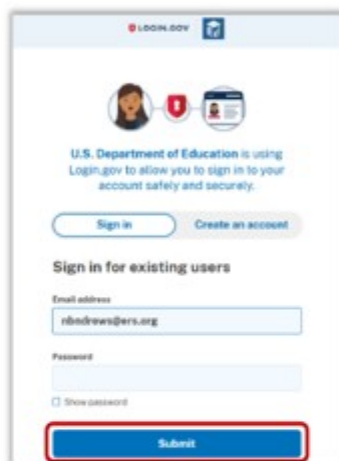
The screenshot shows the 'NAEP AMS Account Activation' page. It features a header with the NAEP logo and a main heading. Below the heading, there is a note about activation requiring a Login.gov account. A text input field for an email address is shown with a placeholder 'j.smith@state.org'. The main content area is titled 'To get started, select the option that best describes your Login.gov account status:' and contains three columns. The first column is for users who do not have a Login.gov account. The second column, which is highlighted with a red border, is for users whose Login.gov account is connected to their AMS account email address; it includes a 'Sign in with LOGIN.GOV' button. The third column is for users whose Login.gov account is not connected to their AMS account email address. At the bottom, there is a link for assistance with Login.gov.

Step 2: Select **Sign in with LOGIN.GOV**. You will be directed to the Sign-in screen.



The screenshot shows the 'U.S. Department of Education' sign-in page. It has a blue header with the department's name and navigation links for 'Student Loans', 'Grants', 'Loans', and 'Data'. The main heading is 'Sign in with your verified account'. Below this, there are two buttons: 'Sign in with LOGIN.GOV' (highlighted with a red border) and 'Department of Education Account'. A section titled 'Don't have an account?' includes the text 'If you don't have an account already, sign up here:' and a 'Create Login.gov account' button.

Step 3: Enter your AMS account email address and Login.gov password, select **Submit**, and complete your multi-factor authentication. You will be directed to the AMS upon successful authentication.



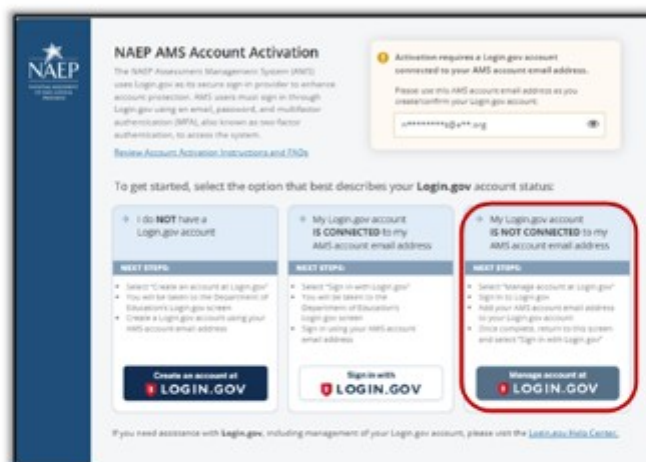
The screenshot shows the Login.gov sign-in interface. At the top, the 'LOGIN.GOV' logo is visible. Below it, a message states: 'U.S. Department of Education is using Login.gov to allow you to sign in to your account safely and securely.' There are two buttons: 'Sign in' and 'Create an account'. Under the heading 'Sign in for existing users', there is a text input field for 'Email address' containing 'rbandrews@ers.org' and a password input field. A 'Show password' checkbox is located below the password field. At the bottom, a blue 'Submit' button is highlighted with a red rectangular border.

My Login.gov account IS NOT CONNECTED to my AMS account email address

Steps to complete your AMS Account Activation

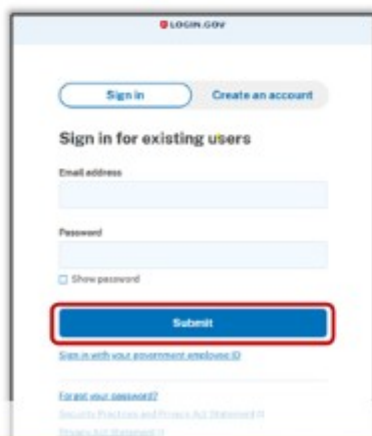
Step 1: Note your AMS email address and select **Manage Account LOGIN.GOV**.

The Login.gov sign-in page will open in a new tab. Do not close the AMS Account Activation home page; you will need to return to complete your AMS account activation.



The screenshot shows the 'NAEP AMS Account Activation' page. It features a blue header with the NAEP logo. The main content area has a light blue background. A yellow callout box at the top right states: 'Activation requires a Login.gov account connected to your AMS account email address. Please use this AMS account email address as you create/confirm your Login.gov account.' Below this, there's a text input field with a placeholder email address. The main section is titled 'To get started, select the option that best describes your Login.gov account status:' and contains three columns. The first column is for users who do not have a Login.gov account. The second column is for users whose Login.gov account is connected to their AMS email address. The third column, which is highlighted with a red border, is for users whose Login.gov account is not connected to their AMS email address. This column lists 'NEXT STEPS' and includes a 'Manage account at LOGIN.GOV' button. At the bottom, there's a link to the 'Login.gov Help Center'.

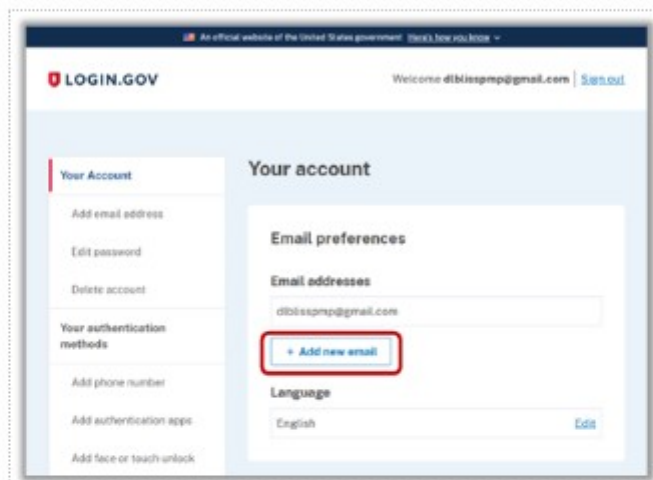
Step 2: Sign into your Login.gov account by entering your existing Login.gov email address and password. Select **Sign in** and complete your multi-factor authentication.



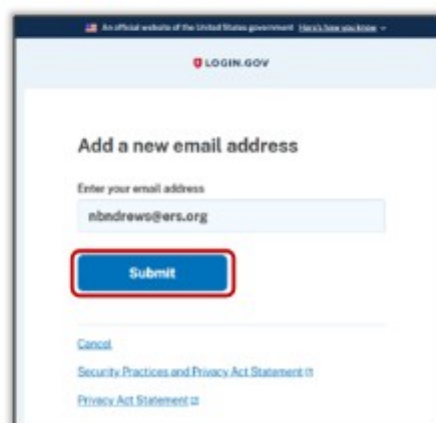
The screenshot shows the 'Login.gov' sign-in page. It has a white background with a blue header. At the top, there are two buttons: 'Sign in' and 'Create an account'. Below these, the text 'Sign in for existing users' is displayed. There are two input fields: 'Email address' and 'Password'. A checkbox labeled 'Show password' is located below the password field. A blue 'Submit' button is highlighted with a red border. Below the button, there are links for 'Sign in with your government employee ID' and 'Forgot your password?'. At the very bottom, there are links for 'Security Practices and Privacy Act Statement' and 'Terms and Conditions'.

Step 3: From your account [page](#) select **Add new email**.

Skip to Step 7 if you already see your AMS account email address displayed under [Email](#) addresses.

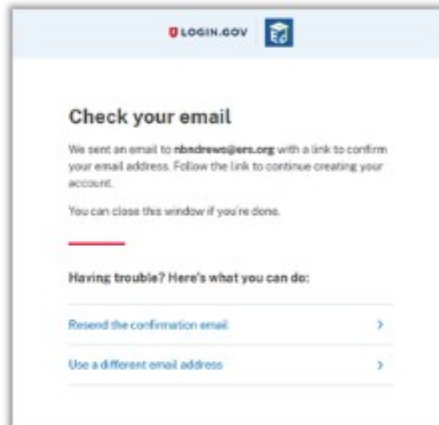


Step 4: Enter your AMS account email address and select **Submit**.

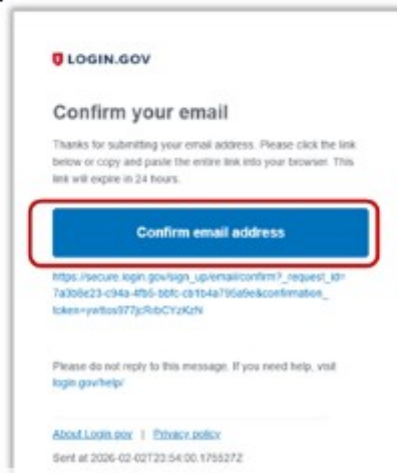


Step 5: Check the inbox of your AMS account email address added in Step 4 for a verification email. The verification email will have the subject: *Confirm your email*, and will be sent from no-reply@Login.gov.

If you do not see the verification email, please check your spam folder.



Step 6: Open the email and select **Confirm** email address to finish adding your AMS account email to your Login.gov account.



Your AMS account email address has been connected to your Login.gov account.

Step 7: Return to the AMS Account Activation home page.

If you closed the AMS Account Activation home page on your web browser, select **Activate AMS Account** in your AMS Account Activation email to return.

The screenshot shows the 'NAEP AMS Account Activation' page. At the top left is the NAEP logo. The main heading is 'NAEP AMS Account Activation'. Below it, a paragraph explains that the system uses Login.gov for secure sign-in. A link 'Review Account Activation Instructions and FAQs' is provided. A note states: 'Activation requires a Login.gov account connected to your AMS account email address. Please use this AMS account email address as you create/confirm your Login.gov account.' Below this is a text input field containing '*****@****.org' and a confirmation icon. The main section is titled 'To get started, select the option that best describes your Login.gov account status:' and contains three columns:

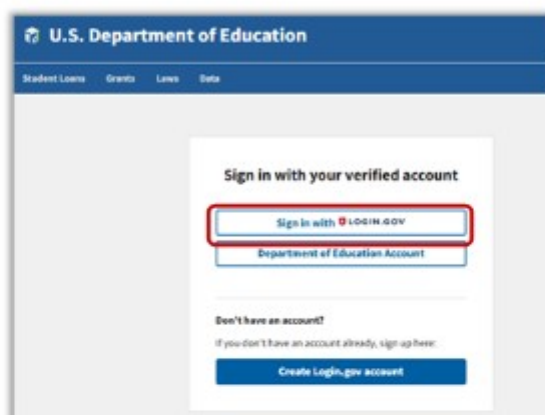
- Option 1: I do NOT have a Login.gov account**
 - NEXT STEPS:**
 - Select 'Create an account at Login.gov'
 - You will be taken to the Department of Education's Login.gov screen
 - Create a Login.gov account using your AMS account email address
 - Button:** Create an account at LOGIN.GOV
- Option 2: My Login.gov account IS CONNECTED to my AMS account email address** (This option is highlighted with a red border in the original image)
 - NEXT STEPS:**
 - Select 'Sign in with Login.gov'
 - You will be taken to the Department of Education's Login.gov screen
 - Sign in using your AMS account email address
 - Button:** Sign in with LOGIN.GOV
- Option 3: My Login.gov account IS NOT CONNECTED to my AMS account email address**
 - NEXT STEPS:**
 - Select 'Manage account at Login.gov'
 - Sign in to Login.gov
 - Add your AMS account email address to your Login.gov account
 - Once complete, return to this screen and select 'Sign in with Login.gov'
 - Button:** Manage account at LOGIN.GOV

At the bottom, a link says: 'If you need assistance with Login.gov, including management of your Login.gov account, please visit the [Login.gov Help Center](#).'

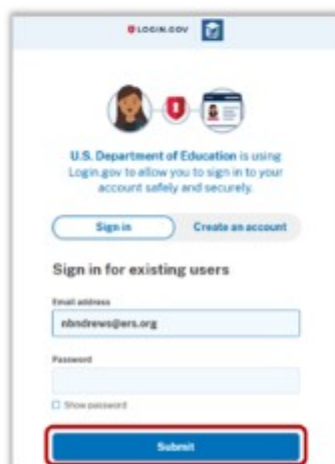
Step 8: Select **Sign in with LOGIN.GOV**. You will be directed to the U.S. Department of Education sign-in options screen.

This screenshot is identical to the one above, showing the 'NAEP AMS Account Activation' page. The 'My Login.gov account IS CONNECTED to my AMS account email address' option is highlighted with a red border, indicating the correct selection for Step 8.

Step 9: Select **Sign in with LOGIN.GOV**. You will be directed to the Sign-in screen.



Step 10: Enter your AMS account email address and Login.gov password, select **Submit**, and complete your multi-factor authentication. You will be directed to the AMS upon successful authentication.



Frequently Asked Questions

What is the Assessment Management System?

The Assessment Management System (AMS) is a secure invitation-based web application used to support and manage National Assessment of Educational Progress (NAEP) operational activities.

What is Login.gov?

Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services, and applications. Login.gov securely verifies, stores, and manages each user's digital identity using verified credentials and multi-factor authentication. With a Login.gov account, you can sign into multiple government websites and applications with a single email address and password.

Refer to [Login.gov](#) for more information.

Login.gov service authenticates users accessing the Assessment Management System (AMS) per the U.S. Department of Education's security requirements beginning with the 2027 NAEP administration.

How does the AMS utilize Login.gov?

Login.gov is the secure, centralized service used by NAEP to authenticate the identity of Assessment Management System (AMS) users.

Why do I need to activate my AMS account?

AMS account activation is required to establish the connection between your AMS account and your Login.gov account.

How do I activate my AMS account?

The specific steps required to complete your AMS account activation depend on your current Login.gov account status as follows:

1. [I do not have a Login.gov account](#)
2. [My Login.gov account IS CONNECTED to AMS account email address](#)
3. [My Login.gov account IS NOT CONNECTED to my AMS account email address](#)

See the [AMS Account Activation Instructions](#) section for detailed step-by-step instructions based on your Login.gov account status.

✓ How can I find out if I already have a Login.gov account?

To find out if you have a Login.gov account, attempt to sign into your [Login.gov account](#) with any email addresses you likely may have used. If you receive a message indicating no account exists, then you likely do not have an account. Can I access the AMS directly from Login.gov?

No, to access the AMS you must select **Sign in with LOGIN.GOV** on the AMS Sign in home page (<https://ams.naep.ed.gov>) to navigate to the Login.ed.gov. This establishes the connection between the AMS and Login.ed.gov that authenticates your access and redirects you back to the AMS.



The first time you access AMS, you must activate your AMS account. To do so, select **Activate AMS Account** in the AMS Account Activation email you received when you were invited to AMS. Follow the on-screen instructions to be guided to Login.gov to sign in and then gain access to the system.

Refer to [AMS Account Instructions](#) for step-by-step instructions.

Who do I contact if I experience any issues or have additional questions?

If you need assistance with the AMS, including an expired link in the Account Activation email or an error message on AMS, contact the NAEP Help Desk at 1-800-283-6237 or naephelp@westat.com.

If you need assistance with Login.gov, including management of your Login.gov account or an error message on Login.ed.gov, please visit the [Login.gov Help Center](#) for additional information, or contact [Login.gov support](#).

Appendix I7: 2027 AMS Account Activation Home Page (NEW)

Upon selecting the AMS Account Activation link in the NAEP AMS Account Activation email, users are directed to the NAEP AMS Account Activation home screen.

AMS

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

NAEP AMS Account Activation

The NAEP Assessment Management System (AMS) uses Login.gov as its secure sign-in provider to enhance account protection. AMS users must sign in through Login.gov using an email, password, and multifactor authentication (MFA), also known as two-factor authentication, to access the system.

[Review Account Activation Instructions and FAQs](#)

Activation requires a Login.gov account connected to your AMS account email address.

Please use this AMS account email address as you create/confirm your Login.gov account:

To get started, select the option that best describes your **Login.gov** account status:

→ I do NOT have a Login.gov account	→ My Login.gov account IS CONNECTED to the email address above	→ My Login.gov account IS NOT CONNECTED to my AMS account email address
NEXT STEPS: - Select "Create an account at Login.gov" - You will be taken to the Department of Education's Login.gov screen - Create a Login.gov account using your AMS account email address Create account at LOGIN.GOV	NEXT STEPS: - Select "Sign in with Login.gov" - You will be taken to the Department of Education's Login.gov screen - Sign in using your AMS account email address Sign in at LOGIN.GOV	NEXT STEPS: - Select "Manage account at Login.gov" - Sign in to Login.gov - Add your AMS account email address to your Login.gov account - Once complete, return to this screen and select "Sign in with Login.gov" Manage account at LOGIN.GOV

If you need assistance with Login.gov, including management of your login.gov account, please visit the [Login.gov Help Center](#).

Version 27.419.0 **Notices** Review Paperwork Reduction Act Statement

Users must have a Login.gov account that is connected with their AMS account email address. Steps to complete AMS account activation depend on the user's current Login.gov account status. Instructions outlining NAEP AMS account activation process with detailed step by step instructions (based on a user's Login.gov account status) and Frequently Asked Questions (FAQs) are available for download from the NAEP AMS Account Activation home screen.

In certain instances, users may receive an error message upon selecting the AMS Account Activation link in the NAEP AMS Account Activation email or attempting to navigate directly (not via link in email) to the NAEP AMS Account Activation home screen.

Invalid Account Activation Link

Access to the AMS is available by invitation only.

Please contact the NAEP help desk at 800-283-6237 or naephelp@westat.com if you feel you have received this message in error.

Error code: AMS001

The table below identifies the error messages that may appear to a user. The message ID's are included to support Help Desk team members resolve user issues:

AMS Code	Message
AMS001	Invalid Account Activation Link Access to the AMS is available by invitation only. Please contact the NAEP help desk at 800-283-6237 or naephelp@westat.com if you feel you have received this message in error. Message ID: AMS001
AMS003	Invalid Account Activation Link This AMS Account Activation Link has expired. Please contact the help desk at 800-283-6237 or naephelp@westat.com for assistance. Message ID: AMS003
AMS004	Invalid Account Activation Link This AMS Account Activation Link is no longer valid. Please contact the help desk at 800-283-6237 or naephelp@westat.com if you feel you have received this message in error or need assistance. Message ID: AMS004
AMS006	Invalid Account Activation Link This AMS Account Activation Link is no longer valid. Please contact the help desk at 800-283-6237 or naephelp@westat.com if you feel you have received this message in error or need assistance. Message ID: AMS006
AMS007	System Error An unexpected error occurred. Please retry clicking the Account Activation Link in your invitation email. If the issue persists please contact the help desk at 800-283-6237 or naephelp@westat.com Message ID: AMS007
AMS013	Internet Connection An issue has been detected with the internet connection. Please check your WiFi or network settings. If the issue persists please contact the help desk at 800-283-6237 or naephelp@westat.com

Appendix I8: 2027 Assessment Logistics (NEW)

Assessment Logistics

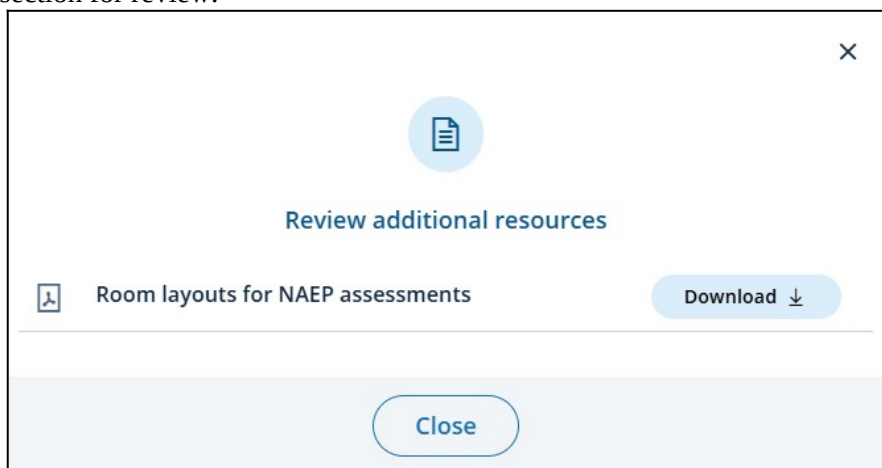
From the school summary page, schools will access the assessment logistics section by selecting the Manage button on the Assessment Logistics tile. An Info required tag will display until all required information is provided throughout the Assessment Logistics section, at which point the label will convert to “Completed”.

The screenshot shows the 'Assessment Logistics' section. On the left, a sidebar contains the title 'Assessment Logistics' and a description: 'The NAEP team uses this information to plan assessment day logistics.' The main content area is titled 'Assessment Logistics' and features a purple 'Info required' tag in the top right corner. Below the title, there are four questions, each with a 'Not answered' status: 'Where should the NAEP team park?' (with a car icon), 'Where the School Coordinator will be before the assessment' (with a person icon), '[Field staff only]: Where to meet the team beforehand?' (with a location pin icon), and 'How will students be dismissed (select option)?' (with a group of people icon). To the right of these questions is a green box labeled 'N/A' with 'February 4' below it, and a grey box labeled 'Arrival time'. At the bottom of the main content area, there is a blue bar with the text 'Select Manage to provide assessment logistics.' and a blue 'Manage' button with a right arrow.

In the Assessment Logistics section, schools will provide details to support NAEP field staff representatives on assessment day that include:

- School start and end time
- Assessment Groups
- Schedule Groups
- Student Group Details
- Health and Safety Protocols
- Parking and arrival
- Checking In
- Classroom Protocols
- Special Circumstances
- After the Assessment

A tutorial video (see Appendix I28) is provided to support users with completing the Assessment Logistics section. Additionally, a “Room layouts for NAEP assessments” resource is also available in the Assessment Logistics section for review.



Note. The AMS is undergoing a redesign to standardize the user interface (UI). The content shown in the screenshots and supporting narrative aligns with 2027 NAEP administration requirements. The 2027 NAEP administration is a pilot administration specific to Grade 8 Science. Any screenshots referencing “Main”, Grade 4, and/or any subject other than Science, will display “Pilot”, “Grade 8”, and “Science” respectively in the AMS for the 2027 NAEP Administration.

Assessment Logistics (Manage Mode)

SchoolsMain Review School 5600153Assessment Logistics

Main Review School 5600153

WyomingPilotGrade 8School devices

Assessment Planning Meeting: January 21, 2027Assessment date: Not scheduledNAEP ID: 5600153

Watch the tutorial video

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.

School start times should be between 6:00 AM and 3:59 PM. End times should be between 6:00 AM and 5:59 PM.

Start time

End time

Not answeredNot answered

Select Edit to update the information.

Edit

Assessment Groups

Determine how you would like to assess students.

Assessment Groups

How should students be assessed at your school?

Not answered

Select Edit to update the information.

Edit

Student Group Details

NAEP has assigned each student taking the assessment to a group. Students who will not be taking NAEP will not appear in the table.

You can make updates to student groups if there is a scheduling conflict. Use the edit button to switch the students.

Students taking NAEP with extended time should be placed in the group that allows ample time for their accommodation.

Group A: 25 student(s)
Group B: 25 student(s)

Total: 50

Sort by

Reset

Line #	Student	Subject	Accommodations	Group
1	Eight, Student	Reading	--	A
2	Fifty, Student	Math	--	A
3	FiftyFour, Student	Math	--	A
4	FiftyNine, Student	Reading	--	A
5	FiftySeven, Student	Math	--	A
6	Fourteen, Student	Math	--	A
7	FourtyEight, Student	Reading	--	A
8	FourtyNine, Student	Reading	--	A
9	FourtyThree, Student	Math	--	A
10	FourtyTwo, Student	Reading	--	A

Show: 1025All of 50 rows

<12345>

Schedule Groups

Select a location that can support concurrent connections to a wireless access point and sustain the minimum required bandwidth of 5 Mbps download speed and 2 Mbps upload speed.

Schedule Groups

Assign a location and start time for each group in the table. Students need up to 2 hours to take the assessment. Select a location or locations available for at least 2 hours to ensure all students, including students with extended time, have enough time to complete the assessment.

Group	Number of Students	Start Time	Location	Edit
Group A	25			
Group B	25			

Health and Safety Protocols

Provide information on health and safety protocols.

Do NAEP representatives need to follow any specific health or safety protocols when administering the 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?

Not answered

Select **Edit** to update the information.

Edit

Checking In

Provide procedures for checking in.

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

Not answered

Select **Edit** to update the information.

Edit

Not answered

Classroom Protocols

Provide details about classroom protocols.

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

What is the school's cell phone, smartwatch, and other electronic device policy during testing?

Not answered

What is the protocol for restroom breaks?

Not answered

Not answered

Select **Edit** to update the information.

Edit

Special Circumstances

Provide details for how to handle emergency situations.

Who is the contact for emergency situations?

Not answered

Not answered

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

Not answered

What is the protocol for emergency situations?

Not answered

Select **Edit** to update the information.

Edit

After the Assessment

Provide details about dismissing the students.

How will Certificates of Community Service be distributed?

Download certificate

Not answered

How will students be dismissed (select option)?

Not answered

Where should students be sent after the assessment?

Not answered

How will Extended Time students be dismissed?

Not answered

Where can the team meet with the school coordinator after the assessment?

Not answered

Select **Edit** to update the information.

Edit

School start and end time

Users select edit on the School start and end time to provide the start and end time for the school using the time selection dropdowns.

School start and end time

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

School start times should be between 6:00 AM and 3:59 PM. End times should be between 6:00 AM and 5:59 PM.

Start time

End time

Not answered

Not answered

Select **Edit** to update the information.

Edit

Edit Mode

Start time

End time

--:--

--:--

Cancel

Save

Start time

--:--

05

39

AM

PM

End time

--:--

05

40

AM

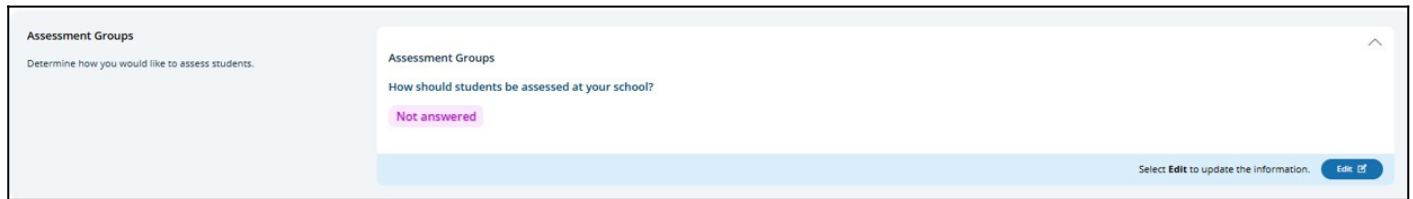
PM

06	40	PM
07	41	
08	42	
09	43	
10	44	
11	45	
12	46	

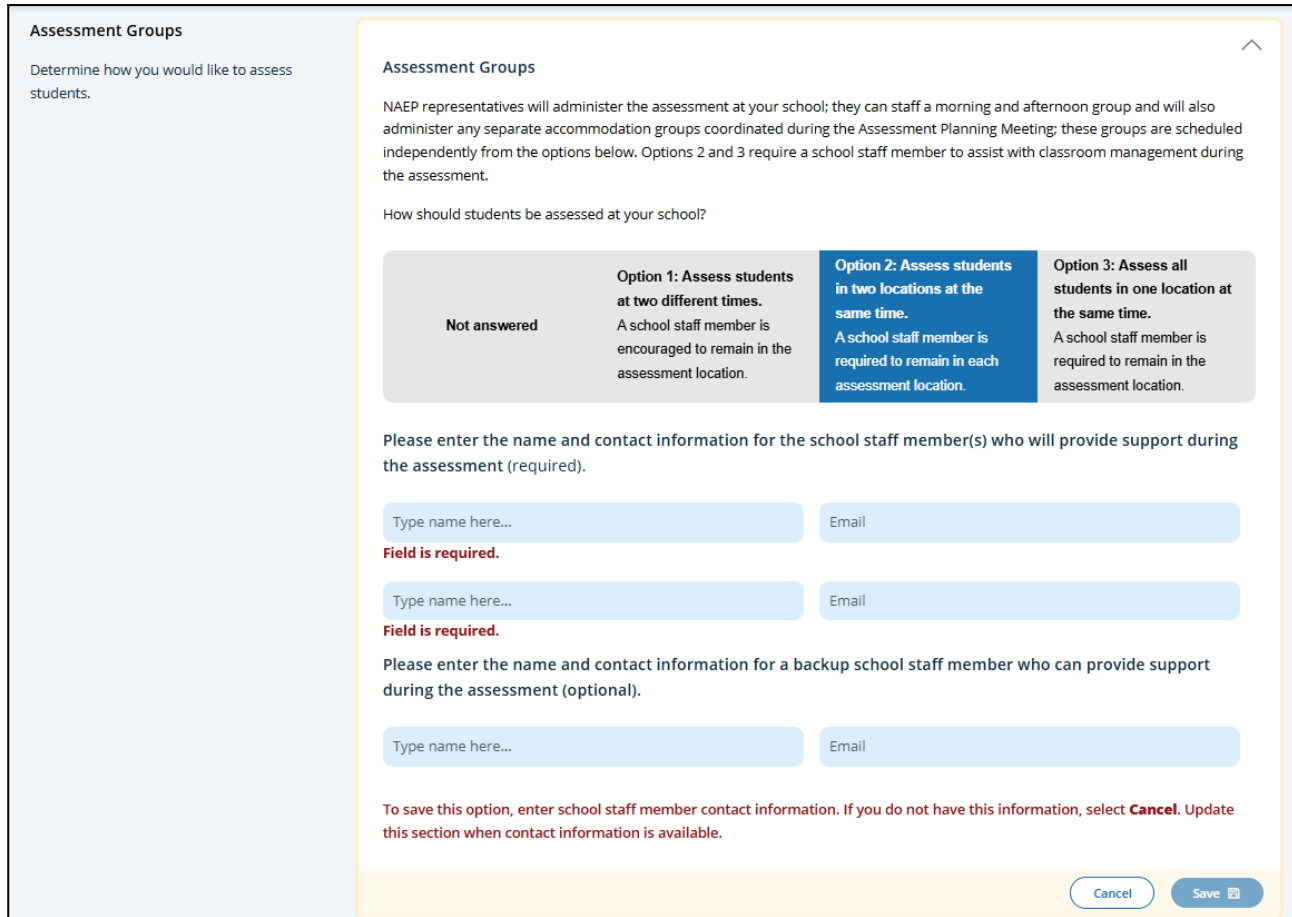
06	41	PM
07	42	
08	43	
09	44	
10	45	
11	46	
12	47	

Assessment Groups

The Assessment Groups tile is where school staff identify how students will be grouped for the NAEP assessment. User's select the Edit button to enter details.



Schools participating with school devices (Edit Mode)



This tile only appears for schools participating in NAEP with school devices. It describes the three different grouping options and outlines the requirements of school staff support on assessment day. Grouping options are as follows:

- **Option 1: Assess students at two different times.** A school staff member is encouraged to remain in the assessment location.
- **Option 2: Assess students in two locations at the same time.** A school staff member is required to remain in each assessment location.
- **Option 3: Assess all students in one location at the same time.** A school staff member is required to remain in the assessment location.

Name and contact information of school staff to be available to provide support is entered. The number of support staff required depends on the group.

Schedule Groups

The Schedule Groups tile is where users enter start times and locations for each group, and add groups as needed. Users select the icon in the Edit column to enter group start time and location. Selecting the Add another group button populates another group in the table view.

Schedule Groups

Select a location that can support concurrent connections to a wireless access point and sustain the minimum required bandwidth of 5 Mbps download speed and 2 Mbps upload speed.

Schedule Groups

Assign a location and start time for each group in the table. Students need up to 2 hours to take the assessment. Select a location or locations available for at least 2 hours to ensure all students, including students with extended time, have enough time to complete the assessment.

Group	Number of Students	Start Time	Location	Edit
Group A	25	10:00 AM	Gym	
Group B	25	10:00 AM	Gym	

Add another group +

Schools assigned to NAEP Devices have additional instructions about the time needed between groups.

Schedule Groups

Select a location on the first floor or accessible by elevator.

Schedule Groups

Assign a location and start time for each group in the table. Students need up to 2 hours to take the assessment. Select a location available for at least 2 hours to ensure all students, including students with extended time, have enough time to complete the assessment. Student groups are usually split evenly between a morning and an afternoon assessment. When scheduling, confirm that there is a minimum of 3 hours between the start times of the morning and afternoon sessions.

Group	Number of Students	Start Time	Location	Edit
-------	--------------------	------------	----------	------

Add another group +

Edit Mode - Schedule groups pop-up:

The Save button becomes enabled once all required information is provided. Selecting the Delete button deletes the group. **Note.** Any students previously assigned to a group that is deleted are automatically reassigned to a different group.

Enter a start time and select a location for **Group D**.

Select the clock icon to enter a start time

--:--

Start time required

Add the location(s) where the NAEP assessment will be conducted.

Requirements for selecting location(s) are as follows:

- The preferred room is on the first floor or accessible by elevator.
- There is access to electrical outlets or a power source.
- Review the [room layouts PDF](#) for examples of room setup options.

Please enter a location

Location required

Cancel Delete Save

Enter a start time and select a location for **Group D**.

Select the clock icon to enter a start time

08:30 AM

Add the location(s) where the NAEP assessment will be conducted.

Requirements for selecting location(s) are as follows:

- The preferred room is on the first floor or accessible by elevator.
- There is access to electrical outlets or a power source.
- Review the [room layouts PDF](#) for examples of room setup options.

Gym

Cancel Delete Save

Schedule Groups

Assign a location and start time for each group in the table. Students need up to 2 hours to take the assessment. Select a location or locations available for at least 2 hours to ensure all students, including students with extended time, have enough time to complete the assessment.

Group	Number of Students	Start Time	Location	Edit
Group C	0			
Group D	0	8:30 AM	Gym	

Add another group +

Student Group Details

By default sampled students are assigned to groups, which the school can modify as needed in the Student Group Details section.

Student Group Details

NAEP has assigned each student taking the assessment to a group. Students who will not be taking NAEP will not appear in the table.

You can make updates to student groups if there is a scheduling conflict. Use the edit button to switch the students.

Students taking NAEP with extended time should be placed in the group that allows ample time for their accommodation.

Group A: 25 student(s)
Group B: 25 student(s)

Total: 50

Sort by

Reset

Line #	Student	Subject	Accommodations	Group
1	Eight, Student	Reading	--	A
2	Fifty, Student	Math	--	A
3	FiftyFour, Student	Math	--	A
4	FiftyNine, Student	Reading	--	A
5	FiftySeven, Student	Math	--	A
6	Fourteen, Student	Math	--	A
7	FourtyEight, Student	Reading	--	A
8	FourtyNine, Student	Reading	--	A
9	FourtyThree, Student	Math	--	A
10	FourtyTwo, Student	Reading	--	A

Show: 10 25 All of 50 rows

< 1 2 3 4 5 >

Edit Mode - Student Group Details pop-up:

Edit the group assignment below for **Anthony Brooks** | 9018571 | Line # 1

Assigned Group

Group A ☐ Group B ☒

Back

Save

Health and Safety Protocols

Health and Safety Protocols

Provide information on health and safety protocols.

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

Not answered

Select **Edit** to update the information.

Edit

Health and Safety Protocols (Edit Mode)

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

NOT ANSWERED NO YES

Cancel Save

If yes is selected, then an additional text box appears for the school to provide specific details:

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

NOT ANSWERED NO YES

Please provide the specific health and safety protocols at your school.

Cancel Save

Parking and arrival

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?
Not answered

[Field staff only]: Where should the team meet before the assessment?
Not answered

Select **Edit** to update the information. Edit

Parking and arrival (Edit Mode)

Where should the NAEP team park?

How are staff notified of school delays or closures?

[Field staff only]: Where should the team meet before the assessment?

Cancel Save

Checking In

Checking In
 Provide procedures for checking in.

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

Where should the team unload their equipment?
 Not answered

Select **Edit** to update the information. **Edit**

Parking and arrival (Edit Mode)

What are the procedures for checking in at the school?

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

Where should the team unload their equipment?

Cancel Save

Classroom Protocols

Classroom Protocols
 Provide details about classroom protocols.

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

What is the school's cell phone, smartwatch, and other electronic device policy during testing?
 Not answered

What is the protocol for restroom breaks?
 Not answered

Are school staff available to be in the room during the assessment?
 Not answered

Select **Edit** to update the information. **Edit**

Classroom Protocols (Edit Mode)

What is the school's cell phone, smartwatch, and other electronic device policy during testing?

What is the protocol for restroom breaks?

Are school staff available to be in the room during the assessment?

Cancel Save

What is the school's cell phone, smartwatch, and other electronic device policy during testing?

Select ▲

Cell phones, smartwatches, and other electronic devices are not allowed in the testing location
Cell phones, smartwatches, and other electronic devices must be turned off and placed with students' belongings
No device policy

What is the protocol for restroom breaks?

Are school staff in the room during the assessment?

Special Circumstances

Special Circumstances
Provide details for how to handle emergency situations.

Who is the contact for emergency situations?

Not answered
Not answered

Are there any scheduled interruptions (e.g., fire drill)?
Not answered

What is the protocol for emergency situations?
Not answered

Select **Edit** to update the information.
Edit

Special Circumstances (Edit Mode)

Who is the contact for emergency situations?

Type name here...
Phone number

Phone requires a 10-digit number

Are there any scheduled interruptions (e.g., fire drill)?
What is the protocol for emergency situations?

Cancel
Save

After the Assessment

In the After the Assessment section, schools can select from the following options for distributing Certificates of Community Service and student dismissal. A Download of the Certificate of Community Service is also available.

After the Assessment

Provide details about dismissing the students.

How will Certificates of Community Service be distributed?

Download certificate 

Not answered

How will students be dismissed (select option)?

Not answered

Where should students be sent after the assessment?

Not answered

How will Extended Time students be dismissed?

Not answered

Where can the team meet with the school coordinator after the assessment?

Not answered

Select **Edit** to update the information. **Edit** 

After the Assessment (Edit Mode)

How will Certificates of Community Service be distributed?

Download certificate 

Select 

How will students be dismissed (select option)?

Select 

Where should students be sent after the assessment?

How will Extended Time students be dismissed?

Where can the team meet with the school coordinator after the assessment?

Cancel Save 

How will Certificates of Community Service be distributed?

Download certificate 

Select 

The school will print certificates for the NAEP team to give to students

The school will print and/or share certificates with students

The school will not offer certificates

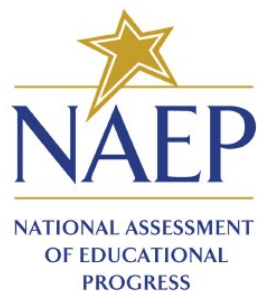
- Certificates of Community Service dropdown menu options:
 - o The School will print certificates for the NAEP team to give to students
 - o The school will print and/or share certificates with students
 - o The school will not offer certificates

Provide details about dismissing the students.	How will Certificates of Community Service be distributed? Download certificate	How will students be dismissed (select option)? Select
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).		Where can the team meet for assessment?
Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment.		

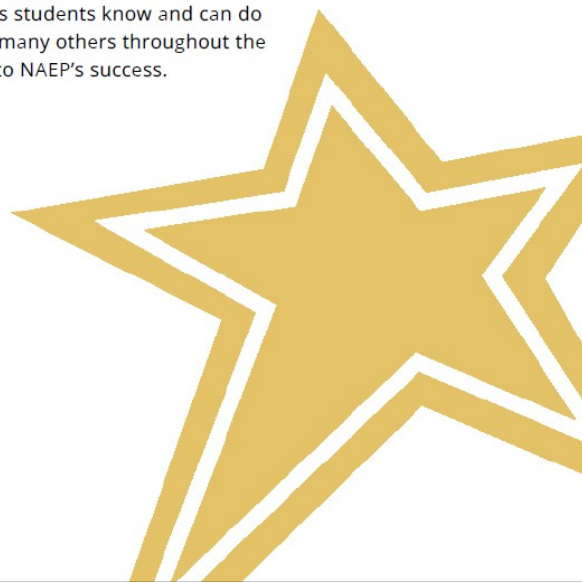
- Dismissal dropdown menu options:
 - o Option 1: Dismiss as a group once the last student has finished (students with extended time or late arrivals will be dismissed later, if needed).
 - o Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment.

Certificate

of Community Service



This is to verify that *(Name of Student)* _____
has completed 2 hours of community service by participating in the National
Assessment of Educational Progress (NAEP). NAEP is the largest continuing and
nationally representative assessment of what our nation's students know and can do
in core subjects. Since each sampled student represents many others throughout the
state and country, each student's participation is critical to NAEP's success.



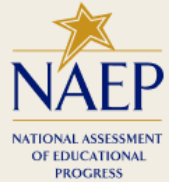
Appendix I9: 2027 AMS School and Teacher Questionnaire Emails (NEW)

Email with NAEPQ URL (SQ version)

To: NAEP SQ Respondent

Subject: NAEP School Questionnaire – Link

NAEP School Questionnaire Custom link enclosed



Dear [SQ Respondent First Name] [SQ Respondent Last Name],

[Grade/Age] students at [school name] will take [science] assessments on [assessment date]. The National Assessment of Educational Progress (NAEP) is the only ongoing assessment of what our nation's students know and can do in a variety of subjects.

In addition to conducting assessments, NAEP gathers information on school policies and characteristics by using a school questionnaire. [School coordinator name] has identified you as the appropriate individual to complete the questionnaire. Your responses will provide important information for educators, policymakers, and researchers to better understand the context in which students learn. This enhanced understanding can help improve education in our nation's classrooms. To complete the questionnaire:

1. Select the questionnaire link below or copy/paste into your browser.
2. See separate email for the access code, the subject is **NAEP School Questionnaire – Access Code**.
3. **Please complete the questionnaire before [assessment date]**. It takes approximately [Grade 8 =20] minutes to complete, and does not have to be completed in one visit.

[NAEPq link]

Questionnaire URL: <URL Link>

For technical assistance, contact the NAEP help desk at <phone number> or naephelp@westat.com.

Visit https://nces.ed.gov/nationsreportcard/experience/survey_questionnaires.aspx to view PDFs of the questionnaires and explore how your responses contribute to reportable NAEP results that show what our nation's students know and can do.

Email with NAEPQ Access Code (SQ version)

To: NAEP SQ Respondent

Subject: NAEP School Questionnaire – Access Code

NAEP School Questionnaire Access Code



Dear [SQ Respondent First Name] [SQ Respondent Last Name],

Thank you for supporting the National Assessment of Educational Progress (NAEP).

You should have a separate email with the NAEP School Questionnaire link for [school name]. The Access Code is available below.

[Access Code]

For technical assistance, contact the NAEP help desk at <phone number> or naephelp@westat.com.

Email NAEP School Questionnaire - Reminder (SQ version)

To: NAEP SQ Respondent

CC: School coordinator

Subject: NAEP School Questionnaire – Reminder

NAEP School Questionnaire Reminder



Dear [SQ Respondent First Name] [SQ Respondent Last Name],

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

If you have not already completed the questionnaire, please follow the instructions below to complete the questionnaire.

1. Select the questionnaire link below or copy/paste into your browser.
2. See separate email for access code, the subject is **NAEP School Questionnaire – Access code**.
3. Your school's NAEP representative is monitoring questionnaire progress. It takes approximately [Grade 8 =20] minutes to complete, and does not have to be completed in one visit.

[NAEPq link]

Questionnaire URL: <URL Link>

For technical assistance, contact the NAEP help desk at <phone number> or naephelp@westat.com.

Visit https://nces.ed.gov/nationsreportcard/experience/survey_questionnaires.aspx to view PDFs of the questionnaires and explore how your responses contribute to reportable NAEP results that show what our nation's students know and can do.

[National Assessment of Educational Progress \(NAEP\)](#)

Email with NAEPQ URL (TQ version)

To: NAEP TQ Respondent

Subject: NAEP Teacher Questionnaire – Link

NAEP Teacher Questionnaire Custom link enclosed



Dear [TQ Respondent First Name] [TQ Respondent Last Name],

[Grade/Age] students at [school name] will take a [science] assessment on [assessment date]. The National Assessment of Educational Progress (NAEP) is the only ongoing assessment of what our nation's students know and can do in a variety of subjects.

In addition to conducting assessments, NAEP uses a teacher questionnaire to gather information concerning instructional practices, classroom organization, and teacher background and training. [School coordinator name] has identified you as a teacher whose students have been selected to participate in the NAEP assessment. Your responses will provide important information for educators, policymakers, and researchers to better understand the context in which students learn. This enhanced understanding can help improve education in our nation's classrooms. To complete the questionnaire:

1. Select the questionnaire link below or copy/paste into your browser.
2. See separate email for the access code, the subject is **NAEP Teacher Questionnaire – Access Code**.
3. **Please complete the questionnaire before [assessment date]**. It takes approximately [grade 8 =20] minutes to complete, and does not have to be completed in one visit.

[NAEPq link]

Questionnaire URL: <URL Link>

For technical assistance, contact the NAEP help desk at <phone number> or naephelp@westat.com.

Visit https://nces.ed.gov/nationsreportcard/experience/survey_questionnaires.aspx to view PDFs of the questionnaires and explore how your responses contribute to reportable NAEP results that show what our nation's students know and can do.

[National Assessment of Educational Progress \(NAEP\)](#)

Email with NAEPQ Access Code (TQ version)

To: NAEP TQ Respondent

Subject: NAEP Teacher Questionnaire – Access Code

NAEP Teacher Questionnaire Access Code



Dear [TQ Respondent First Name] [TQ Respondent Last Name], **Thank you** for supporting the National Assessment of Educational Progress (NAEP).

You should have a separate email with the NAEP Teacher Questionnaire link for [school name]. The Access Code is available below.

[Access Code]

For technical assistance, contact the NAEP help desk at <phone number> or naephelp@westat.com.

[National Assessment of Educational Progress \(NAEP\)](#)

Email NAEP Teacher Questionnaire - Reminder

To: NAEP Teacher Questionnaire Respondent

CC: School coordinator

Subject: NAEP Teacher Questionnaire – Reminder

NAEP Teacher Questionnaire Reminder



Dear [TQ Respondent First Name] [TQ Respondent Last Name],

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

If you have not already completed the questionnaire, please follow the instructions below to complete the questionnaire.

1. Select the questionnaire link below or copy/paste into your browser.
2. See separate email for access code, the subject is **NAEP Teacher Questionnaire – Access code**.
3. Your school's NAEP representative is monitoring questionnaire progress. It takes approximately [Grade 8 =20] minutes to complete, and does not have to be completed in one visit.

[\[NAEPq link\]](#)

Questionnaire URL: [<URL Link>](#)

For technical assistance, contact the NAEP help desk at [<phone number>](#) or naephelp@westat.com.

Visit https://nces.ed.gov/nationsreportcard/experience/survey_questionnaires.aspx to view PDFs of the questionnaires and explore how your responses contribute to reportable NAEP results that show what our nation's students know and can do.

[National Assessment of Educational Progress \(NAEP\)](#)

Appendix I10: 2027 School Coordinator Email Communication, Linking Forms (NEW)

2027 School Coordinator Feedback Forms

Assessment Planning Feedback Form

The Assessment Planning Feedback Form is made available to school coordinators after the Assessment Planning Meeting has been completed with the purpose of collecting information about their experience working with their NAEP representative and preparing for the administration. An email is sent with a link to access the survey. Respondents may exit the survey and return at a later time to complete.

Assessment Planning Feedback Email:

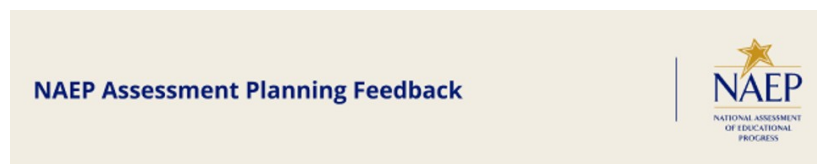
Subject: NAEP Assessment Planning Feedback

To: School Coordinator

CC:

BCC: None

From: naep-ams@naepnpd.org



Your feedback helps us improve the NAEP experience!

Please take a few minutes to complete a short survey about your experience planning the NAEP assessment for [school name].

[This survey](#) [Survey Link] gathers feedback and the information will help us continue to improve our administration of NAEP.

Note: you do not have to complete this survey all at once. You can close the survey and finish later.

Take Survey [Survey Link]

<Survey URL: [AMS URL]/survey-page/napf/[necsschpin]>

Thank you for your participation in NAEP!

If you need assistance, contact the **NAEP help desk** at <phone number> or by email at NAEPHelp@westat.com.

For more information, visit:

<https://nces.ed.gov/nationsreportcard>

[Assessment Management System \(AMS\)](#)

[National Assessment of Educational Progress \(NAEP\)](#)

NAEP Assessment Planning Feedback



**Your feedback
helps us improve
the NAEP experience!**

Please take a few minutes to complete a short survey about your experience planning the NAEP assessment for [school name].

[This survey](#) gathers feedback and the information will help us continue to improve our administration of NAEP.

Note: you do not have to complete this survey all at once. You can close the survey and finish later.

Take Survey →

Thank you for your participation in NAEP!

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

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

[Assessment Management System \(AMS\)](#)

[National Assessment of Educational Progress \(NAEP\)](#)

Assessment Day Feedback Form

The Assessment Day Feedback Form is made available to school coordinators after the assessment has been completed at their school with the purpose of collecting information about their assessment day experience and logistics. An email is sent with a link to access the survey. Respondents may exit the survey and return at a later time to complete.

Note. Survey content is included in Appendix E

Assessment Day Feedback Email

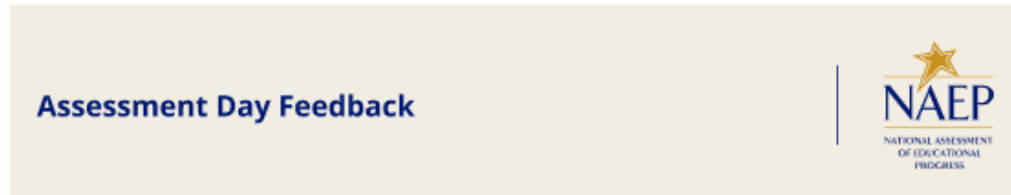
Subject: NAEP Assessment Day Feedback

To: School Coordinator

CC:

BCC: None

From: naep-ams@naepnpd.org



Your feedback helps us improve the NAEP experience!

Please take a few minutes to complete a short survey about the overall NAEP testing day experience for [school name].

[This survey](#) [AMS URL]/survey-page/napf/[necsschpin] gathers feedback and the information will help us continue to improve our administration of NAEP.

Note: you do not have to complete this survey all at once. You can close the survey and finish later.

Take Survey [\[Survey Link\]](#)

<Survey URL: [AMS URL]/survey-page/napf/[necsschpin]>

Thank you for your participation in NAEP!

If you need assistance, contact the **NAEP help desk** at <phone number> or by email at NAEPHelp@westat.com.

For more information, visit:

<https://nces.ed.gov/nationsreportcard>

[Assessment Management System \(AMS\)](#)

[National Assessment of Educational Progress \(NAEP\)](#)

Assessment Day Feedback



**Your feedback
helps us improve
the NAEP experience!**

Please take a few minutes to complete a short survey about the overall NAEP testing day experience for [school name].

[This survey](#) gathers feedback and will help us continue to improve our administration of NAEP.

Note: you do not have to complete this survey all at once. You can close the survey and finish later.

Take Survey →

Thank you for your participation in NAEP!

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

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

[Assessment Management System \(AMS\)](#)

[National Assessment of Educational Progress \(NAEP\)](#)

Appendix I11: 2027 Device Readiness Checks and Other Specify Emails (NEW)

2027 Device Readiness Checks email

Purpose: Ensure school coordinators/technology coordinators complete device readiness checks before the assessment.

Device Readiness Checks email (Content)

To: School Coordinator

CC: School Technology Coordinator (if entered in AMS)

BCC: None

From: naep-ams@naepnpd.org

Subject: Ensure Devices Are Ready for NAEP on **[Assessment Date]**

Dear **[School coordinator first name]** **[School coordinator last name]**,

The NAEP assessment is scheduled at **[school name]** in 5 business days on **[Assessment Date]**. To ensure a smooth assessment experience in your school, it is important that the Device Readiness Check is completed on at least **[estimated number of required devices from the device readiness tile]** devices.

As of now, **[number of verified devices] devices have been verified using your school's unique NAEP verification code.**

The Device Readiness Check confirms the devices that will be used for the assessment, including spare devices, have the NAEP Assessment application installed and meet the device requirements.

To complete the Device Readiness Check, please follow the steps below:

1. **Locate the NAEP Assessment application** on student devices that will be used for the assessment, including spare devices:
 - o **Chromebooks:** Check the *Apps* tile on the sign-in screen.
 - o **Windows devices:** Look for the application on the desktop.
 - o If the NAEP Assessment application has not been installed, instructions for installation can be found on the NAEP Download Center website **[link]**.
2. **Launch the NAEP Assessment application.**
 - o Select "**Get ready for NAEP.**"
 - o Enter the verification code below to confirm the device's readiness:

- **Verification Code for your school: VC-[XXXX]**

3. **Track completion of the Device Readiness Check:**

- o Visit the Assessment Management System (AMS): <https://ams.naep.ed.gov/>
- o Navigate to **Technical Logistics** and select the **Manage** button.
- o In the **Confirm Device Readiness tile**, view the number of devices which passed the device readiness check.
- o To help increase the **Number of devices ready**, additional resources can be downloaded from the **Confirm Device Readiness tile**:
 - Instructions to assist students or staff in confirming device readiness.
 - A Troubleshooting Guide is included in the staff instructions to help with resolving error messages.

If you have questions or need assistance, please contact the NAEP help desk at <phone number> or naephelp@westat.com.

2027 Other Specify Accommodations Email

Purpose: This automated email helps state/TUDA coordinators ensure that schools notify parents/guardians at least 7 days before the scheduled assessment date.

Other Specify Accommodations email (Content)

To: School coordinator, if no school coordinator goes to principal

CC: Assessment Coordinator, Supervisor

From: naep-ams@naepnpd.org

Subject: NAEP Additional Accommodations for ID [NAEP ID] [School name]

Dear [School Coordinator First Name] [School Coordinator Last Name],

Thank you for completing the Students with Disabilities (SD) and English Learners (EL) section of the Assessment Management System (AMS) for your school, [school name]. NAEP ID [NAEP ID]. A decision has been made regarding other (specify) accommodations for the following grade [sampled grade] student(s).

- Accommodations with a “Not Allowed” decision require additional follow-up.
 - o Please log in to the AMS (<https://naep.ams.naepnpd.org/>) and go to the Students with Disabilities (SD) and English Learners (EL) tab found in the Provide Student Information section.
 - o Select the edit pencil for the student. Select continue to navigate to the confirmation screen.
 - o Answer whether the student can take NAEP with only NAEP-allowed accommodations. An example [is available here](#).
- Contact your NAEP State or TUDA Coordinator at [NSC or NTC email] if you have any questions.

Provide District Characteristics

The Provide District Characteristics tile displays important district information including district name, address, phone, and website information, which authorized district users should review and update as needed as they begin their assessment preparation activities. The tile also displays the number of schools selected (sampled) to participate in the NAEP administration. Users are directed to the Schools list (table) by selecting the “View Selected Schools” button. The corresponding schools listed are limited to the selected schools within the district.

Provide District Characteristics

Please review and update any missing or inaccurate information. The NAEP team uses this information to plan the assessment.

District information

5

Selected Schools

View Selected Schools →

LEA ID

PAK9001

District name

PPV District AK9001

Phone

555-555-5555

Website

<https://www.ets.org/>

Physical address

1234 Example Address Drive
Suite A
Schoolville, AK 99707

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

District Information (Edit Mode)

District Name, Phone and Address are prepopulated based on data provided in the School Sample file – Common Core Data. School or District staff are responsible for ensuring the accuracy and updating accordingly. The Save button is enabled when an existing value is changed.

Note. The LEA ID is not an editable field.

District information

Info Required

LEA ID

PAK9001

District name *

PPV District AK9001

Phone

555-555-5555

Website

https://www.ets.org/

Physical address

Address 1

1234 Example Address Drive

Address 2

Suite A

City

Schoolville

State

AK

Zip Code

99707

Cancel

Save

Manage the School Technology Survey

The Manage the School Technology Survey tile is used to view School Technology Survey (STS) completion statuses and access the School Technology Survey (STS) Manager where district users can select one or more school surveys to complete, review or edit (prior to submission) , review STS statuses and assessment model assignments by school, and assign application installers/send application installer notifications.

Manage the School Technology Survey

Use the School Technology Survey Manager to access school surveys, view completion status and model assignments, and to assign App Installers.

School Technology Survey

Survey Responses Completed

0%

0 Not yet started

0 Incomplete

0 Complete

If you need to update a response to a previously submitted survey or require other assistance, contact the NAEP Help Desk at help@naep.ed.gov or 1-800-555-1234.

Select **Manage Surveys** to view, edit, or provide School Technology Survey responses.

Manage Surveys →

Manage Team

The Manage Team tile serves two purposes. The first is to assign staff to district roles and send invitations/notifications. The second is to monitor and edit the district team, as needed. Only authorized district users (in addition to internal NAEP staff [e.g., State Coordinators]) can manage (invite/edit) district users.

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

District Team

Name	Position	Contact Info	Status	Invite/Edit
	Superintendent			
contacts.prefixes.Ms. Jane Doe	District Assessment Coordinator	@ jane.doe@example.com	Sent	
Srini Kas dtd	District Technology Director	@ skasetti+dtd1ams2@ets.org	Link Opened	
Example Other District	District Other Contact	555-555-5555 @ other_district@example.com	Not Sent	

Note. The Superintendent role does not have access to the AMS. Therefore, the Invite Team Member and Edit Team member modals do not include an option to send/resend invitation (AMS Account Activation email), whereas all other district roles are invited to the AMS and receive an AMS Account Activation email.

Manage Team (Invite/Edit Mode)

Invite Team Member

Role
Superintendent

First Name *

Last Name *

Prefix
Select...

Phone Number

Extension

Email *

Close

Save

Invite Team Member

Role
District Assessment Coordinator

First Name *

Last Name *

Prefix
Select...

Phone Number

Extension

Email *

Close

Send invitation

Save

Button changes to “Resend invitation” (all roles except Superintendent) after initial send and prior to user activating account. Button removed once user has activated their account.

Edit Team Member

Role
Superintendent

First Name *

Last Name *

Prefix
Dr.

Phone Number
555-555-5555

Extension
1234

Email *

rgross_ex_super_ams2.0@ets.org

Close

Delete

Save

Edit Team Member

Role
District Assessment Coordinator

First Name *

Last Name *

Prefix
Select...

Phone Number
555-555-5555

Extension
1234

Email *

rgross+ex_dac_ams2.0@ets.org

Close

Delete

Resend invitation

Save

Note. Icons/options in The School Team tile edit column change depending on state of invitation/notification.

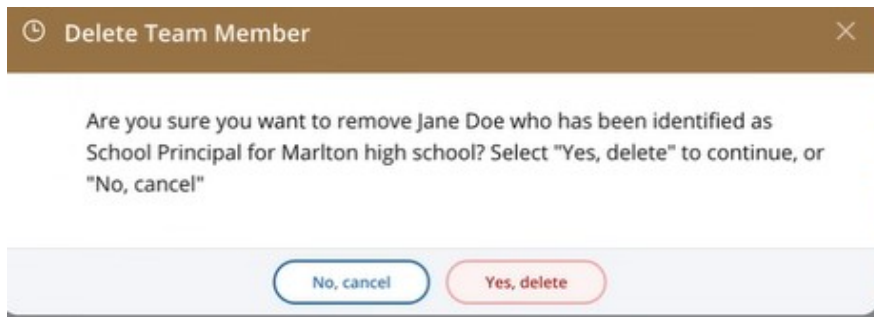
-  **Add user** – Displayed when role has not been assigned.
-  **Edit user** – Displays when user role has been assigned and saved, and when account has been activated.
-  **Invitation pending** – Appears once invitation has been sent and continues to display until invitee has activated their AMS account.

The Status column displays the current status of the invitation with the following possible values shown:

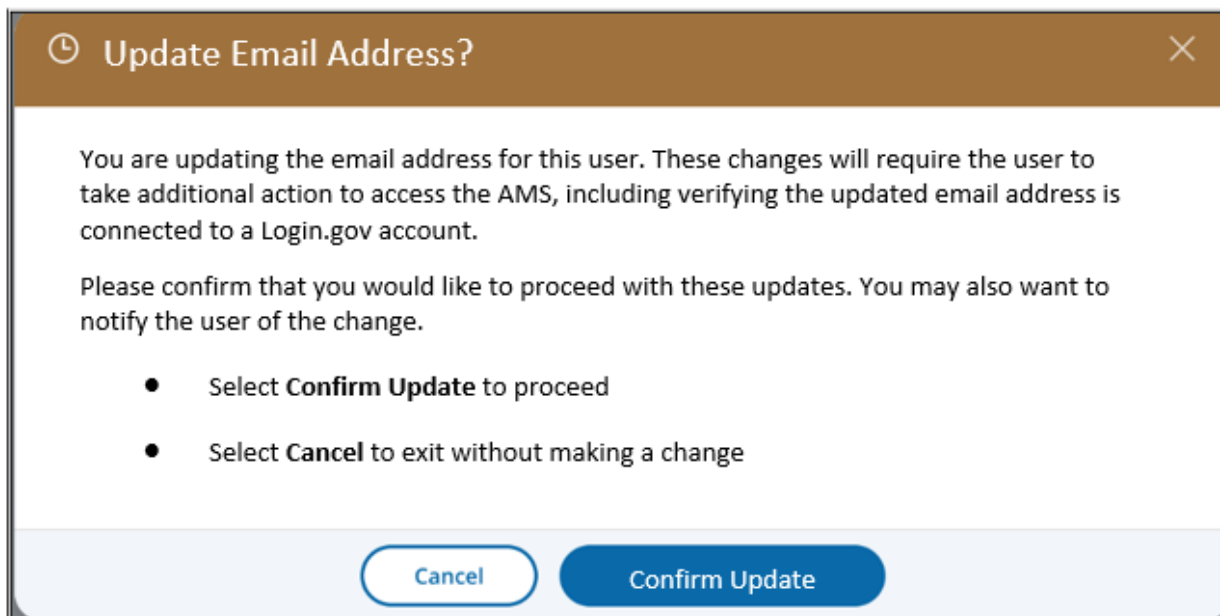
Not sent	- Account activation email has not been created
Sent	- Account activation email sent
Bounced	- Account activation email undeliverable
Expired	- Account activation window expired after 30 days
Link opened	- User clicked the account activation link but did not complete activation
Active	- User has successfully completed the account activation process
Deactivated	- Account deactivated after 90 days of inactivity

Manage Team – In system messaging:

Upon Delete:



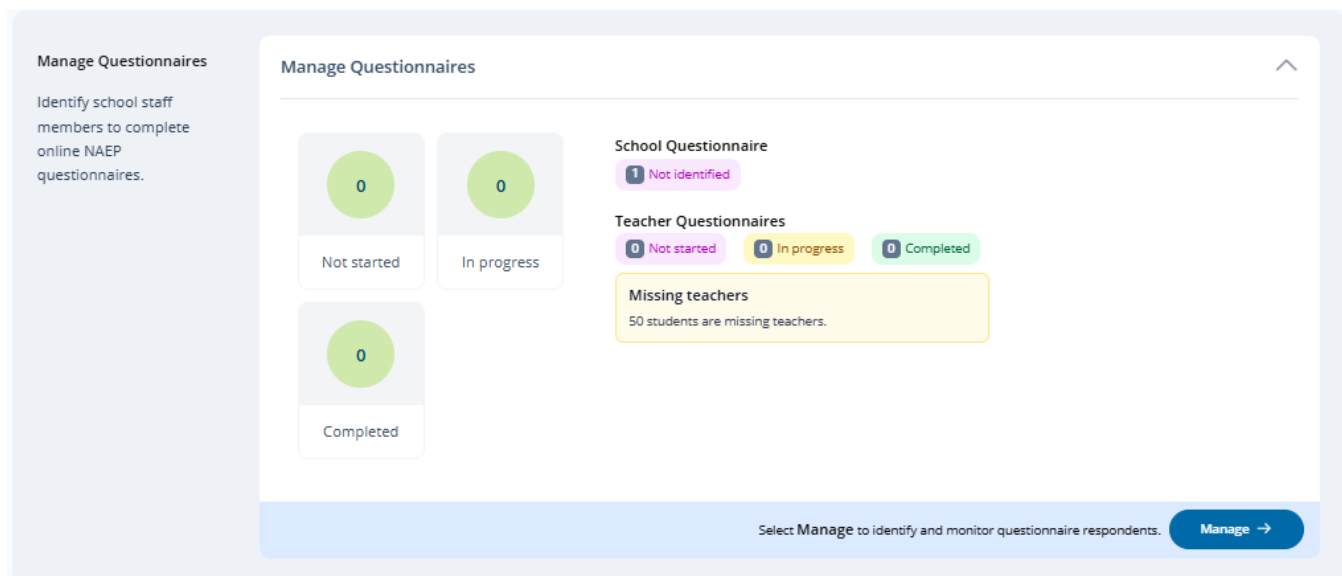
Upon saving after change of email address:



Appendix I13: 2027 Manage Questionnaires (NEW)

Manage Questionnaires

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

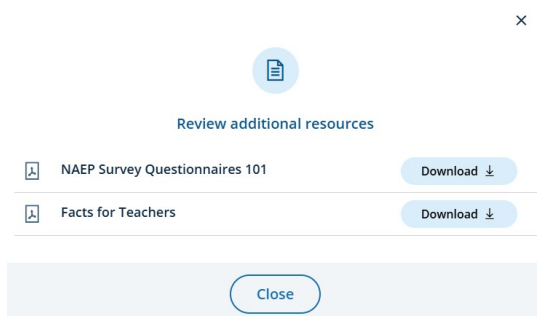


Note. “Not identified” may display as “Info required” where seen throughout the screenshots – final implementation decision TBD.

The Manage Questionnaires section of the AMS is used by authorized users to identify teacher and school questionnaire recipients, match sampled students with their teachers, send questionnaires (emails containing link and access code) to recipients and monitor the completion status of each questionnaire sent.

A tutorial video (see Appendix I33) is provided to support users working throughout Manage Questionnaires. Additional resources are also available for download in the Manage Questionnaires section for review:

- NAEP Survey Questionnaires 101
- Facts for Teachers



Manage Questionnaires (Manage Mode)

SchoolsMock Elementary SchoolManage Questionnaires

Mock Elementary SchoolNationalMain

Assessment Planning Meeting: January 15, 2026Assessment date: February 15, 2026NAEP ID: mock-grade-001

Watch the tutorial videoReview additional resources

Manage School Questionnaire

Identify a respondent for the school questionnaire. Monitor school questionnaire completion. Select the send button to resend the questionnaire link and access code.

Manage School Questionnaire

Name	Email address	Status	Send link & access code	Edit
		Not started	Send	

Manage Teacher Questionnaires

Identify Science teachers for the selected Grade [X] students to complete the questionnaires. Use the Add Teacher button to enter contact information for all relevant teachers. Identify the teacher who assigns the report card grade for the subject. Monitor completion and use the Send button to resend the questionnaire link and access code after matching each teacher to a student.

Manage Teacher Questionnaires

Search

Sort by Teacher ID

Export

Name	Subject	Email address	Status	Send link & access code	Edit
Johnson, Alice 01		teacher1@mockschool.edu	Not started	Send	
Williams, Bob 02		teacher2@mockschool.edu	Not started	Send	

Total rows: 2Show: 10 25 50

Add Teacher

Match Students with Teachers

To send a teacher a questionnaire, they must first be added to the system and matched to students. Review each grade [X] student selected to take NAEP and match them to their subject-specific teacher.

Match Students with Teachers

4 students are missing teachers. To identify a teacher, select the **Edit** button or select multiple rows and use the **Choose category** menu to identify a teacher for multiple students.



☐	Line #	Student	Subject	Teacher	Identify teacher
☐		Davis, Emma		Not identified	
☐		Garcia, Liam		Not identified	
☐		Martinez, Olivia		Not identified	
☐		Brown, Noah		Not identified	

Total rows: 4 Show: 25 50

< 1 >

Manage School Questionnaires

Manage School Questionnaire

Name	Email address	Status	Send link & access code	Edit
------	---------------	--------	-------------------------	------



Statuses that may appear are:

- Not sent
- Not started
- Bounced
- Email Queued
- Refusal
- In progress
- Completed

Manage Teacher Questionnaires

Manage Teacher Questionnaires

Identify **Science** teachers for the selected **Grade [X]** students to complete the questionnaires. Use the **Add Teacher** button to enter contact information for all relevant teachers.

- Identify the teacher who assigns the report card grade for the subject.

Monitor completion and use the **Send** button to resend the questionnaire link and access code after matching each teacher to a student.

Manage Teacher Questionnaires

Sort by Teacher ID

Export

Name	Subject	Email address	Status	Send link & access code	Edit
Johnson, Alice 01		teacher1@mockschool.edu	Not started	<button>Send</button>	
Williams, Bob 02		r2@mockschool.edu	Not started	<button>Send</button>	

Total rows: 2 Show: 10

Add Teacher +

Possible statuses and options/messaging that may appear in the Send Link & Access Code fields are shown below

Name	Subject	Email	Status	Send Link & Access Code	Actions
Johnson, Sally 01		@ johnsons@email.com	Completed		
Gracia, Lucas 02		@ Lucasg@email.com	In progress	<button>Resend</button>	
Zubrzycki, Malcom 03		@ mzubrzycki@email.com	Not started	<button>Resend</button>	
Appleton, Elizabeth 04		@ Appleton@email.com	Not sent	Must first match to student(s) before sending questionnaire.	
Grant, Marcia 05		@ grantm@email.com	Not sent	<button>Send</button>	

Show: 10 Total rows: 5

Note: Email address and subject cannot be edited after questionnaire is sent.

Statuses that may appear are:

- Not identified
- Not sent
- Not started
- Bounced
- Email Queued
- Refusal
- In progress
- Completed

Add a teacher questionnaire respondent

Add a teacher to complete the teacher questionnaire

Name of Teacher

Last Name (Required) *

First Name (Required) *

Subject(s)

Science

Contact Info

Email address (Required) *

Note: Email address and subject cannot be edited questionnaire is sent.

Cancel

Save 

Note. Only Science is offered for the 2027 NAEP administration. All applicable subjects are shown in years where more than one subject applies.

Edit a teacher questionnaire respondent

Edit details for teacher: Appleton, Elizabeth

Name of Teacher
Last Name (Required) *
Appleton
First Name (Required) *
Elizabeth

Subject(s)
✓ Science

Contact Info
Email address (Required) *
gestefan@schoolname.edu

Note: Email address and subject cannot be edited questionnaire is sent.

Cancel

Save

Delete

Note. For 2027 new functionality and rules have been established to allow users to delete a Teacher Questionnaire respondent as part of the edit process.

Edit a teacher questionnaire respondent (Not matched with student)

All fields may be edited. Delete button is enabled.

Add a teacher to complete the teacher questionnaire

Name of Teacher
Last Name (Required) *
Estefan
First Name (Required) *
Gloria

Subject(s)
✓ Science Pending

Contact Info
Email address (Required) *
gestefan@schoolname.edu

Note: Email address and subject cannot be edited after questionnaire is sent.

Cancel

Save

Delete

Edit a teacher questionnaire respondent (Matched with student and Survey not yet sent)

All fields may be edited. Delete button is disabled.

Edit details for teacher: Estafan, Gloria

Name of Teacher

Last Name (Required) *

Estefan

First Name (Required) *

Gloria

Subject(s)

Science

Contact Info

Email address (Required) *

gestefan@schoolname.edu

Note: Email address and subject cannot be edited after questionnaire is sent.

This teacher cannot be deleted because they are currently matched to students.
To delete this teacher, match those students to a different teacher in the Match Students with Teachers section, then return here.

Cancel

Save 

 Delete

Edit a teacher questionnaire respondent (Questionnaire sent but not started)

Only Last Name and First Name fields may be edited. Delete button is disabled.

Edit details for teacher: Estafan, Gloria

Name of Teacher

Last Name (Required) *

Estefan

First Name (Required) *

Gloria

Subject(s)

Science

Contact Info

Email address

gestefan@schoolname.edu

This teacher cannot be deleted because they are currently matched to students.
To delete this teacher, match those students to a different teacher in the Match Students with Teachers section, then return here.

Cancel

Save 

 Delete

Edit a teacher questionnaire respondent (Questionnaire started)

Only Last Name and First Name fields may be edited. Delete button not available.

Edit details for teacher: Estafan, Gloria

Name of Teacher

Last Name (Required) *

Estefan

First Name (Required) *

Gloria

Subject(s)

Science

Contact Info

Email address

gestefan@schoolname.edu

Cancel

Save 

View a teacher questionnaire respondent (Questionnaire completed)

View only option once a teacher questionnaire has been completed.

View details for teacher: Estafan, Gloria

Name of Teacher

Last Name

Estefan

First Name

Gloria

Subject(s)

Science

Contact Info

Email address

gestefan@schoolname.edu

Close

Match students with teachers

Match Students with Teachers

To send a teacher a questionnaire, they must first be added to the system and matched to students.

Review each student in the table and match them to their subject-specific teacher.

Match Students with Teachers

Missing teachers

3 students are missing teachers. To identify a teacher, select the Edit button or select multiple rows and use the Choose category menu to identify a teacher for multiple students.

Search

Sort by

Export to Excel (.xlsx)

Choose category

Save

☐	Line #	Student Name	Subject	Teacher	Identify Teacher
☐	1	Torres, Maribella	Math	Johnson, Sally	
☐	2	Appleseed, Johnny	Math	Gracia, Lucas	
☐	3	Colbert, Demetrius	Reading	Not identified	
☐	4	Horrowtiz, Lionel	Math	Johnson, Sally	
☐	5	Dangerfield, Ronny	Math	Not identified	
☐	6	Powell, Krystal	Reading	Not identified	
☐	7	Campbell, Rina	Math	Johnson, Sally	

Show: 10

Total rows: 7

Clicking the edit icon in the Identify Teacher column opens the identify teacher modal.

Identify the teacher below for: Lastname, Firstname | Math | Line 1

Teacher

Appleton, Elizabeth S.

Johnson, Sally

Estefan, Gloria

Gracia, Lucas

Close

Save

A warning is displayed if a teacher is deselected (unmatched from student):

This action will unmatch this student from a teacher.

Please match this student to a different teacher.

Appendix I14: 2027 Non-Disclosure Agreement (NEW)

We welcome you to the NAEP assessment

NAEP NON-DISCLOSURE AGREEMENT

The National Assessment of Educational Progress (NAEP) is often referred to as The Nation's Report Card. NAEP monitors what U.S. students know and can do in key subject areas at the elementary, middle, and high school levels and provides reliable student achievement profiles to educators and the public. NAEP is the largest continuing and nationally representative assessment to chart trends in student achievement across our nation. Since 1969, NAEP has been successful because of the support of teachers and school staff whose students participated in the assessment.

By being present and/or assisting during the assessment, you will help emphasize to the students the importance of their taking the assessment seriously. You have the advantage of knowing some or all of the students and the protocols of the school. The NAEP representative may ask for your assistance in these areas.

We respectfully ask for your cooperation in following these important guidelines while participating in NAEP to ensure the validity of the assessment.

NAEP representatives are thoroughly trained to administer the tests to students to ensure the highest level of validity of the test results. They have a script they must read to the students verbatim to maintain the consistency of the instructions to students across the nation. NAEP representatives have been directed not to answer any questions the students may ask about the assessment questions but to encourage the students to do the best they can. In talking to a student about his or her assessment, you may be inadvertently compromising the results.

Any conversation during the assessment could be disruptive to students and may affect their ability to concentrate.

The security of the assessment items is a very important part of NAEP. No one other than the student is to read the questions. NAEP representatives have signed a security affidavit and, since you have access to the assessment items, we ask the same of you. You are welcome to view sample questions at [The NAEP Questions Tool \(nationsreportcard.gov\)](https://nationsreportcard.gov) which provides examples of assessment questions asked in previous years in all NAEP subjects.

You may also download Sample Question Booklets online at [Sample Booklets - Experience an Assessment | NAEP \(ed.gov\)](https://samplebooklets.ed.gov), which includes assessment directions as well as links to sample NAEP assessment questions and survey questionnaires that explore students' activities and characteristics related to education and the subject being assessed.

If assisting with an accommodation session, you may

- encourage students to review their answers upon completion of a section; and
- answer student questions according to the guidelines provided by the NAEP representative.

If assisting with an accommodation session, you may not

- provide assistance on assessment items. (Students may seek validation on certain items; you may not indicate verbally or nonverbally your recommendations. Instead you are encouraged to remind students to answer the questions to the best of their ability.) Or,
- allow any student to use accommodations/adaptations on the assessment that are not indicated in the student's IEP/Section 504 Plan or that are not normally used by the student during testing.

Affidavit of Nondisclosure

I do solemnly swear (or affirm) that when given access to the subject NCES database or file, I will not

1. use or reveal any individually identifiable information furnished, acquired, retrieved, or assembled by me or others, including secure assessment booklets or items, under the provisions of Sections 408 and 411 of the National Education Statistics Act of 1994 (20 U.S.C. 9001 et seq.) for any purpose other than statistical purposes specified in the NCES survey, project, or contract;
2. make any disclosure or publication whereby a sample unit or survey respondent could be identified or the data furnished by or related to any particular person under this section can be identified; or
3. permit anyone other than the individuals authorized by the Acting Commissioner of the National Center for Education Statistics to examine the individual reports.

(The penalty for unlawful disclosure is a fine of not more than \$250,000 under 18 U.S.C. 3571 or imprisonment for not more than 5 years under 18 U.S.C. 3559, or both.)

First and last name: _____

Email: _____

Appendix I15: 2027 Notify Parents/Guardians Notification (NEW)

Notify Parents/Guardians

The Notify Parents/Guardians tile is used by school staff to document parent/guardian notification details, download documents and certify having sent the notification to parents/guardians. The Info Required label is displayed until all required tasks have been completed, at which point it switches to completed.

Note. The Add New Students task is not being executed for the 2027 NAEP administration. For administration where Add New Students is applicable a “May require updates after Add New Students” label is displayed instead of a completed status.

● May require updates after Add New Students

The screenshot displays the 'Notify Parents/Guardians' interface. On the left, a sidebar contains the title 'Notify Parents/Guardians' and a note: 'The school coordinator must notify parents/guardians before the NAEP assessment.' The main content area is titled 'Notify Parents/Guardians' and features a purple 'Info Required' label in the top right corner. Below the title, there are two task cards. The first card, labeled 'Missing', shows a status of 'Not answered' for the task 'Parent/guardians who received the letter'. The second card, labeled 'Notification Date', shows a status of 'Not answered' for the task 'Notification method'. At the bottom of the main content area, there is a blue bar with the text 'Select **Manage** to confirm parent/guardian notification.' and a blue 'Manage' button with a right-pointing arrow.

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 (English and/or Spanish) to distribute to parents and guardians. Schools are also able to download a translation notice to provide to parents or guardians as needed.

The Notify Parents/Guardians section consists of 4 tiles:

- Contact Information
- Download letter
- Certify parent/guardian notification
- Parent/guardian notification details

Manage Mode

Schools > Central Middle School > Notify Parents/Guardians

Central Middle School

Assessment Planning Meeting: **Not scheduled** Assessment date: **February 4, 2025**

 Watch the tutorial video (2:00) 

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

Select **Edit** to update the information. **Edit** 

Parent/guardian notification details

Indicate how you notified the parents and/or guardians of 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](#)

A tutorial (see Appendix I33) is available to assist users along with additional resources to review.

Upon selecting the Review additional resources, a pop-up modal appears:

Review additional resources



Web page for Parents and Guardians

Open link 

Close

Contact Information

In the Contact information section, schools can select the contact information to include in the letter from the following options:

- Contact information to include in the letter
 - Principal’s contact information
 - School coordinator’s contact information

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

Edit

Edit Mode

Deadline for parent refusal of NAEP

MM/DD/YYYY

Date must be between <Date> and <Date>.

Contact information to include in the letter

Select...

Select contact information to include in the letter.

CancelSave

Deadline for parent refusal of NAEP

MM/DD/YYYY

<December> <2026>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2
3	4	5	6	7	8	9

CancelSave

Deadline for parent refusal of NAEP

Contact information to include in the letter

- Principal's contact information
- School coordinator's contact information

Download Letter

The download letter section is where users can download versions of the Parent/Guardian notifications in Spanish and English and download a translation notice.

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

Missing contact information

To download this letter, add the following information to the Contact Information section on this page:

- Deadline for parent refusal of NAEP
- Contact information to include in the letter

Translation Notice

User's select the down arrow toggle to switch between English or Spanish versions for download:

Certify parent/guardian notification

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 is required. *

Not answered

Edit

Edit Mode

Date notified

Date must be between <Date> and <Date>.

Certification is required. *

Certification is required.

By typing your name, you are certifying that you provided the letter to parents/guardians on the date indicated

Cancel

Save

Date notified

MM/DD/YYYY

Certification is required. *

By typing your name, you are certifying that you provided the letter to parents/guardians on the date indicated

Cancel Save

< December >			< 2026 >			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2
3	4	5	6	7	8	9

Parent/guardian notification details

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 grade [X] students

Parent/guardian notification details

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

How parents/guardians were notified Not answered

Parent/guardians who received the letter Not answered

Edit

Edit Mode

How parents/guardians were notified

Select...

▼

Select how were parents/guardians notified.

Parent/guardians who received the letter

Select...

▼

Select parent/guardians who received the letter.

Cancel

Save 

How parents/guardians were notified

Mailed letter

Emailed letter

Letter sent home with students

Posted notice in newsletter

Other

Select...

^

Parent/guardians who received the letter

Select...

▼

Cancel

Save 

If "Other" Selected a Please Specify open ended text response is presented:

How parents/guardians were notified

Other

[Clear Answer](#)

Please Specify

[Clear Answer](#)

Parent/guardians who received the letter

Select...

[Clear Answer](#)

Cancel

Save

How parents/guardians were notified

Parents/guardians of sampled students only

Parents/guardians of all grade 8 students

Parent/guardians who received the letter

Select...

Cancel

Save

Appendix I16: 2027 Provide School Characteristics and Manage Team Tile (NEW)

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.

AMS

2027 DBA Pilot PPV

Schools

Schools > PPV School 9901001

PPV School 9901001

NAEP ID: 9901001

Provide School Characteristics

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

School Information

School name

PPV School 9901001

District

PPV District AL9001

Website

Not answered

Assessment date:

Not available

Grade:

Grade 8

Subjects

Science

Phone:

3345550101

Location

Physical Address

PPVville 1, AL 36034

Show on Google Maps

Show local weather forecast

Show local time

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 winter break begin in December?

Not answered

When does winter break end in January?

Not answered

Select Edit to update the information. Edit

School Information (Edit Mode)

School Name, Phone and Address are prepopulated based on data provided in the School Sample file – Common Core Data. School or District staff are responsible for ensuring the accuracy and updating accordingly.

Grade Information (Edit Mode)

School Information

School name

PPV School 9901002

District

[PPV District AL9001](#)

Website

Assessment date:

Not available

Grade:

Grade 8

Subjects

Science

Phone:

3345550101

Location

Physical Address

Address 1

4300 Berkman Dr

Address 2

Apt A

City

PPVville 2

State

AL

Zip Code

36356

Mailing Address

Address 1

4300 Berkman Dr

Address 2

Apt A

City

PPVville 2

State

AL

Zip Code

36356

☐ Mailing address is the same as physical address

Cancel

Save

Grade 8 Information
^

How many students are enrolled in grade 8?

Does this school have a year-round calendar with multiple tracks of grade 8 students?
☐ No ☒ Yes

How many tracks of grade 8 students does this school have?

How are students assigned to tracks?
☐ Based on ability ☒ Other criteria

Please explain how grade 8 students are assigned to tracks

What percentage of students have a school-
What percentage of students have a school-scheduled break on <date>?

Is this school considered a charter school for grade 8?
☐ No ☒ Yes

When does winter break begin in December?

When does winter break end in January?

Cancel Save

Note. Follow up questions/response fields dynamically appear in edit mode based on selected response to questions and are shown on main tile upon save as applicable. Any applicable question not responded to will display “Not answered” if not previously responded to and saved.

Grade 8 Information

How many students are enrolled in grade 8?	55
Does this school have a year-round calendar with multiple tracks of grade 8 students?	Yes
How many tracks of grade 8 students does this school have?	Not answered
How are students assigned to tracks?	Other criteria
Please explain how grade 8 students are assigned to tracks	Not answered
What percentage of students have a school-scheduled break on ?	Not answered
Is this school considered a charter school for grade 8?	Yes

 When does winter break begin in December?	12/18/2026
 When does winter break end in January?	01/05/2027

Select Edit to update the information.

Edit 

Calendar - Date selection Popup:

 When does winter break begin in December?

 When does winter break end in January?

MM/DD/YYYY 

< December >

< 2026 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	1	2
3	4	5	6	7	8	9

Cancel

Save 

chool Team

Manage Team

The Manage Team tile serves two purposes. The first is to assign staff to district roles and send invitations/notifications. The second is to monitor and edit the school team, as needed, and view NAEP Team members supporting the school. Only authorized school and district users (in addition to NAEP internal staff [e.g., State Coordinators]) can manage (invite/edit) school users. NAEP Team members are displayed as view only.

Manage Team

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

School Team

Name	Position	Contact Info	Status	Invite/Edit
	School Principal			+
	School Coordinator			+
	Technology Coordinator			+
	Application Installer			+
	Student Information Specialist			+
	SD & EL Specialist			+

NAEP Team

Name	Position	Contact Info	Assignment	Edit
FieldDirector, Nat	Field Director	✉ nandrews+AMS_FD@ets.org		
Supervisor, Nat	Supervisor	✉ nandrews+AMS_SV@ets.org		
AssessmentCoordinator, Nat	Assessment Coordinator	✉ nandrews+AMS_AC@ets.org		
AssessmentAdministrator, Nat	Assessment Administrator	✉ nandrews+AMS_AA@ets.org		

Note. Icons/options i

+ Add user – Dis

✎ Edit user – Dis

⌚ Invitation pending – appears once invitation has been sent and continues to display until invitee has activated their AMS account.

The Status column displays the current status of the invitation with the following possible values shown:

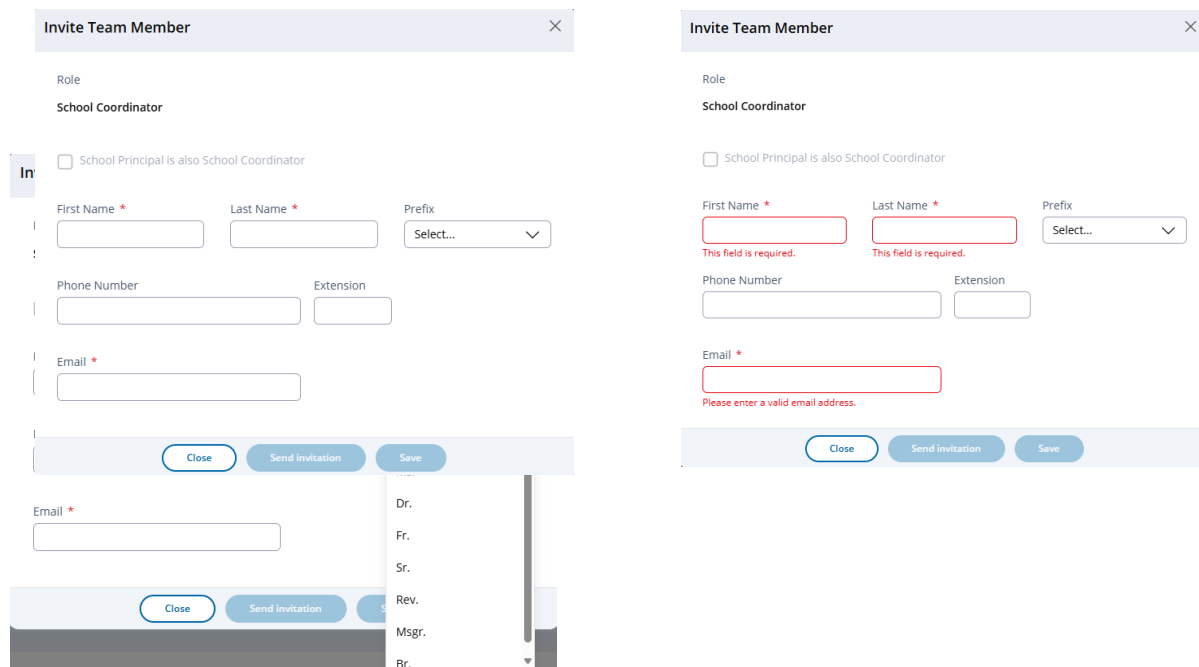
Not sent	- Account activation email has not been created
Sent	- Account activation email sent
Bounced	- Account activation email undeliverable
Expired	- Account activation window expired after 30 days
Link opened	- User clicked the account activation link but did not complete activation
Active	- User has successfully completed the account activation process
Deactivated	- Account deactivated after 90 days of inactivity

Note. The Assignment field in the NAEP Teams table is identified when a field staff role is assigned, with the following possible values:

- Conduct APM
- Conduct Assessment
- Conduct Makeup
- Lead AC
- Support AC
- Administer Group
- Separate accommodation group
- Special circumstance
- Administer makeup group

Manage Team (Invite/Edit Mode)

Users are initially invited - assigned to a role - by clicking the  in the edit column of the Manage Teams tile. Required fields are denoted with a red asterisk. Field validation messaging is also shown when applicable



Invite Team Member

Role
School Coordinator

☐ School Principal is also School Coordinator

First Name *
Last Name *
Prefix
Phone Number
Extension
Email *

Close Send Invitation Save

Dr.
Fr.
Sr.
Rev.
Msgr.
Br.

Invite Team Member

Role
School Coordinator

☐ School Principal is also School Coordinator

First Name *
Last Name *
Prefix
Phone Number
Extension
Email *

Close Send Invitation Save

The Send invitation and Save buttons become enabled once all required fields have been provided.

Invite Team Member

Role

School Coordinator

☐ School Principal is also School Coordinator

First Name *

Example

Last Name *

School Coordinator

Prefix

Select...

Phone Number

555-555-5555

Extension

Email *

rgross@example_SC_OMB@ets.org

Close

Send invitation

Save

After saving or sending invitation, the delete button is introduced and Send invitation label changed to Resend invitation if invite already sent.

Edit Team Member

Role

School Coordinator

☐ School Principal is also School Coordinator

First Name *

Example

Last Name *

School Coordinator

Prefix

Select...

Phone Number

555-555-5555

Extension

Email *

rgross@example_sc_omb@ets.org

Close

Delete

Send invitation

Save

the option
the info
role beco
editing are
plied.

Edit Team Member

Role

School Coordinator

☐ School Principal is also School Coordinator

First Name *

Example

Last Name *

School Coordinator

Prefix

Select...

Phone Number

555-555-5555

Extension

Email *

rgross@example_sc_omb@ets.org

Close

Delete

Resend invitation

Save

ool Coordinator.
the School
ly. Editing,
utton becomes

Edit Team Member

Role

School Principal

☐ School Principal is also School Coordinator

First Name *

Last Name *

Prefix

Select...

Phone Number

Extension

Email *

Close

Send invitation

Save

Name	Position	Contact Info	Status	Invite/Edit
Example Prin and SC	School Principal	📞 555-555-5555 ✉ rgross@example_prin_sc_omb@ets.org	Not Sent	📧
Example Prin and SC	School Coordinator	📞 555-555-5555 ✉ rgross@example_prin_sc_omb@ets.org	Not Sent	📧
	Technology Coordinator			+
	Application Installer			+
	Student Information Specialist			+

Edit Team Member

Role

School Principal

☒ School Principal is also School Coordinator

First Name *

Example

Last Name *

Prin and SC

Prefix

Select...

Phone Number

555-555-5555

Extension

Email *

rgross@example_prin_sc_omb@ets.org

Edit Team Member

Role

School Coordinator

☒ School Principal is also School Coordinator

First Name *

Example

Last Name *

Prin and SC

Prefix

Not answered

Phone Number

555-555-5555

Extension

Not answered

Email *

rgross@example_prin_sc_omb@ets.org

The Application Installer role differs from other school level roles as it does not provide access to the AMS, therefore management of the Application Installer does not include an invitation component, but is used for purposes of identifying and sending/resending the Application Installer notification.

Invite Team Member

Role
Application Installer

First Name *

Last Name *

Prefix

Select...

Phone Number

Extension

Email *

Close

Send notification

Save

Edit Team Member

Role
Application Installer

First Name *

Last Name *

Prefix

Example

App Installer

Select...

Phone Number

Extension

555-555-5555

1234

Email *

rgross+ex_appinstaller_ams2.0@ets.org

Close

Delete

Send notification

Save

Send notification button changes to Resend notification after notification initially sent.

Edit Team Member

Role
Application Installer

First Name *

Last Name *

Prefix

Example

App Installer

Select...

Phone Number

Extension

555-555-5555

Email *

rgross+ex_appinstaller_ams2.0@ets.org

Close

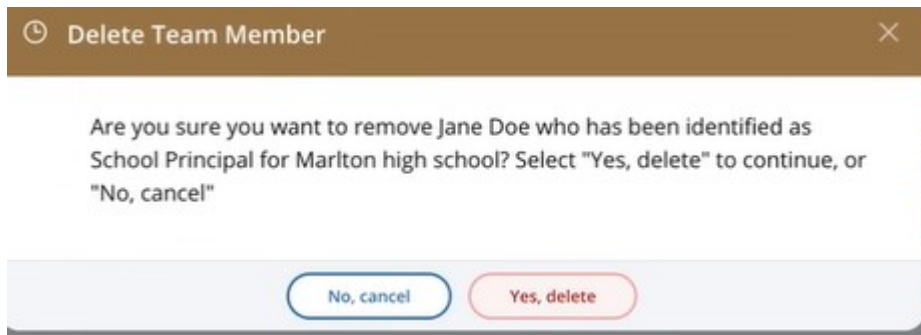
Delete

Resend notification

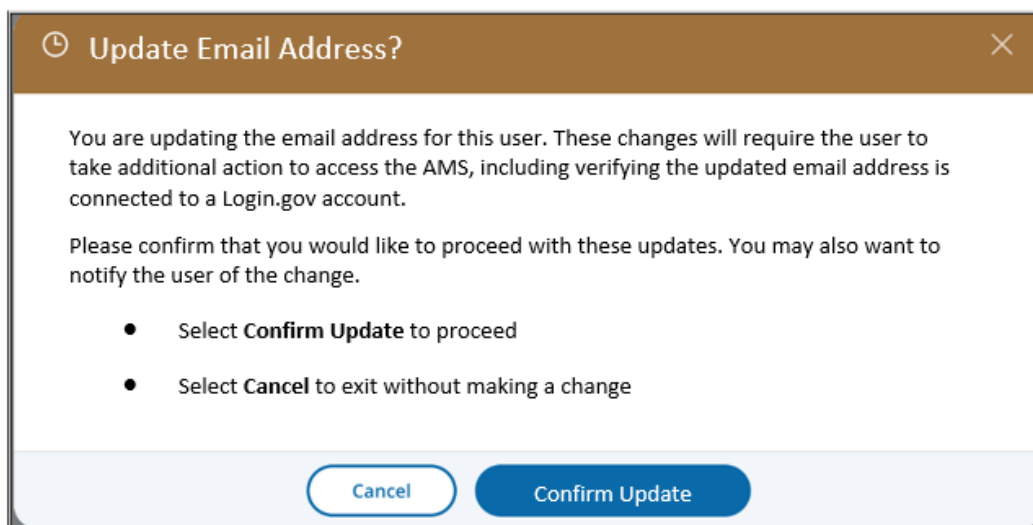
Save

Manage Team – In system messaging:

Upon Delete:



Upon saving after changing email address:



Appendix I17: 2027 Provide Student Information-Student Information, Student Demographics (NEW)

Provide Student Information – Student Demographics

The Provide Student Information – Student Demographics tile becomes available for use after student lists have been imported and student sampling completed. Authorized system users, use the tile to make corrections and updates to sampled students' information and identify non participating students and select corresponding reason for non participation.

The tile displays summary information including the number of selected (sampled) student, count of students marked as non-participants, and count of students with missing information. The tile additionally includes access to additional instructional documents to support user's completion of the student demographics section of the system. Providing student demographics is a required task that is considered complete (Info required label changes to "Completed") when all required information has been provided (no students with missing information).

Authorized users access the student demographic section by selecting the Manage button from the main tile.

Provide Student Information

Review and update student demographic information, including students with disabilities, 504 plan students, and English learners. Indicate students who cannot participate.

Provide Student Information - Student Demographics Info required

25 Selected

3 Not participating

5 Students missing information

How to provide student demographic information - PDF

Select **Manage** to provide student information. [Manage →](#)

Provide Student Information (Manage Mode)

Upon selecting the Manage button, users are navigated to the Provide Student Information table – Student Demographics tab, from which they can review and edit student information.

Schools > Central Middle School > Students

Central Middle School Assessment Planning Meeting: Not scheduled Assessment date: February 4, 2025

[Watch the tutorial video](#) [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: [selected](#) [Choose category](#) [Change to](#) [Save](#) [Export](#) [Export](#)

☐	Line #	Student	Subject	Gender and Birth Month/Year	Race/Ethnicity	Student with disabilities (SD) & English learners (EL)	Learner Status/ Displaced student	Participation status	Edit
☐	1	Thomas Aranda 8424750133	Reading	Male Mar-2010	White, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit
☐	2	Robert Bowne 9553229590	Reading	Male Jun-2010	White, not Hispanic	Info required	100% full-time in person No	Participating	Edit
☐	3	James Broussard 5585895644	Reading	Male Jul-2010	White, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit
☐	4	Chris Cunningham 2924511643	Math	Male Feb-2010	White, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit
☐	5	Louis Davis 7437025953	Reading	Male Aug-2010	White, not Hispanic	Info required	100% full-time in person No	Participating	Edit
☐	6	Ryan McMichael 3455642774	Reading	Male Aug-2010	White, not Hispanic	Yes, IEP & No, not EL	100% full-time in person No	Participating	Edit
☐	7	Charles Mendoza 9046782335	Reading	Male May-2010	White, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit
☐	8	Lloyd Mueller 5975752850	Math	Male Aug-2010	White, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit
☐	9	Claude Darby 4710520156	Math	Male Nov-2010	Black or African American, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit
☐	10	James Haas 7923247246	Reading	Male Mar-2010	Black or African American, not Hispanic	No, not SD & No, not EL	100% full-time in person No	Participating	Edit

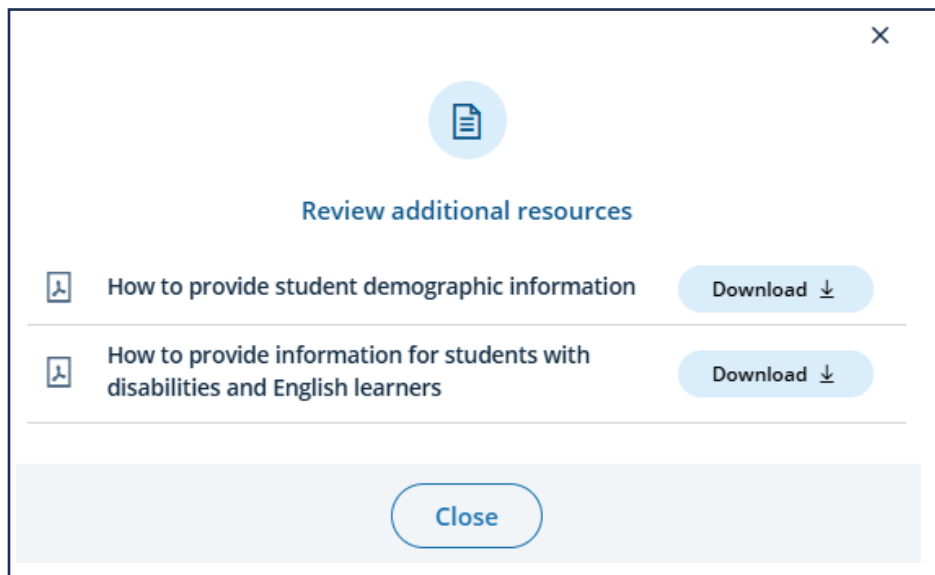
Show: 10 25 All of 50 rows < 1 2 3 4 5 >

Note. An Economically Disadvantaged field may also appear in the Student Demographics Information table. Display of this field is dependent on settings applied by State/TUDA coordinators in the Jurisdiction section of the AMS.

☐	Line #	Student	Subject	Sex and Birth Month/Year	Race/Ethnicity	Student with disabilities (SD) & English learners (EL)	Economically Disadvantaged (ED)	Learner Status/ Displaced student	Participation status	Edit
☐	1	Grior Flvjh 015610221	Math	Female Jun-2003	Black or African American, not Hispanic	Yes, IEP & Yes, EL	No, not economically disadvantaged	100% full-time in person No	Accommodation not allowed/provided	Edit
☐	2	Kessi Flbgf 025610221	Reading	Female Nov-2015	White, not Hispanic	Yes, IEP & Yes, EL	No, not economically disadvantaged	100% full-time in person	Meets (or met) participation criteria for the alternate	Edit

A tutorial video (see Appendix I30) is provided to support users working throughout student demographics section. Additional resources are also available for download via the Review Additional Resources button:

- How to provide student demographic information
- How to provide information for students with disabilities and English learners



Note. Screenshot provided for reference purposes. Specific names and resources included are subject to change.

School users are expected to 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 and/or TUDA does not require the school to submit this data.

Authorized users may also access the Students with Disabilities (SD) and English Learners (EL) tab, which contains a list of students that are identified as Yes - IEP, Yes – 504, or Yes – EL in the student demographics tab.

From the Student Demographics tab, users can make single or multiple student edits. To make multiple student edits, users select the number of students from the left-hand column, then use the Category and Change to drop-down menus to apply the changes. Single student edits are made by selecting the edit icon  in the row of the student whose information is to be edited. A single student edit modal screen appears.

Single Student Edit Modal Screen

Edit the sections below for **Student Fifteen** | 0000660796 | Line 4

✕

Birth Month/Year

Oct-2012

Sex

Male
☒ Female
Information unavailable

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
Information unavailable

English learners

☒ Yes, EL
No, not EL
Information unavailable

Economically Disadvantaged (ED)

☒ Yes, economically disadvantaged
No, not economically disadvantaged
Information unavailable

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
- Long-term illness/homebound

☐ 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

Cancel
Save

Boxes that appear in the “Select why student is not participating in the assessment” section are dynamically displayed depending on prior student information provided.

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
- Students with a disability (students who are SD only: Meets (or met) participation for alternative state assessment)

- English Learner (students who are EL only: Enrolled in U.S. schools for less than 1 year prior to the NAEP assessment)

Note. Schools in Hawaii will also see an additional option for Hawaiian Immersion Student

☐ Hawaiian Immersion Student

- Student participates in Hawaiian Language Immersion Program (HLIP), Ka Papahana Kaiapuni (KPK)

Appendix I18: 2027 Provide Student Information-Student Information, SD/EL (NEW)

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

The Students with Disabilities and English Learners tile is a companion section to the Provide Student Information – Student Demographics section of the system, and consists of two separate required tasks:

- **Acknowledgement of State Inclusion Policies** - where users can download their state specific inclusion policies and confirm having read (acknowledgement only required by school staff member to be considered completed).
- **Students with Disabilities (SD) and English Learners (EL) Details** – where users identify whether students will participate with accommodations and the accommodations needed, without accommodations, or do not test. This task is considered complete when all required information has been provided for each student.

The tile displays summary information including the number of selected (sampled) students identified as SD, EL or SD and EL, count of excluded students, and count of students with missing information. The tile additionally includes access to additional instructional documents and a tutorial (see Appendix I31) to support user’s completion of the student demographics section of the system. Both acknowledgement of state inclusion policies and providing student accommodation information are required tasks that are considered complete (info required label changes to “Completed”) when all required information has been provided.

Authorized users access the student demographic section by selecting the Manage button from the main tile.

The screenshot shows a user interface for the 'Students with disabilities (SD) and English learners (EL)' section. On the left, a sidebar contains the title and a brief instruction: 'Indicate how students with disabilities and English learners will participate in NAEP.' The main content area is divided into two sections, both marked as 'Info required'.

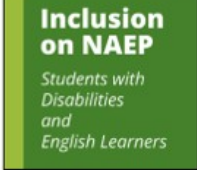
The first section, 'Acknowledgement of State Inclusion Policies', includes a link to 'Inclusion on NAEP' (with a document icon) and a list of resources: 'Inclusion on NAEP - Fact Sheet', 'Video Tutorial - Managing Students' Demographic, SD, and EL Details', and 'How to provide information for students with disabilities and English learners - PDF'. A blue bar at the bottom of this section contains the text 'Select **Read & Acknowledge** to access your state inclusion policies.' and a 'Read & Acknowledge' button with a right arrow.

The second section, 'Students with Disabilities (SD) and English Learners (EL) Details', displays summary statistics in three green circles: '3' for SD, '5' for EL, and '2' for SD + EL. To the right of these circles are four orange boxes with numbers and labels: '3 Exclusions', '4 Students with accommodations', '3 Students missing information', and '2 Students with missing information'. Below these is a yellow box with the text: 'Review the state's inclusion policies above before making any student information changes.' A blue bar at the bottom of this section contains the text 'Select **Manage** to provide information for SD and EL students.' and a 'Manage' button with a right arrow.

Acknowledgement of State Inclusion Policies Screens

Acknowledgement of State Inclusion Policies

Info required



Inclusion on NAEP
Students with Disabilities and English Learners

State Inclusion Policies provide important governance guidance regarding NAEP participation by Students with Disabilities (SD) and English Learners (EL). To ensure that NAEP reflects the educational progress of all students, SD and EL students must be included to the fullest extent possible.



Inclusion on NAEP - Fact Sheet



Video Tutorial - Managing Students' Demographic, SD, and EL Details



How to provide information for students with disabilities and English learners - PDF

Select **Read & Acknowledge** to access your state inclusion policies.

Read & Acknowledge →

Upon selecting the Read & Acknowledge button, users are navigated to the Required Reading – State Inclusion Policies screen where they can download and acknowledge having read their state inclusion policies.

Required Reading - State Inclusion Policies

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

The only students eligible for exclusion are:

- Students who meet (or met) participation criteria for [State Alternate Assessment Name].
- English learners who have been enrolled in U.S. schools for less than one (1) full academic year before the NAEP assessment and cannot access NAEP.

Your NAEP State Coordinator will monitor exclusions and may contact you about excluded students. If you have questions about the NAEP accommodations, please contact your NAEP State Coordinator.

Inclusion Policies for NAEP



Wyoming - NAEP 2026 Inclusion Policy for English learners (EL); Grades 4 and 8 Mathematics and Reading

Download ↓



Wyoming - NAEP 2026 Inclusion Policy for Students with Disabilities (SD); Grades 4 and 8 Mathematics and Reading

Download ↓

Acknowledgement (Required)

☐ I have read all of the State Inclusion Policies for my state.

Confirm

← Go back

Note. While the expectation is that all authorized AMS school users entering student accommodations read the state inclusion policies, only one individual is required to acknowledge to complete the task. A user selects the check box

next to “I have read all of the State Inclusion Policies for my state” and selects the “Confirm” button to complete the acknowledgement.

Required Reading - State Inclusion Policies

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

The only students eligible for exclusion are:

- Students who meet (or met) participation criteria for [State Alternate Assessment Name].
- English learners who have been enrolled in U.S. schools for less than one (1) full academic year before the NAEP assessment and cannot access NAEP.

Your NAEP State Coordinator will monitor exclusions and may contact you about excluded students. If you have questions about the NAEP accommodations, please contact your NAEP State Coordinator.

Inclusion Policies for NAEP

 Wyoming - NAEP 2026 Inclusion Policy for English learners (EL); Grades 4 and 8 Mathematics and Reading

Download 

 Wyoming - NAEP 2026 Inclusion Policy for Students with Disabilities (SD); Grades 4 and 8 Mathematics and Reading

Download 

Acknowledgement (Required)

☒ I have read all of the State Inclusion Policies for my state.

Confirm

← Go back

Once acknowledged, the individual’s name and time stamp of when completed the acknowledgement task is displayed and the Confirm button disabled and changed to “Confirmed”.

Required Reading - State Inclusion Policies

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

The only students eligible for exclusion are:

- Students who meet (or met) participation criteria for [State Alternate Assessment Name].
- English learners who have been enrolled in U.S. schools for less than one (1) full academic year before the NAEP assessment and cannot access NAEP.

Your NAEP State Coordinator will monitor exclusions and may contact you about excluded students. If you have questions about the NAEP accommodations, please contact your NAEP State Coordinator.

Inclusion Policies for NAEP

 Wyoming - NAEP 2026 Inclusion Policy for English learners (EL); Grades 4 and 8 Mathematics and Reading

Download 

 Wyoming - NAEP 2026 Inclusion Policy for Students with Disabilities (SD); Grades 4 and 8 Mathematics and Reading

Download 

Acknowledgement (Required)

☒ I have read all of the State Inclusion Policies for my state.
Acknowledged by: J.Smith 03/02/2026 12:32PM EST

Confirmed

← Go back

Student with a disability and English Learners

Students with Disabilities (SD) and English Learners (EL) Details

Info required

3

SD

5

EL

2

SD + EL

3

Exclusions

4

Students with accommodations

3

Students missing information

Review the state's inclusion policies above before making any student information changes.

Select **Manage** to provide information for SD and EL students.

Manage →

Upon selecting the Manage button, users are navigated to the Provide Student Information table – Students with Disabilities (SD) and English Learners (EL) tab.

Students with a Disability (SD) and English Learners (EL) (Manage Mode)

From this tab schools provide How to Take NAEP and other corresponding information (e.g. accommodations) for students identified as students with disabilities and/or English Learners.

Student Demographic Information		Students with disabilities (SD) & English learners (EL)						
Filters		Clear all	Subject	SD/EL status	How to take NAEP	Accommodations		
Q Search		Sort				Export		
Line #	Student SUSI ID	Subject	SD status SD details	EL status EL details	How to take NAEP	Accommodations	School staff	Edit
2	Jarlina Moptell 074839205	Reading	Yes (IEP) Completed	No Not applicable	With accommodations	• Scribe • Extended time	Info required	
3	Emery Tollard 083920471	Math	Yes (IEP) Completed	No Not applicable	With accommodations	• Extended Time • Breaks During Test • Separate Location/Small Group		
12	Sofia Lermond 092847365	Math	Yes (504) Info required	No Not applicable	Without accommodations			
14	Carlos Mendez 065738291	Reading	No Not applicable	Yes Completed	With accommodations	• Familiar person present in the testing room • Breaks during test	James Wojciekowski	
18	Lena Harwood 078394652	Math	Yes Completed	Info required	Info required			
21	Mikhail Petrov 097562348	Reading	Yes (IEP) Completed	No Not applicable	Pending school accommodation decision	• Extended Time, Breaks During Test • Separate Location/Small Group • Directions Only Translated to Spanish and Directions Read Aloud/Text-to-Speech (Spanish) Info required		
23	Jasmine O'Connell 084726193	Math	No Not applicable	Yes Completed	With accommodations	• Bilingual Dictionary (in any language)		
24	Darius Nguyen 083947561	Reading	No Not applicable	No Not applicable	Do not test - other reason			

A tutorial video (see Appendix I31) and additional resources for download are also provided to support users working throughout student accommodations. Additional resources available include:

- Inclusion on NAEP fact sheet
- Inclusion policy for students with disabilities
- Inclusion policy for English learners

Note. Specific names of resources included in the Review additional resources may change per program requirements.

Single student edits are made by selecting the edit icon in the row of the student whose accommodations information is to be established or updated. A single student edit modal screen appears.

Single Student Edit - SD/EL Modal Screens

To begin, users select how the student is to take NAEP. Depending on the selection, different sets of screens appear for the user to work through and view.

Student: Jones, Susan

Science

NAEP Inclusion Policies



[How to take NAEP](#) | [Accommodations](#) | [Selection summary](#)

Select how Susan Jones should take the NAEP Reading assessment

With accommodations

Without accommodations

Do not test

Cancel

Continue

With Accommodations

Student: Jones, Susan

Science

NAEP Inclusion Policies

[How to take NAEP](#) | [Accommodations](#) | [Selection summary](#)

Select how Susan Jones should take the NAEP Reading assessment

With accommodations

Without accommodations

Do not test

SD Details

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

IDEA categories (select all that apply)

Autism

Developmental delay (age 9 or younger)

Emotional disturbance

Hearing impairment/deafness

Intellectual disability

Other health impairment (Specify)

Orthopedic impairment

Specific learning disability

Speech or language impairment

Traumatic brain injury

Visual impairment/blindness

Don't know

Degree of disability

Profound/severe

Moderate

Mild

Don't know

Grade-level performance in Reading

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

EL Details

Select the student's primary language, years of academic instruction in English, and English proficiencies.

Primary language

Spanish

Other (Specify)

Years of academic instruction in English

Not receiving instruction in English

Less than 1 year

1 to 2 years

2 to 3 years

More than 3 years

Don't know

Proficiency in English

Reading	Writing	Speaking	Listening
No Proficiency	No Proficiency	No Proficiency	No Proficiency
Beginning	Beginning	Beginning	Beginning
Intermediate	Intermediate	Intermediate	Intermediate
Advanced	Advanced	Advanced	Advanced
Don't know	Don't know	Don't know	Don't know

Cancel

Continue

If “Other health impairment (Specify)” is selected for SD Details, a text box appears for additional information input:

SD Details

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

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

You have selected "Other health impairment" for IDEA category. Please specify.

IDEA Category - Other health impairment (Specify)

If “Other (Specify)” is selected for EL Details, a text box appears for additional information input:

EL Details

Select the student's primary language, years of academic instruction in English, and English proficiencies.

Primary language	Years of academic instruction in English	Proficiency in English			
Spanish	Not receiving instruction in English	Reading	Writing	Speaking	Listening
<input checked="" type="button" value="Other (Specify)"/>	Less than 1 year	No Proficiency	No Proficiency	No Proficiency	No Proficiency
	1 to 2 years	Beginning	Beginning	Beginning	Beginning
	2 to 3 years	Intermediate	Intermediate	Intermediate	Intermediate
	More than 3 years	Advanced	Advanced	Advanced	Advanced
	Don't know	Don't know	Don't know	Don't know	Don't know

You have selected "Other" for primary language. Please specify.

Primary language - Other (Specify)

Upon selecting the “Continue” button, the user is navigated to the Accommodations selection screen.

Note. The AMS screensots do not reflect the specific Universal Design Elements (UDEs) and Accommodations available for the 2027 NAEP Science Pilot administration. Tables following the system screenshots include the list of 2027 approved UDE and Accommodations that are to be shown within the AMS along with corresponding default description text.

Select the accommodations Susan Jones needs for the NAEP Reading assessment.

Search...

- ✓ Universal Design Elements (UDEs) are always turned on for, or available to all students. UDEs do not need to be selected and cannot be removed from selection below. [UDEs](#) [Accommodations](#)

✓ Closed Captioning	Details
✓ Color Theming	Details
✓ Directions Explained/Clarified	Details
✓ Directions Read Aloud/Text-to-speech (English)	Details
✓ Elimination Capability	Details
✓ Individual Testing Experience	Details
✓ Read Aloud/Text-to-Speech (English) — Occasional or Most or All	Details
✓ Scratch Paper	Details
✓ Scratchwork Capability	Details
✓ Text Highlighter	Details
✓ Text Notepad	Details
✓ Use a computer/tablet to respond	Details
☐ Braille Version of the Test	Details
☐ Breaks During Test	Details
☐ Calculator Version of the Test	Details
☐ Cueing to Stay on Task	Details
☐ Directions Only Presented in Sign Language	Details
☐ Directions Only Translated to Spanish and Directions Read Aloud/Text-to-Speech (Spanish)	Details
☐ Extended Time	Details
☐ Familiar Person Present in Testing Room	Details
☐ Flexible Scheduling / Time of Day	Details
☐ Hearing Impaired Version of the Test	Details
☐ High Contrast for Visually Impaired Students	Details
☐ Low Mobility Version of the Test	Details
☐ Magnification	Details
☐ Preferential Seating	Details
☐ Presentation in Sign Language	Details

Selected Accommodations

Select accommodation(s) required by the student to begin. UDEs do not need to be selected.

☐	Hearing Impaired Version of the Test	Details
☐	High Contrast for Visually Impaired Students	Details
☐	Low Mobility Version of the Test	Details
☐	Magnification	Details
☐	Preferential Seating	Details
☐	Presentation in Sign Language	Details
☐	Read aloud to self or requires a whisper phone	Details
☐	Response in Sign Language	Details
☐	Requires a snack or water during testing	Details
☐	Scribe	Details
☐	Separate Location/Small Group	Details
☐	Spanish/English Version of the Test and Read Aloud/Text-to-Speech (Spanish)-Occasional or Most or All	Details
☐	Special Equipment	Details
☐	Test blood sugar and diabetic needs	Details
☐	Uses Template	Details

Additional Accommodations

Does Susan typically receive any additional accommodations, beyond those listed in NAEP inclusion policies and shown above, when taking Reading assessments?

- ☐ No, the student does not typically receive any additional accommodations.
☐ Yes, the student typically receives additional accommodations.

Cancel

Back

Continue

Accommodation Details

Additional details can be viewed by selecting the “Details” button in the row of an accommodation. Details included are customizable at the state level and provided by NAEP State Coordinators for their specific state.

✓	Closed Captioning All voice-over narration is closed captioned. Hide Details
✓	Color Theming Option 1: black text on white background; default. Option 2: white text on black background. Option 3: black text on beige background. This tool is not available for the tutorial and some items. Select the High Contrast for Visually Impaired Students if students need all content in high contrast. Hide Details
✓	Directions Explained/Clarified Students can raise their hand at any time and ask the test administrator to clarify or explain directions. Hide Details

☐	Braille Version of the Test A paper-based embossed Braille form. NAEP uses contracted Unified English Braille (UEB) for all subjects. For the mathematics and science assessments, NAEP offers two versions: UEB plus Nemeth or UEB only. Students can use a scribe to record their answers and can use a Braille output device provided by the school. Crosswalked accommodations: Similar to the Braille accommodation on WY-TOPP. Hide Details
☐	Breaks During Test Student is allowed to take breaks as requested or at predetermined intervals during the assessment. This could also mean the student can take the assessment in more than one sitting during a single day. Crosswalked accommodations: Similar to the Breaks/Pausing and Frequent Breaks administrative considerations on WY-TOPP. Hide Details
☐	Calculator Version of the Test A calculator is available to complete the assessment and appears directly onscreen in the assessment. Crosswalked accommodations: Similar to the Calculator accommodation on WY-TOPP. Hide Details

Specific accommodations require additional information to be provided, when applicable additional information is requested at the time the user selects the accommodation:

✓	Breaks During Test Student is allowed to take breaks as requested or at predetermined intervals during the assessment. This could also mean the student can take the assessment in more than one sitting during a single day. Crosswalked accommodations: Similar to the Breaks/Pausing and Frequent Breaks administrative considerations on WY-TOPP. Details Indicate frequency and duration of breaks needed. 						
✓	Scribe Identify the school staffperson who will perform this role. <table> <tr> <td>First name</td> <td>Last name</td> <td>Email</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	First name	Last name	Email			
First name	Last name	Email					

The following table includes the full set of 2027 approved UDE and Accommodations along with the default descriptive details for each as will be displayed in the AMS.

2027 Accommodations and descriptions

UDE or Accommodation	Label	Detail / Description
UDE	Closed Captioning	All voice-over narration is closed captioned.
UDE	Color Theming	Option 1: black text on white background (default) Option 2: white text on black background Option 3: black text on beige background This tool is not available for the tutorial and some items.
UDE	Directions Explained/Clarified	Students can raise their hand at any time and ask the test administrator to clarify or explain directions.
UDE	Directions Read Aloud/Text-to-Speech (English)	All directions are text-to-speech enabled.
UDE	Elimination Capability	Allows students to gray out answer choices on screen for multiple choice questions.
UDE	Individual Testing Experience	All students interact directly with the device through earbuds to reduce distractions.
UDE	Read Aloud/Text-to-Speech (English) – Occasional or Most or All	Students select some or all text to be read aloud by the system using text-to-speech.
UDE	Scratch Paper	Scratch paper and a pencil is available upon request.
UDE	Scratchwork Capability	Allows freehand drawing on the screen for most content.
UDE	Text Highlighter	Allows the highlighting of text on the screen for most content.
UDE	Text Notepad	Allows text to be entered from the physical keyboard to record notes into a resizable window for each question.
UDE	Use a Computer/Tablet to Respond	All students respond on devices.
UDE	Volume Adjustment	Students may raise or lower the volume on the voice-over narration.

UDE	Zooming	Enlarges some content onscreen up to three times (3X) the default text/image size on the screen. Does not include the tutorial, toolbar, item tabs, scrollbars, or calculator.
Accommodation	Bilingual Dictionary (in any language)	A handheld electronic or hardcopy bilingual dictionary provided by the school in any language that contains English translations of words but does not contain definitions.
Accommodation	Breaks During Test	Student is allowed to take breaks as requested or at predetermined intervals during the assessment. This could also mean that the student can take the assessment in more than one sitting during a single day.
Accommodation	Calculator Version of the Test	A calculator is available to complete the assessment and appears directly onscreen in the assessment.
Accommodation	Cueing to Stay on Task	Provided by a school staff member and includes monitoring for understanding, redirecting to stay on task, prompts to stay on task, reinforcement, and refocus.
Accommodation	Directions Only Presented in Sign Language	A qualified sign language interpreter at the school signs the instructions included in the session script.
Accommodation	Extended Time	Student will receive up to three times the allotted time to complete the assessment.
Accommodation	Familiar Person Present in Testing Room	The aide who regularly works with the student must be present in the testing room during time of assessment.
Accommodation	Flexible Scheduling	Testing at a specific time of day (e.g., rolling starts and time of day based on student schedules)
Accommodation	Hearing Impaired Version of the Test	All auditory content is closed-captioned.

Accommodation	Medical Supports	Students may have access to medical supports for medical purposes. The medical support may include a cell phone and should only support the student during testing for medical reasons. Permits access to diabetes testing supplies. Permits use of hearing aides, including Bluetooth. Access to nurse or medication.
Accommodation	Multiplication table/100 table	A paper-based multiplication table. A paper-based table listing numbers from 1-100. The table the student requires will be provided by the school.
Accommodation	Preferential Seating	Location with minimal distractions, reduce distractions, quiet location or setting within the general testing session.
Accommodation	Read Aloud to Self or Whisper Phone	Whisper phone is an acoustic tool used as a testing accommodation to help students focus and improve reading fluency, comprehension, and word decoding by allowing them to hear themselves read aloud softly. If a whisper phone is not available, students may be allowed to read in a whisper to themselves.
Accommodation	Requires Snack or Water During Testing	Students are allowed to have a snack or water during testing to support medical needs.
Accommodation	Separate Location/Small Group	Student is tested in a separate location to meet testing needs as appropriate. May be in the same room but in a specific location or a different room. Can be individual or with a small group of students.
Accommodation	Special Equipment	Provided by the school and can include a FM system, amplification equipment, auditory amplification device, noise buffers, study carrel, blinder, special lighting, adaptive furniture, stress ball, or sensory fidget item.
Accommodation	Uses Template	Provided by the school and can include a cutout, masking, color overlays, line reader, or place marker.

After the NAEP accommodation selection section of the page, users are presented with an additional question to determine if a student has other accommodation needs beyond those offered with NAEP.

Does <Student Name> typically receive any additional accommodations, beyond those listed in NAEP inclusion policies and shown above, when taking Reading assessments?

☐ No, the student does not typically receive any additional accommodations.

☐ Yes, the student typically receives additional accommodations.

Cancel

Back

Continue

If user selects “No, the student does not typically receive any additional accommodations” and then selects the continue button, they are navigated to the Confirmation page.

If user selects “Yes, the student typically receives additional accommodations” additional and other specify accommodation options appear.

Does Susan typically receive any additional accommodations, beyond those listed in NAEP inclusion policies and shown above, when taking Reading assessments?

☐ No, the student does not typically receive any additional accommodations.

☒ Yes, the student typically receives additional accommodations.

Additional accommodations

Select...

Other accommodation(s) - Please specify

Other accommodation 1

Other accommodation 2

Other accommodation 3

Contact your state coordinator at charliejensen608660@etsamsmock.org for information about the availability of additional accommodations on NAEP.

Additional Accommodation dropdown:

Additional accommodations

Select... ^

☐ Graphic organizers

☐ Multiplication charts or tables/100s tables/number chart

☐ Oral or written responses translated into written English

☐ Paper version of the test

☐ Read aloud/text-to-speech in native language other than in Spanish

☐ Rewording or simplifying test questions

☐ Speech-to-text

☐ Taking the test over multiple days

☐ Tape-recording answers

☐ Use of arithmetic tables, graph paper, or non-NAEP ruler

☐ Use of a bilingual version of the test other than in Spanish

☐ Use of a dictionary, thesaurus, or any spelling- or grammar-checking software

[Finished with selections](#)

Note. The additional (not allowed) accommodations listed in the screenshot are for reference purposes. The table below identifies the specific additional accommodations that will be shown in system for the 2027 NAEP administration. Descriptions are not provided in system for additional accommodations.

Additional Accommodation	Label	Detail / Description
Accommodation (Not allowed)	Graphic organizers	Not applicable
Accommodation (Not allowed)	Paper version of the test	Not applicable
Accommodation (Not allowed)	Read aloud/Text-to-speech in native language other than in Spanish	Not applicable
Accommodation (Not allowed)	Rewording or simplifying test questions	Not applicable
Accommodation (Not allowed)	Spanish/English Version of the Test	Not applicable
Accommodation (Not allowed)	Speech-to-text	Not applicable
Accommodation	Taking the test over multiple days	Not applicable

(Not allowed)		
Accommodation (Not allowed)	Use of a bilingual version of the test other than in Spanish	Not applicable
Accommodation (Not allowed)	Use of a dictionary, thesaurus, or any spelling- or grammar-checking software	Not applicable

Selected additional accommodations are displayed to the user as they are selected.

Note. All other accommodations – please specify entries require review and approval by a NAEP representative. A tag labeled “Requires review and approval” is displayed next to the other Specify accommodation until a decision is made.

Does Susan typically receive any additional accommodations, beyond those listed in NAEP inclusion policies and shown above, when taking Reading assessments?

☐ No, the student does not typically receive any additional accommodations.

☒ Yes, the student typically receives additional accommodations.

Additional accommodations

Graphic organizers × Paper version of the test × Speech-to-text ×

Other accommodation(s) - Please specify

Support Animal

Requires review and approval

Other accommodation 2

Other accommodation 3

Contact your state coordinator at charliejensen608660@etsamsmock.org for information about the availability of additional accommodations on NAEP.

The tag for other specify accommodation is updated accordingly once a decision has been applied by a NAEP representative.

NAEP Representative Other Specify Decisions:

- **Allowed** – Label changed to “Allowed” – no further action needed by school - Other Specify accommodation noted in Selected Accommodation section on the Confirmation/Summary page
- **Not allowed** – Label changed to “Not Allowed” – follow required by school on the Confirmation/Summary page to indicate if student can take NAEP without the accommodations
- **Uppcode** – Label changed to “Uppcode” – no further action needed by school – Uppcoded accommodation will appear in the Selected Accommodation section on the Confirmation/Summary page

- **Delete** – Label change to “Delete” then no further action needed by school
- **Ignore** – Label changes to “Ignore” then no further action needed by school

Once a user has selected a student’s accommodations and entered other specify accommodations and selected the Continue button, they are navigated to the Confirmation/Summary page.

Confirmation/Summary page

The Confirmation/Summary page allows users to view:

- How to take NAEP responses and identify any additional informational requirements.
- Additional accommodations selected (not allowed) that have additional information required to identify if the student can take NAEP without the non-allowed accommodation(s).
- Accommodations pending NAEP review
- Selected accommodations and corresponding additional information as applicable that was provided or still needed.
- Universal Design Elements

Additional features and elements of the page include:

- “Info required” label identifies any section where user has not responded to required questions and/or information requests.
- Ability to download state specific Inclusion Policy documents via the NAEP Inclusion Policies dropdown.
- Edit buttons to return to specific pages within the SD/EL selection process.
- User ability to Save and exit without all required information completed.
- Selecting a “Completed” label display specific responses provided in a pop-up.

All subsequent users editing a student’s SD/EL information are returned to the Confirmation/Summary page from which they can provide any additional required information and/or select the edit button of the corresponding section to return to a specific section to update responses and selections.

The Confirmation/Summary page is dynamic with information shifting as additional information is provided. For example other specify accommodations “Pending NAEP decision” are moved to the Selected accommodations” if marked as “Allowed” by a NAEP representative, or moved to the Not allowed section with additional action required by school user if marked as Not Allowed by a NAEP representative.

[Completed](#)

[How to take NAEP](#) | [Accommodations](#) | [Selection summary](#)

Selection summary

Review the information below and select Edit to make any necessary changes.

How to take NAEP

[Edit](#)

Testing method With accommodations

SD Details - status [Info required](#)

EL Details - status [Info required](#)

Accommodations

[Edit](#)

Additional Accommodations - status [Completed](#)

Additional information required

[Not allowed](#)
[Info required](#)

Students with disabilities and English learners must be included to the fullest extent possible. NAEP expects most students with disabilities and English learners to participate with or without NAEP accommodations.

Can Susan take the NAEP Reading assessment **without** the following accommodation(s)?

Oral or written responses translated into written English

☐ Yes, assess student without this accommodation. ☐ No, exclude student.

Read aloud/text-to-speech in native language other than in Spanish

☐ Yes, assess student without this accommodation. ☐ No, exclude student.

Speech-to-text

☐ Yes, assess student without this accommodation. ☐ No, exclude student.

Support animal

Selecting a "Completed" status opens corresponding pop-up displaying provided

SD Details

IDEA categories

Autism, Specific learning disability

Degree of disability

Mild

Grade-level performance in Reading

Not receiving instruction in this subject

EL Details

Primary language

Spanish

Years of academic instruction in English

Not receiving instruction in English

Reading proficiency

No Proficiency

Writing proficiency

Beginning

Speaking proficiency

Intermediate

Listening proficiency

Intermediate

Additional Accommodations

Response

Yes

Selected accommodations

☒	Breaks During Test
	Indicate frequency and duration of breaks needed.
☒	Cueing to Stay on Task
☒	Scribe
	First name Last name Email

Universal Design Elements

Universal Design Elements (UDEs) are always turned on for, or available to all students.

UDEs do not need to be selected and cannot be removed from selection below.

☒	Closed Captioning	Color Theming
	Directions Explained/Clarified	Directions Read Aloud/Text-to-speech (English)
	Elimination Capability	Individual Testing Experience
	Read Aloud/Text-to-Speech (English) — Occasional or Most or All	Scratch Paper
	Scratchwork Capability	Use a computer/tablet to respond
	Volume Adjustment	Zooming
	Text Highlighter	Text Notepad

[Cancel](#)
[Save and exit](#)

Additional system messaging is included in the event that the information provided results in a student being excluded from the NAEP assessment.



Student Exclusion Warning

Susan Jones will not take the NAEP Reading assessment. Your NAEP state coordinator may contact you to discuss the inclusion of this student.

Upon selecting Save and exit, users are returned to the Students with Disabilities (SD) and English Learners (EL) tab.

If any SD/EL students have been identified for exclusion from the NAEP assessment a warning banner will appear above the table for both the Student Demographics Information and Students with Disabilities (SD) & English Learners (EL) views (tabs). User may select the Filter table to view excluded students button to limit the view of students in the table to the excluded students only.



Warning - Excluded SD/EL Students

1 or more SD/EL students are currently listed as excluded from taking the NAEP assessment. Please review [NAEP Inclusion Policies](#) and determine the accuracy of all exclusions.

Filter table to view excluded students

Student Demographic Information

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

Filters

Clear all

> ☐ Subject

> ☐ Gender

> ☐ Race/Ethnicity

> ☐ SD/EL

> ☐ Participation status

Category

0 selected

Choose category

Change to

-

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	

119

Without Accommodations

Student: Jones, Susan

Science

NAEP Inclusion Policies

[How to take NAEP](#) | [Accommodations](#) | [Selection summary](#)

Select how Susan Jones should take the NAEP Reading assessment

With accommodations

Without accommodations

Do not test

SD Details

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

IDEA categories (select all that apply)

Autism

Developmental delay (age 9 or younger)

Emotional disturbance

Hearing impairment/deafness

Intellectual disability

Other health impairment (Specify)

Orthopedic impairment

Specific learning disability

Speech or language impairment

Traumatic brain injury

Visual impairment /blindness

Don't know

Degree of disability

Profound/severe

Moderate

Mild

Don't know

Grade-level performance in Reading

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

EL Details

Select the student's primary language, years of academic instruction in English, and English proficiencies.

Primary language

Spanish

Other (Specify)

Years of academic instruction in English

Not receiving instruction in English

Less than 1 year

1 to 2 years

2 to 3 years

More than 3 years

Don't know

Proficiency in English

Reading

No Proficiency

Beginning

Intermediate

Advanced

Don't know

Writing

No Proficiency

Beginning

Intermediate

Advanced

Don't know

Speaking

No Proficiency

Beginning

Intermediate

Advanced

Don't know

Listening

No Proficiency

Beginning

Intermediate

Advanced

Don't know

Cancel

Continue

120

[How to take NAEP](#) | [Accommodations](#) | [Selection summary](#)

Selection summary

Review the information below and select Edit to make any necessary changes.

How to take NAEP

Edit

Testing method

Without accommodations

SD Details - status

[Completed](#)

EL Details - status

Info required

Accommodations

Edit

Additional Accommodations - status

Not applicable

No accommodations have been selected.

Universal Design Elements

Universal Design Elements (UDEs) are always turned on for, or available to all students.

UDEs do not need to be selected and cannot be removed from selection below.

✓	Closed Captioning	Color Theming
	Directions Explained/Clarified	Directions Read Aloud/Text-to-speech (English)
	Elimination Capability	Individual Testing Experience
	Read Aloud/Text-to-Speech (English) — Occasional or Most or All	Scratch Paper
	Scratchwork Capability	Use a computer/tablet to respond
	Volume Adjustment	Zooming
	Text Highlighter	Text Notepad

Cancel

Save and exit

Do Not Test

Student: Jones, Susan

Science

NAEP Inclusion Policies

[How to take NAEP](#) | [Accommodations](#) | [Selection summary](#)

Select how Susan Jones should take the NAEP Reading assessment

With accommodations

Without accommodations

✓ Do not test

Select why student is not participating in the assessment

☐

Meets (or met) the criteria for the state alternate assessment

- State Alternate 1
- State Alternate 2

☐

English learner - less than 1 year in U.S. schools

- Enrolled in U.S. schools for less than one (1) full academic year before the NAEP assessment and cannot access NAEP.

☐

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

☐

Reason not listed

- Contact NAEP State Coordinator

[Show HD reason field](#) | [Show locked accommodation card](#)

Cancel

Continue

Note. Schools in the Hawaii Jurisdiction will also see an additional option for Hawaiian Immersion Student

☐ Hawaiian Immersion Student

- Student participates in Hawaiian Language Immersion Program (HLIP), Ka Papahana Kaiapuni (KPK)

If Meets (or met) the criteria for the state alternate assessment or English learner - less than 1 year in U.S. schools is selected SD and/or EL details appear:

SD Details

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

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

EL Details

Select the student's primary language, years of academic instruction in English, and English proficiencies.

Primary language	Years of academic instruction in English	Proficiency in English			
Spanish	Not receiving instruction in English	Reading	Writing	Speaking	Listening
Other (Specify)	Less than 1 year	No Proficiency	No Proficiency	No Proficiency	No Proficiency
	1 to 2 years	Beginning	Beginning	Beginning	Beginning
	2 to 3 years	Intermediate	Intermediate	Intermediate	Intermediate
	More than 3 years	Advanced	Advanced	Advanced	Advanced
	Don't know	Don't know	Don't know	Don't know	Don't know

Cancel

Continue

Student: Jones, Susan

Reading

NAEP Inclusion Policies

[How to take NAEP](#) | [Selection summary](#)

Selection summary

Review the information below and select Edit to make any necessary changes.

How to take NAEP

Edit

Testing method	Do not test
Reason for not participating	Info required
SD Details - status	Info required
EL Details - status	Info required

Cancel

Save and exit

Appendix I19: 2027 Request Help (NEW)

Users can access and view the contact information for the NAEP help desk by clicking the Help button in the top Menu bar.

The screenshot displays the AMS (Assessment Management System) interface. On the left is a dark blue sidebar with the 'AMS' logo and navigation options: '2027 DBA Pilot Operational', 'Schools', and 'Districts'. The top right of the interface features a 'Help' button and a user profile icon labeled 'AMS Username'. The main content area is titled 'Districts' and 'PPV District AK9001'. It includes filters for 'AK', 'PIL', and 'Grade 8'. A section titled 'Provide District Characteristics' contains a note about reviewing information. Below this is a 'District information' card with a 'Selected Schools' section showing the number '5' and a 'View Selected Schools' button. To the right of this card is a list of district details: LEA ID (PAK9001), District name (PPV District AK9001), Phone (555-555-5555), Website (https://www.ets.org/), and Physical address (1234 Example Address Drive, Suite A, Schoolville, AK 99707). At the bottom right of the card is an 'Edit' button.

Request help



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



Phone

1-800-283-6237



Email

naephelp@westat.com



Hours

<X:XX AM - X:XX PM> ET, Monday - Friday

Close

Note. Help desk hours vary throughout the assessment cycle.

Appendix I20: 2027 Schedule Assessment Planning Meetings (NEW)

Schedule Assessment Planning Meeting

The Schedule Assessment Planning Meeting (APM) tile is used to schedule/reschedule an APM, view scheduled APM date, access meeting link, identify whether meeting occurred and schedule a follow-up as needed. Functionality available to school/district users is limited to Scheduling/Rescheduling an APM. All other functionality available in the tile is limited to and the responsibility of internal NAEP staff (e.g., Field staff).

The screenshot shows a web interface for scheduling a meeting. On the left, a sidebar titled 'Schedule Assessment Planning Meeting' contains a paragraph: 'Participate in a virtual meeting with the NAEP team to review the assessment plan. Your NAEP representative will contact you about scheduling this meeting.' The main content area is titled 'Schedule Assessment Planning Meeting' and includes a sub-header 'Meeting between NAEP representative and school'. Below this are three status indicators: 'Not Scheduled' (selected), 'No Time Set', and 'Not Assigned'. A section for 'Virtual meeting link' contains buttons for 'Reschedule Assessment Planning Meeting +', 'Add/Edit Virtual Meeting Link', and a 'Did this meeting happen?' question with 'No' (selected) and 'Yes' radio buttons. Below that is an 'Is a follow-up meeting needed?' question with 'No' (selected) and 'Yes' radio buttons. At the bottom, a note states: 'For field staff only: Please record the details of this meeting and any follow-up contacts in the Contact Log.'

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.

The image shows two overlapping modal pop-ups. The background modal is titled 'Select a Date & Time' and features a calendar for January 2027. The date '14' is highlighted in green. To the right of the calendar is a vertical list of time slots: 7:00 AM, 7:30 AM, 8:00 AM, 8:30 AM, 9:00 AM (highlighted in green), and 9:30 AM. At the bottom of this modal is a 'Confirm' button with a right arrow. The foreground modal is titled 'Schedule Meeting' and contains the following information: a message 'Your NAEP representative will send a virtual link for this date and time.', the date 'Wednesday, January 14', the time '9:00 AM - 10:00 AM Time Zone CDT', the NAEP representative 'Not Assigned', and the school 'Allison El'. At the bottom are 'Back' and 'Schedule Meeting' buttons.

Appendix I21: 2027 School Summary Page (NEW)

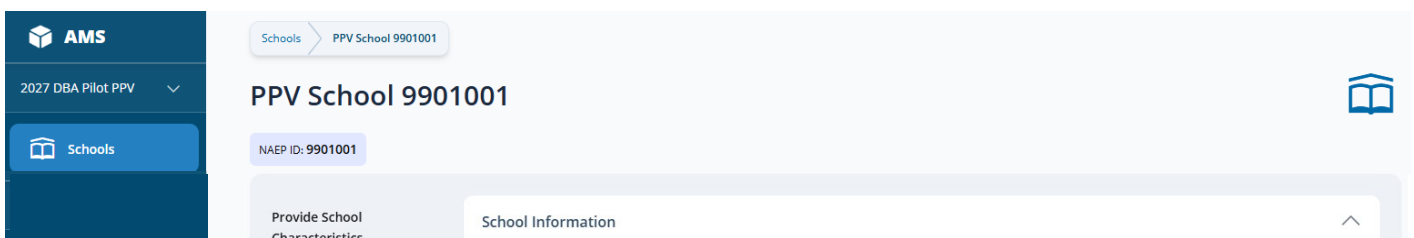
Appendix [insert letter & #]: NAEP 2027 School Summary Page

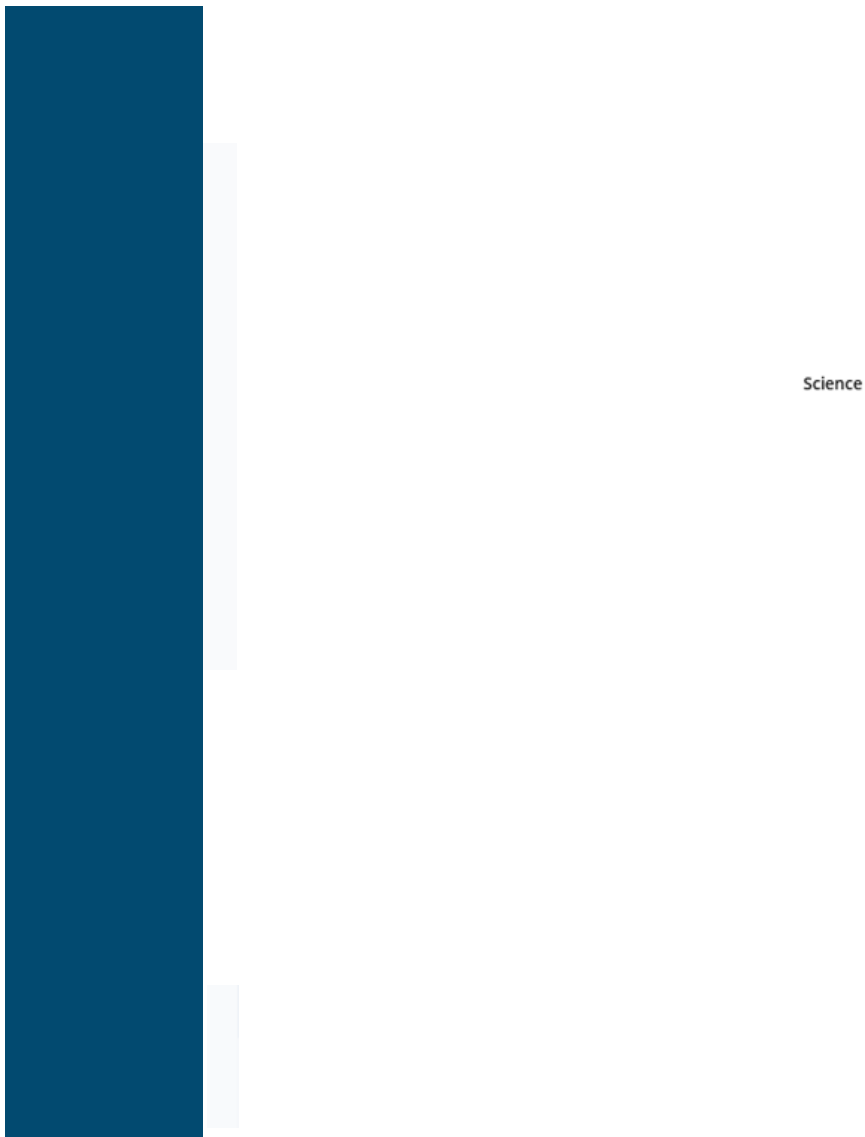
The School Summary page consists of “tiles” (primary sections), each containing certain information for viewing/editing data and/or features for completing specific NAEP operational tasks as follows:

- **Provide School Characteristics**
 - School information
 - Grade information
- **Manage Team**
- **Take the School Technology Survey**
- **Import Students**
- **Schedule Assessment Planning Meeting**
- **Provide Student Information – Student Demographics**
- **Students with Disabilities (SD) and English Learners (EL)**
 - Acknowledgement of State Inclusion Policies
 - Students with Disabilities (SD) and English Learners (EL) Details
- **Assessment Logistics**
- **Technical Logistics** (appears for School Device Model schools only)
- **Notify Parents/Guardians**
- **Manage Questionnaires**
- **Support Assessment Activities**

Tiles become operational at different points throughout the administration cycle in support of, and alignment with, school recruitment, student sampling, preassessment readiness activities, and school and teacher questionnaire management. The School Summary page features badges and banners to display important reference information at the top of the page to support system users that conditionally appear, change or are removed at different points in time. A Task List navigation menu is also provided on the School Summary page.

Note. The AMS is undergoing a redesign to standardize the user interface (UI). The content shown in the screenshots and supporting narrative aligns with 2027 NAEP administration requirements. The 2027 NAEP administration is a pilot administration specific to Grade 8 Science. Any screenshots referencing “Main”, Grade 4, and/or any subject other than Science, will display “Pilot”, “Grade 8”, and “Science” respectively in the AMS for the 2027 NAEP Administration.





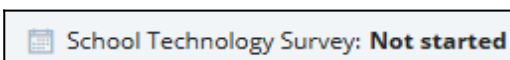
Badges

Badges are provided to provide users with quick at-a-glance reference to key dates, statuses and information. The following badges appear in the system:

School Technology Survey (STS)



Note. Interactive badge displayed during the STS window until the school's survey is submitted (completed).



- Possible statuses include:

- o Not started
- o In progress
- o Completed

Note. Status displayed in STS badge changes after the close of the STS Window.

 School Technology Survey: **Not started - Closed**

- Possible statuses include:
 - o Not started – Closed
 - o In progress – Closed
 - o Completed – Closed

Assessment Planning Meeting (APM) and Scheduled Assessment Dates:

 Assessment date: **January 16, 2026**

 Assessment Planning Meeting: **January 30, 2026**

Note. Display “Not Scheduled” prior to dates being established.

Verification code:

Verification code: **VK52**

Note. Verification codes are unique to each school, and used when validating devices as part of device readiness checks.

Banners

Banners are used to display important information to users. The following banners appear in the system.

Assessment Model Assignment

Either of the following two banners will appear at the time the STS is completed for a school or at the close of the STS window for surveys not yet started or in progress.

Review School 9597 has been selected to participate in the NAEP assessment using school devices.

Review School 9597 has been selected to participate in the NAEP assessment using NAEP devices.

Assessment

The following banner appears one day prior to a school’s scheduled assessment date.



Caution

If you make any changes in AMS, please contact your NAEP representative directly.
NAEP representatives prepare materials the day before the assessment and will need to update them.

System Messaging

The AMS contains several standard messaging universally applied throughout the application where and when applicable.

System Modal/Toast Messaging:

Request Failed (400)

An error occurred while processing your request. Please try again. (HTTP 400)

OK

Conflict (409)

This record was updated and saved by another user while you were editing. Please confirm the selections applied and update further as needed.

OK

Inactivity timeout

You have not been active in AMS for 18 minutes.

Per security requirements, you will be automatically logged out in 34 seconds. If you wish to keep working, click the Keep Working button.

Keep Working

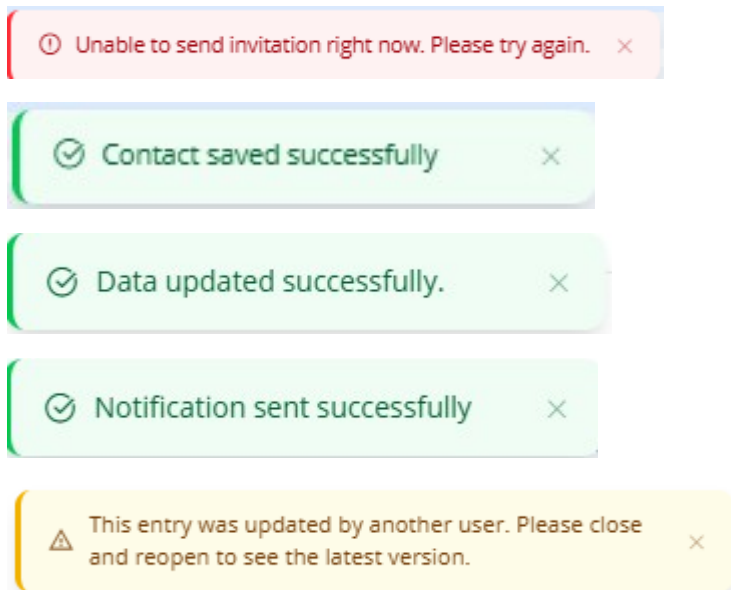
Access Denied (403)

You do not have permission to access this resource at this time. Please contact the NAEP help desk at 1-800-283-6237 if you believe this is an error. (HTTP 403)

Exit

No updates found

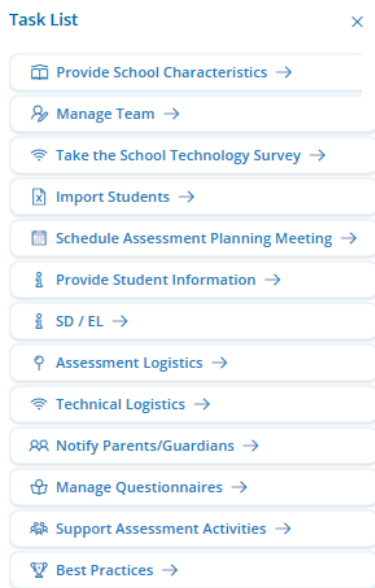
This file does not contain updated information.



Task List

The Task List is an expandable/collapsible tab that serves as a shortcut to navigate users to a specific tile. Menu options are dynamically populated based on the tiles available to the user.

Note. Not all tiles appear to all users and are dependent on State Coordinator designations of whether the school, district, or state is responsible for importing student lists and add new students, or school, district, state refusals of school and teacher questionnaires. Additionally, the Technical Logistics tile does not appear (not applicable) for schools assigned to NAEP Device Model. The Task list is dynamically populated based on the specific tiles available to the user. Below is the full set of possible options that may appear.



Preassessment Activities

The Preassessment Activities tile appears in the AMS at the opening of the preassessment activities, after the Import Student List initial window has closed and student sampling is completed. It provides a visual summary status of preassessment task completion by section (tile). The tasks listed double as hyperlinks to facilitate user navigation to a specific tile. The Task List is dynamically populated based on the corresponding activities applicable to the schools (e.g., Technical Logistics does not appear for NAEP Device Model schools). Additional messaging is displayed depending on completion of student demographic information.

Preassessment Activities

Now that the student sample is available, preassessment activities can be completed in the AMS. This summary report will show the status of each activity. All activities should be completed before the assessment planning meeting.

Preassessment Activities

Assessment Planning Meeting date <Date>

May require updates after Add New Students

Task	Info required	Completed
Provide Student Information: Student Demographics		
Provide Student Information: SD and EL Students		
Add New Students		
Assessment Logistics		
Technical Logistics		
Notify Parents/Guardians		
Manage Questionnaires		
Acknowledgement of State Inclusion		

Demographic information is unavailable for 2 student(s) in the Provide Student Information section.

Demographic information is available for all selected students.

Note. Beginning with the 2027 NAEP administration, a new task for acknowledgement of state inclusion policies will be introduced and included as a task in the list with a corresponding completion status.

Appendix I22: 2027 School Technology Survey

The School Technology Survey (STS) is used to determine assessment model assignments (School Device, NAEP Device) for individual schools.

Notes:

- District respondents may complete surveys for one or more schools within a single session or across multiple sessions anytime during the survey response window. District and state respondents select the school(s) they wish to respond to from the School Technology Survey Manager.
- School level respondents are limited to responding to a single school survey only and may complete the survey within a single session or across multiple sessions anytime during the survey response window.
- Responses are automatically saved as a respondent navigates through the survey (e.g., advances to a different question via **Save and Continue** button).
- Respondents may return to previous question via the **Previous Question** button. Responses are not automatically saved as a response is provided or when a prior response is changed. When navigating to a previous question, respondents will be provided with two options for proceeding if they have made a change to a response (single school survey) or one or more responses (multi school survey): **Save and Continue**, **Cancel**.

Unsaved Changes



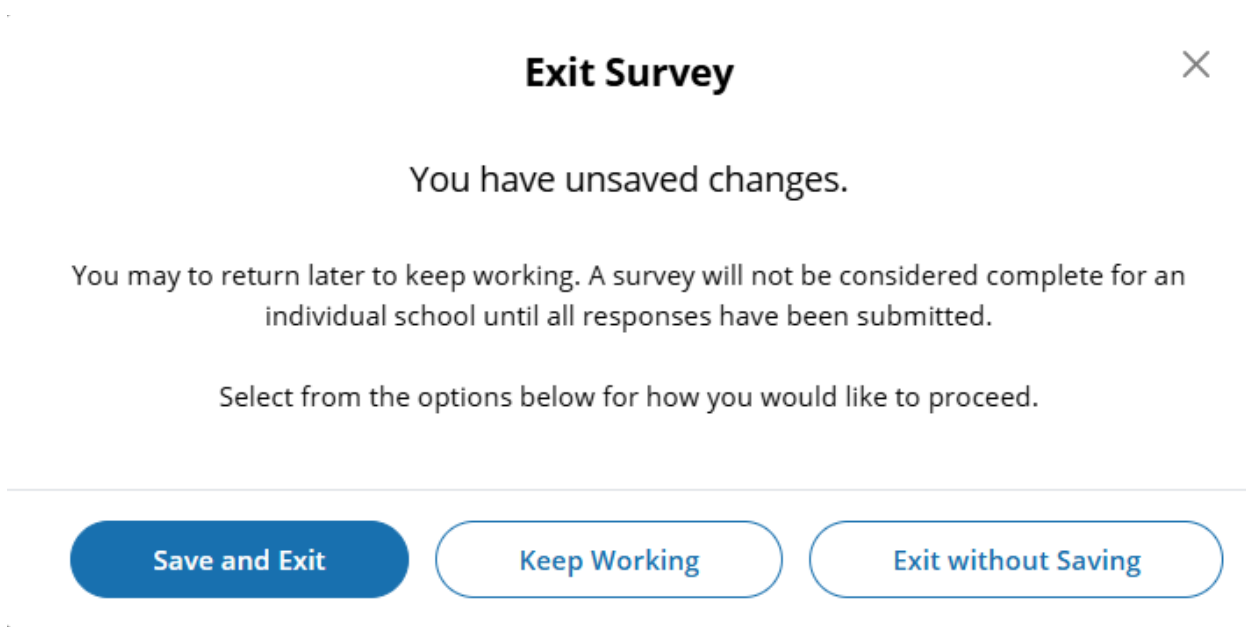
You have made changes that have not yet been saved.

Select **Save and Continue** to confirm your changes or Cancel to keep working on this question.

Cancel

Save and Continue

- Ability to **Exit Survey** is provided on each question. Upon clicking **Exit Survey**, respondents are provided three options for proceeding: **Save and Exit**, **Keep Working**, **Exit without Saving**.



The image shows a modal dialog box titled "Exit Survey" with a close button (X) in the top right corner. The main text inside the dialog reads: "You have unsaved changes." Below this, a message states: "You may to return later to keep working. A survey will not be considered complete for an individual school until all responses have been submitted." This is followed by a prompt: "Select from the options below for how you would like to proceed." At the bottom, there are three buttons: "Save and Exit" (solid blue), "Keep Working" (outline blue), and "Exit without Saving" (outline blue).

- **(Multi School)** Respondents have the ability to “Save” work in progress on a question by selecting the **Save** button. Responses up to that point saved and user remains on current question.
- **(Single and Multi School)** – Responses are automatically saved when respondent clicks **Save and continue** button and user is navigated to the next question.
- An option to clear responses is provided for selected response questions. Clear response does not apply to open ended text box responses.
 - o **(Single School)** – **Clear response** button removes response provided on the question.
 - o **(Multi School)** – **Clear response** button provided for each school listed - removes response for a specific school.
- Questions 1-5 are School Device eliminating questions:
 - o **(Single School)** If a response is provided that eliminates the option for using School Devices, a “Submit Survey” confirmation pop up will appear upon clicking the **Save and continue** button.

Submit Survey



One or more responses indicate that school devices do not meet NAEP minimum requirements. No further responses are required on this survey for this school.

Select **Submit** if you are done working and are confident in all of the responses provided.

Select **Cancel** to go back and make changes.

Changes cannot be made after the survey has been submitted, or once the survey window has closed.

Cancel

Submit

- o **(Multi School)** - Schools for which an eliminating response is provided on any of questions 1-5, the school will remain shown on subsequent questions but will be disabled (greyed out) and will not require additional responses to be provided. If an eliminating response is provided for all selected schools a “Submit Survey” confirmation pop up will appear upon clicking the **Save and continue** button.

Submit Survey



One or more responses indicate that school devices do not meet NAEP minimum requirements. No further survey responses are required for these schools.

Select **Submit** if you are done working and are confident in all of the responses provided.

Select **Cancel** to go back and make changes.

Changes cannot be made after the surveys have been submitted, or once the survey window has closed.

Cancel

Submit

Prior responses may be changed prior to submission of the survey by any permissioned user with editing rights. Users changing existing responses will be shown a pop-up providing two options for proceeding: **Cancel** and **Continue**.

Modifying Responses



This action will override a previously saved response. Are you sure you want to proceed?

Select **Continue** to confirm your changes or **Cancel** to return to the question.

Cancel

Continue

- Respondents may advance to the next question without making a selection for multiple choice and open-ended text box questions. If responses are missing, a message will be displayed alerting respondent of missing responses upon clicking the **Submit** button at the end of the survey. School surveys may not be “submitted” without a response provided for each question.

(Single School) – Submit Survey: No Incomplete Responses

Submit Survey



Select **Submit** if you are done working and are confident in all of the responses provided.

Select **Cancel** to go back and make changes.

Changes cannot be made after the survey has been submitted, or once the survey window has closed.

Cancel

Submit

(Multi School) – Submit Survey: No Incomplete Responses

Submit Survey



You are about to submit survey responses for **(5)** schools.

Select **Submit** if you are done working and are confident in all of the responses provided.

Select **Cancel** to go back and make changes.

Changes cannot be made after the survey has been submitted, or once the survey window has closed.

Cancel

Submit

(Single School) – Submit Survey: Incomplete Responses

Submit Survey



The survey cannot be submitted because one or more responses are missing.

Select **Cancel** to provide the missing responses or to save and finish later.

Missing responses:
Question 4, Question 5

Cancel

Submit

(Multi School) – Submit Survey: Incomplete Responses for some schools

Submit Survey

×

You are about to submit survey responses for **(29)** schools.

(2) schools are missing one or more responses and will not be submitted.
You may continue working or submit now and return to finish later.

Schools missing responses:
Springfield Elementary School - Question 1, Question 3
Bakersfield Elementary School - Question 4

Cancel

Submit

(Multi School) – Submit Survey: Incomplete Responses for all schools

Submit Survey

×

(2) schools are missing one or more responses and their surveys **cannot be submitted**. Select **Cancel** to provide the missing responses or to save and finish later.

Missing responses:
Review School 9703 - Question 1, Question 2, Question 3
Review School 9705 - Question 1, Question 2, Question 3

Cancel

Submit

Note. Submit button is disabled

- For multi school survey submissions, any schools with a complete set of responses will be successfully submitted and classified as “Complete”. Schools identified as missing responses in the message will not be submitted and will be classified as “Incomplete”. School surveys in incomplete status will remain open for completion any time during STS window.

- Once a school survey is submitted it is locked for further editing by District or School staff. Staff needing support must contact the NAEP Help Desk or their NAEP State or TUDA Coordinator to make further edits during the survey window.
- Once the survey window has closed no further editing is permitted.
- eNAEP Download Center URL(<https://enaep.naep.ed.gov/download-center/resources/index.html>) can be accessed via hyperlinks on the STS introduction page and within each question:

School Technology Survey Manager

(Multi School Only)

Districts
>
Hawaii Department of Education
>
School Technology Survey Manager

School Technology Survey Manager

Survey Selection

Please select the school(s) for which you wish to complete or update a survey response, then click **Open Selected Surveys** below.

You may select schools individually or by using the provided table filters.

Note: Model eligibility (School or NAEP devices) will be determined and displayed for each school upon survey submission. Schools eligible to use school devices must designate an application installer below or from the Manage Teams tab on the School Summary page.

- App installer may be designated for a single school using the Assign Installer button in the school listing.
- App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select
Clear Selections
Assign Installer
Resend Notification
Export

☐	School	Charter	Grade	Survey status	Last updated by	Model eligibility	Application Installer	Device validations
☐	Kaewai Elementary School	--	4	Completed	Administrator 08/22/2025	School Devices	Assign Installer	0 validated, 0 passed
☐	Kapolei Middle School	--	8	Not Started				
☐	Salt Lake Elementary School	--	4	Completed	Administrator 08/22/2025	School Devices	Rosenberg, Sharyn	0 validated, 0 passed
☐	Sergeant Samuel K. Solomon Elementary School	--	4	Completed	Administrator 08/22/2025	NAEP Devices	Not applicable	Not applicable

Open Selected Survey(s)

Survey Text:

Survey Selection

Please select the school(s) for which you wish to complete or update a survey response, then click **Open Selected Surveys** below.

You may select schools individually or by using the provided table filters.

Note: Model eligibility (School or NAEP devices) will be determined and displayed for each school upon survey submission. Schools eligible to use school devices must designate an application installer below or from the Manage Teams tab on the School Summary page.

- App installer may be designated for a single school using the Assign Installer button in the school listing.
- App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Notes:

- Application installer name (with green tag) identified in Application Installer column if Application Installer information previously provided via Team Management tile in Schools summary section of AMS or via the STS Manager.

- Schools in “Completed” status and identified for “NAEP Device” are shown with “Not Applicable” in Application Installer column.
- Schools in “Completed” status and identified for “School Device” model with no Application Installer previously identified have “Assign Installer” (red tag) shown in Application Installer column
- Click on “Assign Installer” (red tag) or name of App Installer (green tag - if previously provided) – opens pop-up to enter/edit App installer information.

Assign a NAEP Application Installer

Please identify the individual who will be responsible for deploying the NAEP Application on school devices.

This action will update the Application Installer for all 3 selected schools.

First Name Last Name Prefix

Phone Number Extension

Email

Close Save

- Application Installer may be identified/entered for one or more selected schools via the **Assign Installer** button
- Click on **Export** button provides report in (XLSX format) – matched to any school selection criteria applied.
- Click on **Resend Notification** button sends App Installer Instruction email (a.k.a., eNAEP Download Center Notification) to App Installer identified at selected schools. Pop-up confirmation is shown to confirm intent to send email.

Installer Email Notification

Confirm that you want to send an instructional email to the NAEP App Installer on file for the selected schools.

The email will include instructions for installing and verifying the NAEP App to confirm School Device model eligibility.

☐ Also send a copy of the instructional email to my inbox

Cancel Send Email

- **Open Selected Survey(s)** button navigates user to survey introduction.

Introduction

(Single and Multi School)

Schools > Review School 9601 > School Technology Survey

School Technology Survey

Thank you for supporting the <year> administration of the National Assessment of Educational Progress (NAEP).

The School Technology Survey is a critical preassessment activity to determine whether school devices can be used for NAEP Assessments.

Note: Responses provided must reflect the actual devices available in a school for the NAEP Assessment.

The following are the key considerations when completing this survey for a school:

- Estimated minimum number of devices needed (as indicated in survey)
- Security policies for installing external assessment applications
- School devices and how they are managed
- Person who will install the NAEP Assessment Application (NAEP App) on school devices

Start

i The deadline to complete the survey is <date>.

Your responses will be saved as you navigate through the survey.

A completed survey is required for each school selected to participate in the NAEP <Program(s)> <Assessment / Assessments>.

For more information, please visit the [eNAEP Download Center](#) or contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.

STS Version: <version #>

Confirm Operating System Requirements (Single School)

Operating System

The NAEP Assessment Application (NAEP App) is available for Windows® and ChromeOS™ with the following versions supported:

Windows: Version <versions>
Chrome:

- Stable Channel (S) Version: <versions>
- Long-Term Support (LTS) Version: <versions>

Note. NAEP will periodically update the recommended ChromeOS version as newer builds reach the [Stable](#) or [Long-Term Support \(LTS\) channels](#).

Review the [eNAEP Download Center](#) for the most current OS version and technical requirements.

Devices Required
27

This school will require at least 27 devices to support the NAEP Assessment.

Question 1:

Which supported operating systems are on the school devices available for the NAEP Assessment?

☐ Chrome OS |

☐ Windows OS |

☐ Combination of both

☐ None have Windows OS or Chrome OS

[Clear response](#)

Previous Question

Save and Continue

[Exit Survey](#)

Respondents selecting “None have Window OS or Chrome OS” are displayed and additional question (required response) on the page.

Question 1a:

(Required) Select the operating system(s) of devices the school has available. Select all that apply.

- ☐ macOS
- ☐ iOS (iPad)
- ☐ Other

(Multi School)

School Technology Survey

123456

Operating System

The NAEP Assessment Application (NAEP App) is available for Windows® and ChromeOS™ operating systems with the following versions supported:

Windows: Version <versions>

Chrome:

- Stable Channel (S) Version: <versions>
- Long-Term Support (LTS) Version: <versions>

Note. NAEP will periodically update the recommended ChromeOS version as newer builds reach the [Stable](#) or [Long-Term Support \(LTS\)](#) channels.

Review the [eNAEP Download Center](#) for the most current OS version and technical requirements.

Question 1:

Which supported operating systems are on the school devices available for the NAEP Assessment?

School	Grade	Minimum devices needed	Apply to all:	Chrome OS	Windows OS	Combination of both	None	
Review School 9601	8	27		☐	☐	☐	☐	Clear
Review School 9603	8	19		☐	☐	☐	☐	Clear
Review School 9703	8	28		☐	☐	☐	☐	Clear
Review School 9705	8	28		☐	☐	☐	☐	Clear
Review School 9791	8	28		☐	☐	☐	☐	Clear

[Previous Question](#) [Save](#)[Save and Continue](#)[Exit Survey](#)

If “None” selected an additional question (Question 1a - required response) becomes available within a modal on the page via the “Add Details” button that appears. The button label converts to “View/Edit” once the question has been responded to.

Question 1:

Which [supported operating systems](#) are on the school devices available for the NAEP Assessment?

School	Minimum devices needed	Apply to all:	Chrome OS	Windows OS	Combination of both	None	
			☐	☐	☐	☐	Clear
Aspen Heights School	120		☐	☐	☐	☒ Add Details	Clear
Forest Glen School	30		☐	☐	☐	☐	Clear
Horizon Peak School	30		☐	☐	☐	☒ View/Edit	Clear
Maplewood Academy	60		☐	☐	☐	☒ Add Details	Clear
Starlight Elementary	12		☐	☐	☐	☐	Clear
Sunnyvale Elementary	30		☐	☐	☐	☒ View/Edit	Clear

Question 1a: Pop-up Modal (when applied to a single school)

Question 1a:

(Required) Select the operating system(s) of devices the school has available. Select all that apply.

☐ macOS

☐ iOS (iPad)

☐ Other

Cancel

Add

Question 1a: Pop-up Modal (when applied to All Schools)

Question 1a:

(Required) Select the operating system(s) of devices the school has available. Select all that apply.

Warning: This will update comments for ALL selected schools

☐ macOS

☐ iOS (iPad)

☐ Other

[Clear response](#)

Cancel

Add

Confirm Physical Keyboard Requirements (Single School)

School Technology Survey



Physical Keyboard

The use of devices with physical keyboards is required for the NAEP Assessment. Virtual keyboards, those shown on screen, are not supported as they limit the viewable screen area for the test and may make typing responses more difficult.

[i Review NAEP technical requirements](#) (eNAEP Download Center)

Devices
Required

11

This school will require at least 11 devices to support the NAEP Assessment.

Question 2:

Do the devices available for the NAEP Assessment have enabled and working physical keyboards?

- ☐ Yes
- ☐ No

[Clear response](#)

[Previous Question](#)

[Save and Continue](#)

[Exit Survey](#)

School Technology Survey

Physical Keyboard

The use of devices with physical keyboards is required for the NAEP Assessment. Virtual keyboards, those shown on screen, are not supported as they limit the viewable screen area for the test and may make typing responses more difficult.

[Review NAEP technical requirements](#) (eNAEP Download Center)

Question 2:

Do the devices available for the NAEP Assessment have enabled and working physical keyboards?

School	Grade	Minimum devices needed	Apply to all:	Yes	No	
				☐	☐	
Review School 9601	4	27		☐	☐	Clear
Review School 9603	4	19		☐	☐	Clear
Review School 9703	8	28		☐	☐	Clear
Review School 9705	8	28		☐	☐	Clear
Review School 9791	12	28		☐	☐	Clear

[Previous Question](#)

[Save](#)

[Save and Continue](#)

[Exit Survey](#)

Confirm Device Availability (Single School)

School Technology Survey



Number of Available Devices

You have indicated that the school has devices that meet the NAEP Assessment requirements for operating system and physical keyboard.

[i Review NAEP technical requirements](#) (eNAEP Download Center)

Devices
Required

11

This school will require at least 11 devices to support the NAEP Assessment.

Question 3:

Does the school have enough devices meeting the operating system and keyboard requirements to support the NAEP Assessment?

Note: All devices should be in good condition. For example, devices with broken screens or keyboards cannot be used for the assessment.

☐ Yes

☐ No

[Clear response](#)

[Previous Question](#)

[Save and Continue](#)

[Exit Survey](#)

School Technology Survey

Number of Available Devices

You have indicated that one or more schools have devices that meet the NAEP Assessment requirements for operating system and physical keyboard.

[Review NAEP technical requirements](#) (eNAEP Download Center)

Question 3:

Do the school(s) have enough devices meeting the operating system and keyboard requirements to support the NAEP Assessment? The estimated number of devices needed is shown below for each school.

Note: All devices should be in good condition. For example, devices with broken screens or keyboards cannot be used for the assessment.

School	Grade	Minimum devices needed	Apply to all:	Yes	No	
				☐	☐	
Review School 9601	4	27		☐	☐	Clear
Review School 9603	4	19		☐	☐	Clear
Review School 9703	8	28		☐	☐	Clear
Review School 9705	8	28		☐	☐	Clear
Review School 9791	12	28		☐	☐	Clear

[Previous Question](#)

[Save](#)

[Save and Continue](#)

[Exit Survey](#)

Device Management

(Single School)

School Technology Survey



Device Management

A **managed device** is a school-owned device that is actively monitored and controlled by the state, district, school, or their third-party vendor through specific software, ensuring security and compliance with policies.

An **unmanaged device** is a student's personal device (like a laptop) which the school does not have direct control over, potentially leading to security concerns and inconsistent access to school resources.

[i Review NAEP technical requirements](#) (eNAEP Download Center)

Question 4:

Are the devices available for the NAEP Assessment managed by the state, district, school, or their third-party vendor contracted to manage school devices?

- ☐ Yes
- ☐ No

[Clear response](#)

[Previous Question](#)

[Save and Continue](#)

[Exit Survey](#)

School Technology Survey

1 2 3 4 5 6

Device Management

A **managed device** is a school-owned device that is actively monitored and controlled by the state, district, school, or their third-party vendor through specific software, ensuring security and compliance with policies.

An **unmanaged device** is a student's personal device (like a laptop) which the school does not have direct control over, potentially leading to security concerns and inconsistent access to school resources.

[Review NAEP technical requirements](#) (eNAEP Download Center)

Question 4:

Are the devices available for the NAEP Assessment managed by the state, district, school, or their third-party vendor contracted to manage school devices?

School	Grade	Minimum devices needed	Apply to all:	Yes	No	
				☐	☐	
Review School 9601	4	27		☐	☐	Clear
Review School 9603	4	19		☐	☐	Clear
Review School 9703	8	28		☐	☐	Clear
Review School 9705	8	28		☐	☐	Clear
Review School 9791	12	28		☐	☐	Clear

[Previous Question](#)

[Save](#)

[Save and Continue](#)

[Exit Survey](#)

Security Policies

(Single School)

School Technology Survey

1

2

3

4

5

6

Security Policies

✓ FERPA COMPLIANT

✓ COPPA COMPLIANT

National Center for Education Statistics (NCES) is **authorized to conduct** NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) for the purposes of evaluating federally supported education programs.

The following are the key considerations when answering this question for your school(s):

- The NAEP App **does not collect** any student education records or personally identifiable information (PII) from students.
- The NAEP App launches in a **secure, locked down browser** on a Windows device and as a **secure kiosk application** on a Chromebook device. This prevents access to other software, applications, and websites while students are taking the NAEP Assessment.

Note: The NAEP App can be installed and uninstalled by the state, district, school, or third-party vendor.

[Review NAEP technical requirements](#) (eNAEP Download Center)

Question 5:

Are there any state, district, or school policies, other than what is listed above, that would prevent the NAEP App from being used on school devices?

☐ No

☐ Yes

[Clear response](#)

(Required) Provide security concern details.

Characters remaining: 3000

Previous Question

Save and Continue

[Exit Survey](#)

If yes response selected open-ended text box (required response) becomes enabled

(Required) Provide security concern details.

Characters remaining: 3000

(Multi School)

School Technology Survey



Security Policies



National Center for Education Statistics (NCES) is **authorized to conduct** NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. 59622) for the purposes of evaluating federally supported education programs.

The following are the key considerations when answering this question for your school(s):

- The NAEP App **does not collect** any student education records or personally identifiable information (PII) from students.
- The NAEP App launches in a **secure, locked down browser** on a Windows device and as a **secure kiosk application** on a Chromebook device. This prevents access to other software, applications, and websites while students are taking the NAEP Assessment.

Note: The NAEP App can be installed and uninstalled by the state, district, school, or third-party vendor.

[Review NAEP technical requirements](#) (eNAEP Download Center)

Question 5:

Are there any state, district, or school policies, other than what is listed above, that would prevent the NAEP App from being used on school devices?

School	Grade	Minimum devices needed	Apply to all:	No	Yes	
Review School 9601	8	27		☐	☐	
Review School 9603	8	19		☒	☐	View/Edit Clear
Review School 9703	8	28		☐	☒	Add Details Clear
Review School 9705	8	28		☒	☐	Clear
Review School 9791	8	28		☐	☒	View/Edit Clear

[Previous Question](#)[Save](#)[Save and Continue](#)[Exit Survey](#)

If “Yes” selected an additional prompt (open ended response) becomes available within a modal on the page via the “Add Details” button that appears. The button label converts to “View/Edit” once the prompt has been responded to.

Add comment box (when applied to a single school)

(Required) Provide security concern details.

Review School 9703

Characters remaining: 3000

Cancel

Add

Add comment box (when applied to All Schools)

(Required) Provide security concern details. ×

Warning: This will update comments for ALL selected schools



Characters remaining: 3000

Cancel

Add

Upon clicking “Submit” on last question respondent navigated to end of survey “Submit Survey” message.

Ready to submit Pop-Up (Single School)

Submit Survey ×

Select **Submit** if you are done working and are confident in all of the responses provided.

Select **Cancel** to go back and make changes.

Changes cannot be made after the survey has been submitted, or once the survey window has closed.

Cancel

Submit

(Multi School)

Submit Survey



You are about to submit survey responses for **(10)** schools.

Select **Submit** if you are done working and are confident in all of the responses provided.

Select **Cancel** to go back and make changes.

Changes cannot be made after the survey has been submitted, or once the survey window has closed.

Cancel

Submit

Thank You

(Single School)

School Technology Survey

Thank you.

You have successfully updated the School Technology Survey.

Exit Survey

STS Manager After Close of STS Window

Districts > Aberdeen School District 06-1 > School Technology Survey Manager

School Technology Survey Manager

Survey Selection

The School Technology Survey (STS) closed on <date>.

Select the school(s) for which you wish to view survey responses, then click **Open Selected Surveys**.

You may select schools individually or by using the provided table filters.

Notes:

- The Survey status column reflects the status as of the close of the STS window.
- The Assigned model column reflects the **current** assigned model.
- Schools assigned School Devices must designate an application installer below or from the Manage Teams tab on the School Summary page.
 - App installer may be designated for a single school using the Assign Installer button in the school listing.
 - App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Quick Select

[Clear Selections](#)

Assign Installer

Resend Notification

Export

☐	School	Charter	Grade	Survey status	Last updated by	Assigned model	Application Installer	Device validations
☐	Holgate Middle School - 02	--	8	Not Started				
☐	Lincoln Elementary - 08	--	4	Not Started				
☐	C C Lee Elementary - 05	--	4	Completed	Administrator 06/03/2025	NAEP Devices	Not applicable	Not applicable

The School Technology Survey (STS) is closed on <date>.

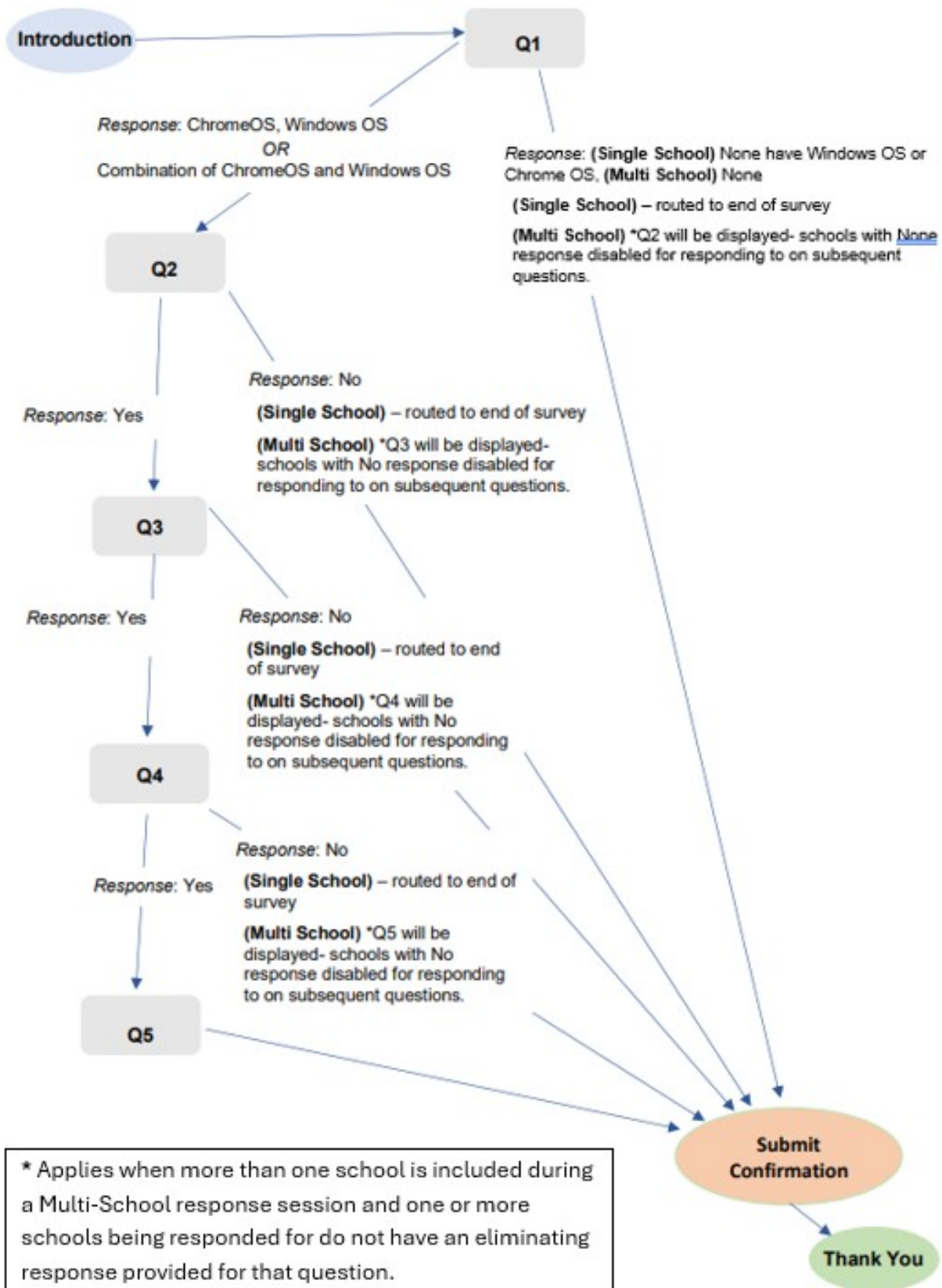
Select the school(s) for which you wish to view survey responses, then click **Open Selected Surveys**.

You may select schools individually or by using the provided table filters.

Notes:

- The Survey status column reflects the status as of the close of the STS window.
- The Assigned model column reflects the **current** assigned model.
- Schools assigned School Devices must designate an application installer below or from the Manage Teams tab on the School Summary page.
 - App Installer may be designated for a single school using the Assign Installer button in the school listing.
 - App installer may be designated for multiple schools by selecting the schools and using the Assign Installer button above the schools table.

Routing – ChromeOS and a combination of ChromeOS and Windows OS



Appendix I23: 2027 Support Assessment Activities (NEW)

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.

The screenshot displays a web interface titled "Support Assessment Activities". On the left, a sidebar contains a heading "Support Assessment Activities" and a paragraph: "Share the Teacher Notification Letter and attach the list of Participating Students. Distribute the Student Appointment Cards to help assessment day run smoothly. Download the List of Students for Device Application Installation to identify the students that need the NAEP Assessment Application." The main content area lists four documents, each with radio buttons for "English" (selected) and "Spanish", and a "Download" button with a download icon.

Support Assessment Activities		
Teacher Notification Letter	☒ English ☐ Spanish	Download
List of Participating Students	☒ English ☐ Spanish	Download
Student Appointment Cards	☒ English ☐ Spanish	Download
List of Students for Device Application Installation	☒ English ☐ Spanish	Download

The following documents will be available for download for the 2027 NAEP administration:

- “Teacher Notification Letter”
- “List of Participating Students”
- “Student Appointment Cards - NAEP Devices” (conditionally visible)
- “Student Appointment Cards - School Devices” (conditionally visible)
- “List of Students for Device App Installation” (conditionally visible)
- “Certificates of Community Service”

Teacher Notification Letter Example



NAEP 2027
TEACHER NOTIFICATION LETTER

Date: 1/21/2027

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 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 review the attached list of students selected to be released from class to participate in the NAEP assessment to note their names and assigned group. All students selected for NAEP must attend the correct group on time to ensure the validity of the assessment results. On assessment day, please inform the school coordinator of any absent students. We appreciate your assistance.

Each NAEP assessment group will take 120 minutes, including transition time and directions. The groups are scheduled as follows.

GROUP	DATE	TIME	LOCATION
Group A	Wednesday, January 27, 2027	08:30 a.m.	Gym
Group B	Wednesday, January 27, 2027	11:30 a.m.	Gym

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

Thank you in advance for your cooperation and effort in helping to facilitate this important assessment.

List of Participating Students

NAEP202 List of Participating Students	
School Name: SCHOOL NAME	
Group: A	
Assessment Location: Gym	
Assessment Time: 08:30	
Student Name	Homeroom
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
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LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName	
LastName, FirstName, Dixie	
LastName, FirstName	

List of Participating Students

NAEP 2027 List of Participating Students

School Name

Group

Assessment Location

Assessment Time

(Table Column Headers)

- Student Name
- Homeroom

Diagonal watermark text: FOR AUTHORIZED USE ONLY

Student Appointment Cards – NAEP Device Schools (text only)

Student Appointment Card – NAEP Device

[NAEP logo]

[Last Name, First Name], You are scheduled for the NAEP assessment!

On **[scheduled Assessment Date]**, please go to **[location]** at **[start time]**.

Don't forget! Bring the following items to the NAEP assessment:

- **Earbuds or headphones (if possible):** You will need them to listen to audio during the assessment.
- **A book to read or paper schoolwork to do (if you finish early).**

Cell phone and other electronics policy: [School's selected option]

Group: [Student's Assigned Group]

Student Appointment Cards – School Device Schools (text only)

Student Appointment Card – School Device

[NAEP logo]

[Last Name, First Name], You are scheduled for the NAEP assessment!

On **[scheduled Assessment Date]**, please go to **[location]** at **[start time]**.

Don't forget! Bring the following items to the NAEP assessment:

- **Earbuds or headphones (if possible):** You will need them to listen to audio during the assessment.
- **A book to read or paper schoolwork to do (if you finish early).**
- **Fully charged device (if your school gave you a device):** Make sure your device is fully charged before coming to school.
- **Power cord/Charger (if your school gave you a device):** Bring your device charger in case you need to charge your device.
- **Mouse or Stylus (if your school gave you a device):** If you use one with your device, make sure to bring it.

Cell phone and other electronics policy: [School's selected option]

Group: [Student's Assigned Group]

Group Appointment Cards – NAEP Device Schools (text only)

Group Appointment Card – NAEP Device

[NAEP logo]

You are scheduled for the NAEP assessment!

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- **Earbuds or headphones (if possible):** You will need them to listen to audio during the assessment.
- **A book to read or paper schoolwork to do (if you finish early).**

Cell phone and other electronics policy: *Cell phones, smartwatches, and other electronic devices must be turned off and placed with your belongings.*

Group Appointment Cards – School Device Schools (text only)

Group Appointment Card – School Device

[NAEP logo]

You are scheduled for the NAEP assessment!

Don't forget! Bring the following items to the NAEP assessment:

- **Earbuds or headphones (if possible):** You will need them to listen to audio during the assessment.
- **A book to read or paper schoolwork to do (if you finish early).**
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- **Power cord/Charger (if your school gave you a device):** Bring your device charger in case you need to charge your device.
- **Mouse or Stylus (if your school gave you a device):** If you use one with your device, make sure to bring it.

Cell phone and other electronics policy: *Cell phones, smartwatches, and other electronic devices must be turned off and placed with your belongings.*

List of Students for Device Application Installation

Schools assigned School Device model are provided an additional download (spreadsheet) in the Support Assessment Activities tile.

Excel File example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	District	School	State School ID	Grade	First Name	Last Name	State Student ID	Verification code	School Coordinator First	School Coordinator Last	School Coordinator Email	School Principal First	School Principal Last	School Principal Email
1	District 1	School 1	678954	8	Example	One	1234567	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
2	District 1	School 1	678954	8	Example	Two	1234568	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
3	District 1	School 1	678954	8	Example	Three	1234569	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
4	District 1	School 1	678954	8	Example	Four	1234570	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
5	District 1	School 1	678954	8	Example	Five	1234571	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
6	District 1	School 1	678954	8	Example	Six	1234572	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
7	District 1	School 1	678954	8	Example	Seven	1234573	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
8	District 1	School 1	678954	8	Example	Eight	1234574	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
9	District 1	School 1	678954	8	Example	Nice	1234575	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
10	District 1	School 1	678954	8	Example	Ten	1234576	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
11	District 1	School 1	678954	8	Example	Eleven	1234577	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
12	District 1	School 1	678954	8	Example	Twelve	1234578	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
13	District 1	School 1	678954	8	Example	Thirteen	1234579	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
14	District 1	School 1	678954	8	Example	Fourteen	1234580	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
15	District 1	School 1	678954	8	Example	Fifteen	1234802	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
16	District 1	School 1	678954	8	Example	Sixteen	1234803	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
17	District 1	School 1	678954	8	Example	Seventeen	1234804	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
18	District 1	School 1	678954	8	Example	Eighteen	1234805	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
19	District 1	School 1	678954	8	Example	Nineteen	1234820	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
20	District 1	School 1	678954	8	Example	Twenty	1234962	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
21	District 1	School 1	678954	8	Example	Twenty-One	1234938	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
22	District 1	School 1	678954	8	Example	Twenty-Two	1234975	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
23	District 1	School 1	678954	8	Example	Twenty-Three	1234768	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
24	District 1	School 1	678954	8	Example	Twenty-Four	1234496	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
25	District 1	School 1	678954	8	Example	Twenty-Five	1234978	VSPE	Jon	Boham	jbonham@exampleisd.org	Jennifer	Newsom	jnewsom@exampleisd.org
26	District 1	School 1	678954	8	Example									
27														

List of Students for Device Application Installation (English)

Column Headers:

- District
- School
- State School ID
- Grade
- First Name
- Last Name
- State Student ID

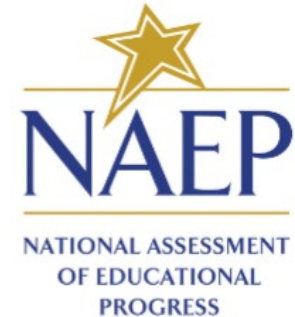
- Verification code
- School Coordinator First
- School Coordinator Last
- School Coordinator Email
- School Principal First
- School Principal Last
- School Principal Email

Certificate of Community Service

Certificates of Community Service have been added to the downloads available from the Support Assessment Activities tile for 2027.

Certificate

of Community Service



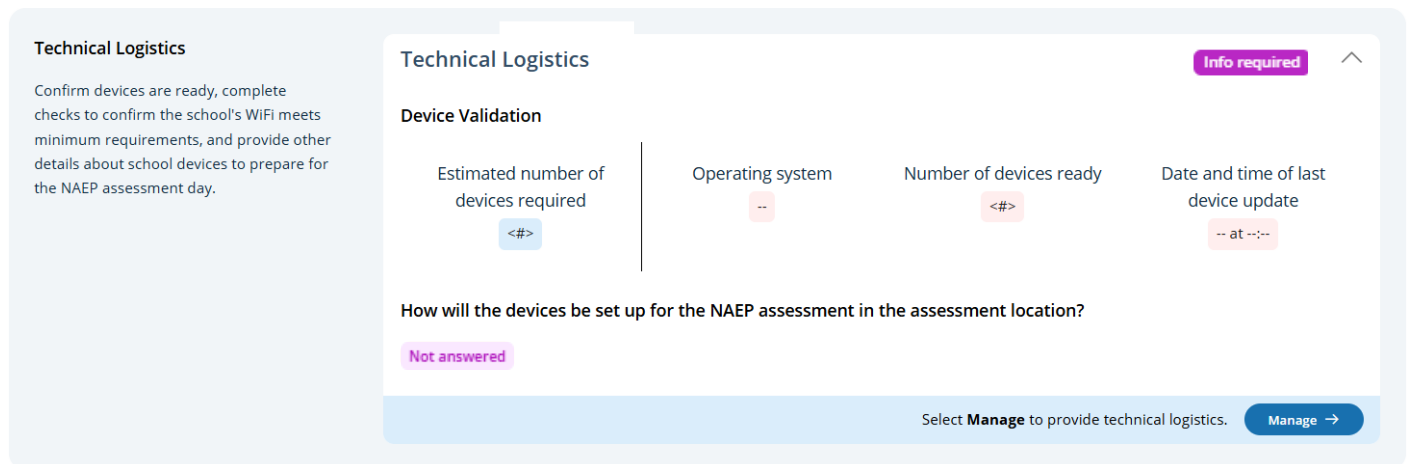
This is to verify that *(Name of Student)* _____
has completed 2 hours of community service by participating in the National Assessment of Educational Progress (NAEP). NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. Since each sampled student represents many others throughout the state and country, each student's participation is critical to NAEP's success.



Appendix I24: 2027 Technical Logistics (NEW)

Technical Logistics

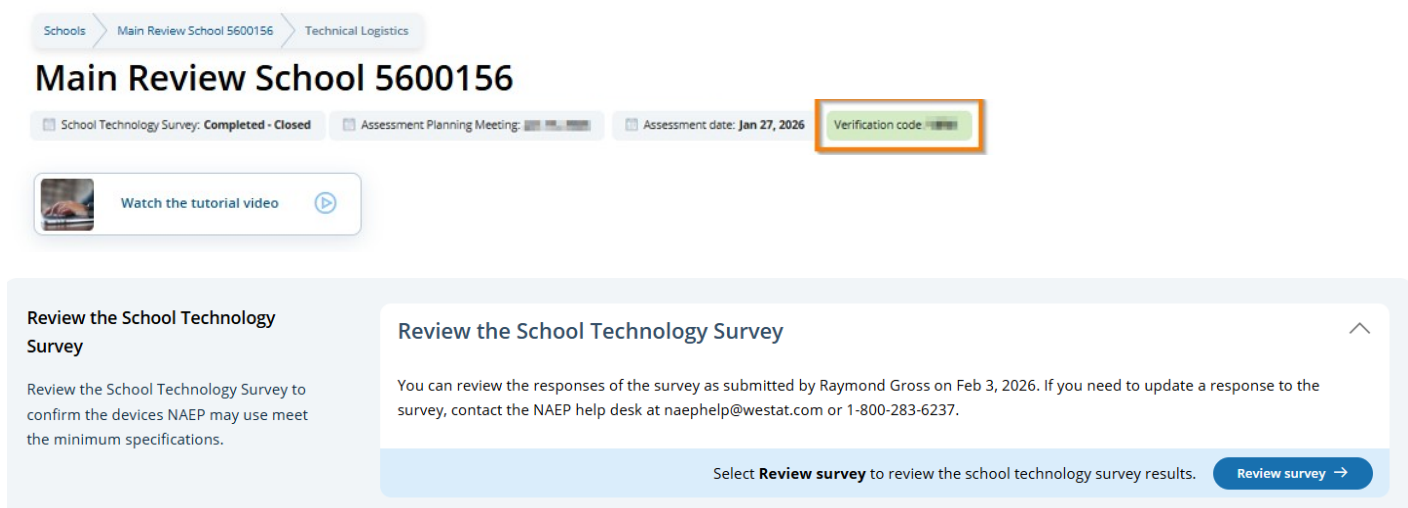
The Technical Logistics tile appears on the School Summary page for schools assigned to School Device model. The Technical Logistics tile contains general summary information regarding validated devices and how devices will be set up. An Info required tag will appear on the tile if any outstanding Technical Logistic data collection requirements have yet to be completed. Tag switches to Completed once all related required tasks are done.



The screenshot shows a 'Technical Logistics' tile. On the left, a sidebar contains the title 'Technical Logistics' and a description: 'Confirm devices are ready, complete checks to confirm the school's WiFi meets minimum requirements, and provide other details about school devices to prepare for the NAEP assessment day.' The main content area is titled 'Technical Logistics' and features a purple 'Info required' tag with an upward arrow. Below this is a 'Device Validation' section with four metrics: 'Estimated number of devices required' (value: <#>), 'Operating system' (value: --), 'Number of devices ready' (value: <#>), and 'Date and time of last device update' (value: -- at --:--). A question 'How will the devices be set up for the NAEP assessment in the assessment location?' is followed by a 'Not answered' tag. At the bottom, a blue bar contains the text 'Select **Manage** to provide technical logistics.' and a 'Manage →' button.

Users select the Manage button to open up the Technical Logistics section. After selecting the Manage button where they will run the network diagnostic tool, answer questions about device setup, assessment location setup, spare devices, charging, and headphones. The schools will also identify a school staff member to provide technical support throughout the assessment in the Technical Logistics section. The Technical Logistics section consists of 7 tiles:

- Take/Review the School Technology Survey
- Confirm Device Readiness
- Confirm the Bandwidth, Safelisting, and Wireless Access Points
- Device Setup
- Assessment Location Setup
- Spare Devices, Charging, and Headphones



The screenshot shows the 'Main Review School 5600156' page. At the top, a breadcrumb trail reads 'Schools > Main Review School 5600156 > Technical Logistics'. Below this is the title 'Main Review School 5600156'. A row of status indicators includes 'School Technology Survey: Completed - Closed', 'Assessment Planning Meeting: [progress bar]', 'Assessment date: Jan 27, 2026', and 'Verification code: [redacted]' (highlighted with an orange box). A 'Watch the tutorial video' button with a play icon is also present. The main content area is titled 'Review the School Technology Survey' and contains the text: 'You can review the responses of the survey as submitted by Raymond Gross on Feb 3, 2026. If you need to update a response to the survey, contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237.' At the bottom, a blue bar contains the text 'Select **Review survey** to review the school technology survey results.' and a 'Review survey →' button.

Confirm Device Readiness

Confirm that the devices students will use have the NAEP Assessment application installed and meet device requirements.

To ensure a smooth assessment experience in your school, it is important that each student device, including at least five spare devices, has the NAEP Assessment application installed and meets device requirements.

Please confirm device readiness using the NAEP verification code VC-V698 starting on **December 7, 2026**. You need to confirm at least **10** devices by **January 23, 2027**. Use the resources below to assist with confirming device readiness.

-  If **students** completing the device readiness steps:
[Review and download student instructions.](#)
-  If **you or other school staff** are completing the device readiness steps:
[Review and download staff instructions and troubleshooting guide.](#)

Visit the [eNAEP Download Center](#) for additional information on the device requirements, including how to install and confirm the NAEP Assessment application on the devices students will use to take the assessment.

Note: As highlighted on the eNAEP Download Center > Technical Requirements tab > Device Recommendations page, please **ensure that embedded operating system (OS) accessibility features are disabled** unless explicitly permitted under a student's approved accommodations. If these features are not disabled at the device level, they may remain active during testing, as the NAEP assessment platform cannot block or control OS-level accessibility tools.

For example, on ChromeOS devices, features such as ChromeVox (screen reader) may appear through the kiosk floating accessibility menu during testing. It is recommended the technology personnel disable this menu prior to testing to prevent unintended access to OS-level accessibility tools that could interfere with the student's assessment experience.

Estimated number of devices required

10

Operating system

--

Number of devices ready

0

Date and time of last device update

-- at --:--

[Review summary list of devices →](#)

Confirm the Bandwidth, Safelisting, and Wireless Access Points

Run a network check to confirm required URLs are safelisted. Check the WiFi at the school to confirm the network meets the technical requirements for assessment day.

Run network check

Prior to setting up for the Assessment Planning Meeting, run a network check on your school's WiFi.

[Run](#) ⓘ

Confirm Wireless Access Points

For each location, indicate if the Wireless Access Point (WAP) can support all connections listed in the table.

 No data available

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

[Edit](#) ⓘ

Confirm the Bandwidth, Safelisting, and Wireless Access Points

Run a network check to confirm required URLs are safelisted. Check the Wi-Fi at the school to confirm the network meets the technical requirements for assessment day.

Run network check

Prior to setting up for the Assessment Planning Meeting, run a network check on your school's Wi-Fi.

Run ⓘ

Confirm Wireless Access Points

For each location, indicate if the Wireless Access Point (WAP) can support all connections listed in the table.

Not answered			
Group A	25	Not answered	No Yes
Not answered			
Group B	25	Not answered	No Yes

The location(s) for the group(s) has not been entered in the **Assessment Logistics** section. To confirm the Wireless Access Points can support the number of connections, enter the location(s) for all the group(s).

Device Setup

Indicate how devices will be set up for the NAEP assessment.

How will the devices be set up for the NAEP assessment in the assessment location?

- ☐ Students will bring the devices with them to the assessment location.
- ☐ Devices will be available in the assessment location at the time the NAEP team arrives (prior to student arrival for the assessment).

Select **Edit** to update the information.

Edit ⓘ

Assessment Location Setup

Provide details about assessment location setup.

The NAEP team will need to access the school's Wi-Fi to use the Assessment Management System (AMS) website before and during the assessment. Which option do you prefer?

- ☐ Up to three external NAEP administrative devices will connect to the school Wi-Fi on assessment day. Please be prepared to share the Wi-Fi name and password with the NAEP team when they arrive the morning of the assessment.
- ☐ The school will provide up to three devices for the NAEP team to use to connect to the school Wi-Fi and use on assessment day.

Select **Edit** to update the information.

Edit ⓘ

Spare Devices, Charging, and Headphones

Indicate how the NAEP team will access spare devices and charging cords. Provide details about headphone requirements for devices.

NAEP needs an additional five devices to be prepared as spare devices with the NAEP Assessment application installed and confirmed. How will spare devices be available to the NAEP team at the time of the assessment setup (e.g., in a cart in the assessment location, in the main office)?

Not answered

Will the NAEP team be able to log in to the spare devices to launch the NAEP Assessment application and set up before student arrival?

- ☐ Yes
- ☐ No

Will there be sufficient access to power cords and outlets for any devices that need to be plugged in?

- ☐ Yes
- ☐ No

How does your school manage devices with a low battery?

Not answered

The NAEP assessment requires earbuds or headphones. The school can provide or students can bring their own earbuds or headphones to use on the assessment. If the school or students cannot provide their own, NAEP can provide students with wired earbuds or headphones. Any earbuds or headphones not being used for the assessment are prohibited.

What type of audio connection is supported by the student devices?

- ☐ Bluetooth or USB earbuds or headphones (provided by the school or students)
- ☐ Wired earbuds or headphones with an audio jack (can be provided by NAEP)
- ☐ Both

Select **Edit** to update the information.

Edit ⓘ

Spare Devices, Charging, and Headphones

Indicate how the NAEP team will access spare devices and charging cords. Provide details about headphone requirements for devices.

NAEP needs an additional five devices to be prepared as spare devices with the NAEP Assessment application installed and confirmed. How will spare devices be available to the NAEP team at the time of the assessment setup (e.g., in a cart in the assessment location, in the main office)?

Not answered

Will the NAEP team be able to log in to the spare devices to launch the NAEP Assessment application and set up before student arrival?

- ☐ Yes
☐ No

Will there be sufficient access to power cords and outlets for any devices that need to be plugged in?

- ☐ Yes
☐ No

How does your school manage devices with a low battery?

Not answered

The NAEP assessment requires earbuds or headphones. The school can provide or students can bring their own earbuds or headphones to use on the assessment. If the school or students cannot provide their own, NAEP can provide students with wired earbuds or headphones. Any earbuds or headphones not being used for the assessment are prohibited.

What type of audio connection is supported by the student devices?

- ☐ Bluetooth or USB earbuds or headphones (provided by the school or students)
☐ Wired earbuds or headphones with an audio jack (can be provided by NAEP)
☐ Both

Select **Edit** to update the information.

Edit

School Staff Support

Identify a school staff member to provide device support during the assessment.

School Staff Member Assessment Day Support
will remain in the assessment location to provide classroom management.

To ensure the NAEP assessment runs smoothly, it's important to have a school staff member familiar with the devices available throughout the day. Review the tasks and identify a person who will be available to assist.

- **Provide Setup Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment.

Identifying a person to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide a school staff member to provide technical support on assessment day.

- ☐ I need to identify a different school staff member.

Select **Edit** to update the information.

Edit

← Go back

School Staff Support

Identify a school staff member to provide device support during the assessment.

To ensure the NAEP assessment runs smoothly, it's important to have school staff familiar with the devices available throughout the day. Review the tasks and identify staff who will be available to assist.

- **Provide Setup Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment.

Identifying staff to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide a school staff member to provide technical support on assessment day.

Not answered

Please enter the name and contact information for a backup school staff member who can provide technical support during the assessment in the event the primary contact person is not available.

Not answered

Select **Edit** to update the information.

Edit 

Review the School Technology Survey

Users click on the Review Survey button to review survey responses provided for the school (See Appendix I22).

Review the School Technology Survey

Review the School Technology Survey

The survey responses indicate that NAEP will use ChromeOS devices to conduct the NAEP assessment. The survey was completed by TX State Coordinator on Jun 24, 2025. Select **Review survey** to review the School Technology Survey results.

Review survey →

Confirm Device Readiness (English)

Confirm Device Readiness

Confirm that the devices students will use have the NAEP Assessment application installed and meet device requirements.

To ensure a smooth assessment experience in your school, it is important that each student device, including at least five spare devices, has the NAEP Assessment application installed and meets device requirements.

Please confirm device readiness using the NAEP verification code VC-XXXX starting on <Date>. You need to confirm at least <#> devices by <Date>. Use the resources below to assist with confirming device readiness.

- **Students completing the device readiness steps:** [Open this link to review and download the checklist.](#)
- **Completing the device readiness steps yourself:** [Open this link to review and download the checklist.](#)

Visit the [eNAEP Download Center](#) for additional information on the device requirements, including how to install and confirm the NAEP Assessment application on the devices students will use to take the assessment.

Note: As highlighted on the eNAEP Download Center > Technical Requirements tab > Device Recommendations page, please ensure that embedded operating system (OS) accessibility features are disabled unless explicitly permitted under a student's approved accommodations. If these features are not disabled at the device level, they may remain active during testing, as the NAEP assessment platform cannot block or control OS-level accessibility tools.

For example, on ChromeOS devices, features such as ChromeVox (screen reader) may appear through the kiosk floating accessibility menu during testing. It is recommended the technology personnel disable this menu prior to testing and to prevent unintended access to OS-level accessibility tools that could interfere with the student's assessment experience.

Estimated number of devices required

<#>

Operating system

--

Number of devices ready

<#>

Date and time of last device update

-- at --:--

Review the summary list of devices



Confirm Device Readiness

Confirm that the devices students will use have the NAEP Assessment application installed and meet device requirements.

To ensure a smooth assessment experience in your school, it is important that each student device, including at least five spare devices, has the NAEP Assessment application installed and meets device requirements.

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If **students** completing the device readiness steps:
[Review and download student instructions.](#)



If **you or other school staff** are completing the device readiness steps:
[Review and download staff instructions and troubleshooting guide.](#)

Visit the [eNAEP Download Center](#) for additional information on the device requirements, including how to install and confirm the NAEP Assessment application on the devices students will use to take the assessment.

Note: As highlighted on the eNAEP Download Center > Technical Requirements tab > Device Recommendations page, please ensure that embedded operating system (OS) accessibility features are disabled unless explicitly permitted under a student's approved accommodations. If these features are not disabled at the device level, they may remain active during testing, as the NAEP assessment platform cannot block or control OS-level accessibility tools.

For example, on ChromeOS devices, features such as ChromeVox (screen reader) may appear through the kiosk floating accessibility menu during testing. It is recommended the technology personnel disable this menu prior to testing to prevent unintended access to OS-level accessibility tools that could interfere with the student's assessment experience.

Estimated number of devices required

10

Operating system

--

Number of devices ready

0

Date and time of last device update

-- at --:--

[Review summary list of devices →](#)



Example with populated data

	Estimated number of devices required	Operating system	Number of devices ready	Date and time of last device update
	28	Windows OS	28 out of 28	Jan 14, 2025 at 9:47 am Review the summary list of devices 

Example with no data

Date and Time Completion of all Devices

×

⚠ No data available

Close

Student checklist

NAEP Setup Instructions for Students

×

Is your school device ready for the NAEP assessment?

1

Look for the NAEP Assessment application



Chromebook: Check that the NAEP Assessment application is listed under the Apps tile on the sign-in page.

Windows: Check that the NAEP Assessment application is on your desktop.

Mac: Check that the NAEP Assessment application is in the Applications folder or on your desktop.

2

Launch the NAEP Assessment application

When prompted with "What would you like to do?" select:



Confirm device is ready for the NAEP Assessment

3

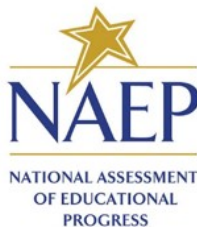
Enter the NAEP Verification Code

Check if your device is ready.

NAEP Verification Code: **VC-VKSZ**

Problem?

If you do not see the NAEP Assessment application or see an error message, please let your school or teacher know.



NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

175

Don't forget! Bring to the NAEP Assessment:



Fully charged device

Make sure your device is fully charged before coming to school.



Power cord/Charger

Bring your device charger in case you need to charge your device.



Headphones (if possible)

Bring a pair of headphones or earbuds. They are needed to listen to audio during the assessment.



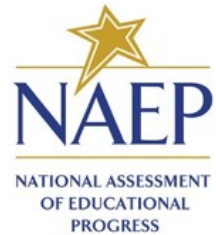
Mouse or Stylus (if you use one)

If you use one with your device, make sure to bring it.

[Download Checklist](#) 

Close

Is your school device ready for the NAEP assessment?



1

Look for the NAEP Assessment application



Chromebook: Check that the NAEP Assessment application is listed under the Apps tile on the sign-in page.

Windows: Check that the NAEP Assessment application is on your desktop.

Mac: Check that the NAEP Assessment application is in the Applications folder or on your desktop.

2

Launch the NAEP Assessment application

When prompted with "What would you like to do?" select:



3

Enter the NAEP Verification Code

Check if your device is ready.

NAEP Verification Code: **VC-VKSZ**

Problem? If you do not see the NAEP Assessment application or see an error message, please contact the NAEP help desk at 1-800-283-6237.

Don't forget! Bring to the NAEP Assessment:



Fully charged device

Make sure your device is fully charged before coming to school.



Power cord/Charger

Bring your device charger in case you need to charge your device.



Headphones (if possible)

Bring a pair of headphones or earbuds. They are needed to listen to audio during the assessment.



Mouse or Stylus (if you use one)

If you use one with your device, make sure to bring it.

NAEP Assessment Application Troubleshooting Guide

If you encounter any of the following error messages during the device validation process performed by the NAEP Assessment application, please follow the steps below to resolve the issue.

Error Message	Resolution
RAM is below minimum 4GB	What it means: The device does not have the required minimum of 4GB of RAM (Memory) to run the NAEP Assessment application effectively. Action: Swap this device for one with at least 4GB of RAM.
Available storage is below minimum 2 GB	What it means: The device does not have the required minimum of 2GB of available storage space to run the NAEP Assessment application effectively. Insufficient storage can prevent the application from functioning properly. Action: • Contact your school's IT department for assistance in cleaning up storage space. • If cleaning is not possible, swap the device for one that meets the minimum storage requirement.

**Adjust screen resolution
or Screen resolution is
incompatible**

What it means: The device's screen resolution is set below the minimum required for the NAEP assessment, or the display scale is configured to a lower resolution.

Requirements:

- Minimum resolution: 1366 x 768
- Display scale: 100%

Action:

- **Chromebook:** Press Ctrl + Shift + 0 (zero), then refresh the application by using the refresh button. If this step does not resolve the issue, contact your school's IT department for assistance with adjusting screen resolution.
- **Windows and Mac:** Contact your school's IT department for assistance with adjusting screen resolution.
- If adjustments cannot be made, swap your device for one that meets the minimum requirements.

Single monitor check

What it means: The device is connected to one primary monitor and one or more additional monitors.

Action: Disconnect all extra monitors from the device.

Operating system check

What it means: The device is either running an unsupported operating system or does not meet the minimum required OS version.

Requirements:

ChromeOS™:

- Stable Channel (S) Version 142 and above
- Long-Term Support (LTS) Version 138 and above

Windows® OS: Version 10 and above

macOS®: Version 13 and above

Action:

- Contact your school's IT department for assistance with upgrading to a supported operating system.
- If an upgrade is not possible, swap the device for one that meets the minimum OS version requirement.

**Chrome extension not
available**

What it means: The NAEP Assessment application is missing the necessary configuration to operate efficiently.

Action:

- Close and restart the app.

- **Chromebook:** If unresolved, contact your school's IT department to ensure the Chrome extension is configured per the Download Center guidelines.
- **Windows and Mac:** If unresolved, swap the device.

Error - Update Error / Incorrect version

What it means: The NAEP Assessment application was not able to update to the latest software version.

Action:

- Close and restart the app.
- If unresolved, contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.

System date/time incorrect

What it means: The device's date and time are either ahead of or behind the expected time.

Action:

- Close the app.
- Verify the device is connected to the Internet.
- Relaunch the app.
- If unresolved, contact your school's IT department.
- If still unresolved, contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com.

Failed to connect: Error code 004

What it means: The device is not connected to the Internet.

Action:

- Close the app and connect the device to the school's network.
- Restart the app.

Failed to connect: Error code 003

What it means: The device is unable to communicate with the eNAEP servers.

Action:

- Close the app and verify the device is connected to the Internet.
- Restart the app.
- If the device is connected but the issue persists, contact your school's IT department to ensure the eNAEP URL is safelisted per the Download Center guidelines.

Note: If no devices are available that pass the validation checks, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com for guidance on the next steps.

Confirm the Bandwidth, Safelisting and Wireless Access Points (English)

School staff are expected to run a network check and confirm wireless access points prior to the school’s scheduled assessment date. Users can run the network check and confirm wireless access points by selecting the Edit button.

Confirm the Bandwidth, Safelisting, and Wireless Access Points

Run a network check to confirm required URLs are safelisted. Check the WiFi at the school to confirm the network meets the technical requirements for assessment day.

Run network check

Prior to setting up for the Assessment Planning Meeting, run a network check on your school's WiFi.

Run ⓘ

Confirm Wireless Access Points

For each location, indicate if the Wireless Access Point (WAP) can support all connections listed in the table.

library	0	Not answered	No	Yes
Group C at 3:13 PM				
Not answered	0	Not answered	No	Yes
Group D				

The location(s) for the group(s) has not been entered in the **Assessment Logistics** section. To confirm the Wireless Access Points can support the number of connections, enter the location(s) for all the group(s).

Confirm the Bandwidth, Safelisting, and Wireless Access Points

Run a network check to confirm required URLs are safelisted. Check the Wi-Fi at the school to confirm the network meets the technical requirements for assessment day.

Run network check

Prior to setting up for the Assessment Planning Meeting, run a network check on your school's Wi-Fi.

Run ⓘ

Completed ⓘ
07/22/25 1:45:28 AM

Confirm Wireless Access Points

For each location, indicate if the Wireless Access Point (WAP) can support all connections listed in the table.

gym	24	Not answered	No	Yes
Group A at 10:00 AM				

Select **Edit** to update the information.

Edit ⓘ

Run Network Check Results Screen

Users click the Run button to execute the network check via the Network Diagnostic Tool (NDT). NDT results are displayed to the user once the check is complete (up to two minutes).
The NDT can take up to 2 minutes to complete the check.

Network Diagnostic Tool

Confirm Websites

Confirm Bandwidth

This check may take up to 2 minutes to complete.

Save & Close ⓘ

Network Diagnostic Tool

✓

Confirm Websites

✓

Confirm Bandwidth

	Results	Requirements
Download speed	91.56 Mbps	5 Mbps
Upload speed	94.36 Mbps	2 Mbps

Save & Close

Device Setup:

Device Setup
Indicate how devices will be set up for the NAEP assessment.

How will the devices be set up for the NAEP assessment in the assessment location?

☐ Students will bring the devices with them to the assessment location.

☐ Devices will be available in the assessment location at the time the NAEP team arrives (prior to student arrival for the assessment).

Select **Edit** to update the information. **Edit**

Device Setup
Indicate how devices will be set up for the NAEP assessment.

How will the devices be set up for the NAEP assessment in the assessment location?

☐ Students will bring the devices with them to the assessment location.

☒ Devices will be available in the assessment location at the time the NAEP team arrives (prior to student arrival for the assessment).

How should the NAEP Assessment application be launched the morning of the assessment?

☐ Students will launch the NAEP Assessment application per the NAEP team's instruction.

☐ The NAEP team will launch the NAEP Assessment application on the devices prior to student arrival.

Cancel

Save

Assessment Location Setup:

Assessment Location Setup
Provide details about assessment location setup.

The NAEP team will need to access the school's Wi-Fi to use the Assessment Management System (AMS) website before and during the assessment. Which option do you prefer?

☐ Up to three external NAEP administrative devices will connect to the school Wi-Fi on assessment day. Please have the network name and password available on assessment day.

☐ The school will provide up to three devices for the NAEP team to use to connect to the school Wi-Fi and use on assessment day

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

Edit Mode

The NAEP team will need to access the school's WiFi to use the Assessment Management System (AMS) website before and during the assessment. Which option do you prefer?

Up to three external NAEP administrative devices will connect to the school WiFi on assessment day. Please be prepared to share the WiFi name and password with the NAEP team when they arrive the morning of the assessment.

The school will provide up to three devices for the NAEP team to use to connect to the school WiFi and use on assessment day.

Cancel Save

Spare Devices, Charging, and Headphones

Spare Devices, Charging, and Headphones

Indicate how the NAEP team will access spare devices and charging cords. Provide details about headphone requirements for devices.

NAEP needs an additional five devices to be prepared as spare devices with the NAEP Assessment application installed and confirmed. How will spare devices be available to the NAEP team at the time of the assessment setup (e.g., in a cart in the assessment location, in the main office)?

Not answered

Will the NAEP team be able to log in to the spare devices to launch the NAEP Assessment application and set up before student arrival?

☐ Yes

☐ No

Will there be sufficient access to power cords and outlets for any devices that need to be plugged in?

☐ Yes

☐ No

How does your school manage devices with a low battery?

Not answered

The NAEP assessment requires earbuds or headphones. The school can provide or students can bring their own earbuds or headphones to use on the assessment. If the school or students cannot provide their own, NAEP can provide students with wired earbuds or headphones. Any earbuds or headphones not being used for the assessment are prohibited.

What type of audio connection is supported by the student devices?

☐ Bluetooth or USB earbuds or headphones (provided by the school or students)

☐ Wired earbuds or headphones with an audio jack (can be provided by NAEP)

☐ Both

Select Edit to update the information. Edit

Edit Mode

NAEP needs an additional five devices to be prepared as spare devices with the NAEP Assessment application installed and confirmed. How will spare devices be available to the NAEP team at the time of the assessment setup (e.g., in a cart in the assessment location, in the main office)?

Will the NAEP team be able to log in to the spare devices to launch the NAEP Assessment application and set up before student arrival?

☐ Yes

☐ No

Will there be sufficient access to power cords and outlets for any devices that need to be plugged in?

☐ Yes

☐ No

How does your school manage devices with a low battery?

The NAEP assessment requires earbuds or headphones. The school can provide or students can bring their own earbuds or headphones to use on the assessment. If the school or students cannot provide their own, NAEP can provide students with wired earbuds or headphones. Any earbuds or headphones not being used for the assessment are prohibited.

What type of audio connection is supported by the student devices?

☐ Bluetooth or USB earbuds or headphones (provided by the school or students)

☐ Wired earbuds or headphones with an audio jack (can be provided by NAEP)

☐ Both

Cancel

Save

Additional question appears upon selecting response option to “**What type of audio connection is supported by the student devices?**” – text in response options for newly displayed question is dependent on response selected to “**What type of audio connection is supported by the student devices?**”

If select “Bluetooth or USB earbuds or headphones (provided by the school or students)” or “Both”

Can the school or students provide the earbuds or headphones?

☐ Yes, the school or students will provide the earbuds or headphones.

☐ No, we will need to discuss with the NAEP representative.

Cancel

Save

If select “Wired earbuds or headphones with an audio jack (can be provided by NAEP)”

Can the school or students provide the earbuds or headphones?

- ☐ Yes, the school or students will provide the earbuds or headphones.
- ☐ No, NAEP needs to provide students with wired earbuds or headphones.

Cancel

Save 

If select **“Yes, the school or students will provide the earbuds or headphones.”** And selected select “Bluetooth or USB earbuds or headphones (provided by the school or students)” or “Both” on prior question additional text entry box appears.

NAEP needs spare Bluetooth or USB earbuds or headphones to be available in case these are needed. How will spares be available if a student needs to have their Bluetooth or USB earbuds or headphones replaced?

Cancel

Save 

School Staff Support

School Staff Support

Identify a school staff member to provide device support during the assessment.

To ensure the NAEP assessment runs smoothly, it's important to have school staff familiar with the devices available throughout the day. Review the tasks and identify staff who will be available to assist.

- **Provide Setup Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment.

Identifying staff to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide a school staff member to provide technical support on assessment day.

Not answered

Please enter the name and contact information for a backup school staff member who can provide technical support during the assessment in the event the primary contact person is not available.

Not answered

Select **Edit** to update the information.

Edit 

Edit Mode

School Staff Support

Identify a school staff member to provide technical support during the assessment.

School Staff Member Assessment Day Support

[NAME-FROM-ASSESSMENT-LOGISTICS ONE], [NAME-FROM-ASSESSMENT-LOGISTICS TWO], and [NAME-FROM-ASSESSMENT-LOGISTICS THREE] will remain in the assessment location to provide classroom management.

To ensure the NAEP assessment runs smoothly, it's important to have school staff familiar with the devices available throughout the day. Review the tasks and identify staff who will be available to assist.

- **Provide Set-up Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment

Identifying staff to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide three school staff members to provide technical support on assessment day.

Jones, Susan (sjjones@springfieldschools.edu)

Select

Select

Type name here...

Email

Cancel

Save

School Staff Support

Identify a school staff member to provide device support during the assessment.

To ensure the NAEP assessment runs smoothly, it's important to have school staff familiar with the devices available throughout the day. Review the tasks and identify staff who will be available to assist.

- **Provide Setup Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment.

Identifying staff to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide a school staff member to provide technical support on assessment day.

Not answered

Please enter the name and contact information for a backup school staff member who can provide technical support during the assessment in the event the primary contact person is not available.

Not answered

Select Edit to update the information.

Edit

188



To ensure the NAEP assessment runs smoothly, it's important to have school staff familiar with the devices available throughout the day. Review the tasks and identify staff who will be available to assist.

- **Provide Setup Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment.

Identifying staff to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide a school staff member to provide technical support on assessment day.

☐ I need to enter a name and email address.

Please enter the name and contact information for a backup school staff member who can provide technical support during the assessment in the event the primary contact person is not available.

Type name here...

Email

Cancel

Save

If select "I need to enter a name and email address" addition entry field appears:

Please provide a school staff member to provide technical support on assessment day.

☒ I need to enter a name and email address.

Type name here...

This field is required.

Email

A valid email address is required.

Please enter the name and contact information for a backup school staff member who can provide technical support during the assessment in the event the primary contact person is not available.

Type name here...

Email

A valid email address is required.

Cancel

Save

How parents/guardians were notified

Parents/guardians of sampled students only
Parents/guardians of all grade 8 students

Parent/guardians who received the letter

Select...

Cancel

Save

Appendix I25: 2027 Import Student Lists (NEW)

Import Students

State/TUDA coordinators, district staff, and school staff import lists of students in the selected grade/age cohort. This list is used for student sampling, and should include all demographic variables NAEP collects. Sampled students appear in the Provide Student Information tile. This means that the Import Students activity must be completed before the preassessment activities open (**DATE**) on the School Summary page.

- Schools, districts and field staff use the School Summary page to access Import Students.
- Field staff perform this task on behalf of private schools.
- State and TUDA coordinators use the Jurisdictions > Manage Student Imports to access Import Students
 - State and TUDA coordinators designate who will import students, and the due date.

Import Students

Import an Excel file of currently enrolled grade 8 students. NAEP uses this file to draw a random sample of students to participate in the assessment. Include all students, 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.

Import Students

N/A

Reported grade 8 enrollment

School

Student list provider

108

Common Core of Data estimate

~50

Will be selected (approximately)

Import available

<date>

Import due

<date>

Status

Not started

State Unique Student ID

N/A

Former English Learners (EL)

N/A

Select **Import students** to view instructions or import your list. [Import Students](#) →

System transition screen upon clicking **Import Students** button:

Import Students

Preparing for imports...

Step 1 (Prepare File)

This page contains all the information to create an import file. There are links to three Excel files that have headers that are known to the AMS and PDF sheet of instructions. There is a set of accordion elements (Requirements) with the data definitions. Users click Step 2 Upload button to proceed with file upload (step 2), mapping content (step 3), check for errors and warnings (step 4), and confirmation of student data provided (step 5).

SchoolsAcademy of Science and InnovationImport Students

Import Students

1Prepare file

2Upload

3Map contents

4Check errors and warnings

5Confirm

Step 2 opens (2026-10-05) Monday, October 5

Step 2 Upload

Instructions

Step 1: Request an Excel file

Request an Excel file from your data provider. NAEP needs an Excel file with data for all currently enrolled grade 8 students. Please include students participating in virtual/remote learning, students with disabilities (SD)/IEPs, and English learners (EL).

- Required variables are available for review on this page. Review the **Requirements** section, or go to **Downloads** and save the instructions.
- Ask for a legend that explains the file's codes. You will need the legend for step 3.
- Download and include resource documents with your request. Instructions and Excel templates are available in the **Downloads** section.

<12345>

Downloads

Share these documents with your data provider. Note that there may be more than one student list template available.

Instructions
200KB,

1 race/ethnicity column
200KB, Student list template

2 race/ethnicity column
200KB, Student list template

6 race/ethnicity column
200KB, Student list template

Resources

For technical assistance, contact the help desk.

Phone
1-800-283-6237

Email
naephelp@westat.com

Hours
Weekdays 8:00 AM–5:30 PM ET

After hours voice mail messages and emails will be answered as soon as possible.

Requirements

The Excel file must include all required variables for each grade student in the selected grade. Expand each variable for the full description.

State Unique Student ID (SUSI)	▼
Student first and last name	▼
Month and year of birth	▼
Grade	▼
Sex	▼
Race/ethnicity	▼
Economically disadvantaged	▼
Student with disabilities (SD)	▼
English learner (EL)	▼
On break indicator for year-round multi-track schools	▼
Homeroom or other locator optional	▼



Step 2: Upload file

Select the **Upload** button. Open and check your file before uploading.

- ✓ File should include all currently enrolled grade 8 students.
- ✓ The following variables cannot be blank for any students: first name, last name, birth month/year, grade, and sex.
- ✓ Header row for each required variable must be in row 1. The header row helps map the file's variables in Step 3.
- ✓ Blank rows should begin after the last student record. Delete blank rows between students.
- ✓ Check for duplicate students. Delete any duplicate student rows.
- ✓ Student records should be in one worksheet. Delete all other worksheets.
- ✓ Remove any password protection.



Step 3: Map file contents

Use your completed legend for this step. Your legend explains how to map each variable.

- **Map your file's column headings to the NAEP variables.** This is done automatically if you use the Excel template in the **Downloads** section.
- **Map your school's codes to the NAEP codes.** This can be tricky, use your legend while mapping. For example, a file could have a numeric school code of 1 for the variable student with disabilities. Your legend should define what that 1 represents (Yes IEP, Not SD, or Information Unavailable). Match the school code from your file to the correct NAEP code.



Step 4: Check errors and warnings

Data accuracy is a top priority, since NAEP reports results for student groups. Information from the student list runs through a series of checks.

- **Review warnings.** Warnings serve as prompts to review and confirm existing information, and do not always require changes to the student list. NAEP compares the student list against two databases: previous NAEP assessments and Common of Core Data. 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.
- **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 at your school.

- **Confirm file contents.** Select the option to confirm that the file is complete, accurate, and current. If your file contents are incomplete or incorrect, request a new file and upload again.
- **NAEP will randomly sample students from the confirmed file.** Sampled students will be scheduled to take the assessment.

< 1 2 3 4 5 >

Requirements- Expanded accordians

State Unique Student ID (SUSI)

Numeric format, include student ID if available. Do not use Social Security numbers.

Student first and last name

Text format, middle names, and/or initials are **optional**.

Recommendation: If possible, include first and last names in separate columns. NAEP accepts names stored in a single column, but this may require additional questions to determine how names are ordered/formatted.

Month and year of birth

Numeric format, expected birth years for NAEP: grade 8 (2009 - 2015).

Recommendation: If possible, include month and year of birth in separate columns. NAEP accepts birthdates in a single column too.

Grade

Numeric grade level, include it for each student in the file. Please list all students, including students participating in virtual/remote learning, students with IEPs (SD), and English learners (EL).

Sex



Text or numeric school-defined codes for the following categories.

Male

Female

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.

Race/ethnicity



Text or numeric school-defined codes for the following race/ethnicity categories.

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

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

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

Native Hawaiian or Pacific Islander, not Hispanic: A person having origins in any of the original peoples 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

Economically disadvantaged

Text or numeric school-defined codes for the following categories.

Yes, economically disadvantaged: Student is considered economically disadvantaged. Student is eligible for free or reduced-price lunch.

No, not economically disadvantaged: Student is not considered economically disadvantaged. Student is not eligible for free or reduced-price lunch.

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.

Student with disabilities (SD)

Text or numeric school-defined codes for the following categories.

Yes, IEP: Student has a formal Individualized Education Program (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)

Text or numeric school-defined codes for the following categories.

Yes, EL: A student who has not achieved full English proficiency, and is in the process of acquiring English language skills and knowledge. Some schools refer to these students as limited English proficient (LEP).

No, Not EL: Student is not an English learner.

No, Formerly EL: A student who has achieved full English proficiency, is monitored, and is included in EL subgroup for accountability reporting for 2 years (or 4 years depending on state policy) after exiting. 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 multi-track schools

For year-round schools with multiple tracks of students.

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 Excel 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.

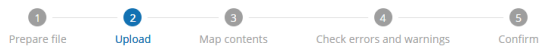
Homeroom or other locator optional



Text or numeric school-defined codes. Include if available.

Step 2 (Upload)

Import Students



Check your file

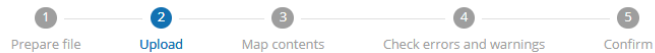
Save yourself time by checking for these common issues before uploading.

- ✓ File should include all currently enrolled students in the selected grade or age group.
- ✓ The following variables cannot be blank for any students: first name, last name, birth month/year, grade, and sex.
- ✓ Header row for each required variable must be in row 1. The header row helps map the file's variables in Step 3.
- ✓ Blank rows should begin after the last student record. Delete blank rows between students.
- ✓ Check for duplicate students. Delete any duplicate student rows.
- ✓ Student records should be in one worksheet. Delete all other worksheets.
- ✓ Remove any password protection.

 Drag and drop or browse to locate

After upload, additional information is displayed to user, including # of students (records in file) and whether file passed initial checks.

Import Students



Check your file

Save yourself time by checking for these common issues before uploading.

- ✓ File should include all currently enrolled students in the selected grade or age group.
- ✓ The following variables cannot be blank for any students: first name, last name, birth month/year, grade, and sex.
- ✓ Header row for each required variable must be in row 1. The header row helps map the file's variables in Step 3.
- ✓ Blank rows should begin after the last student record. Delete blank rows between students.
- ✓ Check for duplicate students. Delete any duplicate student rows.
- ✓ Student records should be in one worksheet. Delete all other worksheets.
- ✓ Remove any password protection.

Drag and drop or browse to locate
2027_JSL_OMB Example.xlsx

✓ **30 students ready for import**
This file passed all initial checks

Continue to mapping

☒ Use existing mapping

- If uncheck “Use existing mapping” a warning is provided

Continue to mapping

☐ Use existing mapping

Your existing map will be discarded!

Step 3 (Map contents)

The mapping process consists of a series of screens that allow the user to confirm and map the fields and values included in their imported file to NAEP requirements.

Import Students

1 Prepare file 2 Upload 3 Map contents 4 Check errors and warnings 5 Confirm

YOUR COLUMN
Student First Name, Student Middle Name, Student Last Name

NAEP COLUMN
Student Last Name, Student First Name Student Middle Name

	Your Values	NAEP Format
1	Antonio, A, Alvarez	Alvarez, Antonio A
2	Ben, B, Bonilla	Bonilla, Ben B
3	Carlos, C, Cuellar	Cuellar, Carlos C
4	Don, D, Digler	Digler, Don D
5	Ernie, E, Engleton	Engleton, Ernie E
6	Felix, F, Forantino	Forantino, Felix F

1-30 of 30

Student First Name Student First Name

Student Middle Name Student Middle Name

Student Last Name Student Last Name

Upload Corrected File CONTINUE

A set of common features apply to each screen throughout the mapping process:

- Upload corrected file
- Variable dropdown menus
- Navigation

Upload Corrected File

Allows user to re-upload a new file at any point throughout the import student list process.

Re-upload corrected file?

Do you want to re-upload your file?

Continue working Upload

- **Continue working** - closes pop up returns to step 3
- **Upload** – return to step 2

Variable dropdown menu

A dropdown menu used to select the correct variable a field in the uploaded student list file should be mapped to is available. The dropdown menu contains a list of all applicable fields included in the upload file.

Import Students

1 Prepare file 2 Upload 3 Map contents 4 Check errors and warnings 5 Confirm

YOUR COLUMN

Student First Name, Student Middle Name, Student Last Name

NAEP COLUMN

Student Last Name, Student First Name Student Middle Name

	Your Values	NAEP Format
1	Antonio, A. Alvarez	Alvarez, Antonio A
2	Ben, B. Bonilla	Bonilla, Ben B
3	Carlos, C. Cuellar	Cuellar, Carlos C
4	Don, D. Digler	Digler, Don D
5	Ernie, E. Engleton	Engleton, Ernie E
6	Felix, F. Forantino	Forantino, Felix F

1-30 of 30

Student First Name

Student Middle Name

Student Last Name

Upload Corrected File

Student First Name

State Unique Student ID

Student First Name

Student Middle Name

Student Last Name

Grade

Homeroom or Other Locator

Month of Birth

Year of Birth

Sex

Student with a Disability

English Learner

Race/ Ethnicity

Economically Disadvantaged

On-Break Indicator

Student ZIP code

When a “No” response is provided to a mapping question and a variable selected from the dropdown, additional dropdowns appear (as applicable) to allow mapping of specific values in the uploaded student list file to NAEP values corresponding with the variable indicated the column contains.

YOUR COLUMN

Homeroom or Other Locator

NAEP COLUMN

Economically Disadvantaged

Show selected

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	Room A	
2	Bonilla, Ben B	Room B	
3	Cuellar, Carlos C	Room A	
4	Digler, Don D	Room B	
5	Engleton, Ernie E	Room A	
6	Forantino, Felix F	Room B	

1-30 of 30

Column 6/15

Does this column contain information about **Economically Disadvantaged**?

☐ Yes

☒ No

Which variable does this column contain?

Economically Disadvantaged

Map the values in the column

Student Count	%	Your Value	NAEP Values
15	50%	Room A	Select an option
15	50%	Room B	<< select row for options >>

Upload Corrected File

CONTINUE

Navigation

The Continue button advances to the next mapping screen. The drop-down list option on the Continue button displays all previously visited mapping screens and can be used to navigate back.

YOUR COLUMN

Grade

NAEP COLUMN

Grade

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	8	8
2	Bonilla, Ben B	8	8
3	Cuellar, Carlos C	8	8
4	Digler, Don D	8	8
5	Engleton, Ernie E	8	8
6	Forantino, Felix F	8	8

1-30 of 30

Column 5/15

Does this column contain information about **Grade**?

☐ Yes

☒ No

Which variable does this column contain?

Upload Corrected File

CONTINUE

Names

Edit names

State Unique Student ID

State Unique Student ID

CONTINUE

Names

Edit names

State Unique Student ID

State Unique Student ID

Mapping screens

Import Students

1

2

3

4

5

Prepare file

Upload

Map contents

Check errors and warnings

Confirm

YOUR COLUMN

Student First Name, Student Middle Name, Student Last Name

NAEP COLUMN

Student Last Name, Student First Name Student Middle Name

	Your Values	NAEP Format
1	Antonio, A. Alvarez	Alvarez, Antonio A
2	Ben, B. Bonilla	Bonilla, Ben B
3	Carlos, C. Cuellar	Cuellar, Carlos C
4	Don, D. Digler	Digler, Don D
5	Ernie, E. Engleton	Engleton, Ernie E
6	Felix, F. Forantino	Forantino, Felix F

1-30 of 30

Student First Name

Student First Name

Student Middle Name

Student Middle Name

Student Last Name

Student Last Name

Upload Corrected File

CONTINUE

Note. If the student name is provided in one column in the uploaded student list file, or student name column(s) could not be identified, a different initial mapping question is displayed.

Student name columns could not be identified from the spreadsheet.

Are student names in one column or multiple columns?

☐ Name in one column

☐ Name in multiple columns

Upload Corrected File

CONTINUE

YOUR COLUMN		Student Name
NAEP COLUMN		Student Full Name
Your Values	NAEP Format	
1	Antonio A Alvarez	Alvarez, Antonio A
2	Ben B Bonilla	Bonilla, Ben B
3	Carlos C Cuellar	Cuellar, Carlos C
4	Don D Digler	Digler, Don D
5	Ernie E Engleton	Ernie E Engleton,
6	Felix F Forantino	Forantino, Felix F

1-30 of 30

Are student names in one column or multiple columns?

☒ Name in one column

☐ Name in multiple columns

Student Full Name

[Upload Corrected File](#) [CONTINUE](#)

YOUR COLUMN		Student Name
NAEP COLUMN		Student Full Name
Your Values	NAEP Format	
1	Antonio A Alvarez	Alvarez, Antonio A
2	Ben B Bonilla	Bonilla, Ben B
3	Carlos C Cuellar	Cuellar, Carlos C
4	Don D Digler	Digler, Don D
5	Ernie E Engleton	Ernie E Engleton,
6	Felix F Forantino	Forantino, Felix F

1-30 of 30

Are student names in one column or multiple columns?

☐ Name in one column

☒ Name in multiple columns

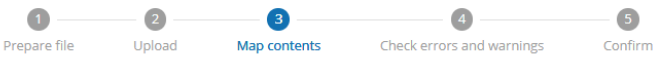
Student First Name

Student Middle Name

Student Last Name

[Upload Corrected File](#) [CONTINUE](#)

Import Students



YOUR COLUMN

State Unique Student ID

NAEP COLUMN

State Unique Student ID

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	0000000001	0000000001
2	Bonilla, Ben B	0000000002	0000000002
3	Cuellar, Carlos C	0000000003	0000000003
4	Digler, Don D	0000000004	0000000004
5	Engleton, Ernie E	0000000005	0000000005
6	Forantino, Felix F	0000000006	0000000006

1-30 of 30

Column 1/15

Does this column contain information about **State Unique Student ID**?

☐ Yes

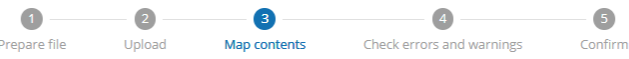
☒ No

Which variable does this column contain?

Upload Corrected File

CONTINUE

Import Students



YOUR COLUMN

Grade

NAEP COLUMN

Grade

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	8	8
2	Bonilla, Ben B	8	8
3	Cuellar, Carlos C	8	8
4	Digler, Don D	8	8
5	Engleton, Ernie E	8	8
6	Forantino, Felix F	8	8

1-30 of 30

Column 5/15

Does this column contain information about **Grade**?

☐ Yes

☒ No

Which variable does this column contain?

Upload Corrected File

CONTINUE

Import Students

- 1

Prepare file
- 2

Upload
- 3

Map contents
- 4

Check errors and warnings
- 5

Confirm

YOUR COLUMN

Homeroom or Other Locator

NAEP COLUMN

Homeroom or Other Locator

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	Room A	Room A
2	Bonilla, Ben B	Room B	Room B
3	Cuellar, Carlos C	Room A	Room A
4	Digler, Don D	Room B	Room B
5	Engleton, Ernie E	Room A	Room A
6	Forantino, Felix F	Room B	Room B

1-30 of 30

Column 6/15

Does this column contain information about **Homeroom or Other Locator**?

☐ Yes

☒ No

Which variable does this column contain?

Upload Corrected File

CONTINUE

YOUR COLUMN

Homeroom or Other Locator

NAEP COLUMN

Economically Disadvantaged

Show selected

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	Room A	
2	Bonilla, Ben B	Room B	
3	Cuellar, Carlos C	Room A	
4	Digler, Don D	Room B	
5	Engleton, Ernie E	Room A	
6	Forantino, Felix F	Room B	

1-30 of 30

Column 6/15

Does this column contain information about **Economically Disadvantaged**?

☐ Yes

☒ No

Which variable does this column contain?

Economically Disadvantaged

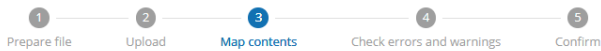
Map the values in the column

Student Count	%	Your Value	NAEP Values
15	50%	Room A	Select an option
15	50%	Room B	<< select row for options >>

Upload Corrected File

CONTINUE

Import Students



YOUR COLUMN

Month of Birth

NAEP COLUMN

Month of Birth

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	4	4
2	Bonilla, Ben B	5	5
3	Cuellar, Carlos C	6	6
4	Digler, Don D	7	7
5	Engleton, Ernie E	8	8
6	Forantino, Felix F	9	9

1-30 of 30

Column 7/15

Does this column contain information about **Month of Birth**?

☐ Yes

☒ No

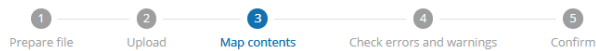
Which variable does this column contain?

State Unique Student ID

Upload Corrected File

CONTINUE

Import Students



YOUR COLUMN

Year of Birth

NAEP COLUMN

Year of Birth

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	2022	2022
2	Bonilla, Ben B	2022	2022
3	Cuellar, Carlos C	2022	2022
4	Digler, Don D	2022	2022
5	Engleton, Ernie E	2022	2022
6	Forantino, Felix F	2022	2022

1-30 of 30

Column 8/15

Does this column contain information about **Year of Birth**?

☐ Yes

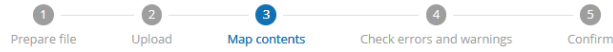
☒ No

Which variable does this column contain?

Upload Corrected File

CONTINUE

Import Students



YOUR COLUMN

Sex

NAEP COLUMN

Sex

☐ Show selected

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	Male	
2	Bonilla, Ben B	Male	
3	Cuellar, Carlos C	Male	
4	Digler, Don D	Male	
5	Engleton, Ernie E	Male	
6	Forantino, Felix F	Male	

1-30 of 30

Column 9/15

Does this column contain information about **Sex**?

☒ Yes
☐ No

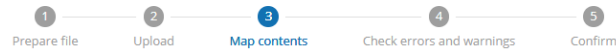
Map the values in the column

Student Count	%	Your Value	NAEP Values
11	36.67%	Female	Select an option
5	16.67%	Information unavailable	<< select row for options >>
14	46.67%	Male	<< select row for options >>

[Upload Corrected File](#)

CONTINUE

Import Students



YOUR COLUMN

Student with a Disability

NAEP COLUMN

Student with a Disability

☐ Show selected

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	Yes, IEP:	
2	Bonilla, Ben B	No, not SD:	
3	Cuellar, Carlos C	Information unavailable	
4	Digler, Don D	No, not SD:	
5	Engleton, Ernie E	No, not SD:	
6	Forantino, Felix F	Yes, IEP:	

1-30 of 30

Column 10/15

Does this column contain information about **Student with a Disability**?

☒ Yes
☐ No

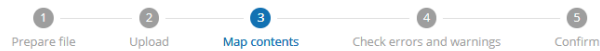
Map the values in the column

Student Count	%	Your Value	NAEP Values
5	16.67%	Information unavailable	Select an option
13	43.33%	No, not SD:	<< select row for options >>
9	30%	Yes, IEP:	<< select row for options >>
3	10%	--	<< select row for options >>

[Upload Corrected File](#)

CONTINUE

Import Students



YOUR COLUMN

English Learner

NAEP COLUMN

English Learner

Show selected

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	Yes, EL	
2	Bonilla, Ben B	No, Not EL	
3	Cuellar, Carlos C	Information unavailable	
4	Digler, Don D	Yes, EL	
5	Engleton, Ernie E	No, Formerly EL:	
6	Forantino, Felix F	No, Not EL	

Column 11/15

Does this column contain information about **English Learner**?

☒ Yes

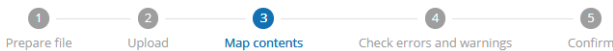
☐ No

Map the values in the column

Student Count	%	Your Value	NAEP Values
3	10%	Information unavailable	Select an option
3	10%	Information unavailable at this time	<< select row for options >>
3	10%	No, Formerly EL:	<< select row for options >>
14	46.67%	No, Not EL	<< select row for options >>
7	23.33%	Yes, EL	<< select row for options >>

Upload Corrected File

CONTINUE



YOUR COLUMN

Race/ Ethnicity

NAEP COLUMN

Race/ Ethnicity

Show selected

	Student Name	Your Values
1	Alvarez, Antonio A	Hispanic, of any race:
2	Bonilla, Ben B	White, not Hispanic:
3	Cuellar, Carlos C	Information unavailable
4	Digler, Don D	White, not Hispanic:
5	Engleton, Ernie E	Hispanic, of any race:
6	Forantino, Felix F	White, not Hispanic:

Column 12/15

Does this column contain information about **Race/ Ethnicity**?

☒ Yes

☐ No

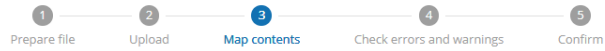
Map the values in the column

Student Count	%	Your Value	NAEP Values
2	6.67%	American Indian or Alaska Native, not Hispanic	Select an option
2	6.67%	Asian, not Hispanic	<< select row for options >>
6	20%	Black or African American, not Hispanic	<< select row for options >>
4	13.33%	Hispanic, of any race:	<< select row for options >>
1	3.33%	Information unavailable	<< select row for options >>
5	16.67%	Information unavailable at this time	<< select row for options >>
2	6.67%	Native Hawaiian or Pacific Islander, not Hispanic	<< select row for options >>
3	10%	Two or More Races, not Hispanic	<< select row for options >>
5	16.67%	White, not Hispanic:	<< select row for options >>

Upload Corrected File

CONTINUE

Import Students



YOUR COLUMN

Economically Disadvantaged

NAEP COLUMN

Economically Disadvantaged

☐ Show selected

	Student Name	Your Values
1	Alvarez, Antonio A	Yes, economically disadvantaged
2	Bonilla, Ben B	Yes, economically disadvantaged
3	Cuellar, Carlos C	Information unavailable at this time:
4	Digler, Don D	Yes, economically disadvantaged
5	Engleton, Ernie E	Yes, economically disadvantaged
6	Forantino, Felix F	Yes, economically disadvantaged

1:30 of 30

Column 13/15

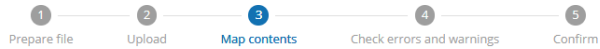
Does this column contain information about **Economically Disadvantaged**?

☒ Yes
☐ No

Map the values in the column

Student Count	%	Your Value	NAEP Values
3	10%	Information unavailable at this time	Select an option
3	10%	Information unavailable at this time:	<< select row for options >>
8	26.67%	No, not economically disadvantaged	<< select row for options >>
16	53.33%	Yes, economically disadvantaged	<< select row for options >>

Import Students



YOUR COLUMN

On-Break Indicator

NAEP COLUMN

On-Break Indicator

☐ Show selected

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	No	
2	Bonilla, Ben B	No	
3	Cuellar, Carlos C	No	
4	Digler, Don D	No	
5	Engleton, Ernie E	No	
6	Forantino, Felix F	No	

1:30 of 30

Column 14/15

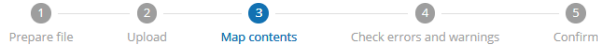
Does this column contain information about **On-Break Indicator**?

☒ Yes
☐ No

Map the values in the column

Student Count	%	Your Value	NAEP Values
30	100%	No	Select an option

Import Students



YOUR COLUMN
Student ZIP code

NAEP COLUMN
Student ZIP code

	Student Name	Your Values	NAEP Format
1	Alvarez, Antonio A	78723	78723
2	Bonilla, Ben B	78723	78723
3	Cuellar, Carlos C	78723	78723
4	Digler, Don D	78723	78723
5	Engleton, Ernie E	78723	78723
6	Forantino, Felix F	78723	78723

1-30 of 30

Column 15/15

Does this column contain information about **Student ZIP code**?

☐ Yes
 ☒ No

Which variable does this column contain?

Step 4 (Check errors and warnings)

After completing the mapping process, the AMS generates errors or warnings based on preestablished criteria. Users must resolve all errors and warning before continuing to step 5 and completing the Import Student List process. The error and warning screen displays all errors and warnings generated and includes additional options for user to:

- Return to mapping screens to make corrections as needed
- Upload a corrected file to make corrections as needed
- Export the errors and warning list to an excel file (see example below)
- Search, sort and filter errors and warnings by category

Example errors and warning export file:

	A	B	C	D	E	F	G	H	I	J
	Schools	School ID	Grade	Warnings	Warnings	Title	Description	Status	Resolution	Explanation
1	PPV School 9901001	9901001	6	7	Missing information	First and/or last names	3 students are missing information for first name and/or last name. This information cannot be left blank.	Not resolved		
2	PPV School 9901001	9901001	6	7	Information unavailable	Information unavailable	5 students are mapped to 'Information unavailable' for sex.	Not resolved		
3	PPV School 9901001	9901001	6	7	English learners	Significant difference from a previous assessment	The percentage of students differs significantly when compared against information from a previous assessment.	Not resolved		
4	PPV School 9901001	9901001	6	7	Students with disabilities	Significant difference from a previous assessment	The percentage of students differs significantly when compared against information from a previous assessment.	Not resolved		
5	PPV School 9901001	9901001	6	7	Race/ethnicity	Significant difference from CCD or a previous assessment	The percentages for students' race/ethnicity differs significantly when compared against information from a previous assessment.	Not resolved		
6	PPV School 9901001	9901001	6	7	Enrollment	Student count from file differs by 100% or more	Your student list contains 30 grade 8 students. Your school's 2024 student list had 125 students.	Not resolved		
7	PPV School 9901001	9901001	6	7	Birth year	Unexpected age for grade	A majority of students are younger than expected for grade 8.	Not resolved		
8	PPV School 9901001	9901001	6	7	Birth year	Unexpected birth years	30 students have birth years outside the expected grade 8 range of 2009 - 2013.	Not resolved		
9										
10										
11										
12										
13										
14										

Errors and Warning Screens

1 Prepare file → 2 Upload → 3 Map contents → 4 Check errors and warnings → 5 Confirm

1 How to use this table

Check errors
 Errors indicate missing or incorrect information, and require a new uploaded file. All errors must be resolved before continuing to step 5.

Check warnings
 Warnings serve as prompts to review and confirm existing information, and do not always require changes to the file.

Resolve each error and warning before continuing to Step 5

ALL ERRORS/WARNINGS
SEX
RACE/ETHNICITY
STUDENTS WITH DISABILITIES
ENGLISH LEARNERS
ECONOMICALLY DISADVANTAGED

[Return to Mapping](#)
[Upload Corrected File](#)
[Export to Excel](#)
[Continue to Step 5](#)

☒ Errors
☐ Warnings
☐ Status

Errors and warnings	Description	Status	Resolve
Error Missing information	First and/or last names 3 students are missing information for first name and/or last name. This information cannot be left blank.	Not resolved	
Warning Information unavailable	Information unavailable 5 students are mapped to "Information unavailable" for sex.	Not resolved	
Warning English learners	Significant difference from a previous assessment The percentage of students differs significantly when compared against information from a previous assessment.	Not resolved	
Warning Students with disabilities	Significant difference from a previous assessment The percentage of students differs significantly when compared against information from a previous assessment.	Not resolved	
Warning Race/ethnicity	Significant difference from CCD or a previous assessment The percentages for students' race/ethnicity differs significantly when compared against information from the Common Core of Data estimates or a previous assessment.	Not resolved	
Warning Enrollment	Student count from file differs by 100% or more Your student list contains 30 grade 8 students. Your school's 2024 student list had 125	Not resolved	

Filter options

- ▼ ☐ Errors

 - ☐ Age
 - ☐ Date
 - ☐ Duplicates
 - ☐ Economically disadvantaged
 - ☐ Grade
 - ☐ Missing information
 - ☐ NAEP ID
 - ☐ On-break
 - ☐ Race/ethnicity
 - ☐ State Unique Student ID

▼ ☐ Warnings

 - ☐ Birth year
 - ☐ Duplicates
 - ☐ Economically disadvantaged
 - ☐ English learners
 - ☐ Enrollment
 - ☐ Grade
 - ☐ Information unavailable
 - ☐ Missing information
 - ☐ On-break
 - ☐ Race/ethnicity
 - ☐ Row mapping
 - ☐ Sex
 - ☐ State Unique Student ID
 - ☐ Students with disabilities
 - ☐ ZIP codes

▼ ☐ Status

 - ☐ Not resolved
 - ☐ Resolved

How to use this table

Check errors

Errors indicate missing or incorrect information, and require a new uploaded file. All errors must be resolved before continuing to step 5.

Check warnings

Warnings serve as prompts to review and confirm existing information, and do not always require changes to the file.

Resolve each error and warning before continuing to Step 5



ALL ERRORS/WARNINGS

SEX

RACE/ETHNICITY

STUDENTS WITH DISABILITIES

ENGLISH LEARNERS

ECONOMICALLY DISADVANTAGED

Search

Sort by

Return to Mapping

Upload Corrected File

Export to Excel

Continue to Step 5

- ☐ Errors
- ☐ Warnings
- ☐ Status

Schools	Warnings	All	Male	Female	Information unavailable	
PPV School 9901001 PPV District AL9001 9901001 grade 8 1 7	Sex	File count	30	14	11	5
		File %		46.0	36.0	16.0
		CCD %		45.0	54.0	--
		Historical %		46.0	53.0	--

ALL ERRORS/WARNINGS

SEX

RACE/ETHNICITY

STUDENTS WITH DISABILITIES

ENGLISH LEARNERS

ECONOMICALLY DISADVANTAGED

Search

Sort by

Return to Mapping

Upload Corrected File

Export to Excel

Continue to Step 5

- ☐ Errors
- ☐ Warnings
- ☒ Status
 - ☐ Not resolved
 - ☐ Resolved

Schools	Warnings		All	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, not Hispanic	School does not collect this information	Information unavailable
Acero Chtr Roberto Clemente Elem, change1												
Chicago		File count	30	5	6	4	2	2	2	3	--	6
Public	Warning	File %		16.0	20.0	13.0	6.0	6.0	6.0	10.0	--	20.0
Schools Dist 299	Race/ethnicity	CCD %		1.0	7.0	91.0	0.0	0.0	0.0	0.0	--	--
1720051		Historical %		--	--	--	--	--	--	--	--	--
grade 8												
1	7											

ALL ERRORS/WARNINGS

SEX

RACE/ETHNICITY

STUDENTS WITH DISABILITIES

ENGLISH LEARNERS

ECONOMICALLY DISADVANTAGED

Search

Sort by

Return to Mapping

Upload Corrected File

Export to Excel

Continue to Step 5

- ☐ Errors
- ☐ Warnings
- ☐ Status

Schools	Warnings	All	Yes, IEP	No, not SD	Information unavailable	
PPV School 9901001 PPV District AL9001 9901001 grade 8 1 7	Warning Students with disabilities	File count	30	9	13	8
		File %		30.0	43.0	26.0
		CCD %		--	--	--
		Historical %		5.0	94.0	0.0

ALL ERRORS/WARNINGS

SEX

RACE/ETHNICITY

STUDENTS WITH DISABILITIES

ENGLISH LEARNERS

ECONOMICALLY DISADVANTAGED

Search

Sort by

Return to Mapping

Upload Corrected File

Export to Excel

Continue to Step 5

Errors

Warnings

Status

Schools	Warnings		All	Yes, EL	No, Formerly EL	No, not EL	Information unavailable
PPV School 9901001		File count	30	7	3	14	6
PPV District AL9001	Warning	File %		23.0	10.0	46.0	20.0
9901001 grade 8 1	English learners	CCD %		--	--	--	--
7		Historical %		3.0	0.0	96.0	0.0

ALL ERRORS/WARNINGS

SEX

RACE/ETHNICITY

STUDENTS WITH DISABILITIES

ENGLISH LEARNERS

ECONOMICALLY DISADVANTAGED

Search

Sort by

Return to Mapping

Upload Corrected File

Export to Excel

Continue to Step 5

Errors

Warnings

Status

Schools	Warnings		All	Yes, Economically Disadvantaged	No, Not Economically Disadvantaged	Information unavailable
PPV School 9901001		File count	30	16	8	6
PPV District AL9001	Economically disadvantaged	File %		53.0	26.0	20.0
9901001 grade 8 1 7		CCD %		--	--	--
		Historical %		8.0	92.0	0.0

Resolve Warnings Screens

Users resolve error and warnings by selecting the  icon in the Resolve column in the Errors and Warnings table for the error or warning to be resolved.

Search

Sort by

Return to Mapping

Upload Corrected File

Export to Excel

Continue to Step 5

> Errors

> Warnings

> Status

Errors and warnings	Description	Status	Resolve
Error Missing information	First and/or last names 3 students are missing information for first name and/or last name. This information cannot be left blank.	Not resolved	
Warning Information unavailable	Information unavailable 5 students are mapped to "Information unavailable" for sex.	Not resolved	
Warning English learners	Significant difference from a previous assessment The percentage of students differs significantly when compared against information from a previous assessment.	Not resolved	
Warning Students with disabilities	Significant difference from a previous assessment The percentage of students differs significantly when compared against information from a previous assessment.	Not resolved	
Warning Race/ethnicity	Significant difference from CCD or a previous assessment The percentages for students' race/ethnicity differs significantly when compared against information from the Common Core of Data estimates or a previous assessment.	Not resolved	
Warning Enrollment	Student count from file differs by 100% or more Your student list contains 30 grade 8 students. Your school's 2024 student list had 125	Not resolved	

Upon selecting the  icon in the Resolve column, users are navigated to the corresponding error or warning resolution screen which includes additional details regarding the error or warning, additional questions displayed to be answered and/or additional instruction provided in order to resolve. Users may navigate back to prior errors and warning or proceed to next error/warning using the Back and Next buttons respectively or select the Back to overview button to return to the Errors and Warning table. The "Resolve this warning" button will appear once all required

additional information or corrections have been applied.

Each error and warning resolution screen contains specific information, questions and/or instructions specific to the warning.

Example resolution screens

12345

Prepare fileUploadMap contentsCheck errors and warningsConfirm

PPV School 9901001 - 9901001

	Student Name	English Learner
1	Alvarez, Antonio	Yes, EL
2	Bonilla, Ben	No, not EL
3	Cuellar, Carlos	Information unavailable
4	Digler, Don	Yes, EL
5	Engleton, Ernie	No, Formerly EL
6	Forantino, Felix	No, not EL

1-30 of 30

Show warnings only

Warning

Significant difference from a previous assessment

The percentage of students differs significantly when compared against information from a previous assessment.

	Your student list	Previous assessment
Yes, EL	23.33%	3.2%
No, Formerly EL	10%	0%
No, not EL	46.67%	96.8%
Information unavailable	20%	0%

Is this information correct?

☒ Yes

☐ No

Resolve this warning

Back to overview

Back

Next

PPV School 9901001 - 9901001

	Student Name	English Learner
1	Alvarez, Antonio	Yes, EL
2	Bonilla, Ben	No, not EL
3	Cuellar, Carlos	Information unavailable
4	Digler, Don	Yes, EL
5	Engleton, Ernie	No, Formerly EL
6	Forantino, Felix	No, not EL

1-30 of 30

Show warnings only

Warning

Significant difference from a previous assessment

The percentage of students differs significantly when compared against information from a previous assessment.

	Your student list	Previous assessment
Yes, EL	23.33%	3.2%
No, Formerly EL	10%	0%
No, not EL	46.67%	96.8%
Information unavailable	20%	0%

Is this information correct?

☐ Yes
 ☒ No

Student Count	%	Your Value	NAEP Values
6	20%	Information unavailable	Information unavailable
6	20%	Information unavailable at this time	Information unavailable
3	10%	No, Formerly EL:	No, Formerly EL
14	46.67%	No, Not EL	No, not EL
7	23.33%	Yes, EL	Yes, EL

Are your file's codes mapped to the correct NAEP codes?

☒ Yes
 ☐ No

Please correct your file and re-upload.

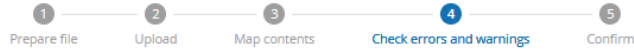
Upload

Back

Next

220

Import Students



PPV School 9901001 - 9901001

	Student Name	Race/ Ethnicity
1	Alvarez, Antonio	Hispanic, of any race
2	Bonilla, Ben	White, not Hispanic
3	Cuellar, Carlos	Information unavailable
4	Digler, Don	White, not Hispanic
5	Engleton, Ernie	Hispanic, of any race
6	Forantino, Felix	White, not Hispanic

1-30 of 30

☐ Show warnings only

Warning

Significant difference from CCD or a previous assessment

The percentages for students' race/ethnicity differs significantly when compared against information from the Common Core of Data estimates or a previous assessment.

	Your student list	2023 - 2024 CCD estimate	Previous assessment
White, not Hispanic	16.67%	16.68%	17.6%
Black or African American, not Hispanic	20%	9.06%	9.6%
Hispanic, of any race	13.33%	65.27%	61.6%
Asian, not Hispanic	6.67%	2.51%	3.2%
American Indian or Alaska Native, not Hispanic	6.67%	0.61%	2.4%
Native Hawaiian or Pacific Islander, not Hispanic	6.67%	0.61%	0%
Two or More Races, not Hispanic	10%	5.26%	5.6%
Information unavailable	20%	0%	0%

Please confirm with your data provider or data source that the highlighted students have the correct category. Is your file correct?

☐ Yes

☐ No

Back to overview

Back Next

Import Students

1 Prepare file 2 Upload 3 Map contents 4 Check errors and warnings 5 Confirm

PPV School 9901001 - 9901001

	Student Name	Grade
1	Alvarez, Antonio	8
2	Bonilla, Ben	8
3	Cuellar, Carlos	8
4	Digler, Don	8
5	Engleton, Ernie	8
6	Forantino, Felix	8

1-30 of 30

☐ Show warnings only

Warning

Student count from file differs by 100% or more

Your student list contains 30 grade 8 students. Your school's 2024 student list had 125 students.

Does your school have 30 grade 8 students?

☐ Yes

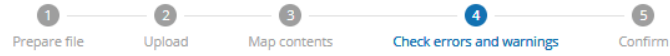
☐ No

Back to overview

Back Next

221

Import Students



PPV School 9901001 - 9901001

	Student Name	Month of Birth	Year of Birth
1	Alvarez, Antonio	4	2022
2	Bonilla, Ben	5	2022
3	Cuellar, Carlos	6	2022
4	Digler, Don	7	2022
5	Engleton, Ernie	8	2022
6	Forantino, Felix	9	2022

1-30 of 30

☐ Show warnings only

Warning

Unexpected age for grade

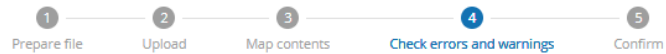
A majority of students are younger than expected for grade 8.

Does each highlighted student have the correct month and year of birth?

☐ Yes
☐ No

[Back to overview](#)[Back](#)[Next](#)

Import Students



PPV School 9901001 - 9901001

	Student Name	Year of Birth
1	Alvarez, Antonio	2022
2	Bonilla, Ben	2022
3	Cuellar, Carlos	2022
4	Digler, Don	2022
5	Engleton, Ernie	2022
6	Forantino, Felix	2022

1-30 of 30

☐ Show warnings only

Warning

Unexpected birth years

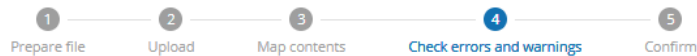
30 students have birth years outside the expected grade 8 range of 2009 - 2013.

Does each highlighted student have the correct year of birth?

☐ Yes
☐ No

[Back to overview](#)[Back](#)

Import Students



PPV School 9901001 - 9901001

	Student Name	Sex
1	Alvarez, Antonio	Male
2	Bonilla, Ben	Male
3	Cuellar, Carlos	Male
4	Digler, Don	Male
5	Engleton, Ernie	Male
6	Forantino, Felix	Male

1-30 of 30

☐ Show warnings only

Warning

Information unavailable

5 students are mapped to "Information unavailable" for sex.

If you continue without this information, you will need to provide it before assessment day.

Student Count	%	Your Value	NAEP Values
11	36.67%	Female	Female
5	16.67%	Information unavailable	Information unavailable
14	46.67%	Male	Male

Are your file's codes mapped to the correct NAEP codes?

☒ Yes
☐ No

How to resolve:

Open your Excel file and enter missing sex information.
Check if there are blank cells for first/last names, grade, or month/year of birth. Blank cells in these columns would require a re-upload.
Upload your corrected file.

[Upload](#)

[Back to overview](#) [Back](#) [Next](#)

Errors and Warnings Screens:

Following are the rules and content for the complete set of all possible errors and warning screens a user may see.

Error message in Import Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	Required columns Your file is missing required columns for: <first and/or last name, month and/or year of birth, sex, grade, race/ethnicity, or on break>. How to resolve: 1. Open your Excel file and add the missing columns. 2. Check if there are blank cells for required columns. Blank cells in these columns could require a re-upload. 3. Upload your corrected file. <Upload button>
--	---

Error message in Import Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	Required columns Your file is missing required columns for: <first and/or last name, month and/or year of birth, sex, grade, race/ethnicity, or on break>. How to resolve: 1. Open your Excel file and add the missing columns. 2. Check if there are blank cells for required columns. Blank cells in these columns could require a re-upload. 3. Upload your corrected file. <Upload button>
--	---

Warning message in Import Students Step 4: Check errors and warnings. Warning asks for new file, prompts list importer to re-upload.	Missing columns Your file is missing columns for: <Students with disabilities, English learners, or economically disadvantaged>. How to resolve: 1. If you continue without this information, you will need to provide it before assessment day. 2. Open your Excel file and add the missing columns. 3. Upload your corrected file. <Upload button>
--	---

Error message in Import Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	First and/or last names <#> students are missing information for first name and/or last name. This information cannot be left blank. How to resolve: 1. Open your Excel file and enter missing student names. 2. Check if there are blank cells for month/year of birth, grade, sex, or race/ethnicity. Blank cells in these columns would require a re-upload.
--	--

	3. Upload your corrected file. <Upload button>
--	--

Error message in Import Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	Month and/or year of birth <#> students are missing information for month and/or year of birth. This information cannot be left blank. How to resolve: 1. Open your Excel file and enter missing months/years of birth. 2. Check if there are blank cells for first/last names, grade, or sex. Blank cells in these columns would require a re-upload. 3. Upload your corrected file. <Upload button>
--	--

Data check failure:	0% < PCT_MISSING <= 10%
Warning message in Import Students Step 4: Check errors and warnings. Warning asks for new file, prompts list importer to re-upload.	Month and/or year of birth <#> students are missing information for month and/or year of birth. This information cannot be left blank. How to resolve: 1. Open your Excel file and enter missing months/years of birth. 2. Check if there are blank cells for first/last names, grade, or sex. Blank cells in these columns would require a re-upload. 3. Upload your corrected file. <Upload button>

Error message in Import	Invalid date of birth
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Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	<#> students have an invalid student birth date. Birth date must either be an Excel date field or a text field in one of these formats: MMDDYYYY or MM/DD/YYYY. How to resolve: 1. Open your Excel file and correct any invalid or missing student birthdates. 2. Upload your corrected file. 3. If your birth dates appear to be correct, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com. <Upload button>
--	---

Error message in Import Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	Invalid month of birth <#> students have an invalid month of birth. Month of birth must be in a numeric format. How to resolve: 1. Open your Excel file and correct any invalid or missing student birth months. 2. Upload your corrected file. 3. If your birth months appear to be correct, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com. <Upload button>
--	--

Error message in Import Students Step 4: Check errors and warnings. Error requires a new	Invalid year of birth <#> students have an invalid year of birth. Year of birth must be in a 4 digit numeric format.
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file, prompts list importer to re-upload.	How to resolve: 1. Open your Excel file and correct any invalid or missing student birth years. 2. Upload your corrected file. 3. If your birth years appear to be correct, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com. <Upload button>
---	---

Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, the warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Information unavailable <#> students are mapped to “Information unavailable” for sex. If you continue without this information, you will need to provide it before assessment day. Are your file’s codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <if answer to previous question is Yes, the following will appear> How to resolve: 1. Open your Excel file and enter missing sex information. 2. Check if there are blank cells for first/last names, grade, or month/year of birth. Blank cells in these columns would require a re-upload. 3. Upload your corrected file. <Upload button>
--	--

Error message in Import Students Step 4: Check errors and warnings. Error requires a new file, prompts list importer to re-upload.	Unexpected grades NAEP will assess grade X students at <school name>. <#> out of <total #> students have a different number for grade. If your file only includes grade X students, then all students should have the same value for grade. Please delete any students who are not in grade X from your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Percentage of students on-break <Percent ranges estimate from # of tracks> of students are expected to be on-break at the time of the assessment. <% of on-break students from file > of students in the file are classified as on-break. Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <if answer to previous question is Yes, the following will appear> Will <% of on-break students from file > be on-break at the time of the assessment? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings.	Percentage of students on-break <On-break percentage from School Characteristics> of students are expected to be on-break at the time of the assessment. <% of on-break students from file > of students in the file are classified as on-break.
Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3.	Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button>
If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	<if answer to previous question is Yes, the following will appear> Will <% of on-break students from file > be on-break at the time of the assessment? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings.	Unexpected birth years <#> students have birth years outside the expected grade <4, 8, 12> range of <20##> – <20##>.
Warning asks for list importer to confirm out of range birth, if incorrect, prompts list importer to re-upload.	Does each highlighted student have the correct year of birth? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings.	Unexpected age for grade A majority of students are (<i>older or younger</i>) than expected for grade <4, 8, 12>.
Warning asks for list importer to confirm out of range birth years. If incorrect, prompts list importer to re-upload.	Does each highlighted student have the correct year of birth and grade? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Error message in Import Students Step 4: Check errors and warnings.	Duplicate students <#> of students have identical first/last names, sex, and month/year of birth. Unique information is required for each student.
Error requires a new file, prompts list importer to re-upload.	Please correct your file and re-upload. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings.	Duplicate students <#> students have identical first/last names, sex, and month/year of birth.
Warning asks for list importer to confirm unique students. If incorrect, prompts list importer to re-upload.	Do the highlighted records represent individual, unique students? <Yes/No choices, if answer is No the following will appear> Please remove any duplicate students from your file and re-upload. <Upload button>

Warning message in Import Students Step	5 or more race/ethnicity categories
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4: Check errors and warnings. Warning asks for list importer to confirm information. If incorrect, prompts list importer to re-upload.	<#> students are coded with every or almost every race/ethnicity category. Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
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Error message on upload/coding page. Error results in user not being allowed to continue.	Student identifiers are not unique Two or more students on the file you submitted have identical student IDs. Each student is required to have a unique student ID. Please correct these student IDs and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings. Warning prompts list importer to confirm if student ID is SSN.	Social Security Numbers The student IDs in your file look like Social Security Numbers (SSNs). NAEP cannot accept SSNs. Are the student IDs included in your file also SSNs? <Yes/No choices, if answer is Yes the following will appear> Please remove the student IDs from your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings.	File might not include all grade <x> students It appears your file provides only a sample of grade X students. NAEP requires a list of all grade X students so that the sample can be drawn using random sampling methods.
Warning asks for list importer to confirm information. If incorrect, prompts list importer to re-upload.	Does your school have <# from E-File> grade X students? <Yes/No choices, if answer is No the following will appear> Please upload a new student list that includes all grade X students. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings.	Student count from file differs by 10% or more Your student list contains <#> grade X students, but the reported fall enrollment from the school summary page is <#> grade X students.
Warning asks for list importer to confirm information. If incorrect, prompts list importer to re-upload.	Does your school have <# from E-File> grade X students? <Yes/No choices, if answer is No the following will appear> Please upload a new student list that includes all grade X students. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings.	All students mapped to same category 100% of the students you provided information for are mapped to the same category, <value>.
Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3.	Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button>
If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	<If answer is Yes the following will appear> Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings.	All students mapped to same category 100% of the students you provided information for are mapped to the same category, <value>.
Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3.	Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear>
If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Error message in Import Students Step 4: Check errors and warnings. Error results in user not being allowed to continue until they resolve the mapping or update the school's NSLP participation status.	Provision 2 or 3, All Students Currently, records indicate that this school participates in the National School Lunch Program with Provision 2 or 3, All Students. Schools with this provision should classify every student as economically disadvantaged. How to resolve: 1. If your school participates with Provision 2 or 3 – All Students, then you should map every economically disadvantaged code to "Yes, economically disadvantaged." 2. Contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237 if this school does not participate in Provision 2 or 3 – All Students. 3. Return to step 3 and correct your mapping for economically disadvantaged. <Return to step 3 button>
--	--

Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, the warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Community Eligibility Provision (CEP)/Provision 2 or 3 – Direct Certification Less than 25% of students are classified as economically disadvantaged, which is unusual. Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <if answer to previous question is Yes, the following will appear> Is this information correct? <Yes/No choices, if answer is Yes the following will appear> Please correct your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings.	Community Eligibility Provision (CEP)/Provision 2 or 3 – Direct Certification Plus Less than 25% of students are classified as economically disadvantaged, which is unusual. Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <if answer to previous question is Yes, the following will appear> Is this information correct? <Yes/No choices, if answer is Yes, the following will appear> If mapping is correct, warning asks list importer to confirm correct mapping. If correct, prompts list importer to return to mapping in Step 3. If incorrect, prompts list importer to re-upload.
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Error results in user not being allowed to continue until they resolve the mapping or update the school's NSLP participation status.	Community Eligibility Provision (CEP) – All Currently, records indicate that your school participates in the National School Lunch Program with Community Eligibility Provision (CEP) – All. Schools with this provision should classify every student as economically disadvantaged. How to resolve: 1. If your school participates with CEP – All, then you should map every economically disadvantaged code to "Yes, economically disadvantaged." 2. Contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237 if this school does not participate in the CEP – All provision. 3. Return to step 3 and correct your mapping for economically disadvantaged. <Return to step 3 button>
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Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm the school's NSLP participation. If correct, prompts list importer to return to mapping in Step 3.	Universal Feeding Program Currently, records indicate that your school participates in a universal feeding program. Schools with these programs should classify every student as economically disadvantaged. How to resolve: 1. If your school participates in a universal feeding program, then you should map every economically disadvantaged code to "Yes, economically disadvantaged." 2. Contact the NAEP help desk at naephelp@westat.com or 1-800-283-6237 if this school does not participate in a universal feeding program. 3. Return to step 3 and correct your mapping for economically disadvantaged. <Return to step 3 button>
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Error message on upload/coding page. Error results in user not being allowed to continue:	School does not collect race/ethnicity information — % of the students are classified as “School does not this collect this information” for race/ethnicity. Please do not use this code if your school collects race/ethnicity information for one or more students. How to resolve: 1. If your school collects race/ethnicity information, then you should not map any codes to "School does not this collect this information." 2. Map any students who do not have race/ethnicity information to “Information unavailable.” 3. Return to step 3 and correct your mapping for race/ethnicity.
--	--

Warning message in Import Students Step 4: Check errors and warnings.	All students mapped to same category 100% of the students you provided information for are mapped to the same category, <value>.
Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3.	Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear>
If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Warning message on checks page:	All students mapped to same category 100% of the students are classified as “School does not collect this information” for race/ethnicity. Information from previous assessments indicates that this school collected race/ethnicity information in the past. How to resolve: 1. If your school collects race/ethnicity information, please include this information in your file and re-upload. 2. No action is needed if your school does not collect race/ethnicity information.
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Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Significant difference from <CCD or PSS> or a previous assessment The percentage of <race/ethnicity categories> students differs significantly when compared against <CCD or PSS> estimates or a previous assessment. <i>list categories, list percentage, and Frame percentage</i> Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear> Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
--	--

Warning message on checks page:	Significant difference from <CCD or PSS> or a previous assessment The percentage of <sex categories> students differs significantly when compared against <CCD or PSS> estimates or a previous assessment. <i>list categories, student list percentage, and Frame percentage</i> Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear> Please confirm with your data provider or data source that the highlighted students have the correct sex. Is your file correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings. Warning asks for E-Filer to confirm correct mapping. If incorrect, prompts E-filer to return to mapping in Step 3. If mapping is correct, warning asks E-Filer if information is correct. If incorrect, prompts E-filer to re-upload.	Significant difference from <CCD or PSS> or a previous assessment The percentage of students that are economically disadvantaged differs significantly when compared against <CCD or PSS> estimates or a previous assessment. <i>list categories, e-file percentage, and Frame percentage</i> Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear> Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
--	--

Warning message appears on Checks Page:	Student count from file differs by 100% or more Your student list contains XX grade X students. Your school's 20XX student list had <# from previous E-File> students. Does your school have <# from E-File> grade X students? <Yes/No choices, if answer is No the following will appear> Please upload a new student list that includes all grade X students. <Upload button>
---	--

Warning message in Import Students Step 4: Check errors and warnings.	All students mapped to same category 100% of students you provided information for are mapped to the same category, <"Yes, SD" OR "Information unavailable">.
Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3.	Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear>
If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>

Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	All students mapped to same category 100% of students you provided information for are mapped to the same category, <"Yes, English learner" OR "Information unavailable">. Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes, the following will appear> Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	School does not collect race/ethnicity information 100% of students are classified as “School does not collect this information” for race/ethnicity. Information from a previous assessment indicates that your school submitted race/ethnicity information in the past. Are your file’s codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear> Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
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Warning message in Import Students Step 4: Check errors and warnings. Warning asks for list importer to confirm correct mapping. If incorrect, prompts list importer to return to mapping in Step 3. If mapping is correct, warning asks list importer if information is correct. If incorrect, prompts list importer to re-upload.	Significant difference from previous assessment The percentage of students differs significantly when compared against information from a previous assessment. <list categories, student list percentage, and Historical percentage> Are your file's codes mapped to the correct NAEP codes? <Yes/No choices, if answer is No the following will appear> Please correct your code mapping in step 3. <Return to step 3 button> <If answer is Yes the following will appear> Is this information correct? <Yes/No choices, if answer is No the following will appear> Please correct your file and re-upload. <Upload button>
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Step 5 (Confirm)

Upon resolving all errors and warning, AMS users may proceed to the confirmation screen which contains three tabs that provide an overall summary details of student information, the file columns and data provided in the imported student list file, and the final mapped file columns and data respectively. Users may return to the errors and warning screen or upload a corrected file as needed before confirming the information is correct. To complete the Import Student List task, the user must check the “Information is Correct” checkbox and Submit.

[← Return to errors/warnings](#)

SUMMARYORIGINAL FILEMAPPED FILE

Grade	# of students	% of students
8	30	100%
Sex	# of students	% of students
Male	17	56.67%
Female	13	43.33%
Student with a Disability	# of students	% of students
Yes, IEP	9	30%
No, not SD	16	53.33%
Information unavailable	5	16.67%
Race/ Ethnicity	# of students	% of students
White, not Hispanic	5	16.67%
Black or African American, not Hispanic	6	20%
Hispanic, of any race	4	13.33%
Asian, not Hispanic	2	6.67%
American Indian or Alaska Native, not Hispanic	2	6.67%
Native Hawaiian or Pacific Islander, not Hispanic	2	6.67%
Two or More Races, not Hispanic	3	10%
Information unavailable	6	20%
English Learner	# of students	% of students
Yes, EL	7	23.33%
No, Formerly EL	3	10%
No, not EL	14	46.67%
Information unavailable	6	20%
Economically Disadvantaged	# of students	% of students
Yes, Economically Disadvantaged	16	53.33%
No, Not Economically Disadvantaged	11	36.67%
Information unavailable	3	10%

Summary

This table summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct. Select Submit when you are finished.

☐ Information is **CORRECT**

To the best of my knowledge and understanding, the data is
current (based on 2025–2026 school year enrollment),
complete (includes all enrolled students), and **accurate**.

[↑ Upload Corrected File](#)[Submit](#)

[← Return to errors/warnings](#)

SUMMARY ORIGINAL FILE MAPPED FILE

	YOUR COLUMN State Unique Student ID	YOUR COLUMN Student First Name	YOUR COLUMN Student Middle Name
1	0000000001	Antonio	A
2	0000000002	Ben	B
3	0000000003	Carlos	C
4	0000000004	Don	D
5	0000000005	Ernie	E
6	0000000006	Felix	F
7	0000000007	Gina	G
8	0000000008	Hilary	H
9	0000000009	Ingrid	I
10	0000000010	Joanna	J

Show: 10 25 50 < 1 2 3 ... >

Summary

This table summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct. Select Submit when you are finished.

☐ Information is **CORRECT**

To the best of my knowledge and understanding, the data is
current (based on 2025–2026 school year enrollment),
complete (includes all enrolled students), and **accurate**.

[↑ Upload Corrected File](#)

[Submit](#)

[← Return to errors/warnings](#)

SUMMARY ORIGINAL FILE MAPPED FILE

	NAEP COLUMN Economically Disadvantaged	NAEP COLUMN English Learner	NAEP COLUMN Grade	NAEP COLUMN Homeroom
1	Yes, Economically Disadvantaged	Yes, EL	8	
2	Yes, Economically Disadvantaged	No, not EL	8	
3	No, Not Economically Disadvantaged	Information unavailable	8	
4	Yes, Economically Disadvantaged	Yes, EL	8	
5	Yes, Economically Disadvantaged	No, Formerly EL	8	
6	Yes, Economically Disadvantaged	No, not EL	8	
7	No, Not Economically Disadvantaged	No, not EL	8	
8	No, Not Economically Disadvantaged	No, not EL	8	
9	No, Not Economically Disadvantaged	Yes, EL	8	
10	No, Not Economically Disadvantaged	No, not EL	8	

Show: 10 25 50 < 1 2 3 ... >

Summary

This table summarizes the information you have provided on your student list. Please review this summary and verify that the information is correct. Select Submit when you are finished.

☐ Information is **CORRECT**

To the best of my knowledge and understanding, the data is
current (based on 2025–2026 school year enrollment),
complete (includes all enrolled students), and **accurate**.

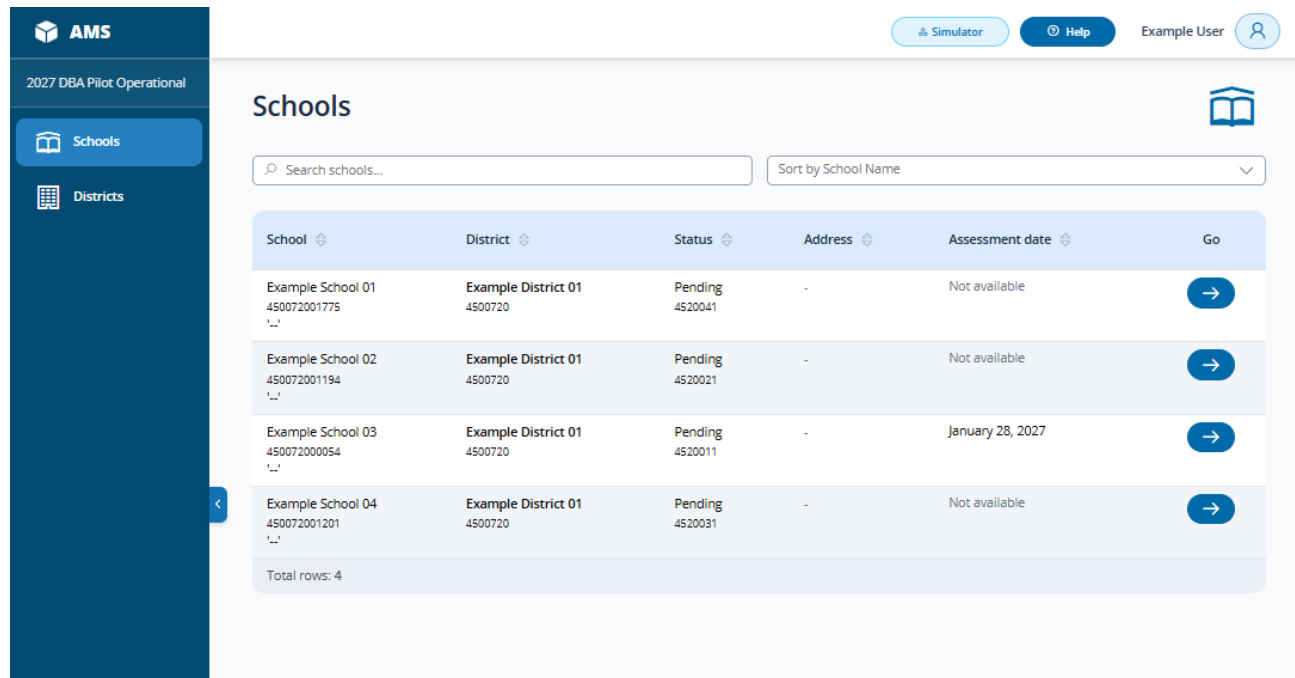
[↑ Upload Corrected File](#)

[Submit](#)

Appendix I26: 2027 Schools Lists (NEW)

2027 Schools List

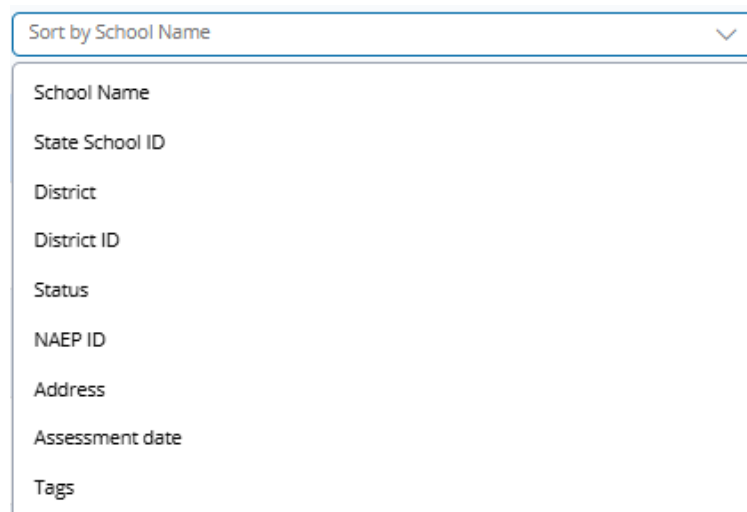
The Schools list consists of a table displaying all schools within a user's jurisdictional authority. District users can access the Schools list from the View Selected School button on the District Summary page > District Characteristics tile or by selecting the Schools tab from the left menu bar. School users who are assigned to more than one school may also access the Schools list table via the Schools tab from the left menu bar. The Schools list contains general school information and is used to navigate to a specific school's summary page by clicking the arrow icon in the Go column.



School	District	Status	Address	Assessment date	Go
Example School 01 450072001775 ...	Example District 01 4500720	Pending 4520041	-	Not available	→
Example School 02 450072001194 ...	Example District 01 4500720	Pending 4520021	-	Not available	→
Example School 03 450072000054 ...	Example District 01 4500720	Pending 4520011	-	January 28, 2027	→
Example School 04 450072001201 ...	Example District 01 4500720	Pending 4520031	-	Not available	→

Total rows: 4

The sort by feature allows users to sort schools based on the following categories included in the dropdown menu:



Sort by School Name

- School Name
- State School ID
- District
- District ID
- Status
- NAEP ID
- Address
- Assessment date
- Tags

Appendix I27: 2027 Import Student Lists, Instructions (NEW)

Instructions for Preparing and Importing a Student Excel file

Requirements

NAEP needs a complete **Excel file** of students enrolled during the **year-year** school year for the selected grade at your school. 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	8	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 8 2009–2015.
Year of Birth	Numeric	
Sex	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	School-defined code	Only required for year-round schools

NAEP Codes and Definitions

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

Sex

Map your school's codes to the following categories.

- **Male**
- **Female**
- **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.

Race/Ethnicity Map your school's codes to the following categories

- **NAEP offers three student list templates to accommodate different race/ethnicity formats.** Your NAEP State Coordinator has designated the preferred template for your state. See the Downloads section of Step 1 Import Students.

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.

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.

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.

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:

- Sex
- 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	504 = No, not SD
		No = Information
		Blank = 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 sex. 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 Students** 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.
 - o 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	NAEP Definitions	Legend
IEP	Yes, IEP	IEP = Yes, IEP
IEP + 504	No, not SD	IEP + 504 = No, not SD
504	Information	504 = No, not SD
		No = Information unavailable

Step 4: Check warnings

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

- Review errors and 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 errors and warnings to ensure demographics in the student list are accurate. Errors indicate a data issue that must be addressed. 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 errors and warnings.** An error requires that a change be made to the student list that resolves the issue. After the change is made, the file needs to be resubmitted. 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 I28: 2027 Tutorial: Assessment Logistics (NEW)

Order	2027 Script
1.	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, • start time and location for each assessment group, • student group assignments, • classroom procedures during the assessment, and • dismissal procedures at the end of the assessment.
2.	On the Assessment Logistics page, you will update each tile available. Not all the tiles are visible to everyone—AMS hides the tiles that aren't needed for your school's assessment.
3.	The School start and end time tile helps with scheduling the group start times to make sure the last scheduled group ends before the end of the school day. Click on the Edit button, enter or update the times, and click on the Save button.
4.	The Assessment Groups tile is where you indicate if your students will take the assessment at the same or different times and in one or more locations. Click on the Edit button, select how students will be assessed, provide school assessment support contact information, and click on the Save button.
5.	The Schedule Groups tile is where you update group start times and locations. Click on the Edit button for a group, update the time and location, and click on the Save button. Enter this information for each group. You will discuss the group times and locations with your NAEP representative.
6.	The Student Group Details tile is where you review student group assignments. To assign a student's group: • use the Sort by filter to find a student, • click on the pencil icon in the Group column associated to the student, • select the correct group, and • click on the Save button.
7.	On the remaining tiles, the more detailed the responses, the better prepared the NAEP team will be

Order	2027 Script
	before arriving at your school for assessment day.
8.	The Health and Safety Protocols tile is where you provide specific health and safety protocols. Click on the Edit button, enter or update protocols, and click on the Save button.
9.	In the Parking and arrival tile, indicate where the NAEP team should park and how you will notify them of school closures, etc. Click on the Edit button, enter or update the information, and click on the Save button.
10.	The Checking In tile is where you provide the NAEP Team with check-in procedures and where they will meet the school coordinator. Click on the Edit button, enter or update the information, and click on the Save button.
11.	The Classroom Protocols tile is where you provide policies to be followed during the assessment. Click on the Edit button, select an electronic device policy option, enter the restroom break policy, indicate if staff are available to help, and click on the Save button.
12.	In the Special Circumstances tile, enter the emergency contact and protocols. Click on the Edit button, provide a contact and phone number, indicate known interruptions and emergency protocols, and click on the Save button.
13.	The After the Assessment tile is where you indicate how end of the assessment tasks should be performed. Click on the Edit button, provide responses for each item, and click on the Save button. After the assessment, you can access the certificate of community service here.
14.	If you have any questions about completing your AMS assessment logistics tasks, please contact your NAEP representative or the NAEP Help Desk.

Appendix I29: 2027 Tutorial: Notify Parents/Guardians (NEW)

Order	2027 Script
1.	The Notify Parent or Guardians section is where you confirm that parents or guardians have been notified of the NAEP assessment at their school. All parents or guardians of sampled students must be notified 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 certify that the Parent or Guardian notifications have been sent.
2.	The Contact information tile is where you enter the deadline for when parents and guardians need to inform you that their child will not be participating in NAEP. First, review and add or update the preferred contact on the school summary page, manage teams tile, school team section. Their name, phone, and email will prefill in the letter you download and distribute, so the information must be up-to-date. Then, on the Contact information tile, click on the Edit button, select the date and preferred contact, and then click on the Save button to save your work.
3.	The Download Letter tile is where you download the customized letter. Click on the button to download the letter in English, then in Spanish if needed, and also the translation notice.
4.	The Certify parent or guardian notification tile is where you certify the parent or guardian letters have been sent. Click on the Edit button, then enter the date for the distribution of the notification letters. Enter your name to certify you distributed them on the date indicated. Click on the Save button.
5.	The Parent or guardian notification details tile documents how the notifications were sent and who received the letters. Click on the Edit button. Choose a notification method and who received the letters. Click on the save button.
6.	If you have any questions about completing your tasks within the Notify Parents or Guardians section of the Assessment Management System, please contact your NAEP representative or the NAEP Help Desk.

Appendix I30: 2027 Tutorial: Provide Student Information-Demographics (NEW)

Order	2027 Script
1.	In the Student Demographic Information tab, you will review and update student data to ensure it is accurate and complete. You will also identify any student with an IEP, Section 504 plan, or English Learner status who will require accommodations.
2.	Highlighting in the table indicates missing data. To help with your review: • Select the Review Additional Resources button for detailed instructions on providing student demographic information. • Select the Export button in the highlighted tab to download student data in PDF or XLS format. You can also use the filters. • Select a filter and expand it, select a value, such as "Missing info" to see all the students that have missing information. • Select Clear all to remove all filters, or deselect a single filter by selecting the X to remove only that filter.
3.	On the Student Demographic Information tab, you can edit one student at a time or in bulk (several at a time). To edit a student, select the edit button, enter any missing information or make necessary revisions, and select the Save button. To make the same update to multiple students at the same time, select the box to the left of each student name you want to update. Next, select a variable from the Choose Category box (for example: Race/Ethnicity), then choose the value (for example: Hispanic of any race), and select the Save button.
4.	If you have any questions about completing the tasks in the AMS Provide Student Information section, please contact your NAEP representative or the NAEP Help Desk.

Appendix I31: 2027 Tutorial: Provide Student Information-SD/EL (NEW)

Order	2027 Script
1.	For Students with Disabilities (SD) and English Learners (EL), you will review students identified as SD and/or EL and provide information on how the student will take the NAEP assessment and what accommodations they may require. Before you begin, please review and acknowledge the inclusion policies on the Acknowledgement of State Inclusion Policies tile.
2.	The inclusion policies contain guidance for selecting NAEP accommodations and determining student inclusion for the NAEP assessment based on your state's policies. Formal acknowledgement that the inclusion policies have been read is only required by one staff member to complete the task; however, all staff responsible for entering student accommodations are expected to read the policies before beginning their work. On the Acknowledgement of State Inclusion Policies tile, select the Read & Acknowledge button, download and review the policy documents, and then confirm as needed.
3.	The Students with Disabilities (SD) and English Learners (EL) Details tile contains summary information, including counts of students identified as SD and or EL, and the number of student with accommodations, missing information, and or who have been excluded. Once all required information has been provided the Info Required status for the task will change to Task completed. Select the Manage button to navigate to the Provide Student Information page – Students with disabilities (SD) & English learners (EL) tab where you will edit or update student information. Highlighting in the table indicates missing data. To help with your review: • Select the Review Additional Resources button for detailed instructions on providing student SD and EL information. • Select the Export button to download the student data in PDF or XLS format. You can also use the filters. • Select a filter and expand, select a value, such as "Info required" to see all the students with missing information. • Select Clear all to remove all filters, or deselect a single filter by selecting the X to remove only that filter.
4.	There are three options for how SD and EL students take the NAEP assessment: 1. With accommodations. The school provides the student's SD and/or EL details and selects accommodations. 2. Without accommodations. The school provides the student's SD and/or EL details and the student is assessed with Universal Design Elements or UDEs only. 3. Do not test. The school indicates the student cannot take the assessment and provides the students SD and EL details, if needed. Now, let's review each option in more detail.
5.	First, let's update a student's information to indicate they will take the NAEP assessment

	with accommodations. • From the table, select the Edit button associated with the student. • Select the With accommodations button. • Select the details that best describe the student. • Select the Continue button to go to the Accommodations selection page. • The Accommodations selection page has features and resources available to assist with selecting the appropriate accommodations. - o NAEP Inclusion Policies are available at the top of the page. Select the link to review the inclusion policy documents. - o A search bar is available above the listed accommodations. Enter key words to quickly filter the list of UDEs and accommodations matching your search criteria. - o A box in the right-hand margin will display accommodations as you select them. Accommodations can be deleted from the main list or either of these list boxes. • Review the list of UDEs and accommodations. Select the Details to display more information about the UDE or accommodation. • Select the box next to each accommodation needed to select it. Provide additional information, if requested. To deselect an accommodation, click the box again. • Verify the selections. • At the bottom of the page, indicate if the student typically receives any additional accommodations not listed above. Contact your NAEP State or TUDA coordinator, or NAEP representative, about the availability of additional accommodations. • Select the Continue button to go to the Confirmation page once all accommodations have been selected. • The Confirmation page displays: - o Any additional information that is needed, including confirmation whether the student can take NAEP with only NAEP allowed accommodation. - o Any accommodations requests that are pending NAEP review. - o The accommodations selected for the student. - o Available UDEs. • After reviewing, select the Submit button.
6.	Now let's edit a student's information that will be taking the assessment without accommodations. Return to the SD/EL table. • Click the Edit button associated with the student. • Click the Without accommodations button. • Select the details that best describe the student. • Select the Continue button to go to the Confirmation page. • The Confirmation page displays the available UDEs and indicates the student will take NAEP without accommodations. • Select the Submit button.
7.	Finally, let's edit a student's information to indicate they cannot take the NAEP assessment. Return to the SD/EL table. • Select the Edit button associated with the student. • Select the Do not test button. • Select the reason why the student cannot take the assessment.

	• Select the details that best describe the student, if applicable • Select the Continue button to go to the Confirmation page. • The Confirmation page displays the selected reason the student cannot take the NAEP assessment. • Select the Submit button.
8.	To ensure students are not excluded unnecessarily, a warning appears if any students are marked as excluded. • To review these students, click the Filter table in the warning and select the "review excluded students" button to display only the excluded students. Review each student to confirm their exclusion. • When you have finished your review, select the Clear all button to display all the SD and EL students. Please note, your NAEP State Coordinator may reach out to discuss excluded students.
9.	When all information has been provided, the SD/EL task will show as complete.
10.	If you have any questions about completing the tasks in the AMS Students with Disabilities (SD) and English Learners (EL) tab, please contact your NAEP State or TUDA coordinator, NAEP representative, or the NAEP Help Desk.

Appendix I32: 2027 Tutorial: Technical Logistics (NEW)

Order	2027 Script
1.	The Technical Logistics section is where you will respond to questions about school devices, monitor device readiness, and work with the NAEP representative to prepare the devices and assessment location for assessment day. If needed, you can identify and invite a technology coordinator in the Manage Teams tile to complete this section.
2.	The Review the School Technology Survey tile is where you can see the name of the person who completed the survey and the date it was completed. You can also review the survey responses, which were used to determine if your school's devices can support NAEP. Click on the Review Survey button to review the read-only survey responses.
3.	The Confirm Device Readiness tile provides a summary of the school devices that have successfully had the NAEP_Assessment Application (NAEP App) downloaded and confirmed. Confirm device readiness on at least twenty percent of the devices (including spares) to be used for NAEP assessments. You or another designated school staff member can complete the device readiness steps on the student devices or, you can allow the students to complete these steps on their devices. Click on the Review and download student instructions link for a downloadable checklist for students. Click on the Review and download staff instructions and troubleshooting guide link for a downloadable checklist and Troubleshooting Guide for the person installing the application. For additional information, click on the eNAEP Download Center link. The total number of devices confirmed with the NAEP App are listed by operating system. To see a list of the devices that have been tested and passed (ready) or failed (not ready), click on the double box icon. Your NAEP representative will discuss details of completing this confirmation during the Assessment Planning Meeting.
4.	The Confirm the Bandwidth, Safelisting, and Wireless Access Points tile is where you will perform a network check and confirm the school wireless access points. Perform the network check before the scheduled Assessment Planning Meeting. To run the network check: • Verify the device you're using is on the school network that will be used for the assessment. • Click on the Run button for the Network check. It will take a few minutes to complete. To confirm the wireless access points: • Verify that each assessment group has a location entered. If there is no location for an assessment group, return to the Assessment Logistics, Schedule Groups tile and enter this information.

Order	2027 Script
	Click on the Edit button and enter or update the information. Then, click on the Save button.
5.	In the Device Setup tile, indicate if the students will bring their devices to take the assessment, or if the devices will be set up in the location before they arrive. Click on the Edit button, enter or update the information, and click on the Save button.
6.	In the Assessment Location Setup tile, indicate if the NAEP team may connect NAEP-provided administrative devices to the school Wi-Fi during the assessment, or if the school would prefer to provide devices to them. Click on the Edit button, enter or update the information, and click on the Save button.
7.	The Spare Devices, Charging, and Headphones tile is where you provide details about spare devices, earbuds, headphones, and device battery management. Accurate responses to these questions will ensure your NAEP representative has the necessary details about setting up the devices and assessment location on assessment day. Click on the Edit button, enter or update the information, and click on the Save button.
8.	In the School Staff Support tile, indicate which school staff member, familiar with the devices, will be available throughout the day to provide technical support to ensure the NAEP assessment runs smoothly. The school staff identified to provide classroom management support in the Assessment Logistics - Assessment Groups tile can also provide technical support and are listed here. You also have the option to identify a different school staff member to provide this support. Click on the Edit button, select or enter staff members to provide support on assessment day, and click on the Save button.
9.	If you have any questions about completing your tasks within the Technical Logistics section of the AMS, please contact your NAEP representative or the NAEP Help Desk.

Appendix I33: 2027 Tutorial: Manage Questionnaires (NEW)

Order	2027 Script
1.	NAEP school and teacher questionnaires are administered online. The Manage Questionnaires section is where you will provide the names and email addresses of questionnaire recipients, send the questionnaire link and access codes, and monitor the completion of the questionnaires. This is also where you will match students taking the assessment with their teachers in grade 4 and 8 schools only.
2.	There are 8 statuses for school and teacher questionnaires: • Not identified – You need to identify the person who will complete the questionnaire and send them a link and access code. • Email not sent – Respondent has been identified but email with link and access code has not been sent. • Email queued – AMS is preparing to send the email. • Email bounced – Email could not be sent. Verify the email address and resend it. • Not started – The person you identified has the link and access code, but they haven't started the questionnaire. • In progress – They have the link and are working to complete the questionnaire. • Completed – They have completed the questionnaire. • Refusal – They will not complete the questionnaire. You may need to follow up with respondents to ensure they complete the questionnaire. You can resend the link and access code to them again, if needed, by selecting the Send button.
3.	In the Manage School Questionnaire tile, you identify a respondent for the school questionnaire, send that person a link and access code to the questionnaire, and monitor their status. The respondent is usually the school principal, but you can designate a different school administrator, if needed. Click on the Edit button, enter the name and contact information, and click on the Save button. Click on the Send button to email them the link and access code to the questionnaire. Monitor their progress until the questionnaire is completed.
4.	The remaining tiles are for the teacher questionnaire which is only applicable for grade 4 and 8 schools.
5.	In the Manage Teacher Questionnaires tile, you identify the teachers and the subjects they teach to the students taking the assessment. Only add teachers whose students are taking the assessment. To add a teacher, click on the Add Teacher button below the table, enter the name, subject, and contact information, and click on the Save button. To edit an existing teacher, click on the Edit button associated with the teacher, update the information, and click on the Save button.

Order	2027 Script
6.	The Match Students with Teachers tile is where you match each student with the teacher who teaches the subject indicated. If the student's teacher does not appear in the list of teachers, add the teacher in the Manage Teacher Questionnaire tile above.
7.	You can match students to their teacher one at a time or in bulk (several at a time). Note that a student can only be matched to a teacher if the subject the student is being assessed on matches the subject the teacher teaches. To match a student to a teacher, click on the Edit button associated with the student, select the teacher, and click on the Save button. To match students in bulk, several at a time, click the box to the left of each student's name you wish to match. In the Choose category box, select teacher. In the box to the right of that select the teacher. Then click on the save button.
8.	Once teachers have been added and matched to students, you will return to the Manage Teacher Questionnaires tile to send emails with a link and access code to the questionnaire, and to monitor their status. Click on the Send button associated with the teacher to email the link and access code to the questionnaire. After you send the first email, click on the button again if you change a teacher's matches, or the teacher requests another email.
9.	If a teacher must be removed, first remove any matches that teacher has in the Match Students with Teachers tile. Second: Match those students to another teacher. Then, in the Manage Teacher Questionnaires tile, click on the Edit button associated with the teacher, and click on the Delete button. If you have not removed all student matches to the teacher, a warning message will appear, and you will be required to remove the matches before you can delete the teacher.
10.	If you have any questions about completing your tasks within the Manage Questionnaires section of the AMS, please contact your NAEP representative or the NAEP Help Desk. Thank you.

Appendix I34: 2027 NAEP Account Activation Guide (NEW)

NAEP Assessment Management System

2027 Account Activation Guide

The NAEP Assessment Management System (AMS) is an invitation-based secured web application for the National Assessment of Educational Progress (NAEP) that uses Login.gov (Department of Education) to authenticate AMS users. Upon invitation to the AMS, all invitees will receive a NAEP AMS Account Activation email from **naep-ams@naepnpd.org** with subject line “**Account Activation for NAEP AMS – Time Sensitive**”. The email contains a unique link specific to the intended recipient to initiate the NAEP AMS account activation process and corresponding Login.gov account setup.

This guide provides an overview of the NAEP AMS account activation process to orient users with their account activation. Additional guidance and instructions are available once account activation has been initiated.

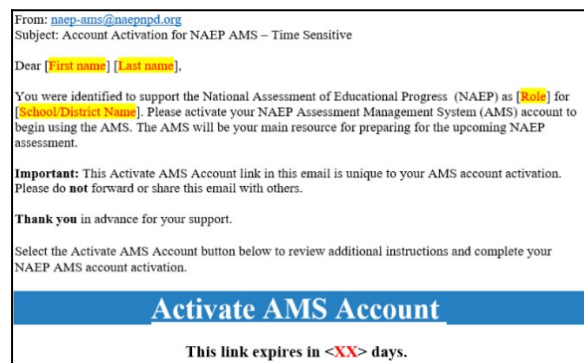
1) NAEP AMS Account Activation Email

When you have been invited to the NAEP AMS, you receive an automated NAEP AMS Account Activation email used to initiate your account activation.

Select the “Activate AMS Account” link to initiate and complete your account activation.

This invitation **expires** <XX> days after the email is received. Please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com if your link expires and you need a new account activation email to be sent.

Note. Each account activation email is unique to the intended recipient and should not be shared with others.

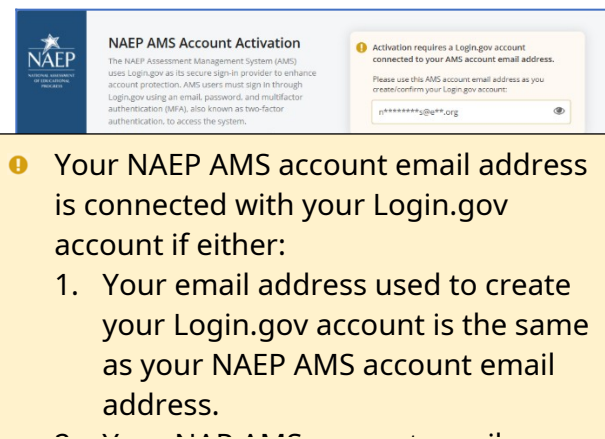


2) NAEP AMS Account Activation

You must have a Login.gov account that is connected with your NAEP AMS account email address in order to complete your account activation.

Steps to complete your NAEP AMS account activation are dependent on your current Login.gov account status:

- **If you do not have a Login.gov account**, you will need to create one using your NAEP AMS account email address.
- **If you have an existing Login.gov account that is connected with your NAEP AMS account email address**, you are all set. Follow the instructions to sign in with Login.gov (Department of Education) using your NAEP AMS account email address.-

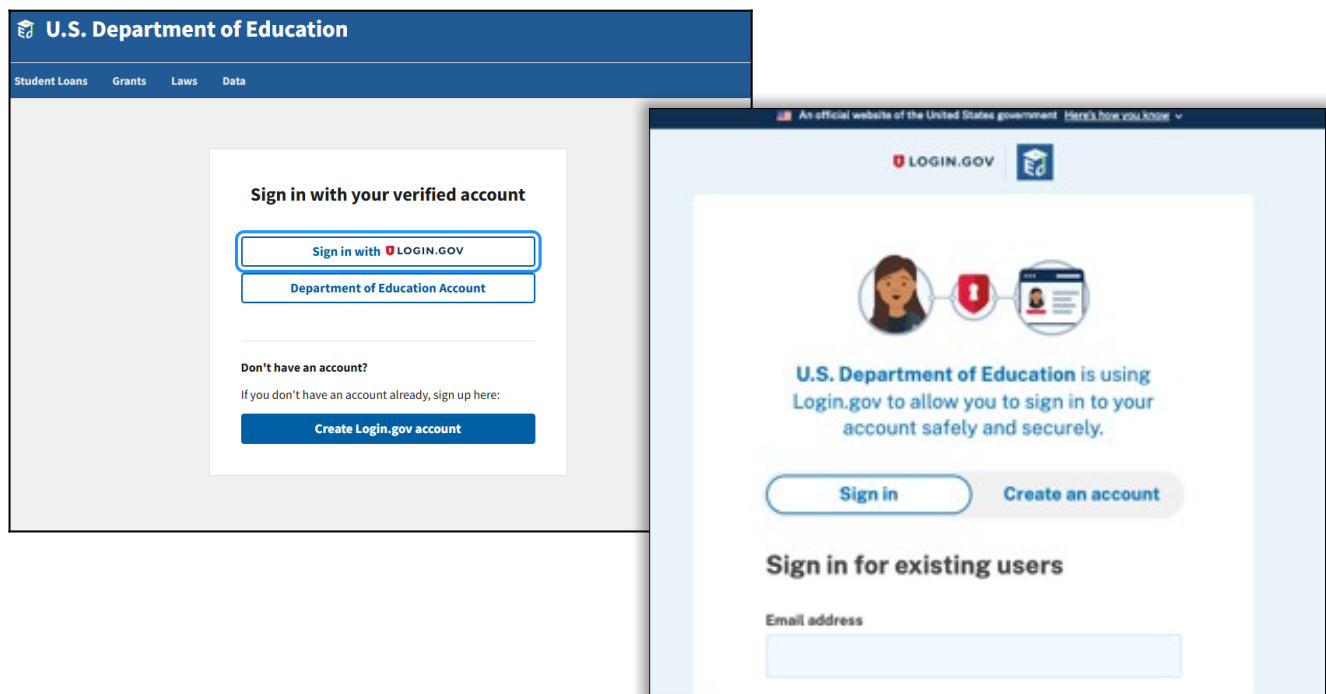


- If you already have a Login.gov account that is **not** linked with your AMS account email address, you will first need to add your NAEP AMS account email address to your existing Login.gov account and return to complete your account activation.

Note. Additional instructions are available from the NAEP AMS Account Activation screen detailing steps to complete your account setup based on your current Login.gov account

3) Complete your NAEP AMS account activation

To complete your NAEP AMS account activation, follow the instructions provided on the Account Activation screen and sign in to the AMS through Login.gov (Department of Education) using your NAEP AMS account email address.



4) NAEP AMS access on subsequent visits (after account activation)

After completing your AMS account activation (Steps 1-3), you must access the NAEP AMS on subsequent visits via <https://ams.naep.ed.gov> (NAEP AMS sign in page).

From the NAEP AMS sign in page, select “Sign in with Login.gov” and use your NAEP AMS account email address to sign in through the Login.gov (Department of Education) sign in screen.

Note. Upon successful authentication you will be automatically directed to the NAEP AMS

