

## 1 week before assessment

Approximately 1 week before your assessment, the Support Assessment Activities section will be available to schools.

### Support Assessment Activities

#### Complete 1 week before assessment day

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

- Print Student Appointment Cards to distribute to students to notify them of the date, time, and location of the assessment.
- Print the Teacher Notification Letter and distribute to all teachers. This letter provides the date, time, and location for each assessment session.
- Print the Listing of Sampled Students and *Measure Up* newsletter and distribute them, along with the Teacher Notification Letter, to all teachers for the sampled grade.

Thank you for helping us make NAEP in your school a success!

Remember to visit the MyNAEP for Schools website at [www.mynaep.com](http://www.mynaep.com) to receive details about the assessment activities in your school.

### What is NAEP?

The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. NAEP is congressionally mandated, and was first administered in 1969 to measure student achievement nationally. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States.

For more information, visit <http://nces.ed.gov/nationsreportcard> or contact the NAEP help desk at 1-800-283-NAEP (6237), or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com)



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# 2015

# Instructions

## for the School Coordinator

### Completing Preassessment Activities for NAEP 2015

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2015. We look forward to working with you to make NAEP a positive experience at your school. This begins with completing activities before the assessment.

For the upcoming assessments, MyNAEP ([www.mynaep.com](http://www.mynaep.com)) will serve as your primary resource to prepare for the assessment. Previously, schools prepared for NAEP by completing paperwork and participating in an in-person preassessment visit with NAEP representatives. Now, MyNAEP provides you with an electronic way to complete the same preassessment tasks at your own pace. Visit the MyNAEP website at [www.mynaep.com](http://www.mynaep.com) to get started.

Your NAEP representative will follow up with you to review the activities listed in this brochure and answer any questions you may have about completing these tasks.

If you need assistance before then, contact the NAEP help desk at [1-800-283-NAEP \(6237\)](tel:1-800-283-NAEP), or by email at [NAEPHelp@westat.com](mailto:NAEPHelp@westat.com).

*Thank you for your support of the National Assessment of Educational Progress!*

December 8, 2014

On December 8, 2014, the first four sections of Prepare for Assessment on MyNAEP will be available to schools. At that time you can begin to complete the preassessment tasks listed below by selecting the Prepare for Assessment link.

### Update List of Sampled Students

In this section, you will review the list of students sampled for NAEP for accuracy and completeness.

- Identify any withdrawn or ineligible students.
- Identify any student who is ineligible because he/she does not attend any classes on campus, is not enrolled in the current grade, or is a foreign exchange student.
- Update missing or incorrect demographic data.
- Update missing or incorrect classifications for students with disabilities (SD) and English language learners (ELL).
- Indicate if there are students with a Section 504 Plan who need testing accommodations.

### Include SD/ELL Students

In this section, you will review the list of students identified as SD and/or ELL and provide information on what accommodations (if any) students require for NAEP.

- Identify up to two specialists to provide information for students with disabilities and English language learners.
- Indicate how each student identified as SD and/or ELL should be assessed on NAEP.

### Notify Parents/Guardians

By law, the parents/guardians of the students selected for NAEP must be notified in writing before the assessments can take place. In this section, you will confirm parents/guardians of the students selected for NAEP have been notified about the assessment.

- Notify parents/guardians as soon as possible using the Parent/Guardian Notification Letter on the MyNAEP site (available in both English and Spanish).
- Verify parent/guardian notification on MyNAEP, including notification of parents of newly sampled students, if applicable.

### Manage Questionnaires

In this section, you will identify who should complete online NAEP questionnaires and ensure they are completed by the assessment date.

- Identify who will complete Teacher Questionnaires and record their email addresses and which subjects they teach.\*
- Confirm who will complete the School Questionnaire.
- Send welcome emails and questionnaires to questionnaire recipients.
- Send reminder emails and monitor completion of the questionnaires.

*\* Grade 12 schools do not complete teacher questionnaires. NIES schools will complete additional questionnaires.*

January 2, 2015

On January 2, 2015, the remaining four sections of Prepare for Assessment on MyNAEP will be available to schools.

### Submit Current Roster of Students

**Complete within 5 weekdays of returning from winter break**

In this section, you will submit a list of students currently enrolled in the selected grade. NAEP will use this list to identify students who were not included on the original list of students submitted to NAEP in the fall.

- Prepare and upload a roster of students currently enrolled in the sampled grade using the Excel template provided on MyNAEP.
- You will be notified if any new students have been added to the sample. For any newly sampled students, complete the "Update List of Sampled Students," "Include SD/ELL Students" (if necessary), and "Notify Parents/Guardians."

### Encourage Participation

In this section, you will review strategies that can help motivate students to participate on NAEP. There are links to videos and other promotional materials. For grade 12 public schools, this page has a link to the *Best Practices Guide* and a PDF of the High School Students Strategies Form.

- Record what strategies you plan to use in your school.
- For grade 12, print out the High School Students Strategies Form and record the strategies your school uses. Your NAEP representative will collect the completed form on assessment day.

### Plan for Assessment Day

In this section, you will provide information to help the NAEP team plan for assessments at your school.

- Review the regular sessions and provide the start time(s) and testing location(s).
- Answer additional questions necessary to plan the assessment logistics.
- Provide two possible dates for makeup sessions. Makeup sessions may be needed if the assessment is canceled due to weather or if attendance at the assessment is less than 90 percent.