

## **National Assessment of Educational Progress (NAEP) Transcript**

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Welcome to "Preparing for NAEP 2012." I'm Jessica Valdez, the NAEP State Coordinator for the California Department of Education. The purpose of this presentation is to help selected schools and districts prepare for their participation in the National Assessment of Educational Progress during the 2011-12 school year.

### **Slide 2**

NAEP 2012 refers collectively to all of the NAEP assessments taking place during the 2011-2012 school year, some of which are operational assessments and some of which are pilot assessments. The operational assessments include an economics assessment at grade 12 and long-term trend assessments in reading and mathematics at ages 9, 13, and 17. Results from the operational assessments will be released at the national level only. The NAEP long-term trend assessments in reading and mathematics are only administered every four years, and are assessments that have essentially remained unchanged since they began in the early 1970's, allowing for trend data since the assessments began. The long-term trend assessments should not be confused with the main NAEP assessments in reading and mathematics which are administered in every odd-numbered year, and are released for the nation, states, and certain large urban school districts. Unlike the long term trend assessments, the main NAEP assessments are updated periodically to reflect current practices in curriculum and instruction.

In addition to the operational assessments, NAEP 2012 will include pilot assessments for three subjects. There will be a computer-based writing pilot at grade 4 and reading and mathematics pilots at grade 12. At schools participating in the grade 12 NAEP assessment, the reading and mathematics pilot test booklets will be spiraled with the operational economics test booklets, and each student will be assessed in only one of the three subjects. Since the purpose of the pilot assessments is only to gather initial data on brand-new test questions, no results will be released.

### **Slide 3**

Because results from the NAEP 2012 assessments will be released only at the national level, significantly fewer schools and students are needed for the sample, compared to odd-numbered years in which results are also released for states and certain large urban school districts. Nationwide, approximately 72,000 students will participate in NAEP 2012.

In California, approximately 16,000 students from 320 schools, in 150 school districts will participate. The table on this slide presents, for each student group, the approximate number of schools and students participating in California.

#### **Slide 4**

Because NAEP uses a sampling methodology, not all schools and students are selected to participate. Almost every school is eligible to participate, however. The most common examples of schools that are not eligible to participate in NAEP are schools that solely offer an independent study program and schools that serve only students with disabilities who participate in the California Alternate Performance Assessment, or CAPA.

The U.S. Department of Education selects both the school and student samples for NAEP. Schools are selected through systematic random sampling. Schools are first sorted by geographic location, ethnic mix, and academic achievement to ensure an accurate representation of the diversity of the United States. Schools are then randomly selected across that sorted list. Larger schools do have a greater chance of being selected because there are more students to select from.

Of schools that are selected to participate in NAEP, in many cases, not all students in the sampled student group will be selected to participate – and that's simply because the target student sample size for a school is often less than the total enrollment for the selected student group. As we saw on the previous slide, this year the target student sample size per school is about 30 to 64 students. All students are randomly selected from the student list that is submitted to the NAEP contractor by the school, and all students have an equal chance of being selected for the NAEP sample.

Regardless of the number of subjects being assessed during a particular year, each student that is selected to participate in NAEP will be assessed in only one subject. However, students do not take the entire assessment for the subject in which they are assessed. This is because NAEP uses a matrix test design. The NAEP frameworks are very broad so it is not feasible to give the entire assessment to each participating student. A matrix test design allows a broad range of content to be assessed without overburdening the test taker. It also minimizes the test session time. Most NAEP test sessions last only about 90 minutes. Unlike our state assessments, NAEP can use a matrix test design because its purpose is to estimate group level performance, not individual student performance. NAEP results are only released for the nation, and during odd-numbered years, for states and certain large urban school districts. Results are never reported for individual students or schools.

#### **Slide 5**

During most schools years, there is a single test window for all NAEP assessments. But because the long term trend assessments are being

administered this school year, there are several different assessment windows. There is a different window for each of the three age groups being assessed as part of the long term trend, and there is a single window for the grade 4 and 12 main NAEP assessments.

All schools have been assigned a test date within their respective assessment window, and districts and schools were notified of those dates in June.

The first assessment window opens October 10th, and that is the window for the age 13 assessment. Because the window for the age 13 assessment is much earlier in the school year than for all of the other assessments, the deadlines for completing tasks to prepare for that assessment are earlier. The next few slides provide a look first at the timeline that is common across all of the assessments, followed by a timeline specific to the grade 4 and 12 and age 9 and 17 assessments, and then a third timeline specific to the age 13 assessment.

### **Slide 6**

Districts were first notified of their selection for NAEP 2012 this past May. District superintendents were mailed a notification packet from the California Department of Education and were asked to designate a NAEP district coordinator. In late May, CDE mailed each NAEP district coordinator a notification packet, which included notifications to distribute to the principal of each selected school.

In early June, a second mailing was sent to NAEP district coordinators providing them with test date notification packets to distribute to school principals. In mid August, NAEP district coordinators were sent a third mailing to provide them and selected schools with specific instructions for preparing for NAEP 2012. By early September, the principals of participating schools should have ensured that their NAEP assessment date appears on this year's school calendar, and should have designated a NAEP school coordinator. It is important that principals designate a school coordinator who will be available to meet in-person with the school's NAEP field representative prior to the assessment, and will also be available on the day of the assessment to assist as needed.

### **Slide 7**

The dates listed on this slide pertain to schools participating in the grade 4, grade 12, age 9, and age 17 NAEP assessments. The deadline for registering and completing the "Provide School Information" form on the NAEP My School Web site is September 30th for these schools. Registering and providing the required school information should take only about 10 minutes to complete, and school and district registration ID numbers were provided in the August mailing from CDE.

The window for these schools to submit their student list opens on October 3rd and closes on October 31st. All lists must be submitted electronically through the My School Web site. As soon as schools register on the My School Web site,

they can access the templates and instructions for preparing the student list. Schools are encouraged to prepare and submit their student list as soon as possible. Further information about preparing and submitting the NAEP student list will be provided later in this presentation.

Approximately 2 weeks prior to the school's assessment date, which will be in either January or February for most schools, the parents and guardians of all participating students should be notified of their student's selection. Parent and guardian notification is legally required, and notification templates are available in English, Spanish, and several other languages on the My School Web site. Schools that wish to complete the notification requirement sooner can do so using the newsletter insert template to inform parents and guardians that their child may be selected for the NAEP assessment. This method of notification does meet the legal notification requirement.

One to two weeks prior to the school's test date, the school's NAEP field representative will conduct a pre-assessment visit with the NAEP school coordinator to discuss logistics for the day of the assessment. The NAEP school coordinator should have a copy of the parent notification ready to provide to the NAEP field representative during the pre-assessment visit. Further information about the pre-assessment visit will be provided later in this presentation.

### **Slide 8**

Because the window for the age 13 assessments is much earlier than the window for all of the other NAEP assessments this school year, the dates and deadlines associated with preparing for the age 13 assessment are earlier. The window for submitting the student list opened on August 15th, and schools have until five days prior to their pre-assessment visit to submit their student list via the NAEP My School Web site. For age 13 schools only: schools do have the option to instead submit a hard copy student list to the school's NAEP field representative during pre-assessment visit. The list must follow the exact format of the provided template. This option will add a considerable amount of time to the pre-assessment visit, since it will require that the student sample be selected during pre-assessment visit. To help minimize the length of the pre-assessment visit, schools are strongly encouraged to instead submit their list electronically via the My School Web site.

For age 13 schools, the deadline for registering and completing the "Provide School Information" form on the My School Web site was September 9th. Approximately 2 weeks prior to the school's assessment date, which will occur between September and November for most schools, the parents and guardians of all participating students should be notified of their student's selection, and NAEP field representatives will conduct pre-assessment visits with NAEP school coordinators. Again, parent and guardian notification is a legal requirement, and notification templates are available on the My School Web site.

**Slide 9**

This slide shows a screen shot of the NAEP My School Web site and provides the Web address for the site. This is the site schools and districts will use to register for NAEP 2012 and log in to their school's My School Webpage. If you are a first-time user of this site this school year, you will enter your school or district NAEP registration ID number on the right side of the screen in the box labeled "Register." If you're a returning user, you will enter your user name and password on the left side of the screen in the box labeled "Login." Schools must register using the NAEP registration ID number they received for this school year even if they registered on the My School Web site as part of their participation during a previous school year.

**Slide 10**

First time My School Web site users should use the My School registration Tip Sheet that was included in the August mailing from CDE. The August mailing also included the unique NAEP registration ID number for each participating district and school. Each district received a unique 7-digit ID number, and each school received a unique 8-digit ID number. When districts register using their 7-digit ID number, they can access the My School Web page for each of their participating schools and track the school's progress in registering, providing school information, and submitting the student list.

**Slide 11**

Once registered, schools should complete the "Provide School Information" form on their My School Web page. This form can be accessed by logging into the My School Web site and clicking on the link to "Provide School Information" in the left-hand menu. It is important that the information be completed under BOTH tabs on this page, and that the information be saved before exiting the system. District coordinators are welcome to provide the required school information on behalf of their school or schools, but should be sure to let the school coordinator know if they intend to do this.

**Slide 12**

Once schools are registered on the NAEP My School Web site and have provided the required school information, they should start planning to prepare the student list. The template and instructions for preparing the NAEP student list are available on the My School Web site under "Submit Student List." Schools must use the Excel template and demographic codes provided on this Web site.

The student list must include all students in the selected grade or age group. Because students selected for each of the long-term trend assessments can be in one of several grades, schools should use the birth date ranges listed on this slide to determine which students to include on the list. These date ranges are also specified in the instructions for preparing the student list. For schools participating in the age 9 assessment, the student list should include all students

born in 2002; for age 13 schools, the student list should include all students born in 1998; and for age 17 schools, the student list should include all students born between October 1, 1994 and September 30, 1995.

### **Slide 13**

The student list template provided on the My School Web site has separate columns to list the student birth month and birth year, and the list must adhere to this format.

One of the pieces of demographic data that can be more difficult to collect is student eligibility for the National School Lunch Program. To assist in obtaining this information, the My School Web site contains a memo citing the United States Department of Agriculture's permission for schools to provide this information for the purposes of NAEP. This memo can be provided as evidence to obtain the required eligibility data. Please note that if any demographic information, including school program lunch eligibility, is not provided on the electronic student list, it will need to be provided to the school's NAEP field representative prior to the assessment. Therefore, the student list should be as complete as possible when submitted.

If any assistance is needed in preparing the NAEP student list, please contact the NAEP help desk at the phone number shown on this slide.

As a reminder, the deadline for e-filing student lists for schools participating in the age 13 assessment is 5 days prior to the pre-assessment visit, and the deadline for e-filing student lists for all other schools is October 31th.

### **Slide 14**

While NAEP field staff administer the assessment and handle all test materials, there are certain tasks that need to be completed by school and district NAEP coordinators to help field staff prepare for the assessment.

The primary responsibilities of the NAEP school coordinator include:

1. Registering and completing the "Provide School Information" form on the My School Web site
2. Preparing and submitting the student list,
3. Notifying parents and guardians of their child's selection, or potential selection, for the assessment,
4. Meeting with NAEP field staff prior to the assessment to plan administration logistics, and
5. Ensuring that all school and teacher questionnaires, as well as all SD and ELL worksheets are completed by the appropriate school staff.

This slide displays the NAEP 2012 School Coordinator Responsibility Checklist which appears in the NAEP 2012 Instruction Packet that was part of the August mailing from CDE. This packet is also available on the CDE NAEP Web site.

**Slide 15**

The primary responsibilities of the NAEP district coordinator include serving as the key contact between the NAEP state coordinator and schools selected for participation within the school district, as well as providing schools with needed support and ensuring that key tasks, such as student list submission and parent notification, are completed by either the school or district.

School support could be simply providing a piece of demographic information to complete a student list, or it could be producing the entire student list on the school's behalf. This is one of the several logistics that will need to be worked out between the district and school coordinator.

The NAEP 2012 District Responsibility Checklist is displayed on this slide and, like the school coordinator responsibility checklist, is part of the NAEP 2012 Instruction Packet from CDE.

**Slide 16**

As just mentioned, while most tasks required to prepare for NAEP 2012 are assigned to school coordinators, these tasks can be completed by the district coordinator on behalf of their school coordinator. It is important for district and school coordinators to communicate early to determine who will complete each task.

All submitted information must be checked and approved by CDE for accurate completion. Because the district or school may be asked to provide amended information after submission, it is recommended that school information and student lists be submitted well in advance of the completion deadlines.

NAEP school and district coordinators will receive e-mail reminders of deadlines as they approach. Please notify me, the NAEP State Coordinator, of any e-mail address changes so the necessary updates can be made to the district coordinator and school coordinator e-mail distribution lists.

**Slide 17**

One of the tasks that must be completed by the NAEP school coordinator is to meet with the school's NAEP field representative for a pre-assessment visit to organize logistics for the day of the assessment. In most cases, the pre-assessment visit will occur 2 to 4 weeks prior to the school's actual test date. Most pre-assessment visits require about one hour of meeting time between the school coordinator and the school's NAEP field representative. The field representative will generally arrive at the school about one hour prior to the meeting to review the updated student list and the completed SD and ELL

worksheets, so it is important that these documents be available upon the field representative's arrival.

Please note that the pre-assessment visits for Age 13 schools will likely require more time than for other schools. The length of the pre-assessment visits at age 13 schools will depend primarily on whether the student list is submitted electronically or via hard copy. As mentioned earlier, age 13 schools are strongly encouraged to submit their student list electronically via the My School Web site to minimize the length of the pre-assessment visit.

### **Slide 18**

All schools can help to minimize the length of the pre-assessment visit, by ensuring that the following documents are completed and ready for review by the school's NAEP field representative upon their arrival:

A current hard copy list of all students in the sampled age group, sorted alphabetically by last name, and with birth date

The SD and ELL worksheets

The logistics worksheet

The SD and ELL worksheets, as well as the logistics worksheet, will be part of the pre-assessment packet school coordinators receive from their school's field representative prior to the pre-assessment visit. Age 13 schools may not receive the pre-assessment packet until the day of the pre-assessment visit, in which case, they will need to complete these worksheets either during the pre-assessment visit or prior to the assessment date.

Any questions about preparing for the pre-assessment visit should be directed to the school's NAEP field representative.

Schools participating in the age 13 assessment should have been contacted by their NAEP field representative in early September, and schools participating in all other assessments should be contacted by their NAEP field representative by early December.

### **Slide 19**

One of the primary tasks that must be completed prior to the pre-assessment visit is completing the SD and ELL worksheets to determine which, if any, accommodations are needed for students with disabilities and English language learners, and to identify students that cannot participate in the NAEP assessment. NAEP does offer most of the accommodations offered on California state assessments.

With few exceptions, all students, including English language learners and students with disabilities, are expected to participate in NAEP. The only students who may be excused from NAEP testing are those who participate in the California Alternate Performance Assessment, or CAPA, and any other students with disabilities who require accommodations not offered on NAEP. Students who participate in the California Modified Assessment, or CMA, are expected to participate in NAEP using appropriate accommodations. It is important to remember that NAEP results are released only for the nation, states, and certain large urban school districts. No individual student or school results are reported.

**Slide 20**

Accommodations guidelines for students with disabilities and English language learners are available on the NAEP My School Web site and will be included in each school's pre-assessment packet that they receive from their school's NAEP field representative. The guidelines present the accommodations that may be provided on the NAEP assessment. If a student requires any accommodations that are not listed in these guidelines, the school should contact me, your NAEP State Coordinator, to determine if it is permissible for use on NAEP.

**Slide 21**

During the pre-assessment visit, the school coordinator will designate the time, on the day of the assessment that the test session is to begin.

On the day of the NAEP assessment, the NAEP field team will need to arrive about 1 hour prior to the scheduled start time for the test session. The test session will last about 90 minutes. NAEP field staff administer the assessment and handle all test materials. School staff are not required to remain in the testing room, but are encouraged to do so to make students more comfortable and to help address any significant issues that may arise.

The target student participation rate is 90 percent, and in instances where this target is not met, field staff will schedule a make-up session.

For schools participating in the grade 4 computer-based writing pilot assessment, please note that NAEP field staff will bring laptop computers to the school for students to take the assessment. The assessment is pre-loaded on each laptop, so no Internet connection is necessary, but the testing room will need to have power outlets, preferably at least three. The target student sample size for the grade 4 assessment is 30. Because field staff bring only 15 laptop computers, two test sessions will be required, but again, schools will be able to designate when, on the date of the assessment, they would like each session to begin.

For all assessments, please keep in mind that the field team will need about one hour at the school after the assessment to inventory all test materials and have a short 10 minute debrief meeting with the school coordinator.

**Slide 22**

In addition to this presentation, several resources are available to help schools and districts prepare for NAEP 2012. The first resource, which has been mentioned throughout this presentation, is the August mailing that was sent to district coordinators. The mailing included back-to-school packets for both schools and districts. The packets included a reminder of the school's test date, as well as specific instructions for registering and providing the required school information on the My School Web site. The packet also included a copy of the second resource listed on this slide, the NAEP 2012 Information Packet. This document, which is available on the CDE NAEP Web site, contains among other things, an overview of NAEP 2012 and timeline of events, school and district coordinator responsibility checklists, and parent and guardian notification templates.

**Slide 23**

Another resource that schools and districts should use to prepare are the NAEP Notes, a bi-monthly newsletter from CDE for participating schools and districts. The first newsletter of the 2011 2012 school year was released in August, and subsequent newsletters will be released in October, December, and February. These newsletters are posted to the CDE NAEP Web page and are e-mailed to all NAEP district and school coordinators.

**Slide 24**

A resource specifically for participating high schools is the NAEP best practices guide. This guide contains tips for improving the participation and motivation of high school students, including a short DVD to introduce teachers and students to NAEP, and customized PowerPoint presentations for students and teachers at each school.

In late September, all participating high schools will receive, via FedEx, their NAEP Best Practices Guide. The guide will be sent to the attention of the school principal, and principals are asked to provide the guide to the designated NAEP school coordinator.

**Slide 25**

Thank you for taking the time to view this presentation, and for your participation in the National Assessment of Educational Progress. If there are any questions about the material in this presentation, please feel free to contact me, Jessica Valdez, NAEP State Coordinator, at the e-mail address or phone number provided on this slide.

Further information about NAEP can be found on both the California Department of Education NAEP Web page and the National Center for Education Statistics NAEP Web page.