

3 Chapter

1 Introduction to NAEP

1. NAEP Overview
2. The NAEP Program for 2005
3. The NAEP Code of Ethics
4. NAEP Guidelines for Viewing Assessment Materials
5. NAEP Quality Assurance Checks
6. Goals of the NAEP 2005 Training Program
7. Manual Format

2 Understanding NAEP Materials and Accommodations

1. General NAEP Knowledge Requirements
2. Understanding NAEP Accommodations

3 Preparing for Assessment Day

1. Activities to Complete Before Assessment Day

4 Conducting Assessment Day Activities

1. Overview of Quality Control Activities on Assessment Day
2. Activities to Complete Before the Assessment
3. Activities to Complete During the Assessment
4. Activities to Complete After the Assessment

5 Completing Administrative Activities

1. Report Your Time and Expenses

3 Preparing for Assessment Day

Preparing for assessment day occurs before assessment day. Effectively planning for assessment day is critical to the successful administration of assessments.

This chapter provides an overview of the activities required to prepare for the assessment day. Your role in preparing for assessment day is one of the most important responsibilities in the NAEP assessment process.

1. Activities to Complete Before Assessment Day

Procedure 1. Receive and Review the Assessment Schedule

Your AC will give you a tentative schedule of your assessments at the AA in-person training. You should review this schedule and let your AC know if there are any problems with the schedule. After your AC has conducted the preassessment visit, you will receive an updated schedule. Remember that your AC may have to alter the schedule at any time due to unforeseen situations such as bad weather and makeup sessions.

Procedure 2. Receive and Review the Assessment Information Form

You will receive a completed Assessment Information Form from your AC for each school in your assignment at least 1-2 weeks before the assessment. This form will provide all of the information that you need to prepare for the assessment.

The general assessment information is provided at the top of the form. This information includes the following:

- the school name and NAEP ID Number;
- the school address and telephone number;
- the school coordinator's name;
- the assessment date and time(s);
- the time the AA should arrive at the school;
- the session number(s) assigned to the AA;
- the room(s) where the session will be held;
- directions to the school; and
- parking information for assessment day.

CONTENTS

1. Receive and Review the Assessment Schedule
2. Receive and Review the Assessment Information Form
3. Practice Using Session Scripts
4. Review Security and Confidentiality Procedures
5. Gather Materials to Bring to the School on Assessment Day
6. Review Guidelines for Professional Dress

ASSESSMENT INFORMATION FORM

SCHOOL: Washington Elementary School ID #: 101-101-1
ADDRESS: 3800 Washington Blvd.
Vienna, VA 22180
PHONE #: 703-555-2249
SCHOOL COORDINATOR: Chris Thomas ASSESSMENT DATE: 2/10/05
ARRIVAL TIME: 7:05 a.m. ASSESSMENT TIME(S): 8:05 a.m.
SESSION NUMBER(S): R50401 ROOM(S): 121
DIRECTIONS TO SCHOOL: Take 495 to exit 46A - Rt 123 W. Take 123W to Old
Courthouse Rd. Make right on Old Courthouse Rd. School is one block up on the right.
PARKING: Park in visitor spaces only!

Next, there is pertinent accommodations information. As shown in the example below, your AC will record any accommodations information that you need to know in order to conduct the assessment. This information may include the number and types of accommodation sessions.

ACCOMMODATIONS INFORMATION: There is one student on your Administration
Schedule who requires a large-print booklet accommodation. His teacher said he
can be assessed in the regular session but may need extra time.

It is important that you arrive at the school on time and meet your assessment team in the appropriate location. Your AC will determine where the team will meet.

INSTRUCTIONS FOR MEETING ASSESSMENT TEAM: All AAs are to meet AC outside
main entrance door at 7:05 a.m. sharp!

Finally, it is important that you are aware of the protocols that you must follow while working with the school including the policy for dismissing students at the end of the session and handling students who arrive after the session has begun. You also must know how to handle ill or persistently disruptive students. All of this information will be recorded in the following section of the form:

OTHER INFORMATION (Policy for dismissing students, how to handle latecomers, etc.): _____

Notify teacher when assessment is finished so he/she can dismiss students.

Use intercom beside classroom door to summon help in case of an emergency.

*****REMEMBER – ARRIVE ONE HOUR BEFORE ASSESSMENT TIME*****

After reviewing this form, you should have the necessary information to get to the school on assessment day and administer the assessment(s). If you have any questions about the information presented on the form, you should contact your AC immediately.

Procedure 3. Practice Using Session Scripts

It is your responsibility to practice using the session scripts before you administer an assessment session. After you obtain the session information from the Assessment Information Form, you should practice using the script for that session. It is important for you to be able to read the script verbatim in a natural manner without stumbling over words or omitting them. Since there are differences between scripts, you should also be familiar with the structure of the script that you will use to conduct the session. Directions for using the script to conduct assessment sessions are provided in Chapter 4.

Voices of Experience:

Before assessment day, you should use a Post-it note to flag the appropriate session script for easy reference on the day of the assessment.

CONTENTS

1. Receive and Review the Assessment Schedule
2. Receive and Review the Assessment Information Form
3. Practice Using Session Scripts
4. Review Security and Confidentiality Procedures
5. Gather Materials to Bring to the School on Assessment Day
6. Review Guidelines for Professional Dress

Procedure 4. Review Security and Confidentiality Procedures

It is your responsibility to account for all assessment materials you receive on assessment day. Review the following guidelines before each assessment day:

- Never, under any circumstances allow anyone to examine NAEP booklets, whether they are completed or unused. If school staff members ask to see the assessment booklets or have questions concerning their content, they are to be referred to your AC.
- ACs will provide school principals with NAEP Demonstration Booklets for inspection by anyone interested in the study. The Demonstration Booklets contain the NAEP 2005 background questionnaires. The booklets are also posted on the MySchool and NAEP web sites.
- Never leave any assessment booklets or other NAEP materials unattended. If you leave the school between sessions, take all of these materials with you and lock them in the trunk of your car. If you leave the preparation room provided by the school, take the materials with you.
- Only students whose names appear on the Administration Schedule may participate in the assessment (except if the school requires a nonsampled student to participate). Do not permit other students to see the assessment booklets.
- The names of the students who participate in the assessment must not be on or in assessment booklets when the booklets leave the school.

At training, you commit yourself to keeping the used and unused assessment materials secure before, during, and after the assessment by signing an Oath of Office and Pledge of Confidentiality. The violation of the oath or pledge is sufficient grounds for disciplinary action, including dismissal and criminal penalties.

Procedure 5. Gather Materials to Bring to the School on Assessment Day

Before leaving home for the school on assessment day or the night before the assessment, you should gather together all of the materials you will need to bring with you. For each assessment, you will need the items listed below:

- your NAEP ID Badge;
- the Assessment Information Form for the school;
- the session scripts; and
- this manual.

Procedure 6. Review Guidelines for Professional Dress

Professional behavior and dress are required at any time you are working in a school. Clothing is one of the most important ingredients in effectively taking charge of a classroom and establishing authority.

NAEP recommends the following proper classroom attire:

For women:

- dress pants or skirt;
- blouse or sweater;
- tailored dress; or
- business suit.

For men:

- a collared shirt;
- dress pants;
- sports jacket and tie; or
- suit and tie.

For women, low-heeled, comfortable shoes are preferred. Both men and women need to make sure that you maintain the heels on your shoes to avoid making excess noise as you walk around the room. While monitoring a session, experienced NAEP staff will walk slightly on their tip-toes to minimize the amount of noise and to remain as inconspicuous as possible.

Voices of Experience:

The colors that have proven themselves best for establishing authority are navy blue, maroon, rust, gray, and black. You want to have a conservative appearance. Clothing need not be elaborate or expensive, but should be neat, business-like, and appropriate.

CONTENTS

1. **Receive and Review the Assessment Schedule**
2. **Receive and Review the Assessment Information Form**
3. **Practice Using Session Scripts**
4. **Review Security and Confidentiality Procedures**
5. **Gather Materials to Bring to the School on Assessment Day**
6. **Review Guidelines for Professional Dress**

Chapter 3 Summary

Upon completing this chapter, you should now be able to:

- identify the information documented on the Assessment Information Form;
- explain how to practice using the session scripts;
- describe how to keep assessment materials secure and confidential;
- identify what materials must be brought to the school on assessment day; and
- describe the guidelines for professional dress.