

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 supervisor will give you a tentative schedule of your assessments at the AA in-person training. You should review this schedule and let your supervisor know if there are any problems with the schedule. After your supervisor has conducted the preassessment visit, you will receive an updated schedule. Remember that your supervisor 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 (see page 2.24) from your supervisor 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:

- your supervisor's name and phone number,
- the assessment date,
- the time the AAs should arrive at the school,
- the school name,
- the school address and telephone number,
- the school coordinator's name, and
- and the school's NAEP ID Number.

Next is a table that shows the session information for all sessions in the school including:

- each session number,
- the room where each session will be held,
- the time each session will start,
- and the AA assigned to conduct each session.

If accommodation sessions will be held at the school, this table will contain any information that you'll need to know in order to conduct these sessions, including the types of accommodation sessions.

Beneath the session information you will find:

- directions to the school,
- parking information for assessment day,
- instructions for meeting the assessment team, and
- other information about school policies.

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

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. The form will also note if you will be working with students who are enrolled at the school as a result of being displaced by Hurricanes Katrina, Rita, or other disaster. If so, you will need to review Appendix C for information on working with students affected by trauma. All of this information will be recorded on the form.

After reviewing the Assessment Information Form, you should have the necessary information to get to the school on assessment day and administer your session(s). If you have any questions about the information presented on the form, contact your supervisor 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 (grades and session types), 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.

Procedure 4. Prepare the Booklets



Preparing the assessment materials for distribution is a multistep process. It involves the following:

4A. Check the bundles of assessment booklets.

On a schedule set by your supervisor, AAs should plan to assemble at your supervisor’s house (schedule and driving distance permitting) to prepare the assessment booklets for the upcoming week. It is important to note that once the booklets are prepared, they must remain with your supervisor until you both meet on the day of the assessment in order to protect the security of the assessment materials.

Assessment booklets will be packaged in bundles. The number of booklets in the bundle depends on the session type. The bundle sizes for OP and HI sessions are listed in the table below.

Grade	Session type	Bundle size
4, 8, 12	OP	16 booklets
4, 8, 12	HI	11 booklets

Each OP box will contain two bundles of booklets. Each HI box will contain two or three bundles of booklets. A numbered Bundle Slip will be shrink-wrapped with each bundle. The **Bundle #** on the slip should match the number printed in the **Bundle #** box in the upper-left and upper-right sections of the Administration Schedule, as shown on the following page.

Each Bundle Slip will list the three-digit prefixes of the booklets contained in the bundle. These prefixes should match the prefixes printed on the Administration Schedule, as shown on the following page. The slip will also show the types of additional materials needed for booklets in the bundle.

Be sure to open the bundles in the order indicated on the Administration Schedule, and **never use booklets for any session other than those booklets specified on the Administration Schedule.**

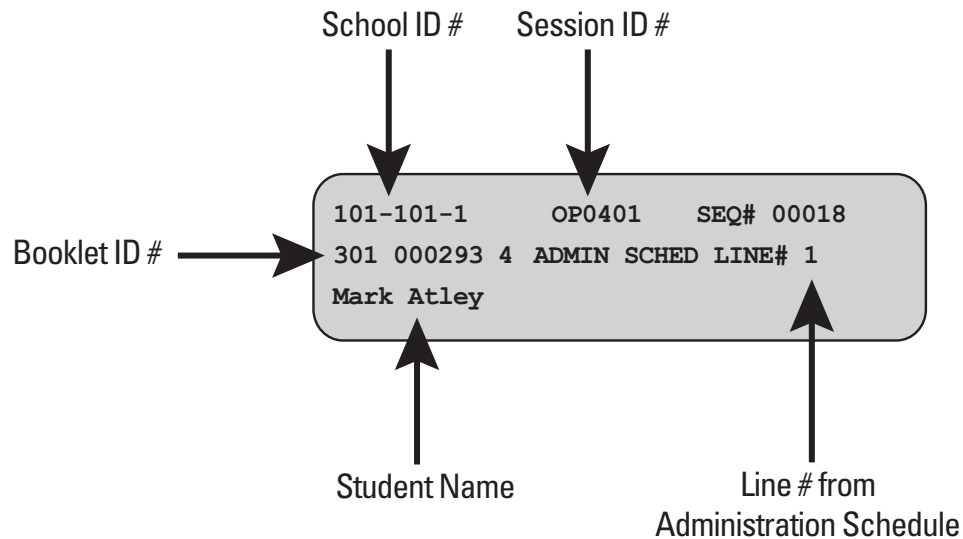
4B. Prepare and organize the assessment booklets and ancillary materials.

Materials Needed:

- Administration Schedule;
- student identification labels;
- assessment booklets;
- accommodation booklets, if necessary; and
- ancillary materials.

Student Identification Labels

Because students' names are never written directly on the assessment booklets, **preprinted removable student identification labels** will be used to help you distribute booklets to the correct students. An example of the information contained on a student ID label is shown below.



The first line contains the unique school ID number, the specific session ID number from the Administration Schedule, and the sequence number that is used by Pearson only. The second line of the label lists the preassigned booklet ID number from the Administration Schedule and the line number on which the student's name appears on the Administration Schedule. The student's name appears on the last line of the label.

The labels are always printed in the same order as the list of students on the Administration Schedule. Depending on when the student lists were developed, the labels will either be shipped in the Session Boxes to the supervisor with the student names preprinted on them, or the NAEP supervisor will print the labels. For the few schools that did not send student names for sampling, you will need to write the student names on the labels by hand when you prepare the booklets.

Steps for Preparing Booklets

1. Begin with the first student listed on the Administration Schedule and the first booklet in the first bundle for the session you will conduct. Check that the booklet ID number is the same on the booklet and in column **N** of the Administration Schedule. Attach the label bearing the student's name and booklet ID number to the cover of the booklet matching that ID. An example of this process is shown on the next page. If you find that you need to fix a label or create a new one, the supervisor will have blank removable labels to use for this purpose. **Never put permanent gummed labels on the booklets.**
2. If the supervisor assigned an accommodation booklet to a student, there will be a booklet ID number written in column **O** of the Administration Schedule, and the booklet(s) will be given to you with your session materials. Remove the original booklet assigned to that student from the stack of booklets, record an Administration Code of **52** on the cover, record the line and session numbers in the upper-right corner, and set it aside. Then affix the student's ID label to the accommodation booklet and write the accommodation booklet ID number on the label. Substitute the accommodation booklet for the original in the stack of booklets. If a separate accommodation session is scheduled to take place at the school, set the booklets for those students aside.
3. After you affix a label to a booklet, check the Administration Code in column **P** on the Administration Schedule. If a code of **60-65** (codes for Excluded Students), **51** (Withdrawn/Graduated), **54** (Ineligible, home schooled), **55** (Ineligible, other), or **46-47** (Parent or Student Refusal) has been recorded, write the code on the label and set the booklet aside (keeping the label attached to the booklet).
4. In the spaces provided in the upper-right corner of each booklet cover, record the student's line and session numbers from the Administration Schedule.
5. Repeat this procedure for each student whose name is listed on the Administration Schedule. As they are prepared, all booklets for students to be assessed should be stacked face down to keep them in Administration Schedule order.
6. After all booklets are prepared, band together the booklets for excluded, withdrawn, and ineligible students. These should be kept banded together (i.e., separated from) but remain with the stack of booklets for the session.
7. Then, turn over the stack of booklets to be used in the session. Place any additional materials required for each booklet, as identified by the letters next to the booklet version number, inside the front cover of the booklet. All additional materials listed in the charts on pages 2.21-2.23 should be placed inside the front cover except the calculators, which are handed out separately.
8. Then, band the booklets together and place the session Administration Schedule on top of the stack. Booklets are now ready for distribution.
9. Repeat steps 7 and 8 for any separate accommodation sessions. However, you will not place an Administration Schedule on top of these booklets.

NOTE: During the booklet preparation, you will not fill in any information in the boxes labeled "School and Teacher Information," "Total Time for Accommodation," "Accommodations," and "Do Not Use" on the cover of the booklets. This information will be completed during or after the assessment.

4C. Conduct a quality control check on prepared booklets.

After you prepare your stack of booklets, your supervisor will conduct a “spot” check of the booklets to be sure they are prepared according to NAEP standards. To conduct this QC check, the supervisor will check every third or fourth booklet in the stack and run each of these booklets through a comprehensive series of checks. If errors are found, you and the supervisor will check each booklet to make sure that the same error has not been repeated.

After the QC check is completed, your supervisor will record the results of the QC check in the Quality Control Booklet.

NOTE: If time allows, before your supervisor conducts this check, conduct an initial QC check by switching your stack of booklets with another AA.

Procedure 5. 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 supervisor.
- Supervisors will provide school principals with NAEP Sample Questions Booklets for inspection by anyone interested in the study. The Sample Questions Booklets contain the NAEP 2006 background questionnaires. These 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 6. 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, 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.

Upon arriving at the school, your supervisor will give you the assessment booklets and the other session materials you will need on assessment day.

Procedure 7. 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.

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 prepare the assessment booklets,
- 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.