

FLORIDA DEPARTMENT OF EDUCATION

WELCOME TO NAEP 2010!

September 2009

Fact Sheet Highlights:

- How to register on the MySchool Web site and complete and submit the NAEP School Data Collection Form (page 2)
- Student selection (page 3)
- Parent/guardian notification (page 3)
- Pre-Assessment Packet and Pre-Assessment Visit (PAV) (page 3)
- Assessment Day (page 4)
- NAEP 2010 Key Dates and Deadlines (page 5)
- NAEP 2010 Preparation Checklist for



Established in 1969, NAEP was created as a national assessment to fill an important void in the American education system. State assessments began in 1990 and Trial Urban District Assessments began in 2002. Because the nation's states, districts, and schools use different standardized assessments to measure student progress, their results are not directly comparable. NAEP assessments serve as a uniform means of measuring the progress of student education by assessing a sample of students in a sample of schools using the same sets of test booklets across the nation. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, and U.S. history.

The National Assessment of Educational Progress (NAEP), also known as the Nation's Report Card™, is the only ongoing, nationally representative assessment of what American students know and can do in core subject areas.

Performance reports present compiled results of the nation, individual states, 18 urban districts, Washington, D.C., and the Department of Defense Education Activity schools. To see the most recent results, visit <http://nationsreportcard.gov>. NAEP provides results on subject-matter achievement,



instructional experiences, and school environment for populations of students (e.g., all Grade 4 students) and groups within those populations (e.g., female students, Hispanic students). NAEP does not provide scores for individual students or schools.

NAEP assesses Grades 4, 8, and 12 students in mathematics and reading in each odd-numbered year, and other subjects in alternating years. In 2010, assessments will be administered in U.S. history, civics, geography, mathematics, and writing. The writing assessment is computer-based for Grades 8 and 12. Each student takes only a portion of the assessment.

Through national sampling procedures, your school has the distinction of being selected to participate in NAEP 2010. Your principal has selected you to serve as your school's NAEP coordinator. Schools and students selected to participate in NAEP samples provide important data that will increase the informa-

tion available to educators and policymakers about the success of their elementary and secondary education programs. The school and student samples are carefully selected according to demographic characteristics that make them collectively representative of the nation's 12 million Grades 4, 8, and 12 students enrolled in public and private schools. The participation of each selected school and student helps ensure that NAEP truly reflects the great diversity of our nation's student population.

NAEP makes participation easy. The NAEP assessment and all necessary materials are delivered, administered, and processed by NAEP field staff. NAEP will need your assistance to ensure that students attend the sessions, but NAEP field staff assigned to your school ensure that preparation



Registering on the MySchool Web site and Completing and Submitting the NAEP School Data Collection Form

As your school's NAEP coordinator, you are responsible for registering for MySchool by going to www.mynaep.com where you will log in as a new MySchool user. After entering the MySchool Registration ID you received in your packet of information, you will see a screen that asks for your name and school information and requests that you create a password. The system will then provide you with a user name. On Step 1 of the MySchool Web site you will find a link to a School Data Collection Form (SDCF). This form must be completed by Thursday, October 1, 2009. Additional instructions can be found in the enclosed Tip Sheet on How to Register for MySchool.

MYNAEP
National Assessment of Educational Progress

Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as the "Nation's Report Card." This website provides NAEP-related information to states, districts, and schools and is designed and maintained by Westat. MyNAEP serves as a portal to MySchool, a website providing NAEP assessment information to school and district personnel.

Login

New MySchool users: **REGISTER** here!

User Name:

Password:

[Forgot your password?](#) | [Disclaimer](#)

MySchool provides information about what to expect throughout the NAEP assessment process. An unlimited number of school staff may register to access the site and receive e-mail notifications of upcoming assessment activities.

Student Selection

Students are randomly selected to participate in one of the subjects (U.S. history, civics, geography, writing, or mathematics) being assessed and will spend between 90 and 120 minutes taking the assessment. The NAEP assessments feature both multiple-choice and open-ended questions. Teachers do not need to prepare their students to take NAEP, but they might want to use released NAEP items as a teaching tool. These items can be found at <http://nces.ed.gov/nationsreportcard/itmrls/>. To ensure that NAEP reports reflect the performance of as wide a range of students as possible, NAEP encourages the participation of students with disabilities (SD) and English language learners (ELL). Many accommodations are allowed on NAEP to help make this possible.

The number of students who will be included in the sample is dependent upon the grade level and the total number of students enrolled in the grade level to be assessed. Please see the following chart for a rough estimate of the number of students at your school who will be selected. If grade level enrollment is less than or equal to the grade level target sample size, then all students in the grade will be assessed. However, if the grade level enrollment is larger than the sample size, a slightly smaller sample size will participate.

| | Target Sample Size: | If enrollment is greater than the target size, then sample size will be: |
|--|---------------------|--|
| Grade 4 (paper-and-pencil) | 170 | 150 |
| Grades 8 and 12 (paper-and-pencil) | 110 | 100 |
| Grades 8 and 12 (computer-based writing pilot) | 30 | 28 |

Westat, the NAEP contractor, will select the students to be included in the assessment based on the enrollment file sent from the Florida Department of Education. Schools in Florida are not required to submit their own student rosters to Westat.

Parent/Guardian Notification

Federal legislation requires that at least two weeks prior to the administration of NAEP, the parents/guardians of the students selected to participate in NAEP be notified in writing. A Parent/Guardian Notification Letter and news-

letter article for your school's use are included in your packet and are posted on Florida's NAEP Web site, <http://www.fldoe.org/asp/naep/naep2010.asp>.

The items in brackets are the ONLY items that can be adjusted. Please do the following:

- customize the Parent/Guardian Notification Letter by adjusting bracketed items;
- distribute letters to selected students or mail letters to the parents/guardians of the selected students at least two weeks prior to the assessment;
- have each student that receives a Parent/Guardian Notification Letter sign the NAEP Parent Letter Confirmation Form;
- retain a dated copy of the distributed Parent/Guardian Notification Letter (must be signed and on school letterhead stationery) to be given to your NAEP representative;
- maintain a log of written parent refusals; and
- fax a copy of the letter to your District Assessment Coordinator at least two weeks prior to the assessment.

Pre-Assessment Packet and Pre-Assessment Visit (PAV)

In December, your NAEP field staff representative will call you to make an appointment for a Pre-Assessment Visit (PAV) to take place in early January. Prior to the PAV, you will receive a Pre-Assessment Packet that contains the list of selected students as well as other important documents.

Prior to the visit you must:

- review the Student Information Report;
- check the report for errors or missing information, and, if necessary, make needed corrections directly on the report using a #2 pencil;
- collect any missing demographic information;
- review student demographic data for accuracy;
- determine if there have been any changes in students identified as students with disabilities (SD) and/or English language learners (ELL) (e.g., students have been removed from or added to the program); and
- identify which students, if any, have withdrawn, are ineligible because they do not attend classes on site, are foreign exchange students, or are neither enrolled in nor attend the school in the grade level to be assessed.

Also included in the packet will be Student with Disabilities and English Language Learner Worksheets for each

student in the sample so classified. The school staff member most familiar with the student's assessment needs should provide you with the information you need to complete the worksheet.

In January, during the PAV, you and the NAEP representative will review the Pre-Assessment Packet contents and establish the logistics for the NAEP administration (e.g., student accommodations, time and locations of the assessment, how students and teachers will be notified). You will also need to provide the NAEP representative with a printed list of students currently enrolled in the selected grade level, your corrected NAEP Student Information Report, the completed SD and ELL Worksheets, and a dated copy of the Parent/Guardian Notification Letter. The NAEP representative will use the list of current enrollees to identify which of the selected students have withdrawn and if there are any new enrollees since the original list of students was submitted to NAEP in the fall. It is possible that new enrollees will be added to the sample.

Also during the PAV, you will receive a School Questionnaire to be completed by your principal, and Grades 4 and 8 schools will receive Teacher Questionnaires. These documents must be completed by your assessment day.

Assessment Day

On assessment day, you will need to be available to ensure that students attend the sessions. It is very important that attendance rates be as high as possible to avoid the need for a makeup session. If attendance is less than 90%, a makeup session must be scheduled. Schools using the following strategies experienced a statistically significant increase in average student participation rates compared to those that did not:

- holding a faculty meeting to explain NAEP and the importance of student participation and motivation;
- holding a meeting with selected students to explain NAEP and how important it is that all selected students participate and try hard; and
- using school incentives to encourage school participation.

Examples of school incentives used in the past include:

- breakfast and/or pizza party;
- school t-shirt;
- coupons for local eateries or the school store;
- drawing for gift certificates provided by the community;
- free yearbook and/or tickets to a school event;
- drawing for the principal's parking space for a day; or
- extended lunch and/or early release for lunch.

The assessment questions and NAEP data are kept strictly confidential. Students do not receive individual scores, and reports for individual schools are not prepared. Student names are not on any NAEP materials that leave the schools. NAEP only reports results for the nation, for the states, and for 18 selected urban districts. Federal law specifies severe penalties for anyone revealing the identity of the children taking NAEP. In the long history of the NAEP assessment, security has always been maintained. NAEP thanks both schools and students for their participation in several ways. Educational materials used in the assessments such as atlases, science kits, and pencils are given to the schools for their use. Each student and school will receive a certificate of participation for their effort on the assessment.

Resources

I encourage you to visit the national NAEP Web site at www.nces.ed.gov/nationsreportcard and Florida's NAEP Web site at www.fldoe.org/asp/naep/default.asp for sample questions, previous results, NAEP publications, and complete information about the assessment. Examples of NAEP background questions that will be included in the assessment can be found at <http://nces.ed.gov/nationsreportcard/bgquest.asp>.

If you have questions, please contact your District Assessment Coordinator.



NAEP 2010 Key Dates and Deadlines

| Activity | Dates and Deadlines |
|--|---|
| Principals place NAEP assessment date on their school's calendar and appoint School NAEP Coordinator | early July, 2009 |
| Principals give NAEP folder distributed by the District Assessment Coordinator to the School NAEP Coordinator | mid-September, 2009 |
| School NAEP Coordinators complete School Data Collection Form (SDCF) online at www.mynaep.com using the MySchool registration ID number included in the packet | between mid-September and October 1, 2009 |
| School NAEP Coordinators periodically access the MySchool Web site for the latest information regarding the administration of NAEP 2010 | October 2009 to January 2010 |
| NAEP field staff representative calls School NAEP Coordinator to make an appointment for a Pre-Assessment Visit (PAV) | mid-December, 2009 |
| Pre-Assessment Packet received at school | January 4, 2010 |
| School NAEP Coordinator reviews contents of Pre-Assessment Packet and completes the required documents prior to the PAV | between January 4, 2010 and PAV |
| Pre-Assessment Visits | January 4–22, 2010 |
| School NAEP Coordinator meets with selected students, determines which incentives to use | prior to the assessment |
| Schools distribute Parent/Guardian Notification Letters and send copy to District Assessment Coordinator | at least 2 weeks prior to assessment |
| School NAEP coordinator prepares for assessment day | on-going |
| Assessment window | January 25–March 4, 2010 |
| School NAEP Coordinator schedules a makeup session if less than 90% of the students participate in the NAEP assessment | by March 4, 2010 |
| School NAEP Coordinator destroys contents of NAEP Storage Envelope | end of academic year or June 1, whichever comes first |

The NAEP 2010 Assessment Window

January

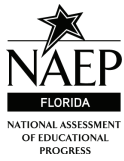
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February

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March

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



NAEP 2010 Grades 4 and 8 Preparation Checklist for School NAEP Coordinators

| Timeframe | Task |
|----------------------------------|--|
| June to July 2009 | <p>Schedule the NAEP Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Place NAEP assessment date on the school calendar. |
| September to October 2009 | <p>MySchool Web site</p> <ul style="list-style-type: none"> <input type="checkbox"/> Register your school on the MySchool Web site (https://www.mynaep.com) using the MySchool registration ID number included in the folder of materials received from your District Assessment Coordinator. <input type="checkbox"/> Complete the School Data Collection Form online by October 1. <input type="checkbox"/> Check the MySchool Web site regularly for new information and messages from the NAEP State Coordinator (NSC). |
| October to November 2009 | <p>Student List Submission</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Florida Department of Education will submit all student lists. |
| October 2009 to January 2010 | <p>Parent/Guardian Notification</p> <p>Download the Parent/Guardian Notification Letter from the MySchool Web site or the NAEP link from the FDOE Web site (http://www.fldoe.org/asp/naep/naep2010.asp).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not alter the language of the letter in any way. <input type="checkbox"/> Do customize the letter by doing the following: <ul style="list-style-type: none"> • Place on school letterhead; • Add date sent; • Insert assessment date and grade level to be assessed; • Select <i>will be or has been</i>; • Select <i>may be or is</i>; • Provide deadline by which parents/guardians must notify the school in writing that they do not want their child to participate (save written notification of parent refusals); and • Include name, title, and telephone number of the contact person for parents/guardians who have questions or concerns. <input type="checkbox"/> Distribute Parent/Guardian Notification Letters to all parents of selected students, including new enrollees (students enrolled after the October Survey 2 report) added to the original list of the students selected for the assessment. <input type="checkbox"/> Send a copy of your Parent/Guardian Notification Letter to your District Assessment Coordinator at least two weeks prior to your assessment date. <input type="checkbox"/> Give dated copy of the Parent/Guardian Notification Letter to the NAEP representative at the Pre-Assessment Visit (PAV). |
| December 2009 to January 2010 | <p>Prepare for the Pre-Assessment Visit</p> <ul style="list-style-type: none"> <input type="checkbox"/> When a NAEP field staff representative calls in December, make an appointment for the pre-assessment visit in January. <input type="checkbox"/> Reserve a space where the NAEP field staff may work during the PAV. <input type="checkbox"/> Review the package of pre-assessment materials that will arrive immediately after winter break. <input type="checkbox"/> Review the Student Information Report from the package, check the report for errors or missing information, and, if necessary, make needed corrections directly on the report using a #2 pencil. <ul style="list-style-type: none"> • Collect any missing demographic information. • Review student demographic data for accuracy. • Determine if there have been any changes in students identified as Students with Disabilities (SD) and/or English Language Learners (ELL) (e.g., students have been removed or added). • Identify which students, if any, have withdrawn, are ineligible because they do not attend classes on site, are foreign exchange students, or are neither enrolled in nor attend the school in the grade level to be assessed. <input type="checkbox"/> Distribute SD and ELL Questionnaires to the appropriate school staff and collect completed forms <i>before</i> the PAV. <ul style="list-style-type: none"> • A questionnaire is provided in the package for each student in the sample who has been identified as SD or ELL. • Make sure SD questionnaires are completed for students on a 504 plan who need testing accommodations. • NAEP field staff will have additional questionnaires available to cover any new SD and/or ELL students. • The school staff member who is most familiar with the student's assessment needs should complete the questionnaire. • Refer to <i>A Guide for Completing the Students with Disabilities (SD) and English Language Learner (ELL) Questionnaires</i> for more information on how to complete the questionnaires. • An online version of the questionnaire is also at http://www.naepq.com (available January 2, 2010). • Print the SD/ELL Online Questionnaire Summary, if online questionnaires were used. <input type="checkbox"/> Complete the Logistics Questionnaire. <input type="checkbox"/> Print a current list of students enrolled in the selected NAEP grade level that includes first name, last name, and birth date, just prior to the PAV. |

| Timeframe | Task |
|---|---|
| January 2010 | <p>Pre-Assessment Visit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide the NAEP field staff with the following materials: <ul style="list-style-type: none"> ● Printed list of students currently enrolled in the selected grade level; ● Corrected NAEP Student Information Report; ● Completed SD and ELL Worksheets; ● Printout of the SD/ELL Online Questionnaire Summary, if applicable; and ● Dated copy of the Parent/Guardian Notification Letter. <input type="checkbox"/> Provide the NAEP field staff with a space where they may review materials. <input type="checkbox"/> Meet with field staff after they have completed their paperwork in order to: <ul style="list-style-type: none"> ● Verify withdrawn and newly enrolled students; ● Determine accommodations for SD and ELL; ● Identify where and when testing sessions will take place for regular and accommodation sessions; ● Receive the school and teacher questionnaires to be returned to the NAEP field staff on assessment day; ● Decide time of day the assessment will take place (requires an uninterrupted period of 90 to 120 minutes); and ● Finalize assessment day logistics. |
| January 2010 to Scheduled Assessment Date | <p>Prepare for Assessment Day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute the school and teacher questionnaires, with a deadline for completion prior to assessment day. <input type="checkbox"/> Reserve a work space for the NAEP field staff to use on your school's assessment date both before and after the assessment. <input type="checkbox"/> Reserve space for the assessment sessions (including accommodation sessions). <input type="checkbox"/> Send copy of Parent/Guardian Notification Letter to District Assessment Coordinator at least 2 weeks prior to the assessment. <input type="checkbox"/> Notify students and teachers of the assessment. <ul style="list-style-type: none"> ● Make sure students and teachers understand the importance of NAEP. ● Send a student list to all teachers, so they know which students have been selected to participate, where the sessions are located, and what time to send students to the session location. <input type="checkbox"/> Keep the NAEP Storage Envelope in a safe place. <input type="checkbox"/> Identify possible incentives to offer the students. <input type="checkbox"/> Share practice questions with the teachers of the grade level being assessed and encourage them to share the questions with their students. <input type="checkbox"/> Share NAEP teacher PowerPoint and DVD with faculty members. <input type="checkbox"/> Place copies of the Fall 2009 issue of <i>Measure Up</i> in the teacher's lounge. <input type="checkbox"/> Share NAEP student PowerPoint and DVD with students. <input type="checkbox"/> Emphasize community service points awarded to students for their participation in NAEP, if appropriate. |
| Scheduled Assessment Date | <p>Assessment Day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have the NAEP Storage Envelope available for the NAEP staff when they arrive at the school. <input type="checkbox"/> Give completed teacher and school questionnaires to the NAEP field staff. <input type="checkbox"/> Provide a work space for the NAEP field staff an hour prior to the scheduled assessment time and two hours after the completion of the assessment. <input type="checkbox"/> Remove or cover educational visual aids in classrooms that could assist students in test-taking (e.g., multiplication tables, graphic organizers). <input type="checkbox"/> Ask classroom teachers or other school personnel to remain in the room during the assessment sessions. <ul style="list-style-type: none"> ● All school personnel who observe an assessment are required to sign a confidentiality agreement. ● School staff members can complete their own work in the room during the assessment; the NAEP field staff will administer the assessment. <input type="checkbox"/> Make sure participating students arrive promptly at the designated assessment rooms; provide reasons for absence of missing students so that absences may be coded accurately. <ul style="list-style-type: none"> ● If less than 90% of the sampled students are present, a makeup session will have to be scheduled. ● The 90% does not include withdrawn students, parent refusals, or excluded students. <input type="checkbox"/> Complete a short debriefing interview with the NAEP field staff. <input type="checkbox"/> Schedule a makeup session, if necessary. |
| March to June 2010 | <p>Follow-up Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold a makeup assessment, if necessary, on or before March 4, 2010. <input type="checkbox"/> Complete a short quality-control call from the NAEP field staff (only 25% of schools assessed will be called). <input type="checkbox"/> Retain the NAEP Storage Envelope and destroy the contents on June 1 or the last day of school, whichever comes first. <input type="checkbox"/> Mail the prepaid postcard to Westat confirming that the materials have been destroyed. |

Please contact your District Assessment Coordinator if you have any questions or concerns regarding NAEP 2010.



Florida Department of Education
www.fldoe.org

Office of Assessment
Florida Department of Education
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