

# NAEP In Your School School Coordinator Responsibilities

### TIMELINE

- ▶ **May - June 2011** District and schools are notified of their selection for NAEP 2012.
- ▶ **June 2011** Schools are notified of their assessment date. Dates should be entered on the school calendar.
- ▶ **August - September 2011** Schools receive a packet of materials from their NAEP State Coordinator with details on the school coordinator responsibilities.
- ▶ **September 2011** Schools register for the MySchool website and the school coordinator provides school information via this website.
- ▶ **October - November 2011** If requested, the school coordinator submits the list of twelfth-grade students.
- ▶ **October 2011 - January 2012** School coordinator notifies parents/guardians about NAEP.
- ▶ **September 2011 - March 2012** School coordinator promotes the importance of NAEP with students and school staff.
- ▶ **Early January 2012** School coordinator receives the Preassessment Packet and instructions for preparing for the assessment. Prior to the preassessment visit with the NAEP representative, the school coordinator ensures that the worksheets for students with disabilities and English language learners are completed.
- ▶ **January 2012** The NAEP representative and the school coordinator meet to review the Preassessment Packet of materials and make final arrangements for the assessment day. School coordinator ensures that the school and economics/social studies department head questionnaires are completed prior to assessment day.
- ▶ **January 23 - March 2, 2012 (Assessment Day)** NAEP staff members administer the assessment.

As the school coordinator, you are the liaison for all NAEP assessment activities in your school. Thank you in advance for your help preparing for this important assessment!

### In the fall, you will be responsible for:

#### Registering for the MySchool website.

The MySchool website provides information for schools about what to expect throughout the NAEP assessment process. It is used to collect information about your school and provide documents that you can download and customize for the NAEP assessment. Multiple school staff may register to access the site. To register for MySchool, go to [www.mynaep.com](http://www.mynaep.com) and complete the form using the registration ID provided by your NAEP State Coordinator.

#### Completing and submitting school information.

Go to the MySchool website and click on "Provide School Information" to enter and submit information about your school. Providing up-to-date information about your school ensures that materials can be prepared accurately for the assessment.

#### Providing the NAEP State Coordinator with a list of twelfth-grade students (if requested).

NAEP requires a complete list of twelfth-grade students so that a random sample of students can be selected to participate in the assessment and demographic information about these students can be provided. This list is usually submitted electronically and may be prepared by the school, district, or state. Your NAEP State Coordinator will inform you if and when you need to provide this list. Student names will always be kept confidential and individual student responses and scores on NAEP are never reported.

#### Accessing strategies for motivating twelfth-grade students.

Within the MySchool website you have access to the *Best Practices Guide for Improving High School NAEP Participation*. The guide includes strategies and tips for preparing for and scheduling NAEP, motivating students, working with teachers, and informing parents about NAEP. The *Best Practices Guide* also includes online resources such as PowerPoint presentations, NAEP videos, and tools to customize for promoting NAEP in your school. In the past few years, high school principals and NAEP school coordinators have implemented ideas found in the guide to increase grade 12 participation on the assessment. Student participation rates on twelfth-grade NAEP increased from 66 percent in 2005 to approximately 80 percent in recent years. Your encouragement of students and implementation of strategies make a difference and will help NAEP continue to increase student participation.



For more detailed information on preparing for NAEP 2011, visit: [www.mynaep.com](http://www.mynaep.com).

## Before the assessment date, you will be responsible for:

### Receiving the Preassessment Packet and beginning final preparations for the assessment.

In early January, you will receive a Preassessment Packet that contains the list of students selected to participate as well as instructions, forms, and resources to help you prepare for NAEP. After you receive the packet, your school's NAEP representative will call you to confirm the date and time for the preassessment visit and to answer any questions about the materials. It is important that you review all the items and complete the necessary tasks described in the Preassessment Packet prior to the visit.

### Informing parents/guardians of student participation.

By law, parents/guardians of students selected to participate in NAEP must be informed of their child's selection prior to the administration of the assessment. Parents/guardians must be informed that their child may be excused from participation for any reason, is not required to finish the assessment, and is not required to answer all test questions. Your NAEP State Coordinator will provide a Sample Parent/Guardian Notification Letter and additional information about how this requirement should be fulfilled. These details, as well as electronic copies of the letter, will be provided through the MySchool website. Parent/guardian notification should be completed prior to the preassessment visit.

### Distributing and collecting worksheets and questionnaires from school staff.

You will be responsible for distributing, collecting, and reviewing a set of worksheets and questionnaires.

- ▶ Worksheets completed by school staff provide important information about how to assess students with disabilities (SD) and/or English language learners (ELL). Review the instructions for distributing and completing these worksheets and then share them with the staff person(s) most knowledgeable about how these students are tested on your state assessment. Collect and review the completed worksheets prior to the preassessment visit to ensure they are accurate.
- ▶ Questionnaires for the principal and the economics/social studies department head will be provided during the visit and should be completed prior to the assessment. They can also be completed online by visiting [www.naepq.com](http://www.naepq.com).

### Meeting with the NAEP staff during the scheduled preassessment visit.

In late January, you will meet with the NAEP representative to review the Preassessment Packet contents and go over logistics for the NAEP administration. During the meeting, you will review the list of selected students to verify that their demographic information is accurate and complete. Details for the assessment day will be finalized, including the time and location(s) of the assessment, how students and teachers will be notified, and which students will require accommodations. The NAEP representative will also verify that parents have been notified and will collect a copy of the parent notification letter during this visit.

### Promoting the importance of NAEP with school staff.

Teachers are essential for motivating students to do their best on NAEP. Please refer to the *Best Practices Guide* for suggestions and resources on how to gain teacher support.

### Promoting the importance of NAEP with students.

Students who are selected for NAEP will represent thousands of students across the nation, so it is vital that they participate. Please refer to the *Best Practices Guide* for suggestions and resources on how to encourage students to do their best.

## On the assessment date, you will be responsible for:

### Ensuring that students attend the session.

Prior to the assessment start time, you will need to be available to ensure that students attend the sessions. You and/or teachers of the selected students are encouraged to remain in the room during the assessment. NAEP staff will bring all assessment materials to the school and will conduct the session(s). It is very important that attendance rates be as high as possible to avoid the need for makeup sessions. If attendance of sampled students is less than 90 percent, a makeup session will be needed, and the NAEP representative will schedule another date to administer the assessment to the students who were absent.