NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

SCHOOL COORDINATOR RESPONSIBILITIES

NAEP 2009 In Your School

GRADE 12

As the school coordinator, you are the liaison for all NAEP assessment activities in your school.

In the fall, the school coordinator's responsibilities will be:

Register on the MySchool website.

MySchool provides information for schools about what to expect throughout the NAEP assessment process. An unlimited number of school staff may register to access the site and receive email notifications about upcoming assessment activities. To register for MySchool, go to www.mynaep.com and complete the registration form.

Access strategies for motivating grade 12 students.

Within the MySchool website you have access to the *Best Practices for Improving Twelfth-Grade NAEP Participation.* The guide includes strategies and tips for: preparing 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 in NAEP. Student participation rates on NAEP increased from 66% in 2005 to 79% in 2007. There is still room for improvement, but your encouragement of students and your implementation of strategies make a difference.

Complete and submit the NAEP School Data Collection Form.

The NAEP School Data Collection Form collects the information needed to select the student sample and begin assessment preparations. This form can be completed electronically via the MySchool website or submitted in hard copy. Your NAEP State Coordinator will provide you with instructions on how to submit this information.

Provide NAEP with a list of grade-eligible students.

NAEP requires a complete list of all students in the selected grade in order to select a random sample of students to participate in the assessment and to provide background information about students who will be assessed. This list is usually submitted electronically through E-Filing and may be prepared by the school, district, or state. *Your NAEP State Coordinator will inform you if you need to provide and E-File this list.* Student names will always be kept confidential. *Individual student responses or scores are never reported.*

Before the assessment date, the school coordinator's responsibilities are:

Receive the Preassessment Packet and begin final preparations for the assessment.

In early January, you will receive a Preassessment Packet that contains the list of selected students, NAEP Questionnaires, and instructions on how to make the final preparations for NAEP. Your NAEP representative will call you within days of receiving the materials to set up a day and time for the preassessment visit and to answer any questions. The packet will also contain questionnaires about students identified as Students with Disabilities and/or English Language Learners (SD/ELL). Distribute these questionnaires to the staff person(s) most knowledgeable about how these students are tested on their state assessment. The questionnaires can be filled out either online or submitted in hard copy; the school staff persons have to pick only one method for completing the questionnaire. The questionnaires can be accessed on www.naepq.com. It is important that you review all the items and complete the necessary tasks described in the Preassessment Packet prior to the visit.

Inform parents/guardians.

By law, parents/guardians of children selected to participate in NAEP must be informed, prior to administering the assessment, 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. The NAEP State Coordinator will provide additional information about how this requirement should be accomplished, including a Sample Parent/Guardian Notification Letter. These details will also be provided through the MySchool website (www.mynaep.com).

Meet with the NAEP representative during the scheduled preassessment visit.

In January, you will meet with your 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 discussed, such as which students will require accommodations and how NAEP will be administered, the time and locations of the assessment, and how students and teachers will be notified.

On the assessment date, the school coordinator's responsibilities are:

Ensure 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 of the 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. In the event that attendance is less than 90 percent, a makeup session will be needed and the NAEP representative will schedule another date to administer the assessment to students who were absent.

Timeline

May 2008
Schools are notified of their selection for NAEP 2009.

June 2008
Schools are notified of their assessment date. Dates should be entered on the school calendar.

September 2008
Schools receive a packet of materials with details on the school coordinator responsibilities. Schools register for the MySchool website.

September–October 2008
School coordinator completes the NAEP School Data Collection Form and, *if requested,* submits the list of grade-eligible students.

October 2008–January 2009
School coordinator notifies parents/guardians about NAEP.

October 2008–March 2009
Use suggestions and materials in the *Best Practices Guide* to make and implement plans to engage students in the assessment.

Early January 2009
School coordinator receives the Preassessment Packet and instructions for preparing for the assessment.

Late January 2009
The NAEP representative and the school coordinator meet to review the Preassessment Packet of materials and make final arrangements for the assessment day.

January 26–March 6, 2009 (Assessment Day)
NAEP staff administer the assessment.

We thank you in advance for your help in preparing for this important assessment!