



MyNAEP

Step-By-Step Instructions

Plan for Assessment Day (Task 8)

In this section you will answer questions to finalize assessment logistics. Completion of this section will ensure the assessment day runs smoothly.

Complete the following:



Estimated time to complete: 45 minutes

Please watch the tutorial entitled Prepare for Assessment. To view the MyNAEP Video Tutorial "Manage Questionnaires" (4:25 mins), [click here](#).

The screenshot shows the MyNAEP interface. On the left is a navigation menu with a 'Live Chat' button at the top. The menu items are: Home, Register More Schools, Provide School Information, Submit Student List, Prepare for Assessment (highlighted), Review and Verify List of Students Selected for NAEP, Complete SD/ELL Student Information, Notify Parents, Manage Questionnaires, Identify Newly Enrolled Students, Plan for Assessment Day (highlighted with a blue arrow), Encourage Participation, Support Assessment Activities, and Wrap Up. The main content area is titled 'Prepare for Assessment' and 'Plan for Assessment Day'. It contains the text: 'In this section you will select an assessment location and start time for each session to be conducted at your school. You will also answer some additional questions to finalize assessment logistics. Completion of this section will ensure the assessment day runs smoothly.' Below this is a light blue box with the heading 'Complete the following:' and three items: 'Watch Plan for Assessment Day Tutorial', 'Provide Assessment Day Information', and 'Specify Session Time and Location'. At the bottom of the main content area is a grey box titled 'Additional Resources' with one item: 'Suggested Testing Room Layouts'.

Obtain the following information about your school prior to completing Task 8:

Regular Session Logistics:

- **Start times and locations** for each session.
- Student **cell phone policy**. *It is against the law to photograph or share NAEP questions. This includes emailing, sharing on the Internet, or any other distribution of NAEP questions. Therefore, it is of the utmost importance that cell phones or other electronic devices are either banned or turned off during NAEP testing. Select one of the following notifications that your school can provide.*
 - Notify students that cell phones are banned from NAEP testing location.
 - Notify students that cell phones must be turned off and placed under their seat while in NAEP testing location.
 - No assistance can be provided.

Logistics Information Form:

- **Parking information** for NAEP Representatives.
- **School identification** procedures for NAEP Representatives.
- Location of **work area** for NAEP Representatives.
- Procedure for handling **late-arriving students**.
- **Emergency contact** information for NAEP Representatives in case of emergency during assessment.
- Any **scheduled events** on Assessment Day (e.g. fire drills, assemblies, etc.).
- Your school's student **restroom break policy**.
- Student **dismissal policy** after the assessment.
- School **communication policy** for schools closings or delays.
- Any **traumatic events** that may affect students' performance on assessment day.
- School Coordinator's location for **post-assessment debriefing interview**.
- Possible **makeup assessment dates**. *If student participation in the NAEP test is less than 90 percent, NAEP guidelines require that a makeup assessment be scheduled.*
- **Multiple sessions** may be tested at the same time.
- The assessment should take place in an area **free of distractions and interruptions**.
- Each student should have adequate **space** to work.
- See how NAEP Representatives may [set up the assessment locations](#). *NAEP Representatives will always rearrange school furniture back to the way it was before they arrived.*

Parking

- On assessment day, the NAEP Representatives will arrive at least 1 hour before the assessments are scheduled to begin to prepare.

Late arriving students

- Once the students in the assessment session have begun reading the instructions, students cannot be admitted to the session.

School Coordinator's location for post-assessment debriefing interview

- When the assessment is over, the NAEP Representatives will need to conduct a short **debriefing interview** with you and give you the completed **NAEP Storage Envelope** that will contain the names of the selected students and participating teachers.

**Thank you for your timely completion of the 8th NAEP
2016 School Coordinator Task!**