NAEP

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

2024

Technology Team Responsibilities Guide

Register for the Assessment Management System (AMS)

NAEP designed the AMS to assist you with providing the necessary information. Log in to the AMS to access and complete the Internet Connectivity Survey. Work with school or district technology staff as necessary to add the domain westatstudies.com to the safe senders list. You may register by using the link provided in the registration email from DoNotReply-NAEP@westatstudies.com.

Thank you for your support of the National Assessment of Educational Progress (NAEP). We look forward to working with you to make NAEP a positive experience at your school(s). Each school has a designated district technology director and on-site technology coordinator who are responsible for managing the technology requirements for the NAEP assessment. The NAEP team's goal is to connect NAEP-provided devices to the school's Wi-Fi for the assessment. By working together with your school coordinator(s), you can ensure that everything goes smoothly on assessment day.

As district technology director, your main responsibilities are to

- Register for the Assessment Management System (AMS).
- Complete the Internet Connectivity Survey.
- Set up a dedicated Wi-Fi network or identify an existing Wi-Fi network for the assessment.
- Safelist the NAEP URLs and work with the on-site technology coordinator to confirm they are safelisted.
- Attend a 30-minute assessment planning meeting with NAEP field staff, if necessary.

As on-site technology coordinator, your main responsibilities are to

- Register for the Assessment Management System (AMS).
- Provide technical requirements to district technology director as needed for Internet Connectivity Survey.
- Run the Network Diagnostic Tool to confirm safelist and bandwidth requirements are met.
- Attend a 30-minute assessment planning meeting with NAEP field staff.
- Ensure NAEP field staff have the Wi-Fi login credentials before assessment day.
- Meet the NAEP field staff when they arrive on assessment day to provide credentials and/or help with accessing Wi-Fi on NAEP devices.

Thank you in advance for helping to prepare for this important assessment!

Complete the Internet Connectivity Survey

After registering, the district technology director—with assistance as necessary from the on-site technology coordinator—will access the survey through the AMS. This survey collects preliminary information about using school Wi-Fi so students can successfully take the NAEP assessment using NAEP-provided devices. Final requirements will be discussed with the school coordinator during the Assessment Planning Meeting.

On the Internet Connectivity Survey, you will be asked

✓ if the school can provide a stable, uninterrupted wireless internet connection of 5 Mbps download speed and 2 Mbps upload speed for 28 devices in the designated testing location(s);

✓ if the school can provide the Wi-Fi network and log-in credentials the NAEP team will use to connect NAEP-provided devices on assessment day;

✓ if the Wi-Fi connection restricts which URLs can be accessed, and if there are restrictions, who from the school or district can safelist the URLs the NAEP team uses; and

✓ to provide any additional details about school information technology security procedures.

Multiple Schools Editing Feature

District technology directors answering the Internet Connectivity Survey for multiple schools can answer for several schools at once using the multiple schools editing feature in the AMS. **If you only need to answer the survey for a single school, you will not see this feature**.

✓ Each survey question contains a list of schools you must provide answers for.

✓ Before answering the question, you may select the box to check off any school or group of schools you would like to provide the same answer for.

- If you want to answer the same way for every school, select the checkbox in the table header to select all schools.

- Once you have selected the schools with the same answer, use the dropdown menu or text box to complete your answer.

- If you would like to change the answer for a single school, you may focus on any individual school by selecting the three vertical dots to the left of the checkbox.

✓ **Be sure to answer for every school.**

If you have technical questions about the survey, please contact the NAEP Help Desk at 1-800-283-6237 or naephelp@westat.com**.**

Best Internet Connectivity Practices

When possible, setting up a dedicated Wi-Fi network for NAEP use on assessment day will reduce the burden on the school(s), ensure the best student experience, and provide the ideal connection method for the assessment administration. The dedicated Wi-Fi network should meet NAEP's technical requirements and should not be throttled or deprioritized as it can impact the student testing experience.

Safelisting URLs

The safelisting (sometimes called "whitelist" or "allowlist") of NAEP URLs, typically completed by the district technology director, is an important activity prior to assessment day to ensure the school's Wi-Fi will accept NAEP URLs and does not impact students taking the assessments.

If someone indicated in the Internet Connectivity Survey that safelisting URLs will be required, please follow your district and/or school's instructions on how to safelist these URLs. Safelisting NAEP URLs will be required by January, prior to the Assessment Planning Meeting with the NAEP representative. Also, based on your security policies, you may be asked to safelist multiple times.

URLs/URIs REQUIRED To Be Safelisted Before the Assessment Day	
Purpose and Description	**URL/URI**
Safelist URL by domains (Wildcard DNS)	*.naepnpd.org
Safelist by URIs	https://api.enaep.prod24.naepnpd.org https://enaep.prod24.naepnpd.org
URLs to confirm safelisting is completed	https://api.enaep.prod24.naepnpd.org/ping https://enaep.prod24.naepnpd.org

URLs/URIs PREFERRED To Be Safelisted Before the Assessment Day	
Purpose and Description	**URL/URI**
Safelist URL by domains (Wildcard DNS)	*.speedtestcustom.com *.ooklaserver.net:8080
Safelist by URIs	https://naep.speedtestcustom.com https://c.speedtestcustom.com https://speedtest-ng.naepnpd.org.prod.hosts.ooklaserver.net:8080/
URLs to confirm safelisting is completed	https://naep.speedtestcustom.com https://c.speedtestcustom.com https://speedtest-ng.naepnpd.org.prod.hosts.ooklaserver.net:8080/hello

Safelist Check and Internet Speed Test

Once the survey and safelisting are completed, the on-site technology coordinator performs the safelist checks and internet speed tests. The internet speed tests must be run using the designated Wi-Fi network planned for the assessment while in the room where the assessment will take place. This will ensure everything goes smoothly on assessment day.

Assessment Planning Meeting

The on-site technology coordinator will attend a 30-minute planning meeting with NAEP field staff to confirm the school's network meets the technical requirements and plan for technical logistics on assessment day. The NAEP field staff will also discuss Wi-Fi credentials and network security procedures to ensure a successful assessment. If necessary, the district technology director should also attend.

Assessment Day

On the day of the assessment, the on-site technology coordinator will meet NAEP field staff when they arrive to provide credentials and/or help with accessing Wi-Fi on NAEP devices.

For more information about NAEP, visit www.nces.ed.gov/nationsreportcard

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