NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

School Coordinator Responsibilities

A Guide to MyNAEP for Long-term Trend Assessments

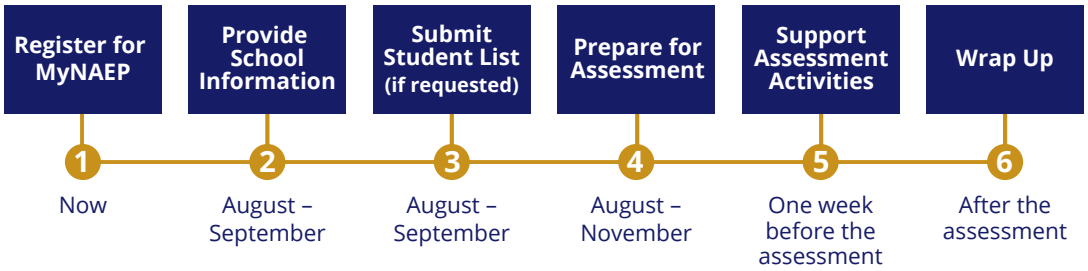
2022

The MyNAEP website provides participating schools with a convenient way to prepare for the upcoming National Assessment of Educational Progress (NAEP).

- MyNAEP will serve as your primary resource and action center throughout the assessment process.
- MyNAEP offers school coordinators an electronic way to prepare for the assessment at their own pace.
- The MyNAEP menu is a virtual checklist of all activities that school coordinators need to complete throughout the school year. It is important to check in regularly to make sure your school is on track with preparations.
- Visit the MyNAEP website to get started: **www.mynaep.com**.

Each school participating in NAEP 2022 has a designated staff member to serve as the NAEP school coordinator. You have been selected to serve as the coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!

MyNAEP Activity Timeline



You will need to complete the following activities:

1. Register for the MyNAEP website (now).

MyNAEP provides you with all of the information your school needs to participate in NAEP, including information about what to expect at each stage. Multiple school staff members may register to access the site, but only school coordinators and principals will have full access.
Register at www.mynaep.com by entering your school's assigned registration ID. For detailed instructions on how to register, see page 3.

2. Complete and submit school information (August–September).

Go to the **Provide School Information** section to enter and submit your school's contact information and characteristics, including your school's name, address, and the number of students enrolled in the selected age group. Providing up-to-date information about your school ensures that materials can be accurately prepared for the assessment.

3. Prepare and submit a student list (if requested, August–September).

NAEP requires a complete list of students in the selected age group. NAEP uses the list to draw a random sample of students who will participate in the assessment and to collect demographic information. The **Submit Student List** section will appear for schools that need to prepare and upload this list. Individual student names, responses, and scores on NAEP are never reported. All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

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4. Complete the tasks listed within the Prepare for Assessment menu (August–November).

*The NAEP representative responsible for administering NAEP in your school will contact you to schedule a preassessment review call and discuss how to complete the following tasks listed under the **Prepare for Assessment** menu:*

Review student information and prepare for the assessment of students with disabilities and English learners (SD/EL).

Visit the **Review and Verify List of Students Selected for NAEP** section to review the student sample and identify any students who cannot take the assessment. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information in the **Complete SD/EL Student Information** section about how SD/EL students will participate in the assessment and the accommodations they will receive.

Inform parents/guardians of student participation.

By law, parents/guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment. An electronic copy of the Parent/Guardian Notification Letter is available in the **Notify Parents** section to download, print, and distribute.

Manage the completion of a questionnaire by school staff.

You are responsible for managing the completion of an online survey questionnaire designed to provide contextual information for the assessment results. You can assign, email, and monitor the questionnaire for completion through the **Manage Questionnaires** section of MyNAEP.

Plan assessment day logistics.

Assessment day details, including the location(s) and start time(s) of the assessment, and how students and teachers will be notified, need to be entered via the **Plan for Assessment Day** section.

Promote the importance of NAEP with school staff and students.

Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP represent hundreds of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available in the **Encourage Participation** section.

*The NAEP representative will contact you for the preassessment review call to confirm information entered into MyNAEP. Be sure to finish **all** Prepare for Assessment menu tasks **before the call** to prevent multiple calls or rescheduling.*

5. Support Assessment Day Activities (1 week before the assessment).

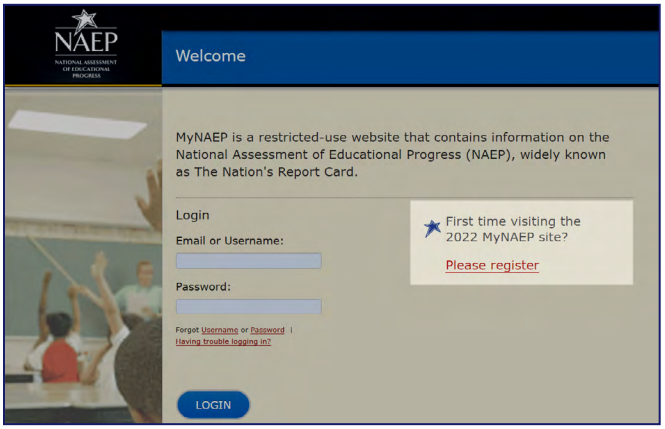
Prior to the assessment day, you need to remind teachers and students about the assessment and ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. You and the teachers of selected students are encouraged to remain in the room during the assessment. If attendance of sampled students is less than 90 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the students who were absent.

6. Wrap Up (after the assessment).

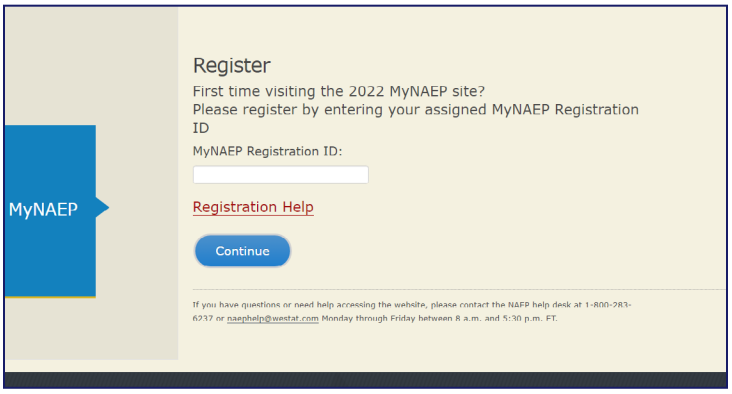
Shred all confidential hardcopy materials at the end of the school year.

How to Register and Access MyNAEP

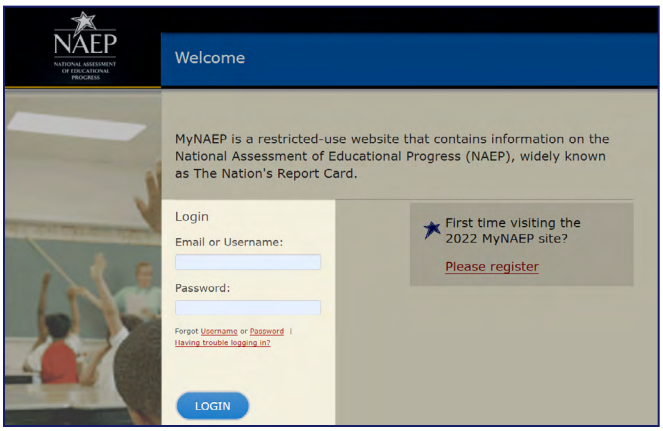
1. Go to **www.mynaep.com**. On the right side of the screen, select **Please register**.



2. Enter the MyNAEP registration ID included in the letter or email sent by your NAEP coordinator and select **Continue**. If you cannot locate your registration ID, contact your NAEP coordinator or the NAEP help desk at 800-283-6237 or naephelp@westat.com. Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.



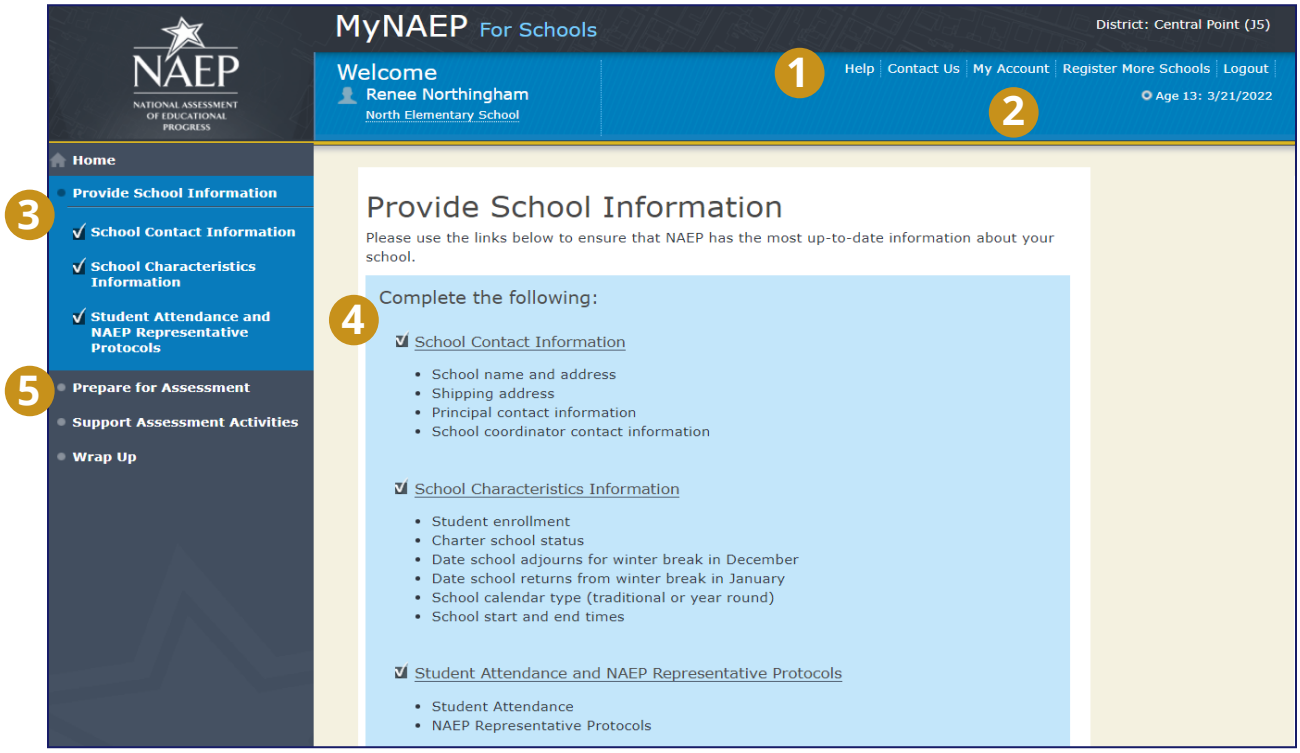
3. Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a data security agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password.



MyNAEP Resources

The diagram below identifies key features that will help you update information easily throughout the school year.

1. The **Help** and **Contact Us** links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
2. Your school's scheduled assessment date is shown in the blue banner.
3. Use the **Provide School Information** section to confirm your school's address, contact information, and other characteristics.
4. Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information.
5. The **Prepare for Assessment** menu has key tasks for the weeks leading up to the assessment.



Online Resources

Information for selected schools	**http://nces.ed.gov/nationsreportcard/participating/schools.aspx**
Introducing NAEP to Teachers video	**https://youtu.be/zR1_pUdSlFg**
Introducing NAEP to Students video	**https://youtu.be/8drjkhe0iQU**
What Every Parent Should Know About NAEP video	**https://youtu.be/RurH739zdN0**
Sample questions booklets	**http://nces.ed.gov/nationsreportcard/about/booklets.aspx**
NAEP Questions Tool	**http://nces.ed.gov/nationsreportcard/nqt**
Information for parents	**http://nces.ed.gov/nationsreportcard/parents**
Assessment frameworks	**https://www.nagb.gov/naep-frameworks/frameworks-overview.html**
Long-term trend assessments	**https://nces.ed.gov/nationsreportcard/ltt/**

National Center for Education Statistics (NCES) conducts the National Assessment of Educational Progress to evaluate federally supported education programs. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of $250,000, or both if he or she willfully discloses ANY identifiable information about you. Electronic submission of your information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015.

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