

School Coordinator Responsibilities Guide

2024-25

Long-term Trend Age 13

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. The Assessment Management System (AMS) will be your primary resource for completing assessment planning tasks online for the upcoming assessment.

This guide outlines tasks you will complete along with available resources to make assessment day successful.

NAEP Activity Timeline

Assessment Activity	Date
Activate AMS Account	August
Import Student List	August 27 – September 27
Preassessment Activities	September
Assessment Planning Meeting	September – October
Notify Parents and Guardians and Support Assessment Activities	One Week Before the Assessment
NAEP Fall 2024 Assessment Window	October 7 – December 13
Wrap Up	After the Assessment

You will need to complete the following activities:

1. Activate AMS Account and Provide School Information

The AMS provides information your school needs to participate in NAEP. Multiple school staff members may register to access the site, but only school coordinators and principals will have full access. When you have been invited to the AMS, you will receive an automated email from AMS-naep@westatstudies.com to activate your account. Select the “Activate AMS Account” button. For more information about how to register, see detailed instructions on back.

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.

2. Submit Student Lists

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 Manage Imports 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 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).

3. Complete Preassessment Activities

Once the student sample is released, you will complete preassessment activities in the AMS and with your NAEP representative.

Schedule Assessment Planning Meeting

An assigned NAEP representative will contact the school coordinator to schedule a date and time (up to 1-hour block) for a virtual Assessment Planning Meeting. A meeting

link will be provided via email prior to the scheduled meeting. The NAEP representative can review with you how to complete the following planning tasks, upon request.

Provide Student Information

Review the student sample and identify any students who cannot take the assessment. Review demographic information and update any information that is missing or inaccurate.

Provide information about students with disabilities (SD) and English learners (EL) so assessment administrators can plan appropriate testing accommodations.

- You can send an invitation to register for the AMS to your school’s SD and EL specialists so they can assist with this task.
- Please note that school staff may need to assist with certain accommodations (e.g., cueing to stay on task, scribe). You will need to provide the contact information for the school staff that will assist with these accommodations.



Assessment Logistics

Schedule the assessment groups and reserve space at your school. Please select a location on the first floor, or one that is accessible by elevator.

Assessment day details, including the location(s) and start time(s) of the assessment and how students and teachers will be notified, can be entered via the Assessment Logistics section in the AMS.

Continued on back

4. Attend Assessment Planning Meeting

The School coordinator will participate in a virtual planning meeting with NAEP field staff for up to an hour to review and confirm assessment details entered into the AMS and provide contact information for the school administrator who will complete the school questionnaire. Following the APM, the NAEP representative will mail a hard copy school questionnaire to be completed by a school administrator prior to assessment day.

5. Notify Parents and Guardians

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.

In the Notify Parents/Guardians section in the AMS, an electronic copy of the Parent/Guardian Notification Letter is available to download and distribute.

Verify that these notifications have been sent in the AMS.

6. Support Assessment Day Activities

Prior to the assessment day, the school coordinator will need to remind teachers and students about the assessment and ensure that students will attend. Share the Teacher Notification Letter and attach the List of Participating Students. Distribute the Student Appointment Cards to help ensure assessment day runs smoothly. These resources can be created and printed from the Support Assessment Day section in the AMS.

7. Assessment Day Responsibilities

A school staff member is 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.

NAEP representative will collect the completed hard copy school questionnaire.

8. After the Assessment

Destroy any hardcopy documents containing student names according to school protocol. Complete a short survey on your experience with NAEP.

Online Resources

Information for selected schools	https://nces.ed.gov/nationsreportcard/participating/schools.aspx
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

Registering for the AMS

1 Pre-Registration Task

Work with school or district technology staff as necessary to add the domain westatstudies.com to the safe senders list to help ensure receipt of important email messages.

2 AMS Activation Email

When you have been invited to the AMS, you will receive an automated email from AMS-naep@westatstudies.com to activate your account.

Select the “Activate AMS Account” button.

This button will expire 30 days after the email is received. Please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com if you need a new activation email sent.

3 Create AMS Account

Create your own password using the following criteria:

- Must have at least 8 characters
- Needs at least one of each of the following:
 - A lowercase letter
 - An uppercase letter
 - A number
- Must not contain any parts of your username
- Password cannot be any of your last 4 passwords.

Make sure to remember your password — write it down if necessary.

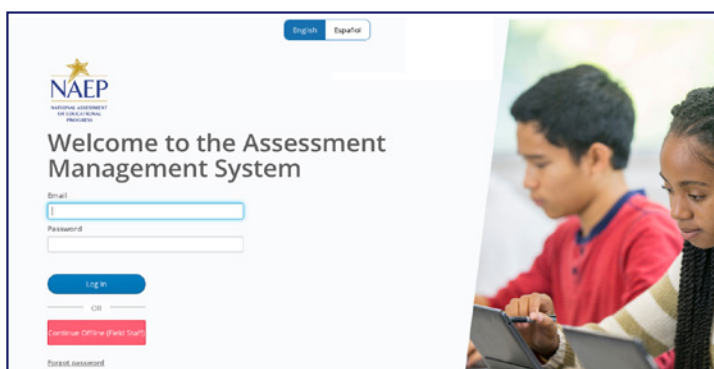
Select your security image and then click “Create My Account”.

4 Log in to the AMS

Login to the AMS using your email and password.

Select “Log In”.

If you have any questions on registering for the AMS, please contact the NAEP help desk at 1-800-283-6237 or at naephelp@westat.com.



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

Find us on:



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.