

NAEP 2025 Field Test Preassessment Responsibilities Guide



Grades 4, 8, and 12



Mathematics



Reading

National Assessment of
Educational Progress

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

NAEP 2025 Assessment Window: January 27 - March 7

December - January

- Complete Preassessment Activities

January - February

- Add New Students
- Attend Assessment Planning Meeting (APM) with NAEP representative

Within 10 days of the assessment

- Notify Parents and Guardians
- Support Assessment Activities

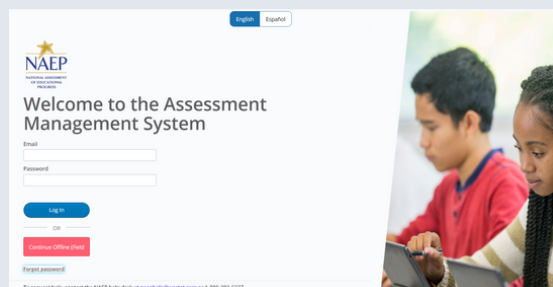
After the Assessment

- Wrap Up

Log in to the AMS

Login to the AMS using your email and password. If your AMS password has expired, you can request to reset your password by selecting "Forgot Password".

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



For more information about NAEP, visit

<https://nces.ed.gov/nationsreportcard/>

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You will need to complete the following activities:

1. Complete Preassessment Activities

When the student sample is released in December, the following preassessment activities should be completed in the AMS.

Schedule Assessment Planning Meeting

- An assigned NAEP representative, responsible for administering the assessment, will contact you in December to introduce themselves and coordinate the scheduling of a virtual APM. School coordinators will select a date and time (1-hour block) to schedule their APM in the AMS. The NAEP representative can review how to complete the planning tasks outlined below 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 that assessment administrators can plan appropriate testing accommodations.
 - You can invite your school's SD and EL specialists to the AMS so that 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 locations, start time, and how students and teachers will be notified, need to be entered into the Assessment Logistics section in the AMS.

Manage Questionnaires

- Identify respondents and provide the names and contact information for the school and teacher questionnaires.
- Match students to the subject-specific teacher in the AMS.
- Monitor school staff completion of the questionnaires.
- Distribute information about NAEP to teachers.

2. Add New Students

- To ensure all students have a chance to be selected for NAEP, you will be asked to update the student list in January (before the Assessment Planning Meeting) by adding any new students who have enrolled since the fall. A random sample will be drawn from this group of newly added students to be included in the assessment.
 - You can invite an additional staff member to register for the AMS as your school's data specialist to assist.
- You will need to provide student information, manage questionnaires, and notify the parents/guardians of any newly added students after completing the Add New Students process.

3. Attend Assessment Planning Meeting

- The school coordinator will participate in a 1-hour virtual planning meeting with their NAEP representative to review and confirm student information and assessment details entered into the AMS.

4. 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 these notifications have been sent in the AMS.

5. Support Assessment Day Activities

- Resources can be created and printed from the Support Assessment Day section in the AMS to remind teachers and students about the assessment.
 - Share the Teacher Notification Letter and List of Participating Students
 - Distribute the Student Appointment Cards

6. Assessment Day Responsibilities

- The school coordinator and the teachers of selected students are encouraged to remain in the room during the assessment to support classroom management. Having a school staff member present during the assessment is appreciated and can positively impact students' motivation and performance.
 - If the attendance of sampled students is less than 80 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the absent students.
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7. After the Assessment

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



Online Resources Information for selected schools

Information for Selected Schools	http://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 and Guardians	http://nces.ed.gov/nationsreportcard/parents
Assessment Frameworks	https://www.nagb.gov/naep-frameworks/frameworks-overview.html
Digitally Based Assessments	https://nces.ed.gov/nationsreportcard/dba

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.