

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
- Monitor/Confirm Device Readiness Checks are Completed

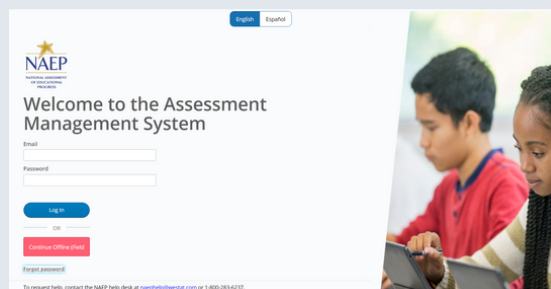
After the Assessment

- 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 monitor 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.
- Students can either be assessed in two sequential sessions of up to 25 students each or all students at one time in one or two locations.
- School staff presence in the assessment location is encouraged to help support classroom management.
- If you select the option to assess all students at the same time in one or two locations, school staff presence is required at each location.
- Assessment day details need to be entered via the Assessment Logistics section in the AMS, including
 - location(s) and start time(s) of the assessment, and
 - how students and teachers will be notified.

Technical Logistics

- Provide details about assessing on school devices and run a network check to confirm your school Wi-Fi meets minimum requirements and required URLs have been safelisted.
- Record how the school devices and assessment location will be set up for the NAEP assessment.
- Identify a school staff member to provide technical support on assessment day.

Manage Questionnaires

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

- Participate in a 1-hour virtual planning meeting with your NAEP representative to review and confirm the information entered into the AMS.
 - An additional meeting can be scheduled with a technology coordinator to review and confirm technical logistics, if needed.

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
- Remind students to charge their devices and bring their headphones or earbuds on assessment day.

6. Monitor Device Readiness Checks are Completed

- To ensure a smooth assessment experience in your school, it is important that each student device, including at least five spare devices, has the NAEP Assessment application installed and meets device requirements.
 - A district or school staff member, who was identified and notified in November, will manage the installation of the NAEP Assessment application on identified devices for your school.
 - In order, to complete the device readiness check, the NAEP Assessment application must be launched on each device and the verification code must be entered within 10 business days of the assessment date. The verification code and instructions for completing this check are available in the Technical Logistics section of the AMS.
 - School staff or students may complete this Device Readiness Check.
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7. Assessment Day Responsibilities

- A school or district staff member will need to be available on assessment day at the beginning of the assessment session in case any technical issues arise while launching the NAEP assessment on the school's devices.
- A staff member's presence throughout the assessment can have a positive impact on students' motivation and performance. If assessing all students at the same time in one or two locations, the presence of a school staff member is required at each assessment location to help support classroom management.
- If less than 80 percent of the sampled students are assessed, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the absent students.
- If the assessment cannot take place due to technical issues, the NAEP representative will work with your school to reschedule the assessment.

8. After the Assessment

- Destroy any hardcopy documents containing student names according to school protocol.
- Complete a short email survey on your experience with NAEP.
- Instructions for uninstalling the NAEP assessment application can be found at the eNAEP Download Center.
- Please follow your school or district procedures for uninstalling applications on school devices.

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.

