

*Each school participating in NAEP has been designated a Technology Coordinator to prepare for the assessment's technology requirements. The NAEP team's goal is to connect the NAEP-provided devices to the school's Wi-Fi for the assessment. Your role as the Technology Coordinator is to support the NAEP School Coordinator by providing information to determine if this connection is possible before the assessment.*

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

## 1. Register for the Assessment Management System (AMS) Website

NAEP designed the Assessment Management System (AMS) website to assist you with providing the necessary information. You will complete the Internet Connectivity Survey in the AMS. Work with school or district technology staff as necessary to add the domain [westatstudies.com](http://westatstudies.com) to the safe senders list. You may register by using the link provided in the registration email from [DoNotReply-NAEP@westatstudies.com](mailto:DoNotReply-NAEP@westatstudies.com).

## 2. Complete the Internet Connectivity Survey

After you register, you may access the survey through the AMS. This survey collects preliminary information about using school Wi-Fi so that students can successfully take the NAEP assessment. Final requirements will be discussed with the school coordinator during the preassessment meeting in February. After completing the survey, the NAEP school coordinator will conduct an internet speed test to ensure the assessment location meets the minimum bandwidth requirements. This test needs to be conducted at the actual assessment location during school hours.



In the Internet Connectivity Survey, you will be asked

- 1 to choose whether the NAEP team will connect to primary, guest, or another type of Wi-Fi;
- 2 if the school can reserve bandwidth of **14 mbps** download and **10 mbps** upload from the Wi-Fi for at least 6 hours, and if not, to explain why the bandwidth may not be available on assessment day;
- 3 whether the Wi-Fi connection restricts which URLs can be accessed, if someone from the school or district can add the URLs the NAEP team uses to the safe senders list, and if not, to explain why they cannot; and
- 4 if the school's primary Wi-Fi requires credentials to connect. If so, you can choose how to provide those credentials, whether through the front office on assessment day or by providing the credentials in advance.

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### 3. Final Steps

If you indicate safelisting URLs would be required in the survey, you will receive email instructions on how to add the NAEP team's URLs to the safe senders list. Please complete this or forward these instructions to whoever is responsible for this task.



You will also have an opportunity to inform NAEP about anything else they might need to know regarding connecting tablets to your school's Wi-Fi, or your school's security procedures.

Once the survey and any required safelisting are completed, the school coordinator will perform safe senders list and internet speed tests at the assessment location to ensure everything goes smoothly on assessment day.

#### ***Safelisting***

The NAEP team needs access to specific URLs during the assessment. Adding URLs to the safe senders list ensures that these URLs will not be restricted from the school's Wi-Fi connection.

#### ***Multiple Schools Editing Feature***

Technology Coordinators answering the Internet Connectivity Survey for multiple schools have a tool to answer for several schools at once. **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.**