

NAEP 2026

Preassessment Responsibilities Guide

NAEP Activity Timeline

December–January:

1. Complete Preassessment Activities

January–February:

2. Add New Students
3. Attend Assessment Planning Meeting (APM) with NAEP representative

One week before the scheduled assessment:

4. Notify Parents and Guardians
5. Support Assessment Activities

January 26–March 20:

6. NAEP 2026 Assessment Window

After the assessment:

7. Wrap Up

Thank you for supporting 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.

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 (APM)**
 - An assigned NAEP representative, responsible for administering the assessment, will contact you in December to make initial introductions 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. Upon request, the NAEP representative can review how to complete the planning tasks outlined below.
- **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 NAEP assessment administrators can plan appropriate testing accommodations.
 - You can invite your school's SD and EL specialists to register for the AMS to 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**

- Record school start and end times.
- Schedule the assessment groups and reserve space at your school.
 - School staff presence in the assessment location is encouraged to help support classroom management.
- Review the assigned assessment group for each sampled student and update students' group assignments as needed.
- Provide assessment day details, including
 - procedures for arriving and checking in on assessment day;
 - classroom protocols;
 - who to contact in case of emergency; and
 - how you would like students to be dismissed after the assessment.

- **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 school staff completion of the questionnaires.

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 student information specialist to assist.
- You will need to provide student information, manage questionnaires, and notify the parents and guardians of any newly added students after completing the Add New Students process.

3. Attend Assessment Planning Meeting (APM)

- Participate in a 1-hour virtual planning meeting with your NAEP representative to review and confirm the information entered in the AMS.

4. Notify Parents and Guardians

- By law, parents and 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.
- Certify in the AMS that these notifications have been sent.

5. Support Assessment Activities

- Resources can be created and printed from the Support Assessment Activities 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 90 percent, a makeup session will be necessary, and the NAEP representative will schedule another date to administer the assessment to the absent students.

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 for Selected Schools

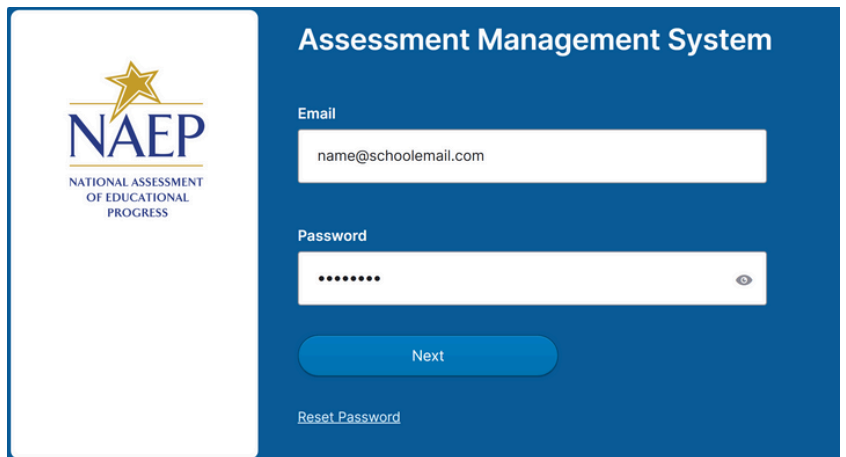
Information for Selected Schools	http://nces.ed.gov/nationsreportcard/participating/schools.aspx
Sample Questions Booklets	http://nces.ed.gov/nationsreportcard/about/booklets.aspx
NAEP Questions Tool	http://nces.ed.gov/nationsreportcard/nqt
Information for Parents and Guardians	http://nces.ed.gov/nationsreportcard/parents
Assessment Frameworks	https://www.nagb.gov/naep-frameworks/frameworks-overview.html
Digitally Based Assessments	https://nces.ed.gov/nationsreportcard/dba

If your AMS password has expired, you can request to reset your password by selecting **Reset Password**.

If you have any questions, please contact the NAEP help desk at

 1-800-283-6237 or

 naephelp@westat.com



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 For more information about NAEP, visit <https://nces.ed.gov/nationsreportcard>.

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