NAEP
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

School Coordinator Responsibilities

A Guide to MyNAEP

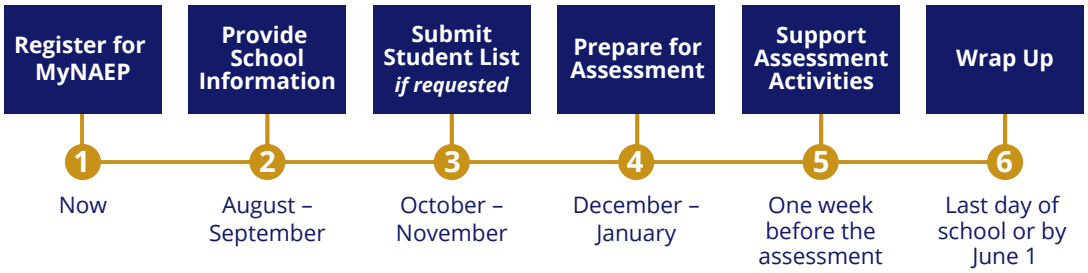
2017

The MyNAEP website provides participating schools with a convenient way to prepare for the upcoming National Assessment of Educational Progress (NAEP).

- MyNAEP will serve as your primary resource and action center throughout the assessment process.
- MyNAEP offers school coordinators an electronic way to prepare for the assessment at their own pace.
- The MyNAEP menu is a virtual checklist of all activities that school coordinators need to complete throughout the school year. It is important to check in regularly to make sure your school is on track with preparations.
- Visit the MyNAEP website to get started: **www.mynaep.com**.

Each school participating in NAEP 2017 has a designated staff member to serve as the NAEP school coordinator. You have been selected to serve as coordinator and liaison for all NAEP assessment activities in your school. Thank you in advance for helping to prepare for this important assessment!

MyNAEP Activity Timeline



In the fall, you will need to complete the following activities:

Register for the MyNAEP website.

MyNAEP provides you with all of the information your school needs to participate in NAEP, including information about what to expect at each stage. Multiple school staff members may register to access the site, but only school coordinators and principals will have full access. Register at www.mynaep.com by entering your school's assigned registration ID. For detailed instructions on how to register, see page 3.

Complete and submit school information.

Go to the **Provide School Information** section to enter and submit your school's contact and characteristic information, including your school's name, address, and the number of students enrolled in the selected grade. Providing up-to-date information about your school ensures that materials can be accurately prepared for the assessment.

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Prepare and submit a list of your school's students in the selected grade level (if requested).

NAEP requires a complete list of students in the selected grade. NAEP uses the list to draw a random sample of students who will participate in the assessment and to collect demographic information. The **Submit Student List** section will appear for schools that need to prepare and upload this list in the fall. Student names will always be kept confidential, and individual student responses and scores on NAEP are never reported.

In December, the NAEP representative responsible for administering NAEP in your school will contact you and discuss how to complete the following tasks listed under the Prepare for Assessment menu:

Review student information and prepare for the assessment of students with disabilities and English language learners (SD/ELL).

Visit the **Review and Verify List of Students Selected for NAEP** section to review the student sample and identify any students who cannot take the assessment. You will also need to review demographic information and provide updates in case any information is missing or inaccurate. To ensure that NAEP reflects the educational progress of all students, you will need to submit information in the **Complete SD/ELL Student Information** section about how SD/ELL students will participate in the assessment and the accommodations they will receive.

Inform parents/guardians of student participation.

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. An electronic copy of the Parent/Guardian Notification Letter is available in the Notify Parents section to download, print, and distribute.

Manage the completion of questionnaires by school staff.

You are responsible for managing the completion of online questionnaires designed to provide contextual information for the assessment results. You can assign, email, and monitor questionnaires for completion through the **Manage Questionnaires** section of MyNAEP.

Plan assessment day logistics.

Assessment day details, including the location(s) and start time of the assessment, and how students and teachers will be notified, need to be entered via the **Plan for Assessment Day** section.

Promote the importance of NAEP with school staff and students.

Teachers are essential for motivating students to do their best on NAEP. Students selected to take NAEP represent thousands of students across the country, so it is vital that they participate and do their best. Online resources, short videos, and strategies for promoting NAEP are all available in the **Encourage Participation** section.

Update the student list to reflect January 2017 enrollment.

All eligible students must have an opportunity to be selected. In January, visit the **Update Student List** section and upload an Excel file of students currently enrolled in the selected grade or add new students to the original list submitted in the fall. NAEP may draw a random sample of newly identified students to select students who were not on the original list.

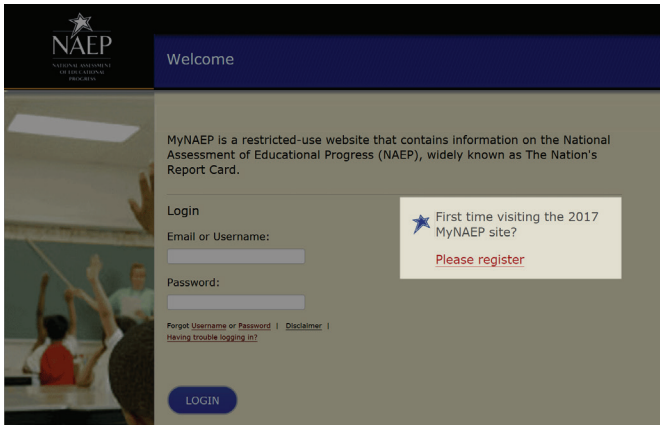
On the assessment date, you will meet your NAEP representative and assessment team and be responsible for the following:

Ensure that students attend the session.

Prior to the assessment start time, you need to be available to ensure that students attend the sessions. Appointment cards can be created and printed from the **Support Assessment Activities** section. You and the teachers of selected students are 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. After the assessment, please safeguard all NAEP materials until the last day of school and confirm that all materials have been shredded.

How to Register and Access MyNAEP

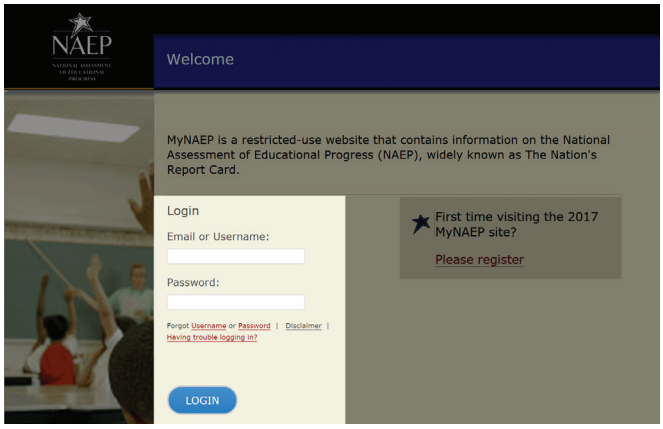
1. Go to **www.mynaep.com**. On the right side of the screen, select **Please register**.



2. Enter the MyNAEP registration ID included in the letter or email sent by your NAEP representative and select Continue. If you cannot locate your registration ID, contact your NAEP representative or the NAEP help desk at 800-283-6237 or naephelp@westat.com. Multiple school staff can use the registration ID to register for the website. For detailed instructions, select **Registration Help**.



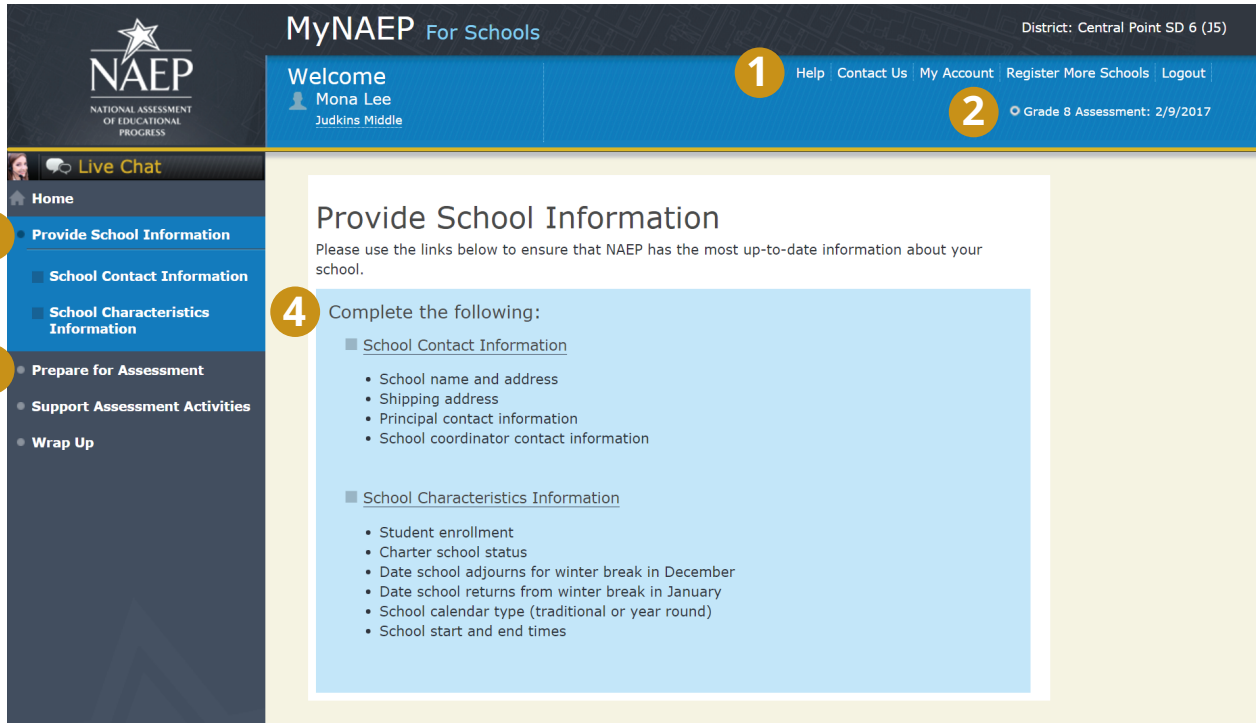
3. Complete the registration form and create a password to access MyNAEP. MyNAEP is a secure website that contains confidential information, so all users will be prompted to accept a confidentiality agreement. A username will be automatically generated and emailed to you. Links are available on the login page in case you forget your username or password.



MyNAEP Resources

The diagram below identifies key features that will help you update information easily throughout the school year.

1. The **Help** and **Contact Us** links put you in touch with video tutorials, live help, contact information for NAEP staff, and more.
2. Your school's selected grade(s) and scheduled assessment date are shown in the blue banner.
3. Use the **Provide School Information** section to confirm your school's address, contact information, and other characteristics.
4. Check marks indicate sections that are already complete, and the color changes from white to green when NAEP staff confirm the information in January.
5. The **Prepare for Assessment** menu has seven key tasks for the weeks leading up to the assessment. These tasks will become available starting in December.



Online Resources

Information for selected schools	**http://nces.ed.gov/nationsreportcard/about/schools.aspx**
Introducing NAEP to Teachers video	**http://nces.ed.gov/nationsreportcard/videos/teachervideo**
Introducing NAEP to Students video	**http://nces.ed.gov/nationsreportcard/videos/naepstudent.aspx**
What Every Parent Should Know About NAEP video	**http://nces.ed.gov/nationsreportcard/videos/parentvideo**
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**
Assessment frameworks	**http://www.nagb.org/publications/frameworks.html**

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