

District: «District\_name»

School: «School\_Name»

Assessment Date: «Assessment\_Date»

Dear «School\_Coordinator\_Fname» «School\_Coordinator\_Lname»,

Thank you for completing Tasks 1 and 2. Last week, OPI submitted a student list of all age 9 students born in 2015 on behalf of your school. From that list, NAEP has selected students to participate which can be found in the [AMS](#). The next tasks are to prepare you for your upcoming Assessment Planning Meeting (APM) with your NAEP Representative, Jaci Madison. The representative is the person who will be in your school administering the NAEP assessment on your assessment day. To help with planning, attached you should find a [School Coordinator Checklist](#) specific for your school's timeline. There are five preassessment tasks to be completed. Each task needs to be completed within the [AMS](#) and has a video and additional resources.

- Task 4: Schedule Assessment Planning Meeting (APM)
- Task 5: Provide Student Information
- Task 6: Assessment Logistics
- Task 8: Notify Parents/ Guardians
- Task 10: Support Assessment Activities

### Preassessment Tasks

**Task 4: Schedule Assessment Planning Meeting (APM)**, School Coordinators (SCs) will

- select a date and time (1-hour) block to schedule your virtual APM via Zoom in the AMS between **November 11 - December 31** and
- Tasks 4 and 5 must be completed before the APM.
- During the APM, the SC and NAEP Representative will review and confirm assessment details, and information entered in the AMS.
- To learn more about how to complete Task 4, watch the [video](#) and review the [presentation slides](#).

**Task 5: Provide Student Information**, SCs will

- review the student sample and update any information that is missing or inaccurate,
- any SD students participating in the Multi-State Alternate Assessment (MSAA) are excluded from participating in NAEP,
- any EL students enrolled in the U.S. less than one year are excluded from participating in NAEP, and
- provide information about students with disabilities (SD) and/or English learners (EL) so that NAEP field representatives can plan appropriate testing accommodations.
  - You can request AMS access for your school's SD and EL specialists so that they can assist with this task. The SD/EL Specialist can receive two renewal units for assisting the School Coordinator.
  - For SD students requiring a scribe, this must be provided by the school. You will need to provide the contact information for the school staff.

The NAEP Inclusion Policy and Montana OPI expects that all sampled students participate in the assessment including SD and EL students. SD and EL students should be included in the NAEP assessment to the fullest extent possible unless they participate in the alternate assessment – MSAA.

- [Long-Term Trend \(LTT\) Inclusion Policy for Students with Disabilities \(SD\)](#)
- [Long-Term Trend \(LTT\) Inclusion Policy for English Learners \(EL\)](#)

Any verbal commands such as cueing to stay on task, prompts to stay on task, or frequent reminders to stay on task have never been allowed in Montana as under the [MontCAS Test Security Manual](#), the OPI believes its administration to students too closely relates to “coaching” which is a testing irregularity that gives an unfair advantage to a student

or group of students. This should not be requested under “Other Specify,” because they are not permitted under the OPI’s policies for state assessments.

To learn more about how to complete Task 5, watch the [video](#) and review the [presentation slides](#).

**Task 6: Assessment Logistics, SCs will**

- provide the start time(s) and testing location,
- schedule the assessment groups and reserve a dedicated space for most, if not all, of the day (first floor is preferred), and
- answer questions necessary to plan the assessment day logistics.
- To learn more about how to complete Task 6, watch the [video](#) and review the [presentation slides](#).

**Task 8: Notify Parents/Guardians, SCs will:**

- notify parents through a variety of means of communication, such as newsletter, email, or by postal service if they are confident the communication will reach parents/guardians,
- download and distribute an electronic copy of the notification letter,
- send the notification letter at least one week before your school’s assessment day,
- notify all NAEP age-selected students or just those students selected,
- certify the parents/guardians have been notified about NAEP, and
- verify the sent date after the communication has been sent.
- To learn more about how to complete Task 8, watch the [video](#) and review the [presentation slides](#).

**Task 10: Support Assessment Activities, SCs will:**

- download documents for teachers and students to distribute prior to the assessment,
- share the teacher notification letter and attach the list of participating students, and
- distribute the student appointment cards.
- To learn more about how to complete Task 10, watch the [video](#) and review the [presentation slides](#).

**Timely Task**

Task		Details
<input checked="" type="checkbox"/>	Assessment Day	Since NAEP Field Representatives bring all the necessary equipment, it is best for the team to have one location to use throughout the assessment day. During the assessment, we would appreciate the presence of a school staff member as an observer in each testing session.

For additional information, visit the OPI’s NAEP website at <https://opi.mt.gov/Leadership/Assessment-Accountability/MontCAS/NAEP>. If you have any questions, please feel free to contact me. You can also receive technical support from the **NAEP Help Desk** via phone at **1.800.283.6237** or e-mail at [naephelp@westat.com](mailto:naephelp@westat.com) Monday through Friday between 8 a.m. and 8 p.m. ET.

Sincerely,



**Shantel Niederstadt, NAEP State Coordinator**

Department of Teaching and Learning  
Montana Office of Public Instruction

- Phone: 406.444.3450
- Website: <http://opi.mt.gov/>
- Email: [sniederstadt@mt.gov](mailto:sniederstadt@mt.gov)

*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.*