

District HS's LTT Age 17 School Coordinator Checklist

<input checked="" type="checkbox"/>	NAEP Assessment Management System (AMS) Tasks All tasks are to be completed within the AMS.	Due Date
<input type="checkbox"/>	Task 1 – AMS Registration August – NAEP School Coordinator registers on the AMS (https://ams.westatstudies.com) by creating an account and accepting the AMS Confidentiality Agreement. ⌚ <i>Expected time commitment 15 minutes</i>	09/18/24
<input type="checkbox"/>	Task 2 - Provide School Characteristics August – NAEP School Coordinator confirms the school information and provides Age 17 student information in the AMS. ⌚ <i>Expected time commitment 15 minutes</i>	09/18/24
<input checked="" type="checkbox"/>	Task 3 – Submit Student List January – The OPI submits a student list for sampling to reduce the school’s burden. To ensure NAEP reflects the educational progress of Montana’s students defined by shared characteristics, it is important for schools to verify their NAEP-sampled enrollment and demographic records within the state’s student information system (see AIM/Infinite Campus Collection Schedule).	*
The assessment tasks (Tasks 4-5) must be completed before the Assessment Planning Meeting (APM) with your NAEP Representative.		
<input type="checkbox"/>	Task 4 – Schedule APM Available in January – NAEP School Coordinator schedules a virtual meeting with the NAEP team to review the assessment plan. ⌚ <i>Expected time commitment 15 minutes</i>	Before APM
<input type="checkbox"/>	Task 5 - Provide Student Information Available in January – NAEP School Coordinator reviews the student sample and assesses the participation of SD and/or EL students by providing relevant testing needs and accommodations for each SD/EL student. SD/EL Specialist may be invited to assist. ⌚ <i>Expected time commitment 2 hours</i>	
<input type="checkbox"/>	Task 6 – Assessment Logistics Available in January – NAEP School Coordinator answers school specific questions about logistics and details the NAEP Assessment Team needs to follow to ensure the assessment runs smoothly.	During APM
<input type="checkbox"/>	APM with NAEP Representative Available in January – NAEP School Coordinator participates in the virtual meeting with the designated NAEP Representative to verify the completion of Task 5 and completes Task 6: Assessment Logistics together. ⌚ <i>Expected time commitment 30 minutes</i>	
<input checked="" type="checkbox"/>	Task 7 – Technical Logistics Available in January – This task does not apply to Long-Term Trend schools.	*
<input type="checkbox"/>	Task 8 - Notify Parents/Guardians of Selected Students Available in January – NAEP School Coordinator notifies the parents/guardians at least one week before the assessment date. ⌚ <i>Expected time commitment 1 hour</i>	One Week before Assessment
<input checked="" type="checkbox"/>	Task 9 – Manage Questionnaires Available in January – This task does not apply to Long-Term Trend schools.	*
<input type="checkbox"/>	Task 10 - Support Assessment Activities Available in January – NAEP School Coordinator supplies appointment cards, teacher notification letters, and a list of NAEP-sampled students for necessary school staff. ⌚ <i>Expected time commitment 30 minutes</i>	One Day before Assessment
<input type="checkbox"/>	Assessment Day – NAEP School Coordinator provides the NAEP Assessment Team with all school logistical and session location information, and is available for support before, during, and after the assessment. During the assessment, we would appreciate the presence of a school staff member as an observer in each session. ⌚ <i>Expected time commitment 5 hours</i>	On Assessment Day
<input type="checkbox"/>	NAEP 2025 Feedback for Improvement – NAEP School Coordinator completes survey to gather feedback to improve future administrations of NAEP in Montana ⌚ <i>Expected time commitment 15 minutes</i>	04/18/25

Reminder: The school designated NAEP School Coordinator is the single point of contact for all matters pertaining to the NAEP assessment and is the liaison for all NAEP activities conducted within the school. The NAEP School Coordinator has expertise about student participation in statewide assessments; is knowledgeable about collecting student information; and is familiar with using computers since all assessment preparation activities will be completed online. Montana will award 12 renewal units to NAEP School Coordinators who have successfully completed all NAEP tasks during the assessment timeline (August 12, 2024 – April 18, 2025).