

NAEP 2026: NAEP Device Checklist and Timeline

☒	<u>NAEP Assessment Management System (AMS)</u> Tasks All tasks are to be completed in the AMS.	Due Date
☐	Task 1 – AMS Registration November – NAEP School Coordinator registers on the AMS (https://naep.ams.naepnpd.org/) by creating an account and accepting the AMS Confidentiality Agreement. ⌚ <i>Expected time commitment 15 minutes</i>	11/28/25
☐	Task 2 - Provide School Information November – NAEP School Coordinator confirms the school and grade information in the AMS. ⌚ <i>Expected time commitment 15 minutes</i>	11/28/25
☒	Office of Public Instruction (OPI) Support November – 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 EDUCATE/Infinite Campus Collection Schedule). The OPI submits a student list for sampling on behalf of all NAEP-selected schools.	*
The assessment tasks (3-7) must be completed before the Assessment Planning Meeting (APM) with your NAEP Representative.		
☐	Task 3 – Schedule Assessment Planning Meeting (APM) Available in December – NAEP School Coordinator schedules a virtual meeting with the designated NAEP Representative to verify and confirm the information entered in the AMS. It’s important to invite the school’s App Install to this meeting. ⌚ <i>Expected time 15 minutes</i>	Before APM
☐	Task 4 – Provide Student Information Available in December – NAEP School Coordinator reviews the student sample, updates any missing or inaccurate information, and assesses participation of SD and EL students by providing relevant testing needs and accommodations for each SD/EL student. SD/EL Specialist may be invited in the AMS to assist. ⌚ <i>Expected time commitment 2 hours</i>	
☐	Task 5 – Assessment Logistics Available in December – NAEP School Coordinator answers school specific questions about logistics and details the NAEP Assessment Team needs to follow to ensure the assessment runs smoothly. ⌚ <i>Expected time commitment 2 hours</i>	
☒	Task 6 – Technical Logistics Available in December – This does not apply to your school. Your school has been assigned to NAEP devices and Internet. The NAEP Assessment Team will provide all necessary equipment on assessment day.	
☒	Task 7 (Part 1) – Add Students: Update EDUCATE Enrollments Available in December – To ensure NAEP reflects the educational progress of all students, OPI will notify schools’ Data Specialist to ensure their NAEP-sampled grade enrollment records within the state’s student information system are updated by January 6, 2026 . (see EDUCATE/Infinite Campus Collection Schedule).	
☒	Office of Public Instruction (OPI) Support Available in January – The OPI uploads the January NAEP-sampled grade enrollment records from EDUCATE/Infinite Campus in the AMS. This step will ensure any students who have enrolled after January 1, 2026, or who were not included on the original student list submitted in the fall have an opportunity to be selected for the assessment. The list of selected students is available for NAEP School Coordinator review in early January.	
☐	Task 7 (Part 2) – Add Students: Review Student List Available in January – NAEP School Coordinator reviews the state submitted list of eligible students and verifies any students who have enrolled after January 1, 2026, or who were not included on the original student list submitted in the fall. ⌚ <i>Expected time commitment 1 hour</i>	
☐	APM with NAEP Representative Available in January – NAEP School Coordinator attends virtual planning meeting with the designated NAEP Representative to verify and confirm the information entered in the AMS. ⌚ <i>Expected time commitment 1 hour</i>	
☐	Task 8 – Notify Parents and Guardians Available in January – NAEP School Coordinator notifies parents and guardians of students selected to participate in NAEP at least one week before the assessment date. ⌚ <i>Expected time commitment 30 minutes</i>	One Week Before Assessment
☐	Task 9 - 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

Note: NAEP 2026 School Coordinator tasks, responsibilities, and dates are subject to change.

Checklist last edited on 10/17/25.

NAEP 2026: NAEP Device Checklist and Timeline

☐	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 3 hours</i>	Assessment Date
☐	NAEP 2026 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>	04/03/26

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 knowledge 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 window (January 26 – March 20, 2026).