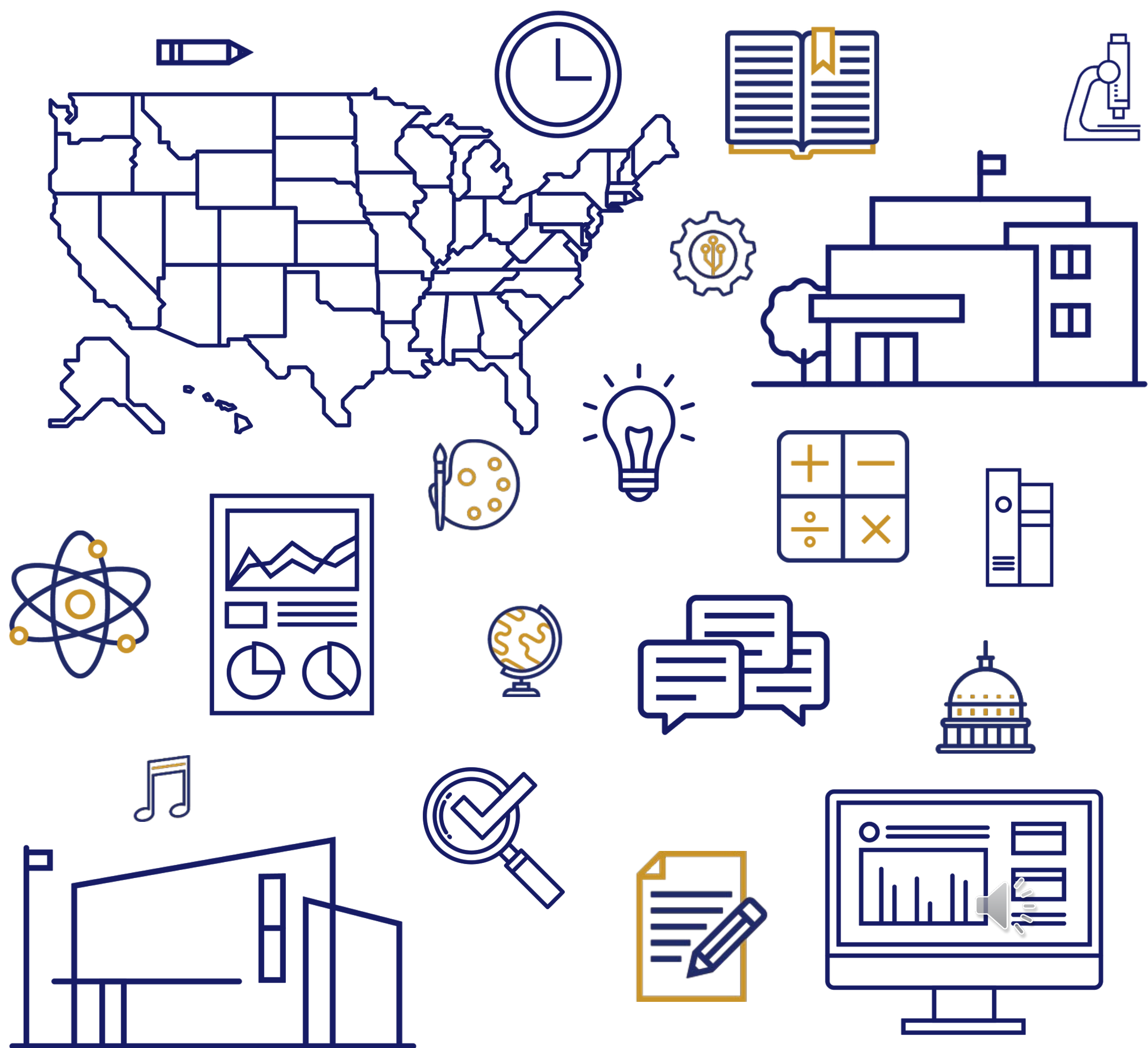
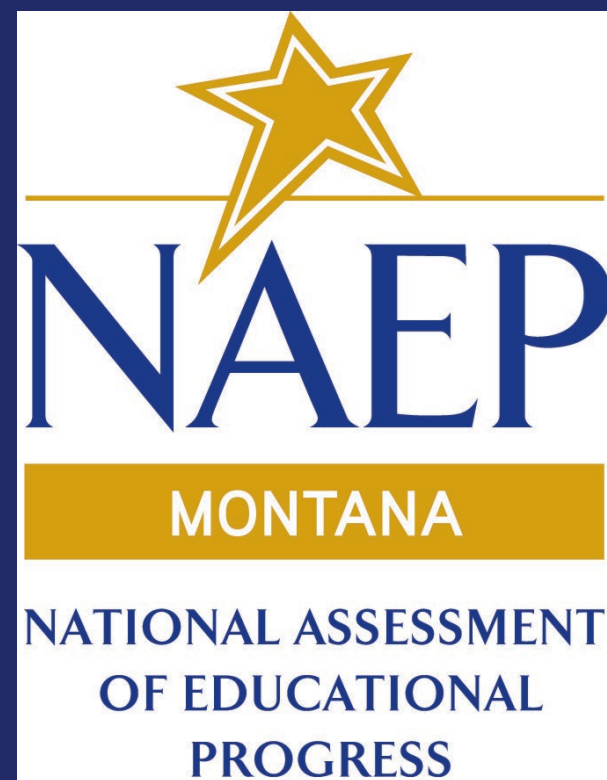


Task 5: Assessment Logistics

OPI Assessment Unit Focused Support Video



Preassessment Activities

Preassessment Activities

Now that the student sample is available, preassessment activities can be completed in the AMS. This summary report will show the status of each activity. All activities should be completed before the assessment planning meeting.

Preassessment Activities

Assessment Planning Meeting date  **January 14, 2026**

Task	Missing info	May require updates after Add New Students		Completed
Provide Student Information: Student Demographics				
Provide Student Information: SD and EL Students				
Add New Students				
Assessment Logistics				
Technical Logistics				
Notify Parents/Guardians				
Manage Questionnaires				

Demographic information is unavailable for 3 student(s) in the Provide Student Information section.

Task 5 – Assessment Logistics due APM

Assessment Logistics

The NAEP team uses this information to plan assessment day logistics.

Assessment Logistics ● Missing info

Where should the NAEP team park?

 Not answered

[Field staff only]: Where should the team meet before the assessment?

 Not answered

Where will the school coordinator be before the assessment?

 Not answered

How will students be dismissed (select option)?

 Not answered

Missing

N/A

Arrival
Time

Select **Manage** to provide assessment logistics.

Manage →



NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

Task 5 – Assessment Logistics due APM

School start and end time

Provide school start and end times so NAEP representatives can compare them to each group's start time.

School start times should be between 6:00 AM and 3:59 PM. End times should be between 6:00 AM and 5:59 PM.

Start time

08:05 AM ⌚ ⓧ

End time

02:50 PM ⌚ ⓧ

Cancel

Save 💾

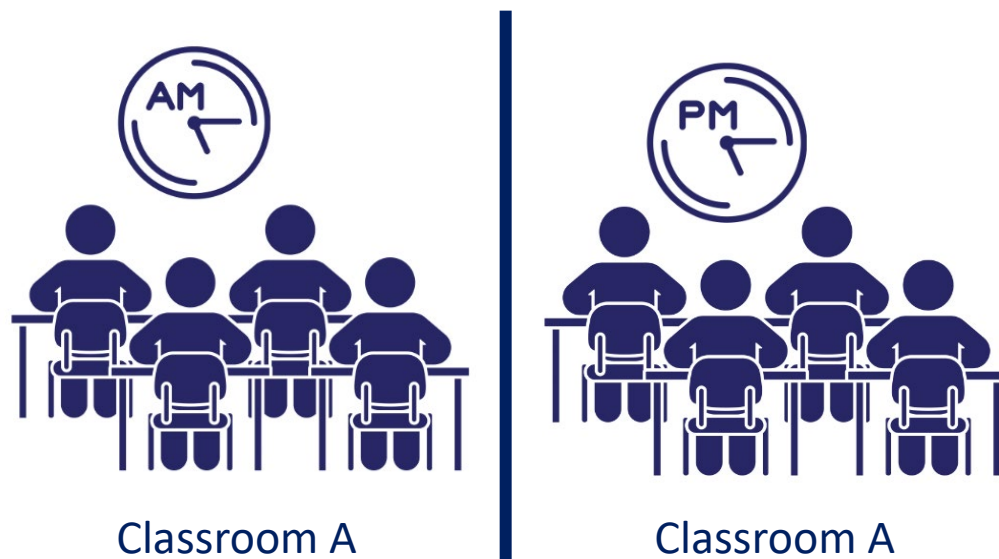


NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

Task 5 – Assessment Logistics due APM

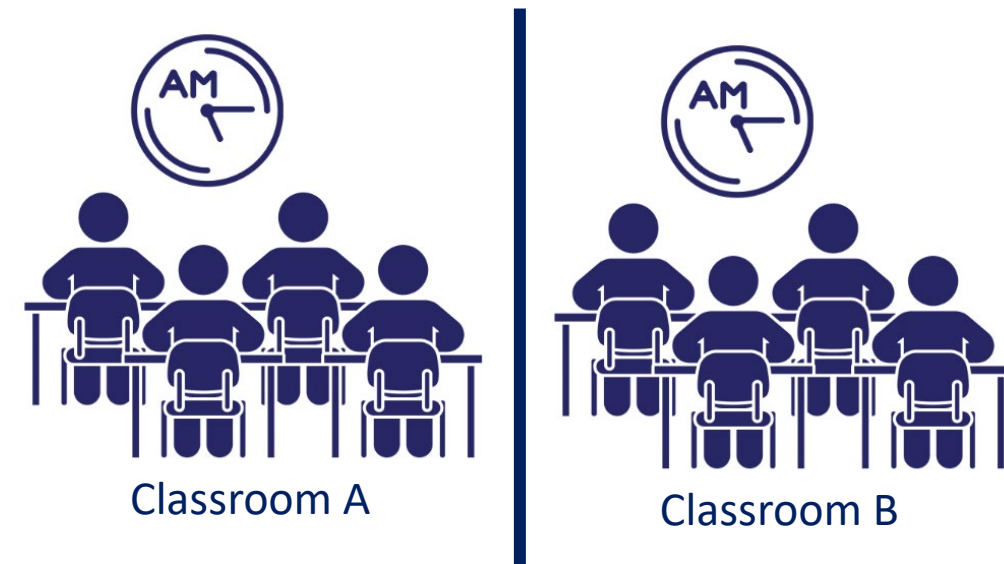
Option 1

Assessing students at two different times



Option 2

Assessing students at two locations at the same time



Option 3

Assessing students in one location at the same time



A school staff member is encouraged to remain in the assessment location

A school staff member is required to remain in each assessment location

A school staff member is required to remain in the assessment location

Task 5 – Assessment Logistics due APM

Assessment Groups

Determine how you would like to assess students.

Assessment Groups

NAEP representatives will administer the assessment at your school; they can staff a morning and afternoon group and will also administer any separate accommodation groups coordinated during the Assessment Planning Meeting; these groups are scheduled independently from the options below. Options 2 and 3 require a school staff member to assist with classroom management during the assessment.

How should students be assessed at your school?

Not answered

Option 1: Assess students at two different times.

A school staff is encouraged to remain in the assessment location.

Option 2: Assess students in two locations at the same time.

A school staff is required to remain in each assessment location.

Option 3: Assess all students in one location at the same time.

A school staff is required to remain in the assessment location.

Please enter the name and contact information for the school staff member(s) who will provide support during the assessment (required).

Sally Teacher



sallyteacher@schoolemail.com



John Counselor



johncounselor@schoolemail.com



Please enter the name and contact information for a backup school staff member who can provide support during the assessment (optional).

Sam Teacher



samteacher@schoolemail.com



To save this option, enter school staff member contact information. If you do not have this information, select **Cancel**. Update this section when contact information is available.

Cancel

Save

Task 5 – Assessment Logistics due APM

Schedule Groups

Select a location that can support concurrent connections to a wireless access point and sustain the minimum required bandwidth of 5 Mbps download speed and 2 Mbps upload speed.

Schedule Groups

Assign a location and start time for each group in the table. Students need up to 2 hours to take the assessment. Select a location or locations available for at least 2 hours to ensure all students, including students with extended time, have enough time to complete the assessment.

Group	Number of Students	Start Time	Location	Edit
Group A	25			
Group B	25			



Task 5 – Assessment Logistics due APM

Schedule Groups

Select a location that can support concurrent connections to a wireless access point and sustain the minimum required bandwidth of 5 Mbps download speed and 2 Mbps upload speed.

Enter a start time and select a location for **Group A**.

Select the clock icon to enter a start time

09:00 AM ⌚ ✕

Add the location(s) where the NAEP assessment will be conducted.

Requirements for selecting location(s) are as follows:

- The preferred room is on the first floor or accessible by elevator.
- There is access to electrical outlets or a power source.
- Review the [room layouts PDF](#) for examples of room setup options.

Media Center ✕

Cancel Save

Assessment. Select a location or locations available for at least the assessment.

ne	Location	Edit

Task 5 – Assessment Logistics due APM

Schedule Groups

Select a location or locations on the first floor or accessible by elevator.

Schedule Groups

Assign a location and start time for each group in the table. Students need up to 2 hours to take the assessment. Select a location or locations available for at least 2 hours to ensure all students, including students with extended time, have enough time to complete the assessment. Student groups are usually split evenly between a morning and an afternoon assessment. When scheduling, confirm that there is a minimum of 3 hours between the start times of the morning and afternoon sessions.

Group	Number of Students	Start Time	Location	Edit
Group A	24	9:00 AM	Library	
Group B	24	12:30 PM	Library	
Group C (accommodation group)	1			

Add another group



Task 5 – Assessment Logistics due APM

Student Group Details

NAEP has assigned each student taking the assessment to a group. Students who will not be taking NAEP will not appear in the table.

You can make updates to student groups if there is a scheduling conflict. Use the edit button to switch the students.

Students taking NAEP with extended time should be placed in the group that allows ample time for their accommodation.

Group A: 25 student(s)
Group B: 25 student(s)

Total: 50

Sort by  

Line #	Student	Subject	Accommodations	Group	
1	Ainsworth, Jocelyn	Reading	--	A	
2	Allcott, Chloe	Math	CUE 	A	
3	Allwood, Phillip	Math	EXT, BRK 	A	
4	Anderson, Leanne	Math	--	A	
5	Ballard, Alison	Math	--	A	
6	Bell, Jack	Math	--	A	
7	Cadman, George	Math	--	A	
8	Cunningham, Abbey	Math	SEP, BRK 	A	
9	Driscoll, Kate	Math	--	A	
10	Emmett, Tyson	Math	--	A	

Show: 10 25 All of 50 rows 

NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

Task 5 – Assessment Logistics due APM

Health and Safety Protocols
Provide information on health and safety protocols.

Do NAEP representatives need to follow any specific health or safety protocols when administering the assessment to students at your school?
NOT ANSWERED NO YES

Parking and arrival
Provide details about school delay or closure notifications and where to park.

Where should the NAEP team park?
Visitor Parking Lot

How are staff notified of school delays or closures?

Checking In
Provide procedures for checking in.

What are the procedures for checking in at the school?
Visitors must present a valid photo id

Where should the team meet the school coordinator upon arriving at the school?
Front office

Classroom Protocols
Provide details about classroom protocols.
Having a school staff member present throughout the assessment helps the assessment to run more efficiently.

What is the school's cell phone, smartwatch, and other electronic device policy during testing?
Select

What is the protocol for restroom breaks?
Student must request a bathroom pass

Special Circumstances
Provide details for how to handle emergency situations.

Who is the contact for emergency situations?
Jorge Martinez (124) 562-1478

Are there any scheduled interruptions (e.g., fire drill)?
No scheduled interruptions

What is the protocol for emergency situations?
Emergency protocols are posted on the door of each room

Cancel Save

NAEP Assessment Management System - <https://naep.ams.naepnpd.org>

Task 5 – Assessment Logistics due APM

After the Assessment

Provide details about dismissing the students.

How will Certificates of Community Service be distributed?

Download certificate 

Select 

The school will print certificates for the NAEP team to give to students

The school will print and/or share certificates with students

The school will not offer certificates

How will students be dismissed (select option)?

Option 1: Dismiss as a group once the last student has finished (students with extended time or late arrivals will be dismissed later, if needed).

Where should students be sent after the assessment?

to their next class

Where can the team meet with the school coordinator after the assessment?

front office

Cancel

Save 

Certificate of Community Service



This is to verify that *(Name of Student)* _____ has completed 2 hours of community service by participating in the National Assessment of Educational Progress (NAEP). NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects. Since each sampled student represents many others throughout the state and country, each student's participation is critical to NAEP's success.

Contact Information

For technical questions:
NAEP Help Desk
Phone: (800) 283.6237
Email: naephelp@westat.com

For NAEP questions:
Shantel Niederstadt, NAEP State Coordinator
Montana Office of Public Instruction
Phone: 444.3450
Email: sniederstadt@mt.gov

 Request help

SHANTEL NIEDERSTADT

