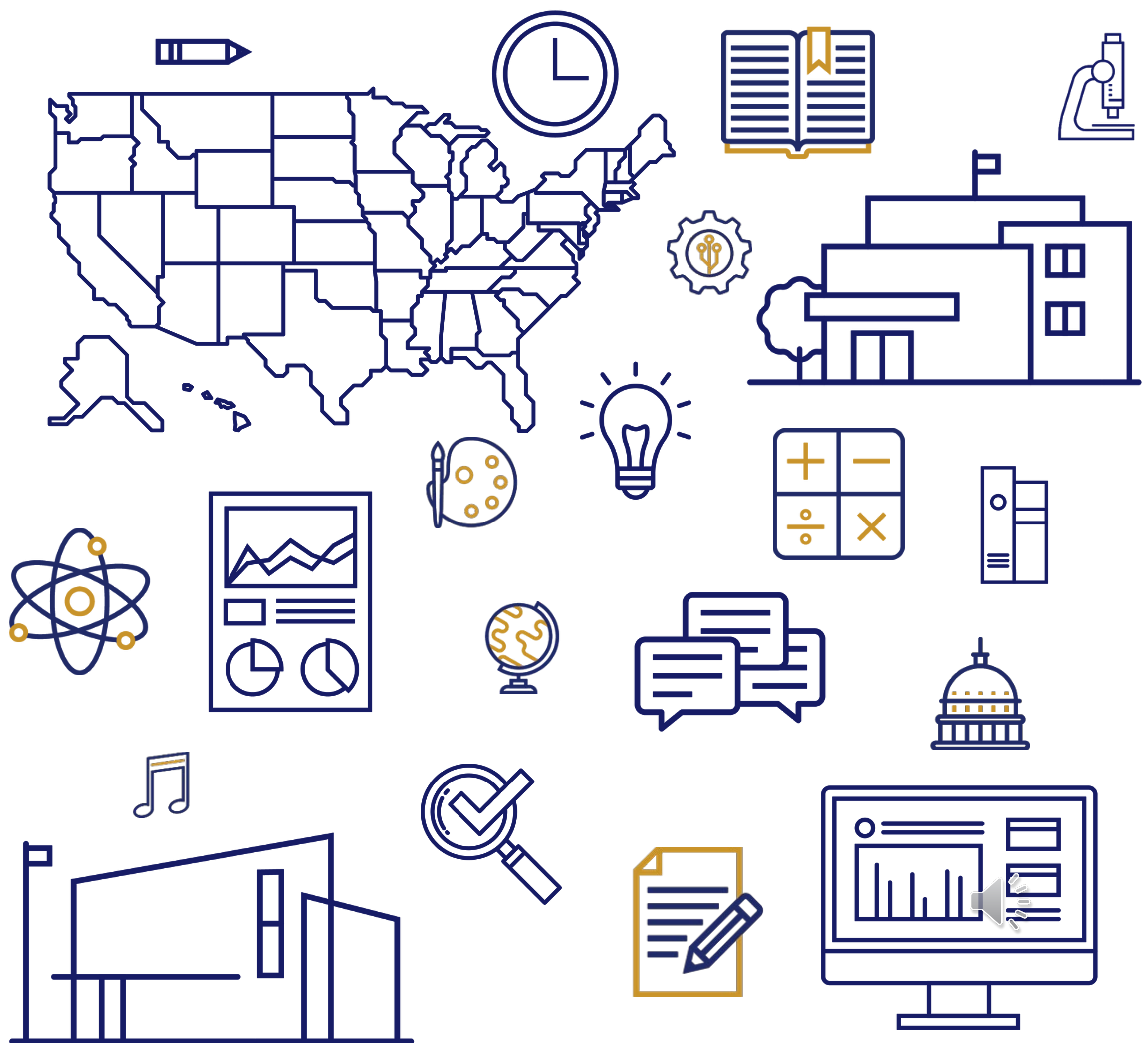
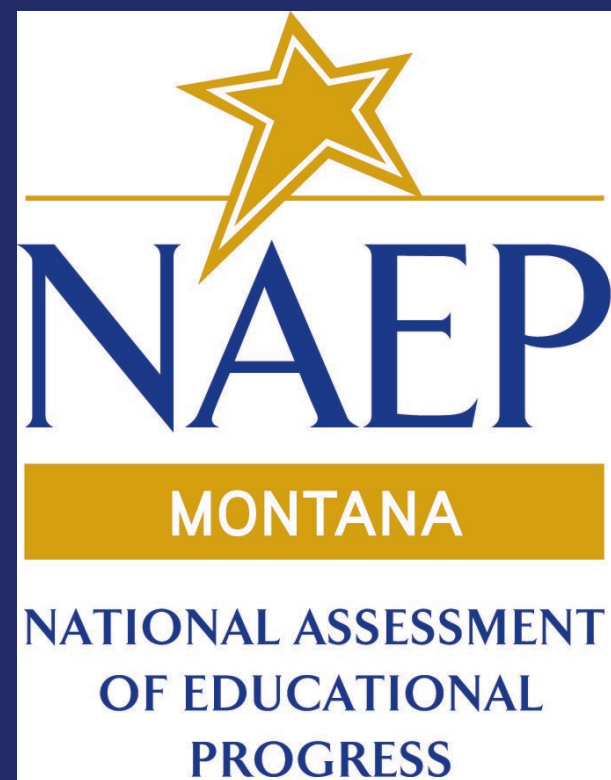


# Task 6: Technical Logistics

# 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 6 – Technical Logistics due APM

## Technical Logistics

Confirm devices are ready, complete checks to confirm the school's Wi-Fi meets minimum requirements, and provide other details about school devices to prepare for the NAEP assessment day.

## Technical Logistics ● Missing info

### Device Validation

Estimated number of devices required  
28

Operating system  
--

Number of devices ready  
0

Date and time of last device update  
-- at --:--

How will the devices be set up for the NAEP assessment in the assessment location?

Not answered

Select **Manage** to provide technical logistics.

Manage →



# Task 6 – Technical Logistics due APM

## Manage Team

Assign staff to work with the NAEP team on assessment details.

### School Team

Name	Position	Contact Info	Invite/Edit
Short, Martin	School Principal	☎ 555-333-1234 @ MartinShort@schoolH30000100001.westatstudies.com	+
Short, Martin	School Coordinator	☎ 555-333-1234 @ MartinShort@schoolH30000100001.westatstudies.com	+
--	Technology Coordinator	☎ @	+
Jones, Mickey	District Assessment Coordinator	☎ 555-333-1234 @ MickeyJones@districtH300001.westatstudies.com	
Wells, Lucy	District Technology Director	☎ 555-333-1234 @ LucyWells@districtH300001.westatstudies.com	
--	School SD/EL Specialist	☎ @	+
--	Student Information Specialist	☎ @	+

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

# Task 6 – Technical Logistics due APM

## Review the School Technology Survey

### Review the School Technology Survey

The survey responses indicate that NAEP will use ChromeOS devices to conduct the NAEP assessment. The survey was completed by Chandra Singh on Sep 7, 2025. Select **Review survey** to review the School Technology Survey results.

Review survey →

#### Review Mode

### School Technology Survey

1 2 3 4 5 6

#### Operating System

The NAEP Assessment Application (NAEP App) is available for Windows® (Version 10 or above) and ChromeOS™ (Version 126 or above) operating systems only.

[Review NAEP technical requirements](#) (eNAEP Download Center)

Devices  
Required  
**28**

This school will require at least 28 devices to support the NAEP Assessment.

#### Question 1:

Which supported operating systems are on the school devices available for the NAEP Assessment?

- ☐ Chrome OS (Version 126 and above)
- ☐ Windows OS (Version 10 and above)
- ☐ Combination of both
- ☐ None have Windows OS or Chrome OS

[Clear response](#)



[Previous Question](#)

[Continue](#)

[Exit Survey](#)



# Task 6 – Technical Logistics due APM

## Confirm Device Readiness

Confirm that the devices students will use have the NAEP Assessment application installed and meet device requirements.

To ensure a smooth assessment experience in your school, it is important that each student device, including at least five spare devices, has the NAEP Assessment application installed and meets device requirements.

Please confirm device readiness using the NAEP verification code VC-VHIW starting on **December 8, 2025**. You need to confirm at least **28** devices by **January 23, 2026**. Use the resources below to assist with confirming device readiness.

- **Students completing the device readiness steps:** [Open this link to review and download the checklist.](#)
- **Completing the device readiness steps yourself:** [Open this link to review and download the checklist.](#)
- **NAEP Assessment Application Troubleshooting Guide:** [Open this link to download the troubleshooting guide.](#)

Visit the [eNAEP Download Center](#) for additional information on the device requirements, including how to install and confirm the NAEP Assessment application on the devices students will use to take the assessment.

Estimated number of devices  
required

28

**50%** of the devices  
(including spares) that  
will be used on  
assessment day.

Operating system

--

Number of devices ready

0

Date and time of last device  
update

-- at --:--

Review the summary list of  
devices



# Task 6 – Technical Logistics due APM

## Confirm Device Readiness

Confirm that the devices students will use have the NAEP Assessment application installed and meet device requirements.

To ensure a smooth assessment experience in your school, it is important that each student device, including at least five spare devices, has the NAEP Assessment application installed and meets device requirements.

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Estimated number of devices  
required

28

Operating system

--

Number of devices ready

0

Date and time of last device  
update

-- at --:--

Review the summary list of  
devices



Estimated number  
of devices required  
to complete device  
readiness check

Operating System  
of devices that  
completed  
readiness check

Number of devices  
ready out of number  
of devices the check  
has been run on

Date and time of last  
device check and  
summary list of devices

# Task 6 – Technical Logistics due APM

### Confirm the Bandwidth, Safelisting, and Wireless Access Points

Run a network check to confirm required URLs are safelisted. Check the Wi-Fi at the school to confirm the network meets the technical requirements for assessment day.

#### Network Diagnostic Tool

✓

Confirm Websites

✓

Confirm Bandwidth

	Results	Requirements
Download speed	381.47 Mbps	5 Mbps
Upload speed	183.45 Mbps	2 Mbps

Save & Close

answered

No

Yes

answered

No

Yes

Select **Edit** to update the information.

Edit





# Task 6 – Technical Logistics due APM

## Confirm the Bandwidth, Safelisting, and Wireless Access Points

Run a network check to confirm required URLs are safelisted. Check the Wi-Fi at the school to confirm the network meets the technical requirements for assessment day.

### Run network check

Prior to setting up for the Assessment Planning Meeting, run a network check on your school's Wi-Fi.

Run ①

Completed ✓

10/20/25 8:55:55 AM

### Confirm Wireless Access Points

For each location, indicate if the Wireless Access Point (WAP) can support all connections listed in the table.

Media Center			
Group A at 9:00 AM	25	Not answered	No Yes
Cafeteria			
Group B at 9:00 AM	25	Not answered	No Yes

Select **Edit** to update the information.

Edit ✎

# Task 6 – Technical Logistics due APM


## Device Setup

Indicate how devices will be set up for the NAEP assessment.

How will the devices be set up for the NAEP assessment in the assessment location?

- ☒ Students will bring the devices with them to the assessment location.
- ☐ Devices will be available in the assessment location at the time the NAEP team arrives (prior to student arrival for the assessment).

Cancel

Save 


## Assessment Location Setup

Provide details about assessment location setup.

The NAEP team will need to access the school's Wi-Fi to use the Assessment Management System (AMS) website before and during the assessment. Which option do you prefer?

- ☐ Up to three external NAEP administrative devices will connect to the school Wi-Fi on assessment day. Please be prepared to share the Wi-Fi name and password with the NAEP team when they arrive the morning of the assessment.
- ☒ The school will provide up to three devices for the NAEP team to use to connect to the school Wi-Fi and use on assessment day.

Cancel

Save 

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

# Task 6 – Technical Logistics due APM

## Spare Devices, Charging, and Headphones

Indicate how the NAEP team will access spare devices and charging cords. Provide details about headphone requirements for devices.

NAEP needs an additional five devices to be prepared as spare devices with the NAEP Assessment application installed and confirmed. How will spare devices be available to the NAEP team at the time of the assessment setup (e.g., in a cart in the assessment location, in the main office)?

in a cart in the assessment location

Will the NAEP team be able to log in to the spare devices to launch the NAEP Assessment application and set up before student arrival?

- ☒ Yes  
☐ No

Will there be sufficient access to power cords and outlets for any devices that need to be plugged in?

- ☒ Yes  
☐ No

How does your school manage devices with a low battery?

charging cart

The NAEP assessment requires earbuds or headphones. The school can provide or students can bring their own earbuds or headphones to use on the assessment. If the school or students cannot provide their own, NAEP can provide students with wired earbuds or headphones. Any earbuds or headphones not being used for the assessment are prohibited.

What type of audio connection is supported by the student devices?

- ☐ Bluetooth or USB earbuds or headphones (provided by the school or students)  
☒ Wired earbuds or headphones with an audio jack (can be provided by NAEP)  
☐ Both

Can the school or students provide the earbuds or headphones?

- ☐ Yes, the school or students will provide the earbuds or headphones.  
☒ No, NAEP needs to provide students with wired earbuds or headphones.



Select **Edit** to update the information.

Edit

# Task 6 – Technical Logistics due APM

## School Staff Support

Identify a school staff member to provide device support during the assessment.

### School Staff Member Assessment Day Support

Sally Teacher and John Counselor will remain in the assessment location to provide classroom management.

To ensure the NAEP assessment runs smoothly, it's important to have school staff familiar with the devices available throughout the day. Review the tasks and identify staff who will be available to assist.

- **Provide Setup Instructions:** Meet the team to provide instructions for setting up the devices.
- **Support for Students at the Start:** Troubleshoot device issues for students as they launch the NAEP Assessment application.
- **Technical Support Availability:** Be available in the room or on-call for device support throughout the assessment.

Identifying staff to fulfill this role will help streamline the assessment process and effectively address any technical challenges, ensuring a successful NAEP assessment.

Please provide a school staff member to provide technical support on assessment day.

- ☒ Sally Teacher will provide technical support.
- ☐ John Counselor will provide technical support.
- ☐ Sam Teacher will provide technical support.
- ☐ I need to enter a name and email address.

Please enter the name and contact information for a backup school staff member who can provide technical support during the assessment in the event the primary contact person is not available.

Type name here...

Email


Cancel

Save

# Contact Information

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

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

 Request help

SHANTEL NIEDERSTADT

