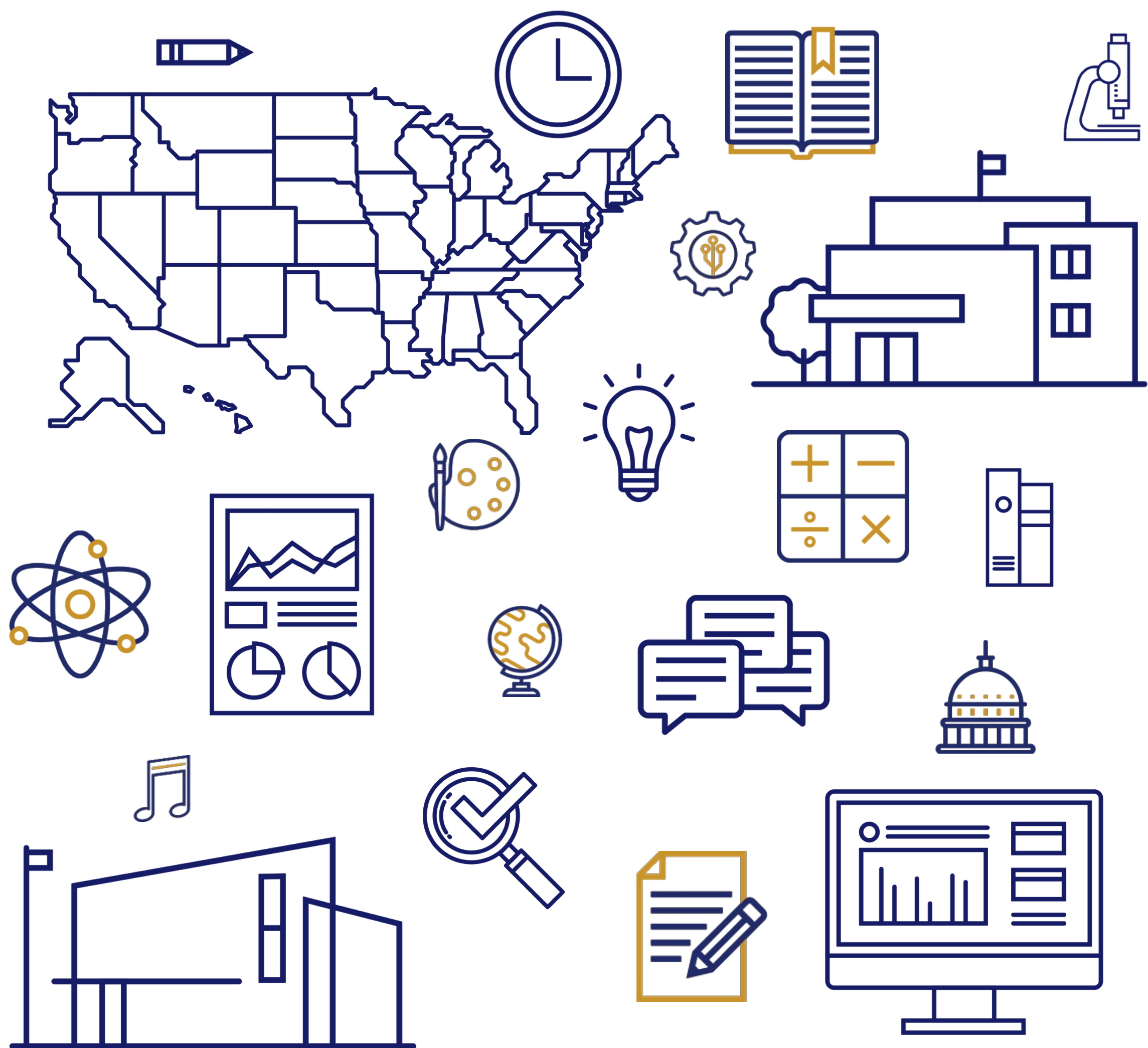
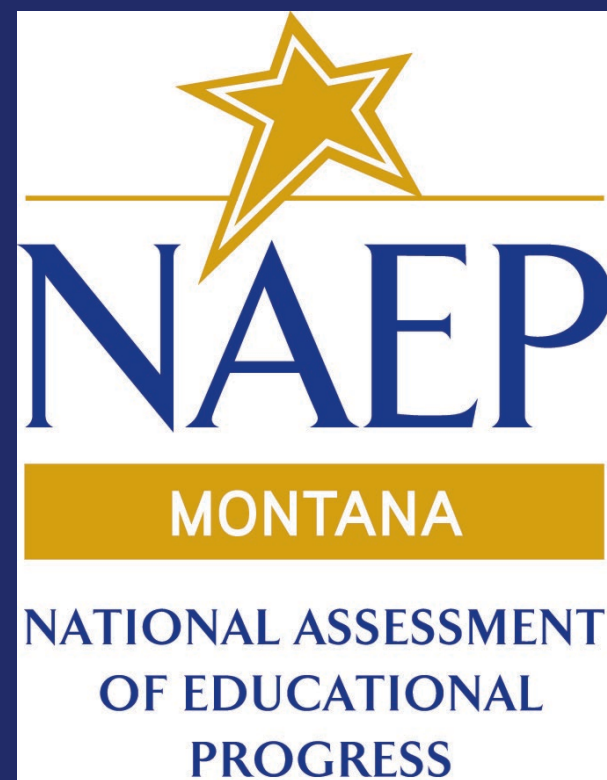


Task 6: Assessment Logistics

OPI Assessment Unit Focused Support Video



Task 6 – Assessment Logistics

Assessment Logistics


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

Assessment Logistics


Where should the NAEP team park?

 Visitor Parking


[Field staff only]: Where to meet the team beforehand?

 Meet in parking lot.

Where School Coordinator will be before Assessment

 Visitor Parking in lot north of school

How will students be dismissed (select option)?

 Option 2: Dismiss students as they finish but no earlier than 70 minutes after students begin the assessment.

6:30 AM

January 30

Arrival time

Select **Manage** to provide assessment logistics.

Manage →

Task 6 – Assessment Logistics

The screenshot shows the NAEP Assessment Management System (AMS) interface. The top navigation bar includes 'Online mode', 'Request help', and the user 'NINA NGUYEN'. The sidebar on the left shows the navigation path: 'Schools > School 37 > Assessment Logistics'. The main content area is titled 'School 37' and includes a video player for 'Watch the tutorial video (3:00)'. The main content area is divided into several sections for providing school information:

- Checking in**: Provide procedures for checking in. Questions include 'What are the procedures for checking in at the school?' and 'Where should the team meet the school coordinator upon arriving at the school?'. Both are marked 'Not answered'.
- Classroom protocols**: Provide details about classroom protocols. Questions include 'What is the school's cell phone, smartwatch, and other electronic device policy during testing?', 'What is the protocol for restroom breaks?', and 'Are school staff available to be in the room during the assessment?'. All are marked 'Not answered'.
- Special circumstances**: Provide details for how to handle emergency situations. Questions include 'Who is the contact for emergency situations?', 'Are there any scheduled interruptions (e.g., fire drill)?', and 'What is the protocol for emergency situations?'. All are marked 'Not answered'.
- After the assessment**: Provide details about dismissing the students. Questions include 'Where should students be sent after the assessment?', 'How will Extended Time students be dismissed?', and 'Where can the team meet with the school coordinator after the assessment?'. All are marked 'Not answered'.

Each section has an 'Edit' button and a note to 'Select Edit to update the information.'.

NAEP Assessment Management System - <https://ams.westatstudies.com/>

Task 6 – Assessment Logistics

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: 11 student(s)

Group B: 12 student(s)

Total: 23

Sort by

Reset

Line #	Subject	Accommodations	Group
1	Math	--	A
3	Math	--	A
5	Reading	--	A
7	Reading	--	A
10	Reading	--	B



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

 Request help

SHANTEL NIEDERSTADT



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