

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 →

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The screenshot displays the NAEP Assessment Management System interface for 'School 37' in 'Assessment Logistics' mode. The interface is divided into a left sidebar and a main content area. The sidebar includes a navigation menu with 'Schools', 'School 37', and 'Assessment Logistics'. Below this, there is a 'School 37' header, a status indicator for 'Assessment Planning Meeting: Not scheduled', and a video player for 'Watch the tutorial video (3:00)'. The main content area is titled 'Online mode' and features a 'Request help' button and the user name 'NINA NGUYEN'. It contains four sections of assessment logistics, each with a title, a brief description, and several questions marked as 'Not answered'. Each section also includes an 'Edit' button and a note to 'Select Edit to update the information.'.

Checking in
Provide procedures for checking in.
What are the procedures for checking in at the school?
Not answered
Where should the team meet the school coordinator upon arriving at the school?
Not answered
Select **Edit** to update the information. **Edit**

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?
Not answered
What is the protocol for restroom breaks?
Not answered
Are school staff available to be in the room during the assessment?
Not answered
Select **Edit** to update the information. **Edit**

Special circumstances
Provide details for how to handle emergency situations.
Who is the contact for emergency situations?
Not answered
Are there any scheduled interruptions (e.g., fire drill)?
Not answered
What is the protocol for emergency situations?
Not answered
Select **Edit** to update the information. **Edit**

After the assessment
Provide details about dismissing the students.
Where should students be sent after the assessment?
Not answered
How will Extended Time students be dismissed?
Not answered
Where can the team meet with the school coordinator after the assessment?
Not answered
Select **Edit** to update the information. **Edit**

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

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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
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