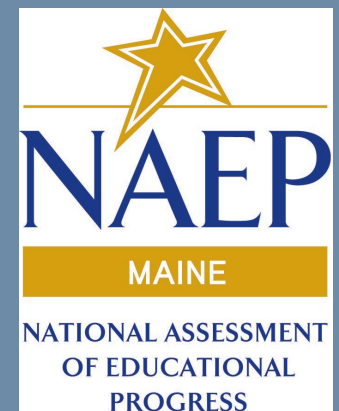


NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) ASSESSMENT MANAGEMENT SYSTEM (AMS) INSTRUCTIONS FOR SCHOOL COORDINATORS NAEP 2026 NAEP Devices

For administration of
NAEP on NAEP
provided devices in
Maine

A screenshot of the NAEP Assessment Management System (AMS) login page. At the top left is the NAEP logo. The main heading reads "Welcome to the Assessment Management System". Below this are two input fields: "Email" and "Password". A blue "Log In" button is positioned below the password field. Below the button is the text "OR" and a red "Continue Offline (Field Staff)" button. At the bottom left, there is a link that says "Forgot password".

Last edited January 5, 2026

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Checklist Before You Begin Working on Preassessment Tasks

This document includes information to assist you with completion of the tasks in the NAEP Assessment Management System (AMS). If you find that you need more information about any item in this checklist or any task described in this guide, please contact the State Coordinator of NAEP and International Assessments, Dr. Regina Lewis, at Regina.Lewis@maine.gov or 207-530-1355.

When you receive your assessment date in November, please verify that there are no conflicts with the NAEP assessment date that was emailed and is listed for your school in the [NAEP AMS](#). If the assessment date needs to be changed, email Regina.Lewis@maine.gov as soon as possible. If the assessment date does work for your school, please place the NAEP assessment date on your school calendar.

As a reminder, NAEP field staff will administer the NAEP on your assessment date using devices that NAEP representatives will bring to your school. Your staff will not need to administer the assessment to your students. Please try to complete each of the NAEP preassessment tasks within the suggested timeframes. Finishing them on time helps to ensure a smooth testing experience for students and reduces the likelihood of any disruptions. **There are tutorial videos in the upper left-hand corner of each of the NAEP AMS pages for each task. You are encouraged to watch these videos before you begin each task.**

For most schools, there will be up to 50 students in grades 4 and/or 8 randomly selected by the National Center for Education Statistics (NCES) to participate in your school's NAEP assessment. Each selected student will take either a math or reading assessment, and there will be both reading and math assessments interspersed in assessment sessions. The NAEP AMS Assessment Logistics task will allow you to determine the timing and location of your two-hour assessment sessions and separate location accommodated session(s) (if needed), based on what works best for your students' schedules.

The sections in this guide are organized in the chronological order that they should be completed. Please work through these tasks in order and be sure to complete them by or before the timeframe indicated for each task. **Please also note that some of the first tasks, including Register a NAEP AMS School Coordinator Account and Enter School and Grade Information, have already been completed by nearly all Maine schools.**

The Preassessment Activities section begins on page 7. Most Maine schools should begin working through this and the following sections beginning in early December. Please be aware that if any field in the NAEP AMS says "missing," it means that there is information to come that still needs to be entered.

In January, the Maine DOE Assessment Team will upload an updated list of enrolled students in the selected grade(s) for each school. This procedure is designed to allow for the sample of students selected to participate in the NAEP to better represent the entire population of Maine's students in grades 4 and 8. As a result, between one and five more students may be added to the list of previously selected students to participate at your school. If so, an Add New Students task will appear in the NAEP AMS; please complete the preassessment tasks for these students, as well.

This instructional guidance document contains the most current information and guidance available. Should there be changes within the NAEP AMS, updated guidance and instructions will be provided, as necessary.

Register a NAEP AMS School Coordinator Account and Enter School and Grade Information

Date Window for Activity: September to November



Estimated time to complete this section: 10 minutes

Information you will need to complete the steps in this section:

This task is already completed for nearly all Maine schools.

- Your school's yearly events calendar for January through March.
- The number of students in your school that are enrolled in the grade selected for NAEP.
- The dates that your winter break begins and ends.

Step-by-step directions:

1. If you have already registered your school coordinator account but have not yet entered your selected grade enrollment count/winter break dates, skip to step 6. If you have already registered your school coordinator account and entered your grade enrollment count and winter break dates (this is the case for most schools), skip this section and move to the [Preassessment Activities section](#).
2. You will receive an automated email from naep-ams@naepnpsd.org inviting you to register a [NAEP AMS](#) account. Click on the blue Activate AMS Account link in the email. If you do not see the account activation email in your inbox, send an email to Regina.Lewis@maine.gov to request an activation email be sent to you.

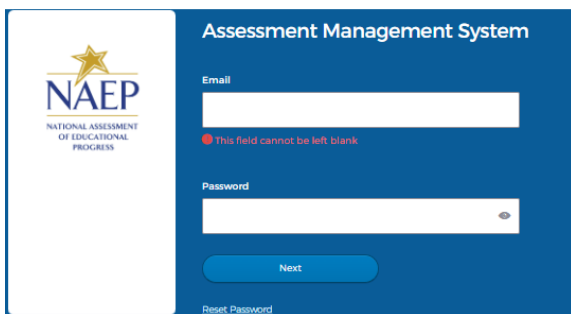
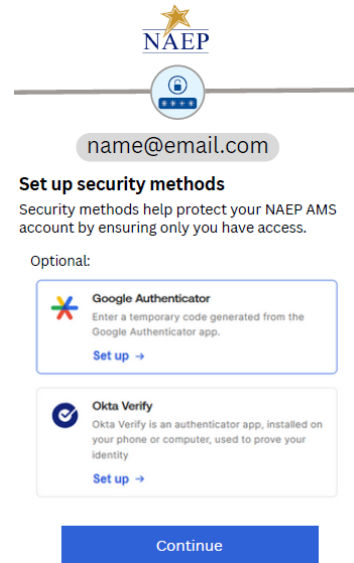
NOTE: It is important that you activate the link as soon as possible, as the account invitation will expire after 30 days.

3. You will be asked to set up a password. Click on "Set up" to create your password. Follow the password requirements and click "Next" after entering your password twice.

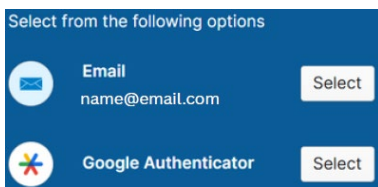
The image displays two screenshots from the NAEP AMS account setup process. The left screenshot shows the 'Set up security methods' step, where a user is prompted to enter a security method (e.g., name@email.com) and a 'Set up' button is circled in red. The right screenshot shows the 'Set up password' step, where a user is prompted to enter a password and re-enter it, with a 'Next' button circled in red. The password requirements listed are: At least 15 characters, A lowercase letter, An uppercase letter, A number, A symbol, Passwords can't be the same as your last 24 passwords, and At least 2 hours must have elapsed since you last changed your password.

4. Federal requirements stipulate the use of multifactor authentication (MFA) for NAEP accounts. By default, your email account will be set up to receive a security code via email each time you log in. Although not required, during registration, you may also choose to set up an additional MFA security method to receive your security code via a mobile device. You may choose either Google Authenticator or Okta Verify by clicking “Set up” under either choice, or you may click “Continue” to use only automated emails as your secondary multifactor authentication. If electing to use the Google Authenticator or Okta Verify, you will need to install the applicable app on your mobile device. If you choose to continue to only receive automated emails for your secondary authentication method, you will not have the option to use either Google Authenticator or Okta Verify after this initial setup.

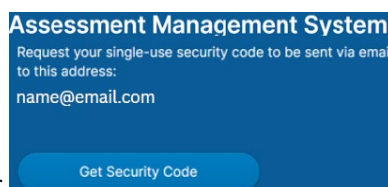
5. After completing your account activation, you will be directed to the NAEP AMS where you will be prompted to retrieve your security code after logging in with your newly created username and password. If you set up Google Authenticator or Okta Verify, you will first be prompted to select how (email or app) you will receive your security code after you log in. You must then complete the AMS Data Security Agreement, which will only appear the first time you log in.



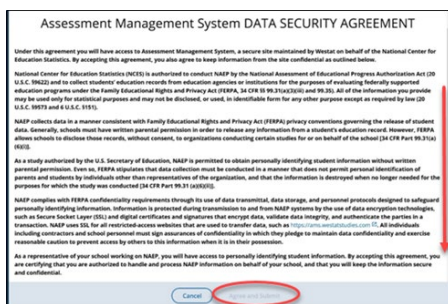
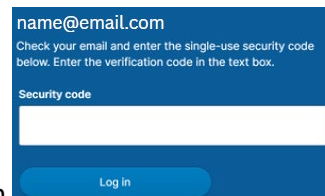
then



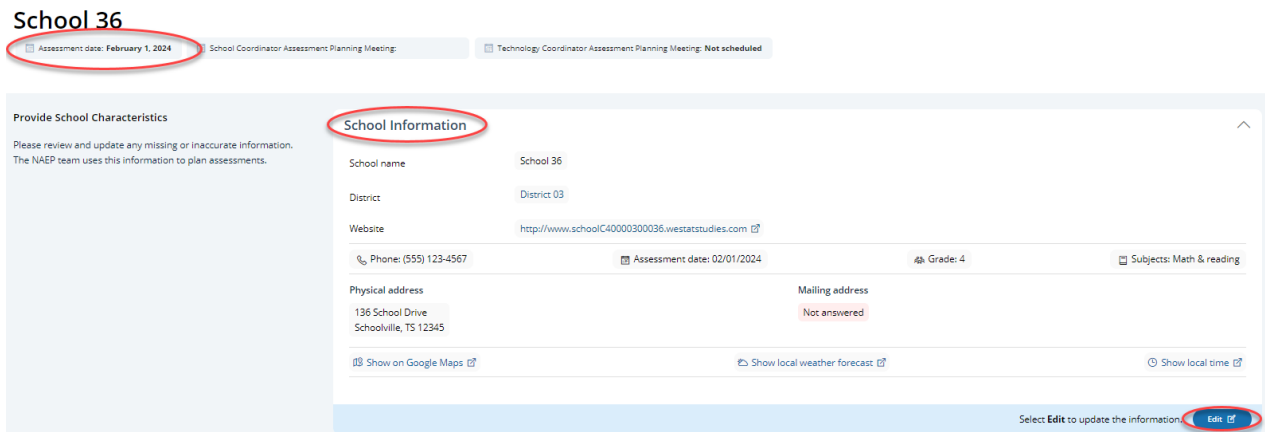
or



then



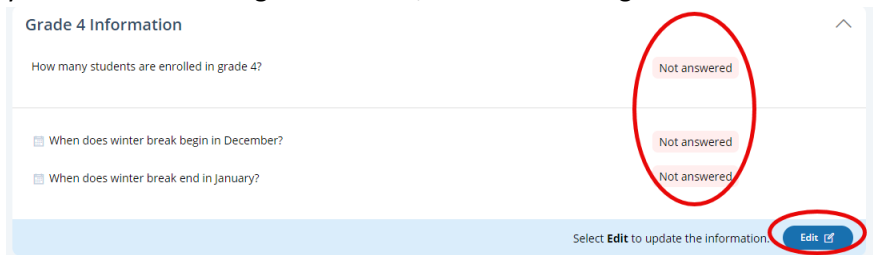
- After you log in, you will see your school's summary page. Bookmark <https://naep.ams.naepnpd.org/> for easy access.
- Your school's name will be listed in the upper left-hand corner. Beginning in November, the assessment date for your



school will be listed in smaller font beneath your school's name and underneath the School Information header. If the assessment date needs to be changed, email Regina.Lewis@maine.gov as soon as possible to begin the process of finding a new assessment date. If the assessment date does not need to be changed, please place the NAEP assessment date on your school calendar.






Please check your school's name, physical address, and phone number to ensure that they are accurate. If any of the information in the School Information section is inaccurate, click the Edit button at the bottom right-hand corner of the School Information tile to update the information.

- Complete the Grade 4 or 8 Information section by clicking Edit in the lower right-hand corner of the Grade Information tile; entering how many students are enrolled in the selected grade at your school, as well as the dates your winter break begins and ends; and then clicking Save.



- If you have already sent the name and email address of the person who is designated to be your school's NAEP school coordinator, you should see the person's contact information listed in the School Coordinator row in the School Team tile.

School Team

| Name | Position | Contact Info | Invite/Edit |
|---------------|---------------------------------|--|---|
| Dawson, Mindy | School Principal | 555-333-1234 MindyDawson@schoolC40000100004.westatstudies.com |  |
| Chan, Holly | School Coordinator | 555-333-1234 HollyChan@schoolC40000100004.westatstudies.com |  |
| -- | Technology Coordinator | |  |
| Jones, Mickey | District Assessment Coordinator | 555-333-1234 MickeyJones@districtC400001.westatstudies.com | |
| Wells, Lucy | District Technology Director | 555-333-1234 LucyWells@districtC400001.westatstudies.com | |
| -- | School SD/EL Specialist | |  |
| -- | Student Information Specialist | |  |

Look at the icons under the Invite/Edit column for the School Coordinator position/account role and take the appropriate action associated with the icons as described below:



An account invitation email has been sent, but the person has not yet clicked on the Activate AMS Account link to register their account. Please check to ensure the email address for the person is correct and remind the person to look for their registration email (which could be in a spam folder) and register their account.




An invitation email has not yet been sent to the person. Click the plus icon, and enter the first name, last name, phone number, and email address in the Invite Team Member window. Then, click the blue Send Invitation button. You should then check with the person to ensure they receive the email and register their account.




The person has successfully registered their NAEP AMS account.

The school coordinator account has access to complete all NAEP tasks for your school. There **MUST** be a school staff member with a registered NAEP School Coordinator account, regardless of whether the principal and/or another staff member is designated as the NAEP school coordinator. The other account roles listed in the school team tile are for optionally delegating specific tasks to other staff members. More information about these account roles will be described later in this guide.

If you are a principal and would like to designate yourself as your school's NAEP school coordinator, click on the  icon to the right of the principal's row, and then click the toggle to the left of where it says, "Principal is school coordinator." Then, click Save.

Edit Team Member

 Principal is school coordinator.

First Name
 Last Name
 Prefix

Phone Number
 Extension

Email

Role

Preassessment Activities

Date Window for Activities: Early December to Your Assessment Planning Meeting

The Preassessment Activities section will appear at the top of your school’s NAEP AMS landing page **beginning in early December**. This section provides a quick guide to which sections of the NAEP AMS are missing information. You can check here to see which sections of the NAEP AMS need attention and which are complete.

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 **Not scheduled**

| 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 | | | |
| Notify Parents/Guardians | | | |
| Manage Questionnaires | | | |

Demographic information is available for all selected students.

After you complete a section, you should note a green circle in the “Completed” column for that section.

Schedule Assessment Planning Meeting

Date Window for Activity: Early December to Early January



Estimated time to complete this section: 5 Minutes

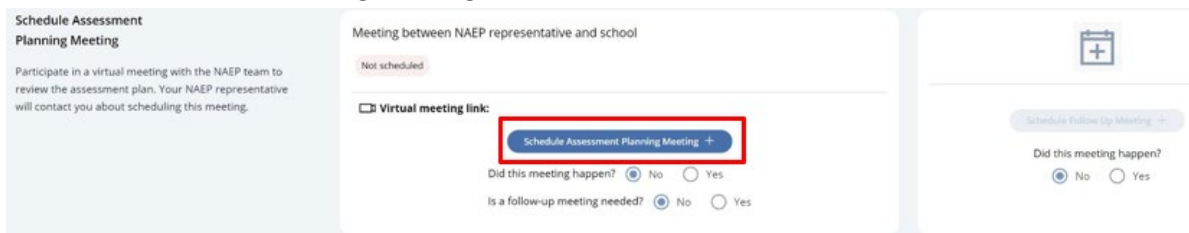
Information you will need to complete the steps in this section:

- Access to your school’s calendar and your schedule of meetings and events will be helpful for this task.

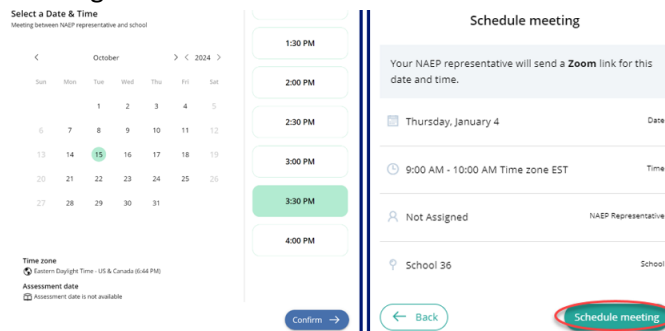
This task will appear in the NAEP AMS school page in early December. Please complete this task to schedule your assessment planning meeting sooner rather than later for ease of scheduling, as available times/days are provided in the order that they are requested.

Step-by-step directions:

1. Schedule your assessment planning meeting with your NAEP field staff assessment coordinator by clicking on Schedule Assessment Planning Meeting, as shown below.



2. You will see a calendar and a list of available times. First, select your preferred date; then, select your preferred time. Then, click on the blue Confirm button. Finally, review your scheduled meeting day and time, and then click Schedule meeting.



If you prefer, you can also schedule by email or phone with your NAEP representative, who will then enter the meeting date/time in the NAEP AMS. Once the meeting is scheduled, your NAEP representative will send you a confirmation email with a Microsoft Teams link for the meeting. You should complete all sections of the NAEP AMS before your scheduled Assessment Planning Meeting. If you arrive at the Assessment Planning Meeting with sections of the NAEP AMS still incomplete, the NAEP representative will review the completed sections with you and then schedule a follow-up meeting to review the remaining sections after they are finished.

Provide Student Information Tasks

Review and Verify List of Students Selected for NAEP

Date Window for Activity: Early December to Before Your Assessment Planning Meeting



Estimated time to complete this section: approximately 2 hours

Information you will need to complete the steps in this section:

- Use your student information system (Infinite Campus, PowerSchool, etc.) to generate a list of students who are enrolled in the grade selected to participate in the NAEP (grade 4 or 8). The list of students must include the student's Maine Student ID, first name, last name, grade, month of birth, year of birth, gender, IEP status (eligible or ineligible), Multilingual Learner status (eligible or ineligible), 504 Plan status (eligible or ineligible, plus special education eligibility), race/ethnicity, and student zip code.

Students may **only be determined ineligible for the NAEP if they are eligible for the Alternate Assessments or if they are a newly arrived Multilingual Learner who has been enrolled in U.S. schools for less than one (1) full academic year before the scheduled NAEP reading assessment date and determined as being exempt from the administration.**

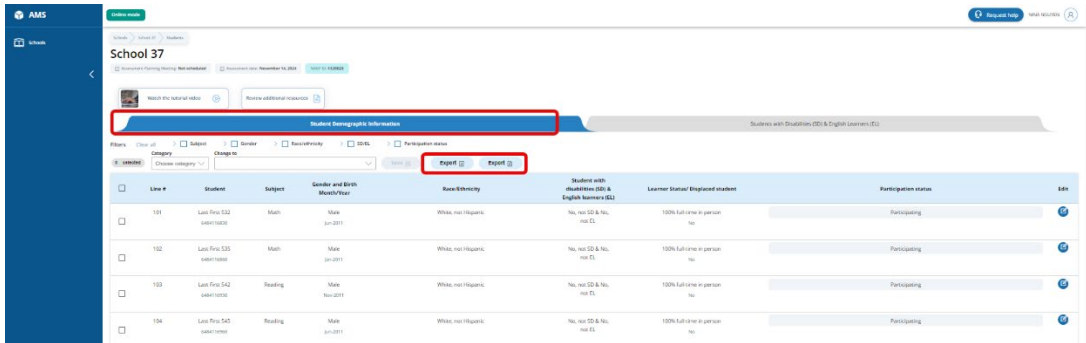
Please contact State Coordinator of NAEP and International Assessments Regina Lewis at Regina.Lewis@maine.gov or 207-530-1355 if a student who receives 100 percent virtual/online instruction, and who does not receive in-person instruction, is selected for the NAEP.

Step-by-step directions:

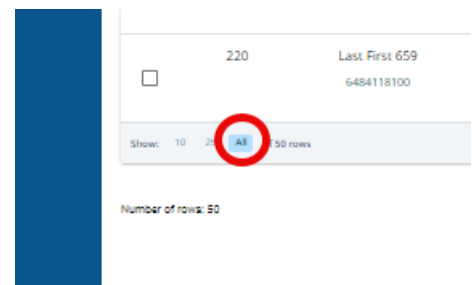
1. Scroll down to the Provide Student Information section of the NAEP AMS. Click to download and read the Maine Inclusion Policy for Students with Disabilities and the Maine Inclusion Policy for Multilingual (English) Learners. These documents include important guidance for student inclusion and the permitted NAEP assessment accommodations for students with IEPs, 504 Plans, and students who are Multilingual (English) Learners. Then, click the Manage button.

The screenshot displays the 'Provide Student Information' interface. On the left, there are four circular buttons: 'Selected', 'Not participating', 'Students with disabilities', and 'English learners'. The main content area is titled 'Provide Student Information' and includes a 'Missing info' section with two document links: 'Inclusion policy for Students with disabilities' and 'Inclusion policy for English learners', each with a 'Download' button. Below these are sections for 'Student demographics' (with a 'Missing info' indicator), 'Students missing information', 'Students with disabilities and English learners' (with a 'Missing info' indicator), 'Students with accommodations', and 'Exclusions'. At the bottom right, there is a 'Manage' button with a right-pointing arrow.

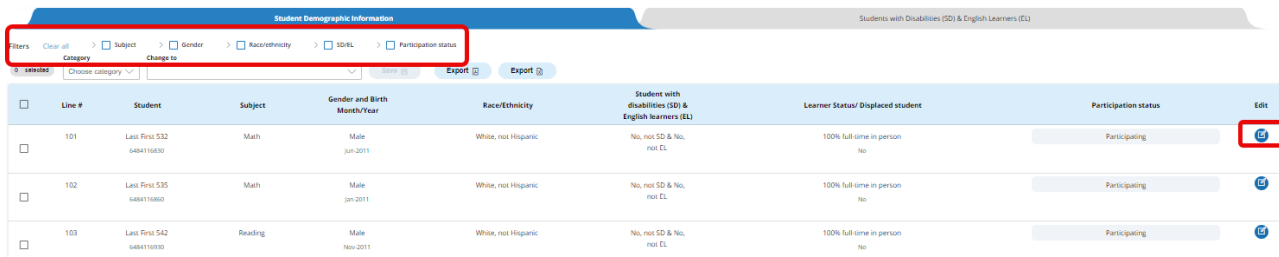
- Click on the Student Demographic Information tab to view the list of selected students. If there is missing demographic data for any student, the column header will be red. You can scroll down to find the missing data highlighted in red (as shown below). You may export the student list as an Excel file or PDF by clicking the appropriate Export button. (The left Export button exports to a PDF file, and the right Export button exports to an Excel file.) Please be sure to handle the files and any printouts as confidential student information.



- Scroll to the bottom of the screen to click on the All link to the right of Show—in the lower left-hand corner of the screen. The default view is only 10 students. NAEP school coordinators typically find it helpful to see all students selected for the NAEP on one screen.



- Review all demographic data for the students. You can use the filters above the table to look only at specific records (e.g., to view only students taking a reading assessment). To edit an individual student record, click on the pencil icon on that row.



- After you have clicked on the edit button in a student record, the categories currently selected for that student are displayed in green. You may need to scroll down to select the Participation Status. To change any of the student demographic designations, click on a new category for the student, and then click on Save at the bottom of the record.

The image shows a digital form for student enrollment. The form is divided into several sections, each with a title and a list of options. The sections are: Birth Month/Year (Sep-2011), Gender (Male, Female, Information unavailable), Race/Ethnicity (White, not Hispanic; Black or African American, not Hispanic; Hispanic, of any race; Asian, not Hispanic; American Indian or Alaska Native, not Hispanic; Native Hawaiian or Pacific Islander, not Hispanic; Two or More Races (Non-Hispanic); School does not collect this information; Information unavailable), Student with disabilities (Yes, IEP; Yes, 504; No, not SD; Information unavailable), English learners (Yes, EL; No, Formerly EL; No, not EL; Information unavailable), Learner Status (100% full-time in person; Hybrid Virtual Learner; Full-time Virtual Learner), Displaced Student (Yes; No), and Participation status. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. A red circle highlights the 'Save' button. A red arrow points from the 'Save' button to the text 'Might need to scroll down to see'. Another red arrow points from the text to the 'Save' button.

6. The enrollment data used to select students did not include 504 Plan information. **Please carefully check your list of students with 504 Plans to ensure students with 504 Plan accommodations receive those accommodations for the NAEP.** If a student has a Section 504 Plan and requires one or more testing accommodations, change the Student with a Disability status to Yes, 504. If a student has a Section 504 Plan and does NOT require a testing accommodation, leave the Student with a Disability status as No, not SD. You will later click on the Students with Disabilities (SD) & English Learners (EL) to enter the 504 Plan, IEP, and Multilingual (English) Learner (EL) information, including designating their accommodations.
7. For Multilingual (English) Learner (EL) classification, a student is Yes, EL, if they currently qualify for English language development; No, not EL, if they do not qualify; or No, Formerly EL, if they exited EL status in the past four years and are in monitoring status. You may add EL accommodations using the instructions in the next section.
8. Learner status refers to whether a student participates in distance learning. The options are: 100% full-time in person; Hybrid Virtual Learner; and Full-time Virtual Learner. NCES expects to assess both full-time in-person learners and hybrid virtual learners, and so those students will remain on the student list. NCES does not assess full-time virtual learners in the NAEP, so those students will not be included on the final list of participating students. When the Learner status is set to Full-time Virtual Learner, the Participation Status for the student is automatically changed to Not Participating.
9. “Displaced student” refers to a student who has been displaced due to a natural disaster such as a wildfire and is temporarily attending the school. This category is set to No by default, but it should be updated to Yes for any displaced students attending school.
10. The default Participation Status for students is Participating. As stated earlier, you may need to scroll down on the screen to see the Participation Status options. If a student is no longer enrolled at your school, is listed incorrectly, is enrolled but does not actually attend classes at the school, or whose parents/guardians have not granted permission

for them to take the assessment—please select the Not Participating choice and provide the reason why the student is not participating. Then, click Save.

The screenshot shows a web form with the following sections:

- Participation status:** Two radio buttons are present: "Participating" and "Not Participating". The "Not Participating" option is selected and circled in red.
- Select why student is not participating in the assessment:** This section contains six radio button options, each with a list of reasons:
 - Not Enrolled at school:** Withdrawn, Graduated, Expelled, Student deceased, Foreign exchange student.
 - Enrolled but never attends campus:** Does not attend any academic classes on campus, Home schooled and receives limited services on campus, Long-term illness/homebound.
 - Student listed in error:** Not in selected grade, Student listed more than once.
 - Attends all classes full-time virtually:** Full-time virtual/remote learner.
 - Parent Refusal:** Parent notified and refused NAEP testing.
 - Student refusal:** Student notified and refused NAEP testing.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom. The "Save" button is circled in red.

A red oval highlights the "Not Participating" radio button and the six reason tiles. A red text box with a white background is overlaid on the right side of the reason tiles, containing the instruction: "Click the tile that corresponds to the reason the student is not participating before clicking Save."

Complete Students with Disabilities and Multilingual (English) Learners Information

Date Window for Activity: Early December to Before Your Assessment Planning Meeting



Estimated time to complete this section: approximately 2 hours

Information you will need to complete the steps in this section:

Information Needed to Include Students with Disabilities (SD):

The category that best describes the student's disability. The following categories are used by the Individual with Disabilities Education Act (IDEA):

- Specific learning disability
- Hearing impairment/deafness (Deaf or Hard of Hearing)
- Visual impairment/blindness (Visual Impairment Including Blindness)
- Speech or language impairment (Speech and Language Impairment)
- Intellectual disability (Cognitive Impairment)
- Emotional disturbance (Emotional Impairment)
- Orthopedic impairment (Physical Impairment)
- Traumatic brain injury
- Autism (Autism Spectrum Disorder)
- Development delay (Early Childhood Developmental Delay)
- Other health impairments

The degree of the student's disability:

- Mild, Moderate, Profound/Severe, or Don't Know

Grade-level performance for the subject to be assessed:

- At or Above Grade Level, One Year Below Grade Level, Two or More Years Below Grade Level, Not Receiving Instruction in the NAEP-Tested Subject, or Don't Know

How to take the NAEP?:

- With Accommodation
- Without Accommodation
- Do Not Test (*Note: This only applies for students who meet or met participation criteria for the Multi-State Alternate Assessment [MSAA].*)

(If appropriate) The universal design elements and accommodations each student needs to access the NAEP. (Note: Please refer to the [Maine NAEP 2026 Inclusion Policy for Students with Disabilities](#) for a list and descriptions of NAEP-allowed accommodations.)

Information Needed to Include Multilingual (English) Learners (EL):

- Primary language:
 - Spanish
 - Other (specify)
- Years of academic instruction in English:
 - Not Receiving Instruction in English, Less Than One Year, One to Two Years, Two to Three Years, More Than Three Years, or Don't Know
- Grade-level performance in the subject to be assessed:
 - At or Above Grade Level, One Year Below Grade Level, Two or More Years Below Grade Level, Not Receiving Instruction in the Subject, Don't Know
- Each student's English proficiency for reading, writing, speaking, and listening:

- No Proficiency, Beginning, Intermediate, Advanced, Don't Know
- How to take the NAEP?:
 - With Accommodation
 - Without Accommodation
 - Do Not Test (Note: This only applies for students who have been enrolled in U.S. schools for less than one full academic year AND cannot access NAEP with accommodations.)
- (If appropriate) The universal design elements and accommodations each student needs to access the NAEP. (Note: Please refer to the [Maine NAEP 2026 Inclusion Policy for English Learners](#) for a list and descriptions of NAEP-allowed accommodations.)

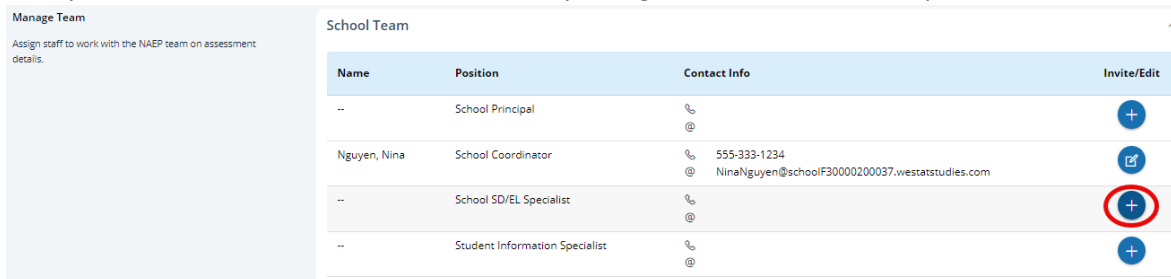
There are **two options** to Complete SD/EL Student Information for students sampled by NAEP.

- (1) The school coordinator designates one or more persons most familiar with how students with disabilities (SD) and Multilingual (English) learners (EL) are tested; or
- (2) The school coordinator enters this information into the NAEP AMS.

Instructions for these options are described below:

OPTION 1: Give Access to SD and/or ML (EL) Specialists

1. Optional: To designate a specialist to enter the SD and/or EL information, log into the NAEP AMS and scroll down until you see the School Team tile. Click on the plus sign in the School SD/EL Specialist.



2. Enter the contact information for your SD or EL specialist and click the Send Invitation button.

Invite Team Member

First Name: Firstname
 Last Name: LastName
 Prefix: X V

Phone Number: 555-555-1212
 Extension:

Email: FirstNameLastname@DistrictName.com

Role: SD & EL Specialist

Buttons: Close, **Send invitation**, Save

3. Check with the staff you designated as SD or EL specialist to ensure they received the account invitation email and help them register an account using a process similar to what was described in the [Register a NAEP AMS School Coordinator Account](#) section of these instructions. Please provide the specialist with the set of Option 2 instructions below.

OPTION 2: School Coordinator Enters SD and ML (EL) Information into the NAEP AMS

1. Scroll down to the Provide Student Information section of the AMS. If you haven't already done so, click to download and read the [Maine Inclusion Policy for Students with Disabilities](#) and the [Maine Inclusion Policy for English Learners](#). These documents include important guidance for including students and for the accommodations allowed for the NAEP. Then, click "Manage."



2. Click on the Students with Disabilities (SD) & English Learners (EL) tab to view the list of selected students. If there is a student sampled for the NAEP who is SD and/or EL and who is not listed in this section, you must return to the Student Demographic Information section and update the SD or EL status there.

The screenshot shows the 'Students with Disabilities (SD) & English Learners (EL)' tab. The table has the following columns: Line #, Student, Subject, Student with disabilities (SD) & English learners (EL), Details, How to take NAEP, Accommodations, School Staff, and Edit. The 'Students with Disabilities (SD) & English Learners (EL)' tab is highlighted in a red oval.

| Line # | Student | Subject | Student with disabilities (SD) & English learners (EL) | Details | How to take NAEP | Accommodations | School Staff | Edit |
|--------|----------------------------|---------|--|--|------------------|----------------|--------------|------|
| 102 | First 3 Last 3 10000003 | Math | Yes, IEP & No, not EL | Missing data, Missing data, Missing data | Missing data | | | |
| 105 | First 2 Last 2 10000002 | Reading | No, not SD & Yes, EL | Missing data, Missing data, Missing data, Missing data, Missing data, Missing data, Missing data, Missing data | Missing data | | | |

3. You can choose to export the SD & EL list as an Excel file or a PDF by clicking the appropriate Export button. The left Export button exports to a PDF file, and the right Export button exports to an Excel file. Please be sure to handle the files and any printouts as confidential student information. To edit an individual student record, click on the pencil icon on that row.

The screenshot shows the 'Students with Disabilities (SD) & English Learners (EL)' tab. The table has the following columns: Line #, Student, Subject, Student with disabilities (SD) & English learners (EL), Details, How to take NAEP, Accommodations, School Staff, and Edit. The 'Export' buttons and the 'Edit' icon are highlighted in red boxes.

| Line # | Student | Subject | Student with disabilities (SD) & English learners (EL) | Details | How to take NAEP | Accommodations | School Staff | Edit |
|--------|----------------------------|---------|--|--|------------------|----------------|--------------|------|
| 102 | First 3 Last 3 10000003 | Math | Yes, IEP & No, not EL | Missing data, Missing data, Missing data | Missing data | | | |
| 105 | First 2 Last 2 10000002 | Reading | No, not SD & Yes, EL | Missing data, Missing data, Missing data, Missing data, Missing data, Missing data, Missing data, Missing data | Missing data | | | |

For Students with Disabilities: Without Accommodations

For an SD record: Select the appropriate choices for IDEA categories, Degree of Disability, and Grade-Level Performance in the SD Details section for each student. If a student does not require accommodations to access the NAEP, select Without Accommodations, which will reveal the universal design elements available to all students. Then, click on Continue at the bottom of the record, and click Save on the next screen to confirm.

SD Details

Select all applicable IDEA categories for disability and grade-level performance.
IDEA categories (select all that apply)

Specific learning disability Intellectual disability Hearing impairment/ deafness Autism Speech or language impairment Emotional disturbance Orthopedic impairment

Traumatic brain injury Developmental delay (age 9 or younger) Visual impairment/ blindness Other health impairment (Specify)

Don't know

Degree of Disability

Profound/Severe
 Moderate
 Mild
 Don't know

Grade-level performance in Math

At or above grade level One year below grade level Two or more years below grade level

Not receiving instruction in this subject Don't know

Select how Noah Morris should be assessed on the NAEP Math assessment

With accommodations Without accommodations Do not test

Universal Design Elements are available to all students

All students have access to the following Universal Design Elements throughout the assessment.

- Zooming**
Enlarges some content onscreen up to two times (2X) the default text/image size on the screen. Does not include the toolbar, item tabs, scrollbars, calculator, and equation editor. Select the Magnification accommodation if students need all assessment content magnified.
Crosswalked accommodations: The NAEP 2011 federal demonstrates use of the zooming tool and text-to-speech. If students need content larger than 2 times the default text/image size or if they need all tools enlarged, select the magnification accommodation (reference the Magnification accommodation for additional details). This UDE is similar in function to the Magnifier and Continuous Magnification M's IEP universal tool as described in the MDE accommodations manual.
- Individual Testing Experience**
All students interact directly with the device through methods to reduce distractions.
Crosswalked accommodations: If the student needs a group smaller than 25, use the Separate Location/Small Group accommodations. Only students coded as Separate Location/Small Group will be tested in a small group. NAEP field staff will assist in preparing students into smaller groups.
- Directions Read Aloud/Text-to-Speech (English)**
All directions are text-to-speech enabled.
Crosswalked accommodations: The NAEP 2011 federal includes free to select some or all the text for text-to-speech. Selected directions are read aloud to all students.
- Directions Explained/Clarified**
Students can raise their hand at any time to get directions explained or clarified.
Crosswalked accommodations: Schools should let all students know in advance that they may ask for clarification and directions repeated.
- Read aloud/Text-to-Speech**
- Uses a Computer/Tablet to**
- Color Theming**
- Scratchwork/Highlighter**

For Students with Disabilities: With Accommodations

If a student requires accommodations to access the NAEP, select With Accommodations, which will reveal the universal design elements available to all students and the list of available accommodations. Scroll down to select the accommodations that the student requires to access the NAEP. Click Yes to the, “Does the list include all accommodations the student needs for the NAEP Math assessment?” question, and then click Continue.

Select how **Owen Gallacher** should be assessed on the NAEP Math assessment

With accommodations Without accommodations Do not test

Universal Design Elements are available to all students

All students have access to the following Universal Design Elements throughout the assessment.

Zooming
Enlarges some content onscreen up to two times (2X) the default text/image size on the screen. Does not include the toolbar, toolbar items, scrollbars, calculator, and equation editor. Select the Magnification accommodation if students need an assessment content magnified.
Crosswalked accommodations: The NAEP 2024 federal demonstration use of the zooming tool and full audio. If students need content larger than 2 times the default text/image size or if they need all tools enlarged, select the magnification accommodation (reference the Magnification accommodation for additional details). This UDE is similar in function to the Magnifier and Distraction Magnification M-STEP universal tool as described in the MDE accommodations manual.

Individual Testing Experience
All students interact directly with the device through methods to reduce distractions.
Crosswalked accommodations: If the student needs a group smaller than 25, use the Separate Location/Small Group accommodations. Only students needed as Separate Location/Small Group will be tested in a small group. NAEP field staff will assist in grouping students into smaller groups.

Directions Read Aloud/Text-to-Speech (English)
All directions are text-to-speech enabled.
Crosswalked accommodations: The NAEP 2024 federal demonstration has no select some or all the text for text-to-speech. Selected directions are read aloud to all students.

Directions Explained/Clarified
Students can raise their hand at any time to get directions explained or clarified.
Crosswalked accommodations: Schools should let all students know in advance that they may ask for clarification and directions repeated.

Read aloud/Text-to-Speech (English), Occasional or Most or All
Students select some or all text to be read aloud by the system using text-to-speech.
Crosswalked accommodations: This UDE is similar to the M-STEP Text-to-Speech (TTS) designated support.

Uses a Computer/Tablet to Respond
All students respond on devices.

Color Theming
Option 1: black text on white background (default). Option 2: white text on black background. Option 3: black text on beige background. This tool is not available for the tutorial and some items. Select the accommodation High Contrast for Visually Impaired Students if students need all content in high contrast.
Crosswalked accommodations: The NAEP 2024 federal demonstration has no adjust contrast or colors.

Scratchwork/Highlighter capability
Allows for freehand drawing and highlighting on the screen.

Scroll Down

↓

Select the accommodations Owen Gallacher needs for the NAEP Math assessment

Extended Time
Students will receive up to three times the allotted time to complete the assessment.

Magnification
Magnifies all assessment content greater than two times (2X) the default text or graphics size on the screen.

Low Mobility Version of the Test
Provides a test form with items that are keyboard navigable or accessible with an alternate input device provided by the school and that do not require the use of the mouse or touch pad.

Calculator Version of the Test
A calculator is available to complete the assessment.

Hearing Impaired Version of the Test
All auditory content is closed-captioned.

High Contrast for Visually Impaired Students
All assessment content is compatible with high contrast.

Scribe
Students respond orally or by pointing to their answers; a school staff member records the student's responses in the device.

Directions Only Presented in Sign Language
A qualified sign language interpreter at the school signs the instructions included in the session script.

Response in Sign Language
Students sign his or her responses to a scribe provided by the school who records the student's responses in the device.

Breaks During Test
Students are allowed to take breaks as requested or as predetermined during the assessment. Students can take the assessment in more than one sitting during a single day.

Separate Location/Small Group
Students is tested in a separate location to meet testing needs as appropriate. May be in the same room but in a specific location or a different room. Can be individual or with a small group of students.

Familiar Person Present in Testing Room
The student regularly works with the student must be present in the testing room during time of assessment.

Uses Template
Provided by the school and can include a rubric, marking, color overlays, line reader, or place marker.

Special Equipment
Provided by the school and can include a PDA system, amplification equipment, auditory amplification device, noise buffers, study carrel, tilter, special lighting, adaptive furniture, stress ball, or sensory fidget items.

Preferential Seating
Location with minimal distractions, reduce distractions, quiet location or setting, within the general testing session.

Braille version of the test
A paper-based embossed Braille form. NAEP uses contracted Unified English Braille (UEB) for all subjects. For the mathematics and science assessments, NAEP offers two versions: UEB plus Braille or UEB only. Students can use a scribe to record their answers (not a Scribe accommodation). Students can use a Braille output device provided by the school.

Does the list include all accommodations Owen Gallacher needs for the NAEP Math assessment?

No YES

Cancel

If an accommodation on a student’s IEP, 504 Plan, or EL plan needed for state assessments is not listed, select No to the, “Does the list include all accommodations the student needs for the NAEP assessment?” question to see

a list of less common accommodations and a list of accommodations not allowed on NAEP.

Does the list include all accommodations [redacted] needs for the NAEP Math assessment?

NO YES

Select any additional accommodations that John Knott needs for the NAEP Math assessment.

Flexible scheduling/Time of day Read aloud to self or requires a whisper phone Requires a snack or water during testing Test blood sugar and diabetic needs

The following accommodations are not allowed by NAEP.

If there is still an accommodation in a student’s IEP, 504 Plan, or EL plan that is not listed that the student needs for taking summative assessments, click No to answer the question, “Does the list include all accommodations the student needs for the NAEP assessment?” Then, contact the State Coordinator of NAEP and International Assessments, Regina Lewis, at Regina.Lewis@maine.gov or 207-530-1355 to determine whether the accommodation can be provided on the NAEP and what next steps to take. Please keep in mind that the requested accommodation should be something that the student is familiar with and part of their instructional plan.

Does the student require an accommodation that is not listed?

NO YES

Contact your state coordinator at naep@maine.gov for information about the availability of additional accommodations on NAEP. With the guidance of your state coordinator, list each additional accommodation in the boxes below. These requests will be reviewed, and you will be notified of final accommodation decisions via email.

Next, you will confirm the accommodations selected for the student. Some accommodations must be provided by a school staff member; if one of these is selected, enter the staff member’s name and email address. The accommodations that must be assisted by a school staff member include: Scribe; Directions Only Presented in Sign Language; Presentation in Sign Language; Response in Sign Language; Familiar Person Present in Testing Room; and Cueing to Stay on Task. After reviewing the selected accommodations, click Save.

Accommodations
Review the accommodations below to confirm they are correct. Select Back to make any changes.

Extended Time
Students will receive up to three times the allowed time to complete the assessment.

Cueing to Stay on Task
Provided by a school staff member and includes monitoring for understanding, reminding to stay on task, prompts to stay on task, encouragement, and refocus.

Identify the school staff to assist with the Cueing to Stay on Task accommodation:

First Name Last Name Email

Field is required. Field is required. Optional.

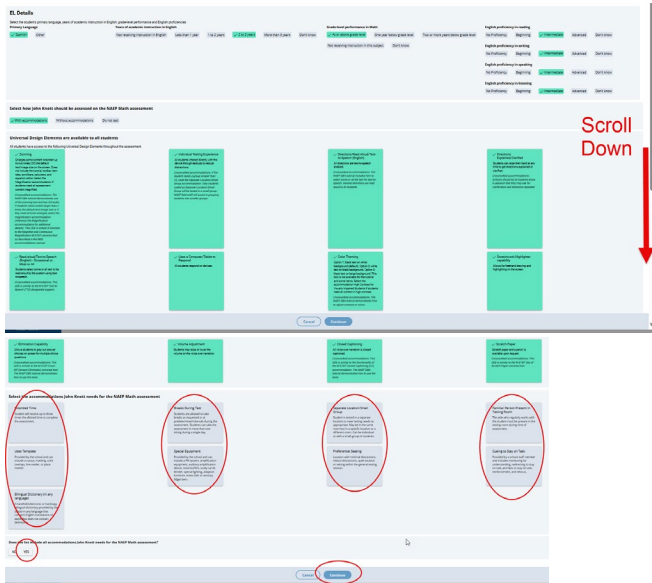
For Multilingual (English) Learners: Without Accommodations

For an EL record: Select the appropriate choices for Primary Language, Years of academic instruction in English, Grade-level performance, and English proficiency in the SD Details section for each student. If a student does not require accommodations to access NAEP, select “Without Accommodations,” which will reveal the universal design elements available to all students. Then click on “Continue” at the bottom of the record.



For English Learners: With Accommodations

If a student requires accommodations to access the NAEP, select With Accommodations, which will reveal the universal design elements available to all students and the list of available accommodations. Select the accommodations that the student requires to access NAEP. You may need to scroll down to see all accommodation choices. Once you have selected the accommodations in the English learner plan, click Yes to indicate all accommodations have been selected, and then click Continue.



If an accommodation on state or classroom assessments that a student typically accesses is not listed, select No to the, “Does the list include all accommodations the student needs for the NAEP assessment?” question to see a list of less common accommodations and a list of accommodations not allowed on NAEP.

Does the list include all accommodations needs for the NAEP Math assessment?

NO YES

Select any additional accommodations that John Knott needs for the NAEP Math assessment.

Flexible scheduling/Time of day Read aloud to self or requires a whisper phone Requires a snack or water during testing Test blood sugar and diabetic needs

The following accommodations are not allowed by NAEP.

Next, you will confirm the accommodations selected for the student. Some accommodations must be provided by a school staff member; if one of these is selected, enter the staff member's name and email address. After reviewing the selected accommodations, click Save.

Accommodations
Select any accommodations that apply to the student. Some accommodations require a staff member to provide the accommodation.

Extended Time
Requires a staff member to provide the accommodation.

Read Aloud to Self or Requires a Whisper Phone
Requires a staff member to provide the accommodation.

Search for accommodations by name or ID.

Staff Name Email

Save

For Students with Disabilities or English Learners Who Should Be Excluded from the NAEP:

Do not administer the NAEP. Maine DOE policies stipulate that the only reasons students may be excluded from taking the NAEP include:

- The student's IEP specifies that the student will take the alternate assessment in the coming spring.
- The student has English learner status and has lived in the country for less than one year and is exempt from participating in the NAEP reading assessment.

If a student meets one of the two specific criteria above:

Make sure you are in the Student Demographic Information tab.

| Line # | Subject | Gender and Birth Month/Year | Race/Ethnicity | Student with disabilities (SD) & English learners (EL) | Learner Status |
|--------|---------|-----------------------------|---------------------|--|--------------------------|
| 1 | Reading | Male Dec-2013 | White, not Hispanic | No, not SD & No, not EL | 100% full-time in person |

Click on the edit button to the right of the student.

| Line # | Fname Lname | Subject | Gender | Race/Ethnicity | Student with disabilities (SD) & English learners (EL) | Participation Status |
|--------|-----------------|---------|--------|--|--|----------------------|
| 17 | Fname16 Lname16 | Reading | Male | American Indian or Alaska Native, not Hispanic | No, not SD & No, not EL | Participating |
| 18 | Fname23 Lname23 | Math | Male | American Indian or Alaska Native, not Hispanic | Yes, IEP & No, not EL | Participating |
| 19 | Fname28 Lname28 | Reading | Female | White, not Hispanic | No, not SD & No, not EL | Participating |
| 20 | Fname8 Lname8 | Math | Female | White, not Hispanic | No, not SD & No, not EL | Participating |

Click on the Not Participating choice under the Participation Status header; scroll down to click on the Student with a Disability Meets (or Met) Participation for the Alternate State Assessment tile or the English Learner Enrolled in U.S. Schools for Less Than One Year Prior to the NAEP Assessment tile; click Continue. Again, the choices might not be visible until you scroll down.

Participation status: Not Participating

Select why student is not participating in the assessment

- Not enrolled at school
 - Withdrawn
 - Graduated
 - Expelled
 - Student deceased
 - Foreign exchange student
- Enrolled but never attends campus
 - Does not attend any academic classes on campus
 - Home schooled and receives limited services on campus
 - Long-term illness/homebound
- Student listed in error
 - Not in selected grade
 - Student listed more than once
- Attends all classes full-time virtually
 - Full-time virtual/remote learner
- Parent refusal
 - Parent notified and refused NAEP testing
- Student refusal
 - Student notified and refused NAEP testing
- School or state refusal
 - School notified and refused NAEP testing
- Student with a disability
 - Meets (or met) participation for the alternate state assessment
- English learner
 - Enrolled in US schools for less than one year prior to the NAEP assessment

Cancel Continue

You will now be navigated to the SD and/or EL Details page. Enter the SD and/or EL details, if that information has not already been entered. Make sure that Do Not Test is selected, along with the reason why the student cannot take the NAEP. Please ensure that this reason matches the reason provided on the previous page. Then, click continue.

SD Details

Select all applicable (IEA) categories, degree of disability, and grade-level performance.
IDEA categories (select all that apply)

| | | | | | | | | | | |
|------------------------------|---|------------------------------|-----------------------------------|-------------------------------|-----------------------|-----------------------|--|---|----------------------------|---|
| Specific learning disability | <input checked="" type="checkbox"/> Intellectual disability | Hearing impairment/ deafness | Autism | Speech or language impairment | Emotional disturbance | Orthopedic impairment | Degree of disability | Grade-level performance in Math | | |
| Traumatic brain injury | Developmental delay (age 9 or younger) | Visual impairment/blindness | Other health impairment (Specify) | Don't know | | | Profound/Severe | At or above grade level | One year below grade level | <input checked="" type="checkbox"/> Two or more years below grade level |
| | | | | | | | <input checked="" type="checkbox"/> Moderate | Not receiving instruction in this subject | Don't know | |
| | | | | | | | Mild | | | |
| | | | | | | | Don't know | | | |

EL Details

Select the student's primary language, years of academic instruction in English, grade-level performance and English proficiencies

Primary Language
 Spanish Other

Years of academic instruction in English

| | | | | | |
|--------------------------------------|------------------|--------------|--------------|---|------------|
| Not receiving instruction in English | Less than 1 year | 1 to 2 years | 2 to 3 years | <input checked="" type="checkbox"/> More than 3 years | Don't know |
|--------------------------------------|------------------|--------------|--------------|---|------------|

English proficiency in reading

| | | | | |
|--|-----------|--------------|----------|------------|
| <input checked="" type="checkbox"/> No Proficiency | Beginning | Intermediate | Advanced | Don't know |
|--|-----------|--------------|----------|------------|

English proficiency in writing

| | | | | |
|--|-----------|--------------|----------|------------|
| <input checked="" type="checkbox"/> No Proficiency | Beginning | Intermediate | Advanced | Don't know |
|--|-----------|--------------|----------|------------|

English proficiency in speaking

| | | | | |
|--|-----------|--------------|----------|------------|
| <input checked="" type="checkbox"/> No Proficiency | Beginning | Intermediate | Advanced | Don't know |
|--|-----------|--------------|----------|------------|

English proficiency in listening

| | | | | |
|--|-----------|--------------|----------|------------|
| <input checked="" type="checkbox"/> No Proficiency | Beginning | Intermediate | Advanced | Don't know |
|--|-----------|--------------|----------|------------|

Select how Ruth Doherty should be assessed on the NAEP Math assessment

With accommodations Without accommodations Do not test

Select why the student cannot take NAEP

State Alternate Assessment Enrolled in U.S. schools for less than one year prior to the NAEP assessment Other Reason

If you select Do Not Test and Other Reason, you will receive a follow-up email or call from Regina Lewis, State Coordinator of NAEP and International Assessments. If you wish to reach out proactively to determine whether this reason is allowable, email Regina.Lewis@maine.gov or call 207-530-1355.

Click save to confirm the information you entered. You should now see Meets (or Met) Participation Criteria for the Alternate Assessment or Enrolled in U.S. Schools for Less Than One Year Prior to the NAEP Assessment in the student's participation status column in the Student Demographic Information tab.

Assessment Logistics

Date Window for Activity: Early December to prior to the assessment window



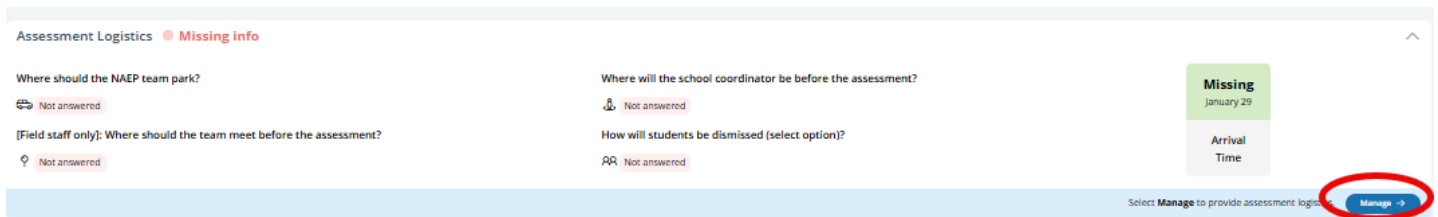
Estimated time to complete this section: 1 hour

Information you will need to complete the steps in this section:

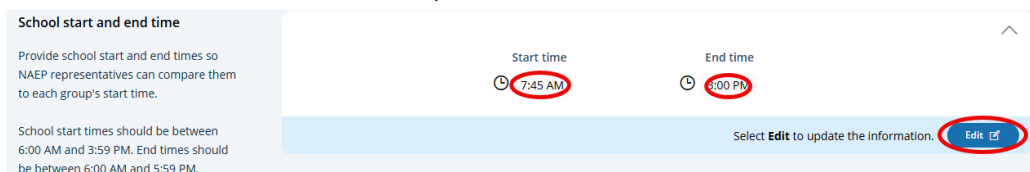
- School start and end times on assessment day, class schedules, and knowledge of what rooms will be in use, and which rooms might be available

Step-by-step directions:

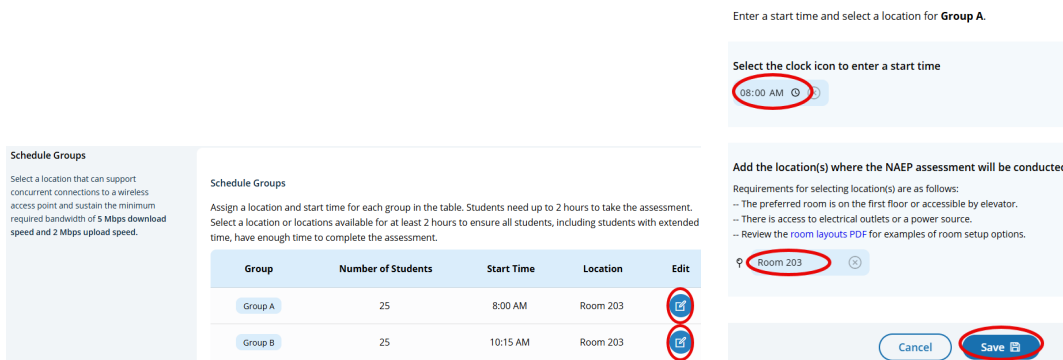
1. Scroll down to the Assessment Logistics section of the NAEP AMS. Then, click Manage.



2. The first school start and end time section asks you to enter the start and end times of the school day on your assessment date. To enter the times, click Edit.



3. Enter the start time and location for each test session in the Schedule Groups section. Click on the Edit button. A pop-up window will appear where you enter the test session start time and location. Enter the information and click Save.



4. After saving the start time and location for the test sessions, you may adjust student assignments to each session, as NCES randomly assigns students to groups (which are displayed in Student Group Details). You may want to change the default setting from viewing only 10 students at a time to viewing all students to help you determine

your student groups. You may also want to drop down the Sort By menu to have students displayed by student name, subject, or accommodations to help make group selections easier.

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) Total: 50
Group B: 25 student(s)

Student Reset

| Line # | Student | Subject | Accommodations | Group |
|--------|-----------------------------|---------|----------------|-------|
| 1 | First name 6, First name 6 | Math | EXT | A |
| 26 | Last name 1, First name 1 | Math | -- | B |
| 2 | Last name 16, First name 16 | Math | EXT, BRK, ... | A |
| 27 | Last name 17, First name 17 | Math | -- | B |
| 3 | Last name 2, First name 2 | Reading | -- | A |

Show: 10 25 **All** of 50 rows

To adjust a student’s group assignment, click on the pencil icon of the student’s row. Then, select the preferred group and click Save.

Edit the group assignment below for **First name 6 First name 6** | F320031
| Line # 1

Assigned Group

Group A Group B

Back Save

Note: If a student receives an accommodation that requires testing in a separate location, your NAEP representative will ask you for details about where and when to test the student during your Assessment Planning Meeting. The NAEP representative will enter the details in the NAEP AMS, and you will be able to view the information about these additional test sessions in the NAEP AMS after the meeting.

5. The remainder of the Assessment Logistics section asks a series of questions about your plans for assessment day. To complete this section, click the Edit button for each question:
 - Do NAEP representatives need to follow any specific health or safety protocols when administering the assessment to students at your school?
 - If Yes, please provide the specific health and safety protocols at your school.
 - Where should the NAEP team park?
 - How are staff notified of school delays or closures?
 - What are the procedures for checking in at the school?
 - Where should the NAEP team meet the school coordinator upon arriving at the school?
 - Where should the NAEP team unload their equipment?
 - What is the school's cell phone, smartwatch, and other electronic device policy during testing?
 - Options: Cell phones, smartwatches, and other electronic devices are not allowed in the testing location; Cell phones, smartwatches, and other electronic devices must be turned off and placed with students' belongings; or there is a no device policy.
 - What is the protocol for restroom breaks?
 - Are school staff available to be in the room during the assessment?

- Who is the contact for emergency situations (name and phone number)?
- Are there any scheduled interruptions (e.g., fire drill)?
- What is the protocol for emergency situations?
- How will Certificates of Community Service be distributed? (grades 8 and 12 only)
 - Options: The school will print certificates for the NAEP team to give to students; the school will print and/or share certificates with students; or the school will not offer certificates.
- How will students be dismissed?
 - Options: Dismiss as a group once the last student has finished (students with extended time or late arrivals will be dismissed later, if needed); or dismiss students as they finish but no earlier than 70 minutes after students begin the assessment.
- Where should students be sent after the assessment?
- How will Extended Time students be dismissed?
- Where can the team meet with the school coordinator after the assessment?

Notify Parents/Guardians

Date Window for Activity: Early December to One Week Prior to the Assessment



Estimated time to complete this section: 1 hour

Documents you will need to complete the steps in this section:

- An electronic version of a template your school or district’s letterhead
- The Maine specific version of the parent/guardian letter or translation downloaded from the Maine DOE [National and International Assessments webpage](#) (located under the NAEP drop-down).

Step-by-step directions:

1. Proceed to the Maine DOE [NAEP and International Assessments webpage](#).
2. Select the National Assessment of Educational Progress dropdown. Scroll down to the heading “parent letters,” and select the version(s) of the letters you will need to send out to the parents of the students selected for the NAEP at your school.
3. Edit the contact information and your school’s deadline for parents/guardians to send a written communication of refusal on behalf of their student. You may set the date for any time; however, it must be least one day before the scheduled assessment date. Next, enter either the principal or school coordinator’s contact information as the person to whom the communication should be sent.
4. Print the version(s) of the letters necessary for the parents/guardians of the selected students. If you need a translation in a language other than those posted on the [National and International Assessments webpage](#), contact the State Coordinator of NAEP and International Assessments, Regina Lewis, at Regina.Lewis@maine.gov or 207-530-1355 as soon as possible with the request. You may also contact Regina Lewis, if you would like to receive a Microsoft Word version of the parent/guardian notification letter.
5. In the Certify Parent/Guardian Notification Section of the NAEP AMS, you will be asked to enter the date you sent the notification (the date cannot be entered in advance) and type in your name to certify that notification is complete. You will also be asked if you notified the parents/guardians of any newly selected students. Click the Edit button in this section to enter this information.

The screenshot shows a web form titled "Certify parent/guardian notification". It contains several input fields and a radio button group. Red circles highlight the following elements:

- The "Date sent" field.
- The "Certify notification" field.
- The "Date notified" field.
- The "NO" radio button in the "Did you notify parents/guardians of newly selected students?" section.
- The "Save" button at the bottom right.

- Finally, in the Parent/Guardian Notification Details section, select the method used to notify parents/guardians and indicate whether you notified the parents/guardians of all students in the sampled grade or sampled students only.

Add New Students

Date Window for Activity: Early January to Three Days Prior to the Assessment Planning Meeting



Estimated time to complete this section: 15-30 minutes

Information you will need to complete the steps in this section:

NAEP requires an update to the list of students enrolled at your school in January of 2026 within the selected NAEP grade(s). The State Coordinator of NAEP and International Assessments, Reigna Lewis, will upload updated student records in the Maine NEO Database during the first week in January to add any students who moved into your school to the list of students who could be selected for NAEP since the October count day. **Please contact the person at your school or district responsible for uploading changes to student records to your student information system to ensure all student enrollment changes are submitted and completely up to date prior to the first week of January.**

Once this upload has been completed, you will receive an automated email alerting you to log into the NAEP AMS to review the updated student list. The Add New Students task will **require you review and approve the updated student list**. Review and approval of the updated students list is due **at least THREE DAYS PRIOR** to the assessment planning meeting scheduled with your NAEP field staff assessment coordinator, but it is recommended that you complete this task as soon as possible.

Step-by-step directions:

- Scroll down to the Add New Students section of the NAEP AMS and click on Manage.

- Scroll down to where it says, "Show: 10 25 All of X rows" under the list of students in the Review Current List tile. Click All to show all students in the list to ensure you do not miss seeing any student in the list.

- Review the list of students in the selected grade. If any students are not on the list that should be listed for the selected grade, click the Add student button. Enter the student's birth month, birth year, first name, last name, and State Student ID. Students who are on the list but who are not enrolled can be designated as ineligible. The student must be selected by changing their status to Ineligible – Not Enrolled at School in the Student Demographic Information page during the Review and Verify List of Students Selected for NAEP task.

Add a new student ✕

Birth month: (circled)

Birth year: (circled)

First name: (circled)

Middle name: (Optional)

Last name: (circled)

New Moldavia Student Identification Number, 10 characters: (circled)

Buttons: (circled)

- Once you have determined the student list is accurate, click the Submit button.

Smith, Frank May-2015

Show: 10 25 **All** of 32 rows

Select **Submit** to finish your review. (circled)

- Review the Check for Duplicate Students section to check for duplicated students. If there are students listed in this section, answer the questions listed for the students.

Check for Duplicate Students

| Original list | Current list | Is this the same student? |
|--|----------------------------------|---|
| Haines, Kaylee Oct-2014 0000384575 | Haynes, Kaylee Aug-2014 -- | <input type="button" value="NOT ANSWERED"/> <input type="button" value="NO"/> <input checked="" type="button" value="YES"/> (circled) |

- If new students are selected to participate in the NAEP, they will be listed in the New Students section. You may click on All New Students to see which new students were selected and which new students were not selected.

New Students

4 new students selected to take NAEP

- Please go to the Provide Student Information section and add missing information for each newly selected student.
- Update the Notify Parents/Guardians section after you notify their parents/guardians about their selection.
- Match new students to their teachers in the Manage Questionnaires page.

| New Students | Birth Month/Year | State Unique Student ID | Status |
|--------------|------------------|-------------------------|--|
| Doe, Jane | Jan-2015 | -- | <input checked="" type="button" value="Selected"/> |
| Ernie, Bert | Jul-2015 | 4569873125 | <input checked="" type="button" value="Selected"/> |

If new students are added, you will need to complete tasks in the other NAEP AMS sections that require individual student information (Provide Student Information: Student Demographic Information and Students with Disabilities and English Learners, Assessment Logistics, and Manage Questionnaires). You must also verify that the student's parents/guardians are notified in the Notify Parents/Guardians section.

Manage Questionnaires

Date Window for Activity: Mid-January to Late January



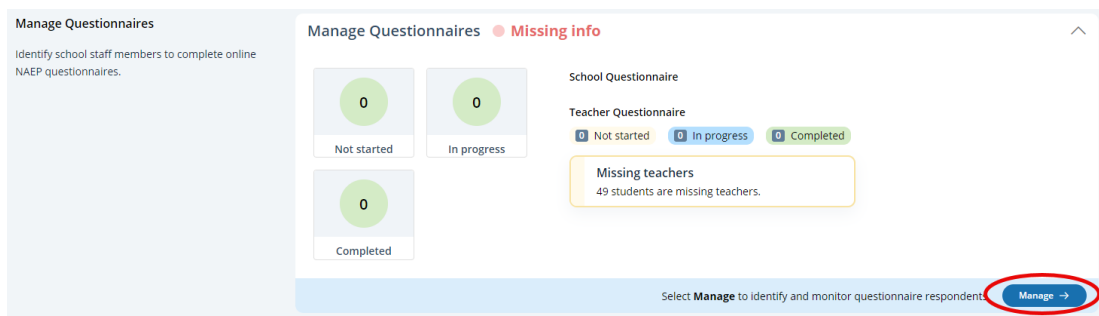
Estimated time to complete this section: one hour


Information you will need to complete the steps in this section:

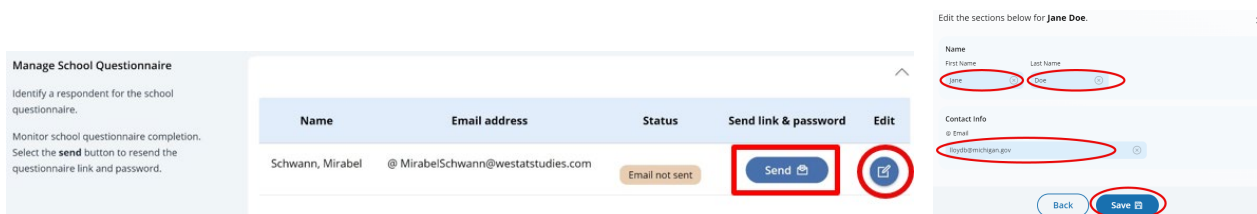
- If you are not the lead administrator for your school, check with your school's lead administrator to determine the name and email address of the school staff who will complete the school survey for the school.
- For grades 4 and 8 only: Student rosters of all math and reading (ELA) classes for the selected grade that includes student names, teacher names, and teacher email addresses


Step-by-step directions:

1. Scroll down to the Manage Questionnaires section of the NAEP AMS. Then, click Manage.

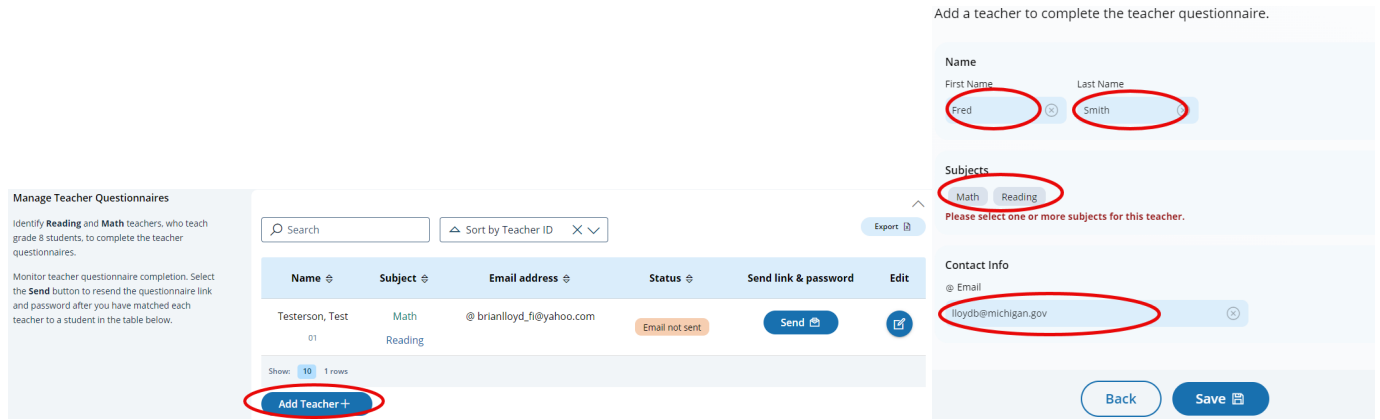


2. The school principal's contact information appears in the Manage School Questionnaire section. You can designate another staff person to complete the optional school survey by clicking on the  icon. When you have the correct name and email address displayed, click Send. The system will send two emails: one with a link to access the questionnaire and the second with an access code that will be required to be entered after the link is clicked.

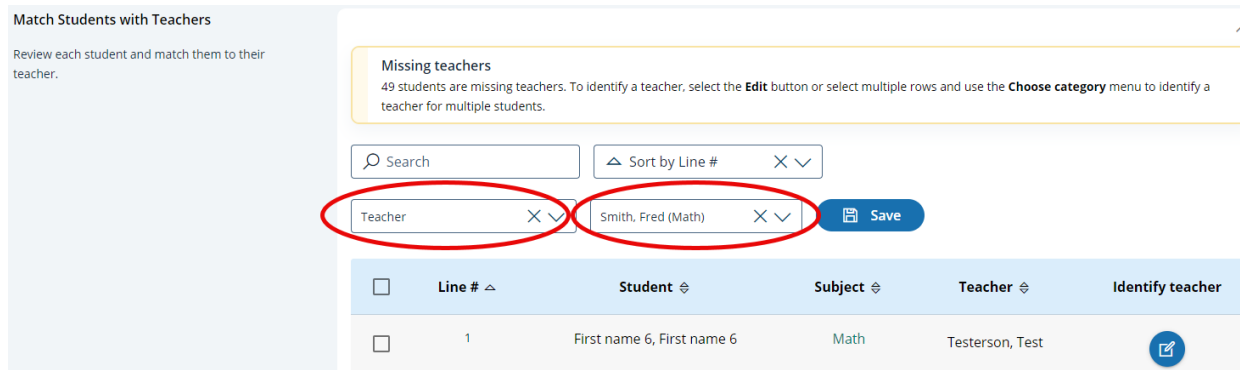


3. **For school selected for grades 4 and 8 only:** In the Manage Teacher Questionnaires section, designate all teachers who teach math and reading (ELA) in your selected grade as students' teacher of record to complete the voluntary teacher surveys by clicking on the  icon to add the teachers' contact information. Enter the first name, last name, the applicable subject(s) for each the teacher (math, reading [ELA], or both), and email address, and then click Save. Repeat this process until you have added all teachers in the selected grade who are teachers of record for

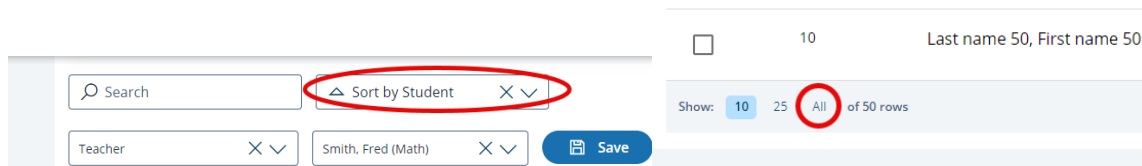
students in your school’s selected grade. Do not click Send until you have matched teachers to students as described below. Responses to the questionnaires are confidential and anonymized. The responses provide context for reporting and interpreting NAEP results and allow researchers to examine factors associated with academic achievement.



4. **For school selected for grades 4 and 8 only:** Match selected students with their teachers by scrolling down to the Match Students with Teachers section. Click the Choose Category drop-down menu to select Teacher; click the drop-down Teacher menu; and click the Save button to select the first teacher on your list.



5. **For school selected for grades 4 and 8 only:** Click the Sort By menu to select Sort by Student or Sort by Subject—whichever may be easier. Scroll down to the bottom of the page to click All to the right of Show, so that the table displays rows for all students. You will need to scroll down to reach the bottom of the table.



6. **For school selected for grades 4 and 8 only:** Click on the checkbox to the left of each student for the selected teacher of record in the subject the student has been assigned, then click the Save button at the top of the table. Repeat this step for all math and reading teachers of record for your school’s selected grade. **There should be no students without an assigned teacher.**

Search Sort by Student

Teacher Smith, Fred (Math) **Save**

| Line # | Student | Subject | Teacher | Identify teach |
|-------------------------------------|--------------------------------|---------|-----------------|---|
| <input checked="" type="checkbox"/> | 1 First name 6, First name 6 | Math | Testerson, Test | <input type="button" value="Identify"/> |
| <input checked="" type="checkbox"/> | 26 Last name 1, First name 1 | Math | Not identified | <input type="button" value="Identify"/> |
| <input checked="" type="checkbox"/> | 2 Last name 16, First name 16 | Math | Not identified | <input type="button" value="Identify"/> |
| <input checked="" type="checkbox"/> | 27 Last name 17, First name 17 | Math | Not identified | <input type="button" value="Identify"/> |
| <input type="checkbox"/> | 3 Last name 2, First name 2 | Reading | Not identified | <input type="button" value="Identify"/> |
| <input checked="" type="checkbox"/> | 28 Last name 21, First name 21 | Math | Not identified | <input type="button" value="Identify"/> |

7. **For school selected for grades 4 and 8 only:** Once you have all teachers of record for reading (ELA) and math in the selected grade assigned to students, click the Send button in each teacher’s row in the Manage Teacher Questionnaires section to send the emails with the questionnaire link and password.

Manage Teacher Questionnaires

Identify **Reading** and **Math** teachers, who teach grade 8 students, to complete the teacher questionnaires.

Monitor teacher questionnaire completion. Select the **Send** button to resend the questionnaire link and password after you have matched each teacher to a student in the table below.

Search Sort by Teacher ID Export

| Name | Subject | Email address | Status | Send link & password | Edit |
|-----------------------|-----------------|-------------------------|----------------|----------------------|---|
| Testerson, Test 01 | Math Reading | @brianloyd_fi@yahoo.com | Email not sent | Send | <input type="button" value="Identify"/> |
| Smith, Fred 02 | Math | @lloyd@michigan.gov | Email not sent | Send | <input type="button" value="Identify"/> |
| Storm, Sue 03 | Reading | @brianloyd01@gmail.com | Email not sent | Send | <input type="button" value="Identify"/> |

Show 10 3 rows

Add Teacher+

8. You will see the status of the questionnaires in the Manage Questionnaires section of your school’s NAEP AMS page. You can resend the emails with the questionnaire link and password by returning to the Manage School Questionnaire or Manage Teacher Questionnaires section and clicking the Send button at any time, as needed. You and the school principal will receive status report emails until all the questionnaires have a status of Completed.

Manage Questionnaires ● **Missing info**

3

Not started

0

In progress

School Questionnaire

1 Not started

Teacher Questionnaire

2 Not started 0 In progress 0 Completed

0

Completed

Support Assessment Activities

Date Window for Activity: Early December to One Week Before Assessment



Estimated time to complete this section: 30 minutes

Background information related to the steps in this section:

The following information will help you to maximize student participation in the NAEP. To meet the statewide 95% participation requirement of the NAEP, the NAEP team must ask to schedule a makeup session at any school with **fewer than 90 percent of the expected students participating in the assessment**. Schools with larger numbers of absent students selected for the NAEP will be prioritized over schools with smaller numbers.

To help students remember their NAEP date, time, and location, Student Appointment Cards are available to print to distribute to students.

To assist with informing teachers about the administration of NAEP and notifying them of which students should be excused from class to participate in the NAEP assessments, the Teacher Notification Letter and/or Listing of Sampled Students can be downloaded from the NAEP AMS, printed, and distributed to teachers.

Step-by-step directions:

1. Scroll down to the Support Assessment Activities section of the NAEP AMS.

Support Assessment Activities

Teacher Notification Letter English Spanish Download ↓

List of Participating Students English Spanish Download ↓

Student Appointment Cards English Spanish Download ↓

2. Click to download the Teacher Notification Letter in English or Spanish to view the automatically generated notification and decide if it will be a useful tool for you. **You are not required to use the Teacher Notification Letter.**

NAEP 2025
TEACHER NOTIFICATION LETTER

Date: 10/25/2024

TO: Teachers of Grade 8 Students
FROM: NAEP representative
SUBJECT: National Assessment of Educational Progress (NAEP)

Thank you for the excellent work that you and your students have invested in learning and achievement. We are pleased that students from your school have been selected to represent thousands of students across our country by participating in the National Assessment of Educational Progress (NAEP) assessment. This assessment monitors what U.S. students know and can do in key subject areas at the elementary, middle, and high school levels. Since 1969, NAEP has provided U.S. educators and the public with reliable profiles of student achievement. This is possible because of dedicated teachers like you who support and participate in this assessment. Please take note of the attached lists, which contain the names of the selected students and their group. It is critical to the results of the study that all students selected for NAEP attend the correct group on time. We appreciate your assistance.

Each NAEP assessment group will take 2 hours, including transition time and directions. The groups are scheduled as follows:

| GROUP | DATE | TIME | LOCATION |
|---------|----------------------------|----------|----------|
| Group A | Tuesday, February 11, 2025 | 8:00 AM | Room 203 |
| Group B | Tuesday, February 11, 2025 | 10:15 AM | Room 203 |

Please contact your school's NAEP coordinator for additional information about the assessment. For additional information, sample questions, NAEP publications, and classroom data tools, visit the NAEP website <http://nces.ed.gov/nationsreportcard>.





We look forward to working with you. Thank you, again, for helping us show the world the achievement of our nation's students by your support of NAEP - The Nation's Report Card.

3. Click to download the List of Participating Students. This is the final list of students expected to participate in the NAEP on assessment day. You can give the List of Participating Students to teachers to inform them of which students will participate in the NAEP. The Homeroom column will only have information if that data was included in the student list submitted to NCES for sampling.

| NAEP 2025 List of Participating Students | |
|--|-----------|
| School Name: | School 10 |
| Group: | A |
| Assessment Location: | Library |
| Assessment Time: | 09:00 |
| Student Name | Homeroom |
| First name 6, First name 6 | |
| Last name 1, First name 1 | |
| Last name 16, First name 16 | |
| Last name 17, First name 17 | |
| Last name 2, First name 2 | |
| Last name 21, First name 21 | |
| Last name 22, First name 22 | |
| Last name 28, First name 28 | |

- Click to download Student Appointment Cards in English or Spanish. If you choose to print the student appointment cards, they will print out with six appointment cards per page. The location, time, and cell phone policy you selected in Assessment Logistics are included on the appointment cards. These appointment cards can be used as hall passes to and from the NAEP testing location, if hall passes are required.

Example:

| | |
|--|--|
| <p>Appointment for</p> <p> First name 6, First name 6</p> <p>on</p> <p>Tuesday, February 11, 2025</p> <p>Please go to Room 203 at 8:00 AM</p> <p>Bring the earbuds or headphones you use with your device to use when completing the assessment.</p> <p>If necessary, bring your device fully charged and the power cord.</p> <p>Cell phone and other electronics policy: Cell phones, smartwatches, and other electronic devices must be turned off and placed with your belongings.</p> <p>You can bring a book to read if you finish early.</p> <p>Group: A</p> | <p>Appointment for</p> <p> Last name 16, First name 16</p> <p>on</p> <p>Tuesday, February 11, 2025</p> <p>Please go to Room 203 at 8:00 AM</p> <p>Bring the earbuds or headphones you use with your device to use when completing the assessment.</p> <p>If necessary, bring your device fully charged and the power cord.</p> <p>Cell phone and other electronics policy: Cell phones, smartwatches, and other electronic devices must be turned off and placed with your belongings.</p> <p>You can bring a book to read if you finish early.</p> <p>Group: A</p> |
| <p>Appointment for</p> <p> Last name 2, First name 2</p> <p>on</p> <p>Tuesday, February 11, 2025</p> <p>Please go to Room 203 at 8:00 AM</p> <p>Bring the earbuds or headphones you use with your device to use when completing the assessment.</p> <p>If necessary, bring your device fully charged and the power cord.</p> <p>Cell phone and other electronics policy: Cell phones, smartwatches, and other electronic devices must be turned off and placed with your belongings.</p> <p>You can bring a book to read if you finish early.</p> <p>Group: A</p> | <p>Appointment for</p> <p> Last name 22, First name 22</p> <p>on</p> <p>Tuesday, February 11, 2025</p> <p>Please go to Room 203 at 8:00 AM</p> <p>Bring the earbuds or headphones you use with your device to use when completing the assessment.</p> <p>If necessary, bring your device fully charged and the power cord.</p> <p>Cell phone and other electronics policy: Cell phones, smartwatches, and other electronic devices must be turned off and placed with your belongings.</p> <p>You can bring a book to read if you finish early.</p> <p>Group: A</p> |

Additional Before, During, and After Assessment Day Information

Before the Assessment

- Approximately one week before the assessment, your NAEP representative will remind you to access the Support Assessment Activities section and to distribute these materials to teachers as needed:
 - Teacher Notification Letter
 - List of Sampled Students
 - Student Appointment Cards
- NAEP representatives will arrive 90 minutes before the scheduled assessment.
- The State Coordinator of National and International Assessments, Regina Lewis, may accompany the NAEP representatives to observe the assessment as a measure of technical assistance and quality assurance. Regina Lewis will notify the school principal and the NAEP representatives in advance.
- NAEP representatives will park and follow the instructions provided in Assessment Logistics. NAEP representatives will wear NAEP identification badges and adhere to the school policies regarding checking in.
- NAEP representatives will be responsible for preparing the assigned testing room(s) for the assessment.
- If you would like your students to experience a sample NAEP assessment prior to your school's assessment date, the NAEP Questions Tool (<https://www.nationsreportcard.gov/nqt/searchquestions>) allows you to create sample tests for students using questions that have been administered in previous NAEP years. If interested, please contact the State Coordinator of NAEP and International Assessments, Regina Lewis, at Regina.Lewis@maine.gov for step-by-step instructions on how to use this tool.

During the Assessment

- NAEP representatives will ask any school staff remaining in the testing room to sign an Affidavit of Nondisclosure to ensure the NAEP assessment is kept secure.
- NAEP representatives are asked to adhere to the session scripts—verbatim—to ensure the uniform administration of NAEP across schools and states.
- NAEP representatives will follow the policies for student cell phones, emergencies, etc., as entered in Assessment Logistics.

After the Assessment

- Your NAEP representative will meet with you briefly to ask for your feedback about assessment day and to store NAEP materials that include student names in a secure location. Please keep the NAEP materials in a secure place at your school until the end of the school year, and then destroy the NAEP materials in a secure manner. Questions regarding how to destroy secure materials can be sent to Regina.Lewis@maine.gov.