



## Description of NAEP 2019 Assessment Coordinator Assignment

### **NAEP 2019**

For NAEP 2019 we are planning to assess approximately 1 million students in approximately 20,000 schools. NAEP 2019 will include

- digitally based assessments of operational reading, mathematics, and science in grades 4, 8, and 12;
- paper based assessments of operational reading and mathematics in grade 12 and science in grades 4, 8, and 12;
- digitally based assessments of pilot reading and mathematics in grades 4 and 8; and
- interesting special studies.

### **Assessment Coordinator Assignments**

Assessment coordinators will have an assignment of 18–20 schools (public and private) participating in digitally and/or paper-based assessments and a team of 2-4 assessment administrators (AAs).

### **NAEP 2018 Assessment Coordinator Calendar of Events**

Time Period	Activities
Early November 2018	<ul style="list-style-type: none"> <li>▪ Receive training tablet, manual, and home study materials</li> <li>▪ Review home study materials before completing distance training</li> </ul>
Mid-November 2018	<ul style="list-style-type: none"> <li>▪ Complete distance training during a three-day window as assigned</li> </ul>
December 1–5 2 OR December 7–11, 2018	<ul style="list-style-type: none"> <li>▪ Attend 5-day AC training (assigned by state) at the Hyatt Regency Orlando, during one of these two time periods</li> </ul>
End of AC training – December 21, 2018	<ul style="list-style-type: none"> <li>▪ Contact schools to discuss electronic preassessment activities and schedule the preassessment review call</li> </ul>
January 2–25, 2019	<ul style="list-style-type: none"> <li>▪ Receive session materials from Pearson and Westat</li> <li>▪ Work with schools on electronic preassessment activities</li> <li>▪ Conduct preassessment review calls</li> <li>▪ Conduct first meeting with AAs</li> </ul>
January 28–March 8, 2019	<ul style="list-style-type: none"> <li>▪ Oversee assessment activities</li> <li>▪ Conduct quality control activities</li> <li>▪ Upload or ship completed assessments</li> <li>▪ Update NAEP systems</li> <li>▪ Send completed School Folders to your supervisor</li> <li>▪ Report to your supervisor</li> <li>▪ Provide performance information for AA evaluations</li> <li>▪ Complete AC debriefing survey</li> </ul>
March 11–13, 2019	<ul style="list-style-type: none"> <li>▪ Ensure all system entries are complete</li> <li>▪ Account for all session materials</li> <li>▪ Return materials and tablets</li> </ul>

### **Next Steps**

If you are interested in returning to NAEP and available during the relevant time period (see Assessment Coordinator Calendar of Events above), please exit this document and complete the Interest and Availability Form and your application **as soon as possible**.

ACs who are hired and successfully complete their assignment will receive a special completion **bonus** at the end of the study.

**Please note** that we are trying to gauge the availability and interest of experienced staff. Indicating that you are interested and available does not guarantee a position for NAEP 2019. If you are selected for NAEP 2019, your hiring paperwork will be sent to you during the summer and you will be contacted in the early fall to discuss your assignment.

If you have any questions, contact the NAEP Recruitment Center at [NAEPrecruit@westat.com](mailto:NAEPrecruit@westat.com) or 1-888-237-8036.