

## Directions for Completing On-line Questionnaires

This year, you have the option to complete the questionnaires on-line. (If you complete the questionnaire on-line, **do not** complete the paper copy.)

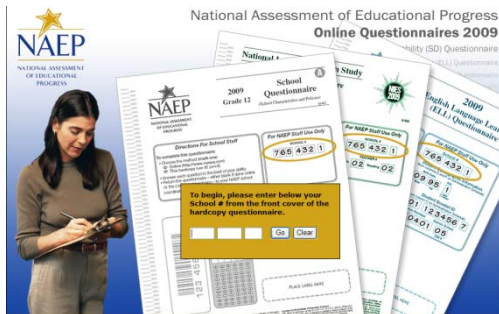
These on-line questionnaires have been designed to make completion of the questionnaires more accurate. Use of the on-line questionnaires during the field test in 2008 was reported to reduce the time required for the pre-assessment.

Originally, the Student with Disability (SD) and English Language Learners (ELL) questionnaires were used for determining the accommodation required. Now, the information from these questionnaires has many more uses. Specifically, this information was used in the Measuring the Status and Change of NAEP State Inclusion Rates for Students with Disabilities report as well as in determination of full-population estimates for NAEP scores. Therefore, it is critical that every question be answered accurately.

The on-line versions of all questionnaires can be accessed at [www.naepq.com](http://www.naepq.com). You will need the paper copy of the questionnaire because it contains the necessary identification numbers.

If you have questions about the numbers recorded on the questionnaire, contact your NAEP field representative. If you have questions about completion of the questions in the questionnaires, contact Vickie Baker, NAEP State Coordinator ([vbaker@access.k12.wv.us](mailto:vbaker@access.k12.wv.us)).

## Beginning the questionnaire



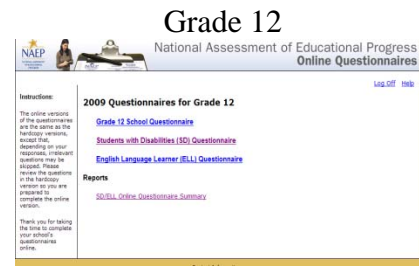
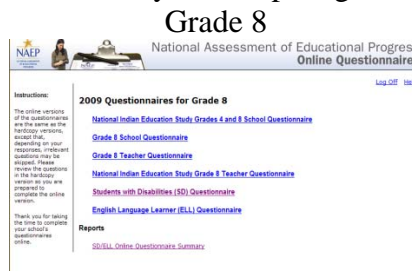
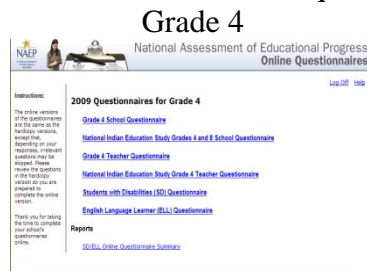
The website to access the questionnaires is <http://www.naepq.com>. (Notice the q after naep.)

Each page of the on-line questionnaire shows you which numbers to enter by circling the location of the information on the paper copy in the background.

Enter your school code. If your school was sampled for two grade levels, you will have two school codes.

Click GO.

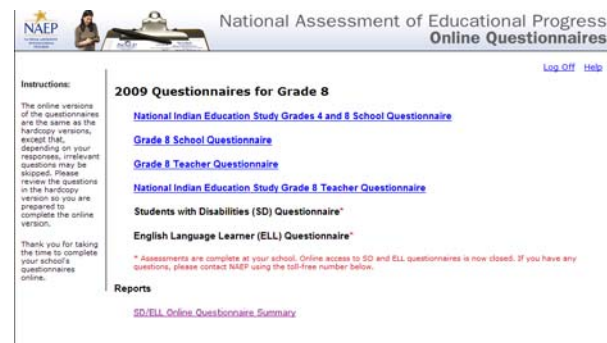
You will see the list of questionnaires for your sampled grade.



**Note:** On the School questionnaires, there is a question about public charter schools. West Virginia does not have any charter schools. Please make sure that question is answered correctly.

Select the questionnaire you are completing.

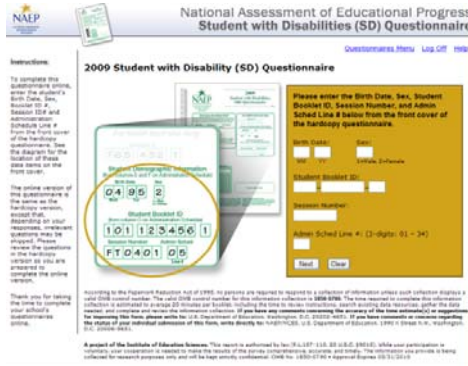
You can update Students with Disabilities (SD) and English Language Learner (ELL) questionnaires until the assessment for your school is recorded as complete. Below is a screen shot of the questionnaire list when the assessment is recorded as Complete.



Make sure you update the questionnaires to reflect the assessment. If changes need to be made based on the pre-assessment visit, make the changes on-line. Make the change immediately so that it is not forgotten or buried with the many other tasks necessary to have school.

We need the information to be as accurate as possible to make the full-population estimates and other reports accurately reflect West Virginia's students.

## Completing SD questionnaires

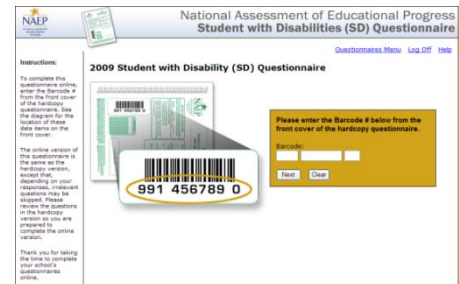


Notice the information on the paper copy of the questionnaires is in the same order as the on-line questionnaire.

Enter the information as written on the questionnaire.

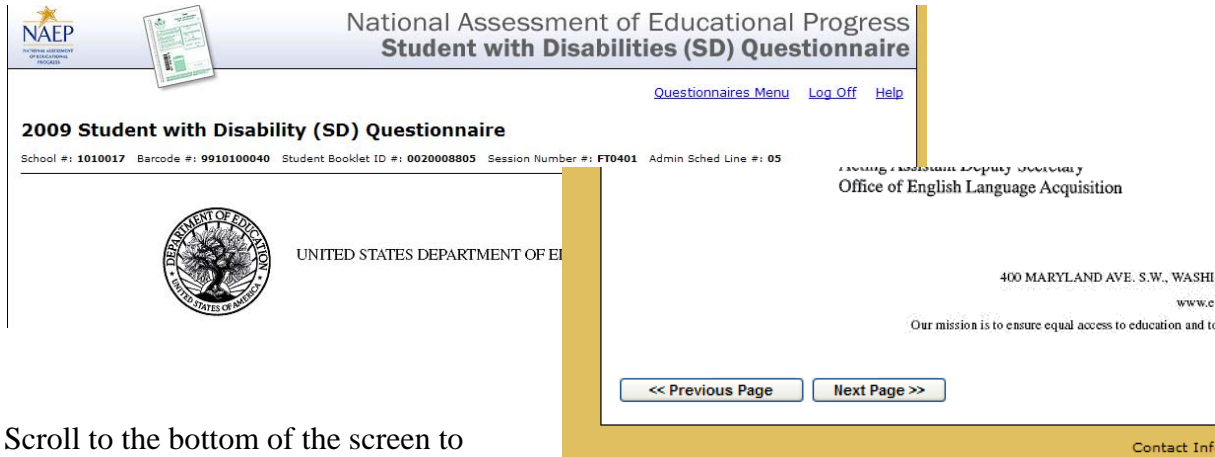
Click Next.

Next you will need the bar code printed on the questionnaire.



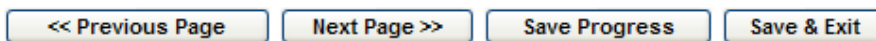
Click Next.

The questionnaire opens with a letter from the United States Department of Education.



Scroll to the bottom of the screen to proceed into the questionnaire.

From this point, you will have four options.



Notice you can go back to Previous Page to make changes, if necessary.

Click on Next Page button to go to the next question without saving your work.

Click Save Progress to save the answers completed so far. Then continue to the next page.

Click Save & Exit to save the answers completed so far and exit the questionnaire.

### Question 1

National Assessment of Educational Progress  
Student with Disabilities (SD) Questionnaire

2009 Student with Disability (SD) Questionnaire

School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020008805 Session Number #: FT0401 Admin Sched Line #: 05

GENERAL DIRECTIONS FOR COMPLETING THIS QUESTIONNAIRE

The student named on the front cover of this questionnaire has been selected to participate in Educational Progress (NAEP) and has been identified as a student with disabilities (SD). NAEP:

- students with an Individualized Educational Program (IEP), for reasons other than being
- students with a Section 504 Plan.

Please answer the following questions about this student and return the blank hardcopy coordinator. Refer to *A Guide for Completing the Student with Disabilities (SD) and Eng Questionnaires* for additional information about how to complete this questionnaire.

1. Why is this student classified as SD? (Select **one** circle.)

This student has a disability and has an IEP.

This student has a Section 504 Plan.

This student has a disability, but the student's IEP or Section 504 Plan is in process and/or

This student does not have an IEP or Section 504 plan, but requires an accommodation to

This student has an IEP because he/she is classified as gifted and talented.

This student no longer has an IEP or Section 504 Plan.

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Remember these questionnaires are used nationwide. Refer to the State-Specific Guidelines provided to the school coordinator in the pre-assessment packet. Some options are irrelevant for West Virginia.

National Assessment of Educational Progress  
Student with Disabilities (SD) Questionnaire

2009 Student with Disability (SD) Questionnaire

School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020008805 Session Number #: FT0401 Admin Sched Line #: 05

For NAEP, each student takes the assessment in only one subject. The subject this student has been selected to take is identified on the front cover in the box labeled "Directions for School Staff." Refer to this subject when answering the questions below.

If the subject is reading or mathematics, refer to the state assessment used for reporting adequate yearly progress under No Child Left Behind. If the subject is not reading or mathematics, refer to the state assessment, if available; otherwise, refer to local testing or instructional practice when answering Questions 3-6.

2. This student has been selected to take the NAEP assessment in (refer to front cover and select one subject circle below).

Reading

Mathematics

Science

U.S. history, or geography, or civics

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### Question 2

This question is very important to the rest of the questions. **Every question should be answered based on the accommodations the student will receive on WESTEST 2 in the subject marked here.**

2009 Student with Disability (SD) Questionnaire

School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020008805 Session Number #: FT0401 Admin Sched Line #: 05

**Mathematics**

DIRECTIONS. The decision tree below illustrates the steps in determining how to include this student in NAEP. By answering the questions that follow, you will provide the information needed to make this determination.

SD DECISION TREE

How does this student participate in your state academic assessment in the NAEP subject that the student has been selected to take as identified in the subject marked above?

A Takes the regular academic assessment with no accommodations

B Takes the regular academic assessment with accommodations

C Takes an alternate or modified assessment

Assess the student on NAEP with no accommodations

Determine whether the accommodations that this student needs are allowed on NAEP

Determine if this student can be included on NAEP

3. How does the student participate in your state academic assessment in **Mathematics**? (Select one circle.)

This student takes the regular academic assessment in this subject **with no accommodations**.

This student takes the regular academic assessment in this subject **with accommodations**.

This student takes an **alternate or modified** state academic assessment in this subject.

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### Question 3

Choose the option that describes how students are assessed on WESTEST 2 for the subject noted at the top. This example is Mathematics.

Your selection will determine the next question you will answer.

One advantage of using the on-line questionnaire is that skip patterns are

automatically followed based on the answers marked in the questionnaire.

*Question 4*

You will see this question only if you marked the middle choice.

Notice the on-line question indicates if the accommodation is available on the NAEP assessment.

**2009 Student with Disability (SD) Questionnaire**  
 School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020008805 Session Number #: FT0401 Admin Sched Line #: 05

**Mathematics**

4. Select each accommodation that this student receives on your state assessment in Mathematics.

On state assessment in Mathematics, this student:	Accommodations allowed on NAEP (only if received on state assessment)	If allowed on NAEP, who provides accommodation?
<b>Presentation Format</b>		
<input type="checkbox"/> Has directions read aloud/repeated in English or receives assistance to understand directions	Yes Standard NAEP practice	NAEP provides
<input type="checkbox"/> Has directions <b>only</b> signed	Yes	School provides
<input type="checkbox"/> Has test items signed	Yes	School provides
<input type="checkbox"/> Has <b>occasional</b> words or phrases read aloud	Yes	NAEP provides
<input type="checkbox"/> Has <b>all or most</b> of the test materials read aloud	Yes	NAEP provides
<input type="checkbox"/> Uses a Braille version of the test	Yes	NAEP provides
<input type="checkbox"/> Uses a large print version of the test	Yes	NAEP provides
<input type="checkbox"/> Uses magnifying equipment	Yes	School provides
<b>Response Format</b>		
<input type="checkbox"/> Responds in sign language	Yes	School provides
<input type="checkbox"/> Uses a Braille typewriter to respond	Yes	School provides
<input type="checkbox"/> Points to answers or responds orally to a scribe	Yes	School provides
<input type="checkbox"/> Tape records answers	No	NA
<input type="checkbox"/> Uses a computer or typewriter to respond	Yes Spell/grammar check not allowed	School provides
<input type="checkbox"/> Uses a template to respond	Yes	School provides
<input type="checkbox"/> Uses a large marking pen or special writing tool	Yes	School provides
<input type="checkbox"/> Writes directly in the test booklet	Yes Standard NAEP practice	NA
<b>Setting Format</b>		
<input type="checkbox"/> Takes the test in a small group	Yes	NAEP provides staff to conduct small group sessions after regular sessions. NAEP provides staff to conduct one-on-one sessions

All SD questionnaires end with the same three questions. These questions are critical for the reporting that is done on full-population estimate and determining the predicted inclusion rate for West Virginia. Data must be complete and accurate.

**2009 Student with Disability (SD) Questionnaire**  
 School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020008805 Session Number #: FT0401 Admin Sched Line #: 05

7. Which of the following IDEA categories describe

- Specific learning disability
- Hearing impairment/deafness
- Visual impairment/blindness
- Speech or language impairment
- Mental retardation
- Emotional disturbance
- Orthopedic impairment
- Traumatic brain injury
- Autism
- Developmental delay (age 9 or younger)
- Other health impairment
- Other (specify)

**2009 Student with Disability (SD) Questionnaire**  
 School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020008805 Session Number #: FT0401 Admin Sched Line #: 05

**Mathematics**

8. What is the degree of this student's disability(ies)?

- Profound/Severe
- Moderate
- Mild

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**2009 Student with Disability (SD) Questionnaire**

School #: 1010017 Barcode #: 9910100040 Student Booklet ID #: 0020000805 Session Number #: FT0401 Admin Sched Line #: 05

**Mathematics**

9. At what grade level does this student perform in **Mathematics**?

- This student performs at or above grade level.
- This student performs one year below grade level.
- This student performs two or more years below grade level.
- This student is currently not receiving instruction in this subject.
- I don't know.

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## Printing the Summary of the SD/ELL Questionnaires For the Pre-Assessment Visit

On the morning of the pre-assessment visit (or after all questionnaires are completed), the school coordinator will need to print the SD/ELL Online Questionnaire Summary. The link to this report is at the bottom of the questionnaire list.

**2009 Questionnaires for Grade 8**

- [National Indian Education Study Grades 4 and 8 School Questionnaire](#)
- [Grade 8 School Questionnaire](#)
- [Grade 8 Teacher Questionnaire](#)
- [National Indian Education Study Grade 8 Teacher Questionnaire](#)
- [Students with Disabilities \(SD\) Questionnaire](#)
- [English Language Learner \(ELL\) Questionnaire](#)

**Reports**

- [SD/ELL Online Questionnaire Summary](#)

Your report will look like the one below.

[How To Print](#)   Select a format to print   Export

### SD/ELL Online Questionnaire Summary

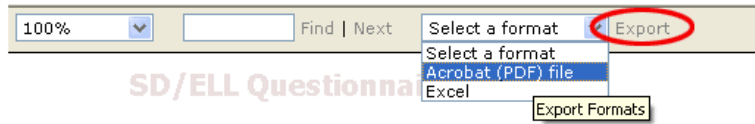
School Name: \_\_\_\_\_  
NAEP ID Number: 1010017

Session#/ Line#	Student Booklet ID Number	Subject	SD/ ELL	Q3-How does student participate in state test? A=Without Accom.	Q4-What accommodations does student receive on state test in assigned NAEP subject?	Q5-Are accommodations student receives allowed on NAEP? A=Yes B=No, assess w/allowed accom. C=No, do not assess	Q6-Could student participate with only NAEP permitted accommodations? A=Yes(list accommodations) B=No, do not assess
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The How To Print link takes you to directions on printing.

Formatted printing with pagination is best done by first exporting the report as either Adobe Acrobat PDF or Microsoft Excel format. Follow these steps:

1. Select a format, either PDF or Excel, from the dropdown menu.



2. Click the "Export" link.

3. Select File>Print from the menu of the application that opens the file.



Once you click the Export link, you will be prompted to save the report.

