



## NAEP2026: FAQs on the Assessment Planning Tasks

If you have any questions or need assistance with, please contact Jenny Cain, NAEP State Coordinator, at [Jennifer.cain@state.mn.us](mailto:Jennifer.cain@state.mn.us) or 651-582-8218.

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## Manage Team

**If I am the school coordinator and I am doing all the preassessment activities, do I need to add my name to the optional school team roles?**

No, the school coordinator role has full access to the AMS, including completing all preassessment activities. So, if you are the school coordinator and are planning on completing all the preassessment activities, you do not need to add yourself to one of the optional roles. The optional school team roles (SD/EL Specialist, Student Information Specialist, and Technology Coordinator) are only if you want to delegate those preassessment activities to a colleague.

**For the School Coordinator - you mentioned that that person has to be there the day of testing, but they can also delegate to someone else. Can we delegate the "there day of testing" to someone else?**

The School Coordinator should plan to be onsite on the assessment day as they will need to be available to check in with the NAEP representatives.

If the School Coordinator is not able to be onsite, then the School Coordinator should inform the NAEP representative of this and provide the name and contact information of a school staff member who will assume the school coordinator responsibilities for the assessment day. In addition, the School Coordinator should invite that staff member to the Assessment Planning Meeting, so they are familiar with the assessment plan. The staff member does not need access to the AMS.

## Assessment Planning Meeting

**What should the school coordinator have ready before the Assessment Planning Meeting?**

It is strongly recommended that the following preassessment activities be completed at least three days before the Assessment Planning Meeting: Provide Student Information (both the Student Demographic Information tab and the Students with Disabilities (SD) & English Learners (EL) tab); Add New Students; Assessment Logistics; Technical Logistics [*SCHOOL DEVICE MODEL ONLY*]; and Manage Questionnaires.

## Provide Student Information: Student Demographic Information

**If a student cannot participate, is another student added to the sample?**

No. NAEP does not add students to the sample to fill spots of students who cannot participate. NAEP will only add students to the sample if they identify newly enrolled students during the Add New Students activity.

Once you have completed the Add New Students activity, NAEP will not add students to the sample.

### **Does NAEP remove students from the sample?**

No, NAEP does not remove students from the sample list. If a student cannot participate, you update their participation status, and the student will remain on the sample list.

The sample list is available in the **Student Demographic Information** tab of the ***Provide Student Information*** tile. If you want to see a list of participating students, you can download the “List of Participating Students” PDF that is available in the ***Support Assessment Activities*** tile. In addition, the student list that appears in the ***Manage Questionnaires*** tile and the ***Assessment Logistics*** tile only contains students with a participation status of “Participating”.

### **What if a student in the sample has withdrawn from the school?**

If a student has withdrawn and is no longer enrolled at the school, you should update the student’s participation status to “Not Participating”. Then for the reason why the student is not participating select “Not enrolled at school”.

### **What if a student in the sample only receives limited services at my school and is enrolled full-time at another K-12 school?**

If a student on the list is enrolled at another K-12 school (public, charter, private, or home school) and is only receiving limited services from your school, then you should update the student’s participation status to “Not Participating”. Then for the reason why the student is not participating select “Enrolled but never attends campus.”

### **What if a student in the sample is a PSEO student?**

If a student is enrolled in PSEO for 50% or more of instruction time, then you should update the student’s participation status to “Not Participating”. Then for the reason why the student is not participating select “Enrolled but never attends campus”.

### **What if a student in the sample takes the state’s alternate assessments (MTAS/Alt MCA)?**

If a student has a student with disabilities (SD) status of “Yes, IEP” and takes the state alternate assessment (MTAS or Alt MCA) or meets (or met) the requirements for participation on the state alternate assessments, then you should update the student’s participation status to “Not Participating”. Then for the reason why the student is not participating select “student with a disability”.

### **What if a student in the sample is new to country?**

If a student has the English learner (EL) status of “Yes, EL” and has not been enrolled in a U.S. school for one (1) full academic year prior to the 2025-26 school year, then you should update the student’s participation status to “Not Participating”. Then for the reason why the student is not participating select “English learner”.

### **What if a student in the sample has a parent refusal for all standardized testing?**

The student's participation status should remain as "Participating" and you should notify the parents/guardians using the state-specific parent/guardian notification letter. You should not update the student's participation status until you have received a refusal that is specific to NAEP. This is because the statewide assessment refusal form does not contain information about NAEP, so it cannot be applied to the NAEP assessments.

### **What if a student in the sample has a 504 Plan?**

Students who have a 504 Plan will have a SD status of "No, not SD". You can update their SD status to "Yes, 504" only if the student needs accommodations to participate in NAEP. If the student does not need accommodations for NAEP, then the student should be "No, not SD".

## **Provide Student Information: Students with Disabilities (SD) & English Learners (EL)**

### **What students appear in this section?**

The list within the **Students with Disabilities (SD) & English Learners (EL)** tab only contains students with an EL status of "Yes, EL" and/or a SD status of "Yes, IEP" and "Yes, 504".

### **What accommodations does NAEP provide and allow?**

The NAEP Inclusion Policy for Students with Disabilities and the NAEP Inclusion Policy for English Learners provides descriptions of the Universal Design Elements and Accommodations provided and allowed on NAEP.

The Inclusion Policies can be found under the "Review additional resources" menu within the ***Provide Student Information*** tile.

If you have any questions about the Inclusion Policies or accommodations, please contact Jenny Cain, NAEP State Coordinator, at [Jennifer.cain@state.mn.us](mailto:Jennifer.cain@state.mn.us) or 651-582-8218.

### **Does NAEP allow small group testing accommodations?**

Yes, NAEP provides a small group accommodation. It is called "Separate Location/Small Group", and it allows a student to be tested in separate location to meet testing needs.

Please note that NAEP does not have a defined cap on group size for this accommodation.

### **Does NAEP allow half- or double-time accommodations?**

NAEP does provide an extended time accommodation which gives the students up to three times (3X) the allotted time to complete the assessment. Please keep in mind that the NAEP assessment gives students up to

60 minutes of subject-matter content, so it is much shorter than the state assessments. The student must take the NAEP assessment in one school day and in one seating, with the accommodations of extended time and breaks during testing, if needed.

### **What if a student requires an accommodation not included in the list?**

If a student requires an accommodation that is not included in the Inclusion Policy, please contact Jenny Cain, NAEP State Coordinator, at [Jennifer.cain@state.mn.us](mailto:Jennifer.cain@state.mn.us) or 651-582-8218.

## **Add New Students**

### **When is the best time to complete this activity?**

It will be best if you complete this activity in the first two weeks of January and the earlier the better. It must be completed at least 3 days before your scheduled Assessment Planning Meeting.

### **Do we need to upload a new roster even if we do not have new students enrolled?**

Yes, you will still need to complete this activity even if you do not have any new students enrolled. Please keep in mind that NAEP is administered cross the nation, so the preassessment activities have been standardized to meet the needs of the majority of schools.

### **What should be included in the upload?**

The uploaded Excel file needs to have a list of all students currently enrolled in the selected grade at the school. The list should be current as of January 2, 2026.

The only variables required are the student's first name, student's last name, month of birth, and year of birth. The optional variables are student middle name and state unique student ID (which should be the 13-digit MARSS number of state student identification number)

### **Recommendations for Uploading the List**

During Step 2 of the upload process, you will upload the file. After you upload the file and before moving on to mapping (Step 3), deselect the "Use existing mapping" box. It is recommended that you do not use the existing mapping.

After deselecting the "Use existing mapping" box, click the blue "Continue to mapping" to move onto Step 3.

## Assessment Logistics

### **If using NAEP Devices, can we administer the assessment to the full sample at one time?**

No. The NAEP team is only given 25 student devices, so they can only administer the assessment to 25 students at one time. Because of this, the student sample has been randomly split into two different groups and the groups will have to be administered at two different times.

### **What are the requirements of the room? Do we need to prepare two different rooms, one for each subject or one for each group?**

NAEP will need at least one room reserved for the full school day. Only one room is needed because the NAEP subjects can be administered during the same sessions. The testing room should have

- Enough space for 25 students to fit comfortably. NAEP does not have minimum distance requirements for between students.
- Flat surfaces (tables or desks) and chairs. NAEP does not require the tables/desks to all face the same direction.
- Easy access to electrical outlets and be on the ground floor or accessible by elevator or ramp.

The NAEP team is very flexible and will make any room that is available work and will switch rooms between groups, if necessary.

Please note that additional rooms may be needed to provide accommodations.

### **Can accommodation groups be set to start at the same time as the regular groups?**

For the NAEP device administrative model: Yes, if the total number of students testing does not exceed 25.

For the school device administrative model: Yes, if the number of students testing aligns with the schedule option you selected.

For all schools, NAEP representatives will proctor each group, including any scheduled accommodation groups, and enough NAEP representative will be provided.

### **Can students receiving extended time be in the regular group?**

Yes, students receiving the extended time accommodation can be in the regular group. NAEP recommends that any student receiving the extended time accommodation be put in the first session, so the student has enough time to complete the assessment.



### **Do I have to prepare the room before the assessment day, similar to the MCAs?**

No, you do not need to prepare the room before the assessment day. The NAEP team will take care of getting the room ready the morning of the assessment. If needed, they will rearrange furniture and cover up/remove any posters or instructional materials on the walls. After the assessment, they will return the room the way they found it.

### **For NAEP testing, do the students launch the devices to the app similar to the MCA testing?**

If using NAEP devices, the NAEP team will set up the devices, including launching the NAEP App.

If using school devices, the school will decide how the devices should be set up. The first option is the school devices are in the testing room when the NAEP team arrives. The team will set up the devices, including launching the NAEP App. The second option is the students bring the devices with them to the testing room. The NAEP team will provide instructions on how to launch the NAEP App and assist the students, as needed.

### **Students require 2 hours to complete the assessment, can we split the session?**

No, students must complete the NAEP assessment in one sitting during one school day.

The student is given 2 30-minute blocks of subject-matter content and then they take a 10-minute survey questionnaire. The assessment is designed so the student can move at their own pace, meaning the student does not need permission to move to the next block.

### **How does NAEP dismiss students? What can the students who finish early do?**

For dismissal options, the school can decide to either dismiss as a group (all students will be dismissed once the last student has finished, excluding students with extended time or late arrivals) or dismiss students as they finish (but no earlier than 70 minutes after the assessment begin).

For students who finish early or before the 70-minute mark, they can either read, work on schoolwork, or sit quietly. They are not allowed to use technology, including the school devices.

Note: NAEP requires that students remain in the testing room for at least 70 minutes after beginning the assessment. This is to help encourage students to try their best and deter them from just clicking through the assessment. The students are told about this requirement during the verbal directions they receive from the NAEP team.

## **Technical Logistics *[SCHOOL DEVICE MODEL ONLY]***

Only schools assigned to the school device administrative model will see this tile.

### **Can the NAEP team connect their external devices to a different network than what the student devices are connected to?**

Yes. On the assessment day, the NAEP team will need to connect 3 devices to the school's Wi-Fi. These devices will be used to conduct and monitor the administration. The devices do not need to be connected to the same Wi-Fi the school devices are using for the assessment; and a Guest Wi-Fi or other public network would work. If the school/district policies do not allow for external devices to connect to any school/district provided Wi-Fi, then the school will need to provide devices the NAEP team can use.

### **How many devices are needed for testing? The AMS only says 14 are required, but we are testing 50 students.**

The estimated number of devices required on assessment day is the student sample divided by 2 plus up to 5 spares. So, if your sample was 50 students, the minimum number of devices required on assessment day will be 28. If the school can support it, they can always provide more than the minimum.

On the **Technical Logistics** tile, it shows the "Estimated number of devices required", this is number of devices that need to be validated before the assessment day. One of the tasks in the Technical Logistics activity is to confirm device readiness to ensure the NAEP App has been installed correctly, and the device requirements are met. The school will only need to confirm device readiness on 50% of the devices that will be used on the assessment day.

## **NAEP Device Model – Technology**

### **My school was assigned to the NAEP device administrative model, what technology and access is required for assessment day?**

Nothing. If your school is assigned to the NAEP device administrative model, then the school does not need to provide any technology. The NAEP team will not need to use any school device or access any school Wi-Fi. The team will bring all equipment they need to administer the assessment.

Note: if the student needs an accommodation that requires additional equipment, the school will need to provide the equipment for the accommodation.

## **Manage Questionnaires**

### **My school was selected for civics and U.S. history; however, our 8th graders take a different social studies topic during the year. So, what teachers should I add to the AMS for the teacher questionnaires?**

Please add any teacher that teaches social studies (any topic) to the 8th graders at the school. When you add the teacher, you will select both civics and U.S. history.

### **If my 4th grade teachers teach both subjects, do I need to add them twice?**

No, when you add the teacher to the list, you select what subject they teach. If the teacher teaches both mathematics and reading, you will select both subjects.

## **Parent/Guardian Notification**

### **Can I use the parent/guardian notification letter from the AMS?**

No, for NAEP 2026, there is a state-specific parent/guardian notification letter template that schools must use. The state-specific letter includes additional language that provides advance notice to parents about electronic monitoring of student interactions, as required by state legislation.

The state-specific letter will be provided in English, Spanish, Somali, and Hmong. If you need the letter, please contact Jenny Cain, NAEP State Coordinator, at [Jennifer.cain@state.mn.us](mailto:Jennifer.cain@state.mn.us) or 651-582-8218.

### **Does the notification letter let families know what their child has been selected to test (reading or math or both)?**

The letter is generalized to the four subjects being administered in NAEP 2026. The letter says: “Your child will/may take either a civics, mathematics, reading, or U.S. history assessment.”

### **Do we have permission to change/edit the notification letter beyond the red sections you've identified? Thinking about school personalization beyond letterhead, if that is an option.**

You may only edit by adding information to the letter. You cannot remove or change any language that is currently included.

### **Is there a parent refusal form?**

No, there is no parent refusal form. The letter instructs parents/guardians: “If you do not want your child to participate, please notify me in writing by (date)”.

If you wish to provide more instructions on how the parents/guardians can “notify in writing”, then you may add that information to the letter. NAEP allows the school to decide who the school wants to handle the parent/guardian refusals.

### **Do we need to send the written refusals to you or provide to the people that are here for testing?**

No, NAEP will not ask for a proof of a parent/guardian refusal. I would recommend keeping the refusals until the end of the school year and then you may destroy them with the other NAEP documents you will receive from the NAEP team.

## **Assessment Day**

### **What happens if a student is sick on the assessment day?**

If a student is sick on the assessment day, then they will be given a test code of “Absent”. If the attendance of participating students is less than 90%, the NAEP team will request to schedule a makeup day. Only students marked as absent will be tested during the makeup day.

### **What happens if the school is closed because of inclement weather?**

If the school is delayed or closed due to inclement weather or there are technical issues with the school devices, then the NAEP assessment will need to be rescheduled. The NAEP representative will work with the School Coordinator to find a new assessment day.