NAEP 2026 in Minnesota
Assessment Day Setup Guide
Administrative Model: NAEP Devices

NAEP depends on school staff to provide vital information and support to make the NAEP administration a success. Here's what you need to know as you prepare for your school's NAEP assessment day:

Testing Time & Scheduling

→ Plan on assessing all participating students in one school day in two groups of up to 25 students.
  ◉ Note: if attendance is less than 90%, the NAEP team will request a makeup day.
→ Student testing time is about 120 minutes.
→ You schedule each assessment group.
→ Scheduling Notes:
  ◉ NAEP team will arrive 90 minutes before the earliest start time.
  ◉ The two groups must test at different times.
  ◉ At least three hours between group start times is required.
  ◉ NAEP team will stay up to 60 minutes after all testing is finished.

Assessment Groups

→ Students are placed into two assessment groups automatically.
→ The maximum number of students for a group is 25.
→ You can switch students between groups, if needed.
→ Additional groups may be created for students with accommodations.

Staffing

→ NAEP team will administer the assessment.
→ The school coordinator needs to be available to connect with the team throughout the day.
→ Classroom Support: A school staff member to assist with classroom management is strongly recommended.

Student Sample

→ Up to 50 students will be selected.
→ No replacement students will be added if a selected student cannot take NAEP.

Room Setup

→ At least one room needed for the entire day.
→ The room should:
  ◉ Have enough space for 25 students to work comfortably
  ◉ Have flat surfaces (tables or desks) and chairs
  ◉ Have easy access to electrical outlets
  ◉ Be on the ground floor or accessible by elevator or ramp
→ Both subjects can be tested in the same room.
→ If needed, the NAEP team can switch rooms between groups.
→ Additional rooms may be needed for students with accommodations.
→ The NAEP team will prepare the room by:
  ◉ Moving furniture as needed
  ◉ Covering or removing any posters or instructional materials on the walls

Technology Setup

→ Students will use NAEP-provided devices to take the assessment.
→ The NAEP team will bring all equipment, including:
  ◉ NAEP student devices (Chromebooks)
  ◉ A secure NAEP router
  ◉ Wired headphones or earbuds
→ The NAEP devices will connect to a private, secure wireless network provided by NAEP.
→ No school devices or internet access are needed.

Note: The NAEP team only has 25 student devices, so only 25 students can test at one time.

Questions? Contact your NAEP State Coordinator at jennifer.cain@state.mn.us.