

# Assessment Planning Tasks Guide

## Administrative Model: School Devices

Thank you for participating in the 2026 administration of the National Assessment of Educational Progress (NAEP). NAEP relies on the vital information and support provided by schools and staff.

This guide outlines the tasks your school must complete to prepare for the assessment.

### NAEP Activity Timeline

- December 8 to January 23:
  - Schedule Assessment Planning Meeting
  - Complete Preassessment Activity Tiles
- January 5 to January 23:
  - Attend Assessment Planning Meeting
- One Week before Assessment Day:
  - Support Assessment Activities
- January 26 to March 20:
  - Assessment Day
- After March 20:
  - Wrap Up

### Assessment Planning Tasks

Beginning in early December, the School Coordinator can start the assessment planning tasks in the [Assessment Management System \(AMS\)](#), which is the main resource for planning.

#### 1. Schedule Assessment Planning Meeting (APM)

The APM is a one-hour virtual meeting between the School Coordinator and the NAEP representative (Assessment Coordinator). You will review the school's assessment day plan and administration details.

You can schedule the APM by selecting a date and time in the **Assessment Planning Meeting** tile of the AMS. Your assigned NAEP representative will confirm the scheduled meeting and send a Microsoft Teams meeting link.

Note: when scheduling the APM, please keep in mind that it is recommended that most of preassessment activity tiles are completed before the APM.

#### 2. Complete Preassessment Activity Tiles

The preassessment activity tiles help create the school's assessment day plan, which the NAEP team will use to administer the assessment.

##### Provide Student Information Tile

###### Student Demographics Information Tab

**Recommended Timeframe:** December 8 to at least 3 days before your APM

**Access:** School Coordinator; Student Information Specialist

- Review the list of selected students. Update missing or inaccurate information, such as name, birth month and year, gender, race/ethnicity (according to federal definitions), student with disability status, English learner status, learner status, displaced student status, and participation status.

##### Students with Disabilities (SD) & English Learners (EL) Tab

**Recommended Timeframe:** December 8 to at least 3 days before your APM

**Access:** School Coordinator; School SD/EL Specialist

- Review the Minnesota Inclusion Policy for Students with Disabilities and the Minnesota Inclusion Policy for English Learners.
- Provide information about students identified as SD and/or EL.
- Indicate whether the student needs accommodations and select the appropriate accommodations.

##### Add New Students Tile

**Recommended Timeframe:** January 2 to at least 3 days before your APM

**Access:** School Coordinator; Student Information Specialist

- To ensure all students enrolled have the same chance to be selected for NAEP, you will upload a complete list of all students enrolled in the sampled grade as of January 2, 2026.
- NAEP uses the list to identify newly enrolled students. A random sample from the group of newly added students may be added to the selected students.
- If newly enrolled students added, you must update the **Provide Student Information**, **Manage Questionnaires**, and **Notify Parents and Guardians** tiles.

##### Assessment Logistics Tile

**Recommended Timeframe:** December 8 to at least 3 days before your APM

**Access:** School Coordinator

- Provide information on school logistics, including: school start/end times; visitor check-in procedures; parking; health and safety protocols; delays/closures notifications; classroom policies; device and electronic use policies; emergency contacts and procedures.
- Reserve rooms, schedule assessment groups, verify student group assignments, and document the dismissal plan.

##### Technical Logistics Tile

**Recommended Timeframe:** December 8 to at least 3 days before your APM

**Access:** School Coordinator; Technology Coordinator; District Technology Director (if assigned)

- Confirm safelisting, bandwidth, and wireless access points.
- Complete device readiness checks on 50% of required devices.
- Provide information such as: device setup; Wi-Fi access for the NAEP team; spare devices; access to chargers and electrical outlets; providing headphone/earbud availability; and device support contact.

##### Notify Parents and Guardians Tile

**Recommended Timeframe:** After completing the Add New Students tile, and no later than 1 week before assessment day

**Access:** School Coordinator

- By law, parents and guardians must receive written notification that their child was selected for NAEP.
- Important: Minnesota legislation requires additional information be included within the parent/guardian notification; therefore, you must use the Minnesota-specific template letter and not AMS version.
- The NAEP State Coordinator will provide a template letter.
- Certify in the AMS that the notifications were sent. The notifications must be sent at least one week before the assessment day.

##### Manage Questionnaires Tile

**Recommended Timeframe:** December 8 to at least 3 days before your APM

**Access:** School Coordinator

- Identify respondents and provide contact information for the school and teacher survey questionnaires.
- Monitor the completion of the survey questionnaires.
- PDF versions of the [NAEP 2026 School, Teacher, and Student Survey Questionnaires](#) are publicly posted online.

*Please note: Grade 8 of the Pilot Program will not have School and Teacher Survey Questionnaires and Grade 12 of the Pilot Program will not have Teacher Survey Questionnaires.*

### 3. Attend the APM

The School Coordinator must attend the virtual APM to review and confirm the information entered in the preassessment activity tiles.

If the tiles are not complete, the meeting will be rescheduled. Additional meetings may occur if more follow-up is needed.

### 4. Support Assessment Activities

Optional resources are available to help ensure a smooth assessment day, including: teacher notification letter; list of participating students by assessment group; list of students for device application installation; and student appointment cards.

Remind students to charge their devices and bring headphones/earbuds.

### 5. Assessment Day

- Device Support: A school or district staff member must be available during setup to provide technical support should any issues arise.
- Classroom Support: A school staff member may be required to attend the sessions to provide classroom management. Also, having a familiar adult present can have a positive impact on students' motivation.
- If the assessment cannot occur due to weather or technical issues, the NAEP representative will work with the school to reschedule.
- If fewer than 90 percent of participating students attend, a makeup session is recommended but not required. The NAEP representative will inform you of the final participation rate and provide available dates to schedule the makeup day.

### 6. Wrap Up

- Destroy any hardcopy documents with student names according to school protocol.
- Complete a short email survey on your NAEP experience.
- You may uninstall the NAEP App from school devices. Instructions are available in the [eNAEP Download Center](#), but follow district or school protocols first.

### Need Assistance with NAEP 2026

- For AMS technical assistance and password resets, please contact the NAEP Help Desk at [naephelp@westat.com](mailto:naephelp@westat.com) or 1-800-283-6237. The NAEP Help Desk hours are Monday to Friday, 8:00 AM to 8:00 PM ET.
- For all other questions, please contact the NAEP State Coordinator at [jennifer.cain@state.mn.us](mailto:jennifer.cain@state.mn.us) or 651-582-8218.