

NAEP 2026 Preassessment Activities

October - November

Set School Team	<p>Assign roles to staff who will assist with NAEP based upon your assessment mode (NAEP devices or school Devices).</p> <p>Building Your School Team (NAEP Devices)</p> <p>Building your school Team (School Devices)</p> <p>**If assigned to school devices, please list the app installer role by the end of November.**</p>
Upload Student File	<p>Import Students - Single School NAEP 2026.mp4 Powered by Box</p> <p>Due November 21, 2025!</p>

December- January

<p>Add New Students</p>	<p>To ensure all students have a chance to be selected for NAEP, you will be asked to update the student list in January (before the Assessment Planning Meeting) by adding any new students who have enrolled since the fall.</p> <p>A random sample will be drawn from this group of newly added students to be included in the assessment.</p> <p>Directions will be provided in the Assessment Management System (AMS) for adding new students who have enrolled since the last student upload.</p>
<p>Attend Assessment Planning Meeting (APM)</p>	<p>An Assigned NAEP representative, responsible for administering the assessment, will contact the school coordinator in December for initial introductions and to coordinate the scheduling of a virtual APM.</p> <ul style="list-style-type: none"> • School coordinators will select a date and time (one hour block) to schedule their APM in the AMS. • The NAEP representative can review how to complete upcoming tasks. • You can invite additional staff members to attend the APM in January if desired.
<p>Provide Student Information</p>	<ul style="list-style-type: none"> • Review student information and identify any student who cannot take the assessment. • Review demographic information and update information that is missing or inaccurate. • Provide information about students with disabilities (SD) and English Learners (EL), so the NAEP assessment administrator can plan appropriate testing accommodations. <ul style="list-style-type: none"> ○ You can invite SD and EL specialists to register for the AMS to assist. ○ School staff may need to assist with certain accommodations (e.g. cueing to stay on task, scribe). The contact information for these staff members is required.
<p>Assessment Logistics</p>	<ul style="list-style-type: none"> • Record school start and end times. • Select desired assessment grouping option.

	<ul style="list-style-type: none"> • Students can be assessed: <ul style="list-style-type: none"> ○ in two sequential sessions of up to 25 students each or ○ all students at one time in one or two locations. <ul style="list-style-type: none"> ▪ If assessing all students at the same time in one or two locations, the presence of a school staff member is required at each assessment location to help support classroom management. ▪ Assessment Administration Options • Schedule the assessment groups and reserve space at your school. • Provide assessment day details: <ul style="list-style-type: none"> ○ procedures for arriving and checking in on assessment day ○ classroom protocols ○ who to contact in case of an emergency ○ how to dismiss students after the assessment.
Technical Logistics	<ul style="list-style-type: none"> • Confirm the bandwidth, safe listing, and wireless access points. • Check Wi-Fi at the school to confirm the network meets the technical requirements for assessment day. • Verify School Devices.
Manage Questionnaires	<ul style="list-style-type: none"> • Identify respondents and provide contact information for the school and teacher questionnaires. • Match students to the subject-specific teacher in the AMS. • Monitor the completion of questionnaires by school staff.

January – March

Add New Students	<p>To ensure all students have a chance to be selected for NAEP, you will update the student list in January, before the Assessment Planning Meeting. Directions for adding new students will be in the AMS.</p> <ul style="list-style-type: none"> • A random sample will be drawn from this group of newly added students to be included in the assessment.
Attend Assessment Planning Meeting (APM)	<p>Participate in a 1-hour virtual planning meeting with your NAEP representative to review and confirm the information entered in the AMS.</p> <p>An additional meeting can be scheduled with a technology coordinator to review and confirm logistics, if needed.</p>
Notify Parents and Guardians	<p>By law, parents and guardians of students selected to participate in NAEP must be notified in writing of their child's selection prior to the administration of the assessment.</p> <ul style="list-style-type: none"> • One week before the assessment, send the notifications that are found in the AMS under the Parent/Guardians section. Once they are sent, certify the activity in the AMS.
Support Assessment Activities	<p>A week before the assessment:</p> <ul style="list-style-type: none"> • Share the Teacher Notification Letter and List of Participating Students. • Distribute the Student Appointment Cards • List of Students for Device Application Installation
January 26- March 20	NAEP 2026 Assessment Window

Day of Assessment:

- A school or district staff member must be available at the beginning of testing in case any technical issues arise while launching the NAEP assessment on the school's devices.
- A staff member's presence throughout the assessment can have a positive impact on students' motivation and performance.
 - If assessing all students at the same time in one or two locations, the presence of a school staff member is **required** at each assessment location to help support classroom management.
- If the attendance of sampled students is less than 90 percent, a makeup session will be necessary.
 - Your NAEP representative will schedule another date to administer the assessment to the absent students.
- If the assessment cannot take place due to technical issues, the NAEP representative will work with your school to reschedule the assessment.
- Distribute NAEP swag to students who participated:
 - Grade 4- NAEP pencil and eraser
 - Grade 8- NAEP pencil, eraser, and community service hours
 - Grade 12 – Graduation cord (if district allows) and community service hours

After the Assessment

- Destroy any hardcopy documents containing student names according to school protocol.
- Complete a short email survey on your experience with NAEP.
- (Optional) Instructions for uninstalling the NAEP Assessment application can be found at the eNAEP Download Center.
 - Please follow your school or district procedures for uninstalling applications on school devices.
- Complete the [2026 NAEP PD form](#) for staff who contributed time to NAEP, so professional development hours can be awarded.