

NECAP 2010 Principal/Test Coordinator Questionnaire

The *Principal/Test Coordinator Questionnaire* questions are included below for reference purposes only. Please complete this questionnaire online as part of the *Principal's Certification of Proper Test Administration*.

1. Please rate the system for acquiring additional student labels?
 - A. The system worked well.
 - B. The system was somewhat confusing.
 - C. I chose not to use the system.
 - D. I did not need to acquire additional student labels.
 - E. I did not know about the system for acquiring additional student labels.

2. Please rate the quality of the logistics associated with the receipt of materials (timeliness, consistency between *Material Summary Form* and actual received inventory, etc.).
 - A. Very good
 - B. Good
 - C. Adequate
 - D. Poor

3. Please rate the NECAP Service Center (responsive, polite personnel).
 - A. Very Good
 - B. Good
 - C. Adequate
 - D. Poor
 - E. Did not use the NECAP Service Center

4. Please rate the logistics associated with the return of test materials (clear directions and procedures, etc.).
 - A. Very good
 - B. Good
 - C. Adequate
 - D. Poor

5. Who functions as the NECAP test coordinator in your school?
 - A. Principal or assistant principal
 - B. Guidance counselor
 - C. Teacher
 - D. Other

6. Which type of test administration workshop did you attend?
 - A. I attended a regional workshop in my state.
 - B. I viewed the webinar presentation .
 - C. I did not attend a workshop.
 - D. I did not know there were workshops.
 - E. I attended a regional workshop and viewed the webinar presentation.

7. How well did the level of information provided at the regional workshop meet your needs?
 - A. It was insufficient.
 - B. It was adequate.
 - C. It was more than is necessary.
 - D. I did not attend a regional workshop in my state.

8. How well did the level of information provided in the webinar presentation meet your needs?
- A. It was insufficient.
 - B. It was adequate.
 - C. It was more than is necessary.
 - D. My school did not use the webinar presentation.
 - E. I did not know about the webinar presentation.
9. Please rate the *Principal/Test Coordinator Manual* (clear, comprehensive, etc.).
- A. Very good
 - B. Good
 - C. Adequate
 - D. Poor
10. Which statement best describes how your staff was prepared to administer the test?
- A. All teachers were provided with the *Test Administrator Manual* in advance.
 - B. All teachers read the *Test Administrator Manual* and attended a faculty meeting on the topic.
 - C. All teachers read the *Test Administrator Manual* and attended a faculty meeting where the webinar presentation was shown.
 - D. Another method not listed above.
11. Which statement best describes the test administration schedule (not counting make-up testing) for grades 3, 4, and 5 in your school?
- A. Students took all sessions of NECAP in about 1 week.
 - B. Students took all sessions of NECAP in about 2 weeks.
 - C. Students took all sessions of NECAP in about 3 weeks.
 - D. My school does not have enrollment at any of these grades.
12. Which statement best describes the test administration schedule (not counting make-up testing) for grades 6, 7, and 8 in your school?
- A. Students took all sessions of NECAP in about 1 week.
 - B. Students took all sessions of NECAP in about 2 weeks.
 - C. Students took all sessions of NECAP in about 3 weeks.
 - D. My school does not have enrollment at any of these grades.
13. Which statement best describes the test administration schedule (not counting make-up testing) for grade 11 in your school?
- A. Students took all sessions of NECAP in about 1 week.
 - B. Students took all sessions of NECAP in about 2 weeks.
 - C. Students took all sessions of NECAP in about 3 weeks.
 - D. My school does not have enrollment at this grade.

14. Which statement best describes the implementation of the grade 3–8 *NECAP Grade Level Expectations (GLEs)* or the High School *Grade Span Expectations (GSEs)* for reading, mathematics, and writing in your school?
- A. The *GLEs* or *GSEs* have been fully integrated into the program of study at our school.
 - B. Our school is working on the implementation of *GLEs* or *GSEs*, but they are not yet totally integrated.
 - C. Our school is just beginning the implementation of *GLEs* or *GSEs*.
 - D. We have not started to integrate the *GLEs* or *GSEs* with the program of study at our school.
 - E. We do not intend to integrate the *GLEs* or *GSEs* with the program of study at our school.
15. What best describes your school's math program?
- A. Traditional (Algebra I, Geometry I, Algebra II, etc.)
 - B. Integrated (Integrated Mathematics I, Integrated Mathematics II)
 - C. We offer both Traditional and Integrated.
 - D. I don't know.
16. How often are computers used as part of the regular instruction time at your school?
- A. Regularly
 - B. Some of the time
 - C. Rarely
 - D. Computers are not available for student use.
17. How are computers made available to students in your school? (Please select the option that best applies to your school.)
- A. Through the use of a computer lab/bank of computers (mobile or fixed)
 - B. Students have their own laptops
 - C. Classroom station(s)
 - D. Computers are not available for student use.
18. How often do your students use a computer to complete writing assignments within any content area?
- A. Every day
 - B. Once a week
 - C. Once a month
 - D. A couple of times a year
 - E. Never