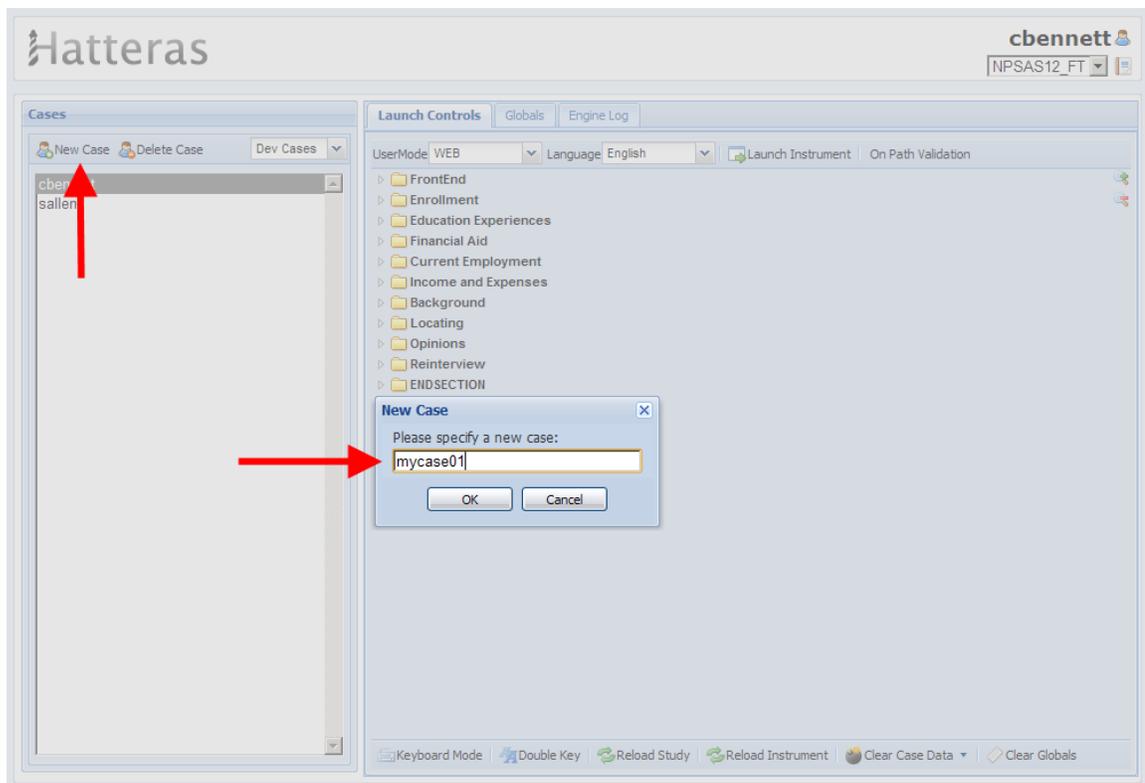


# Instructions for Testing NPSAS:12 Field Test Interview

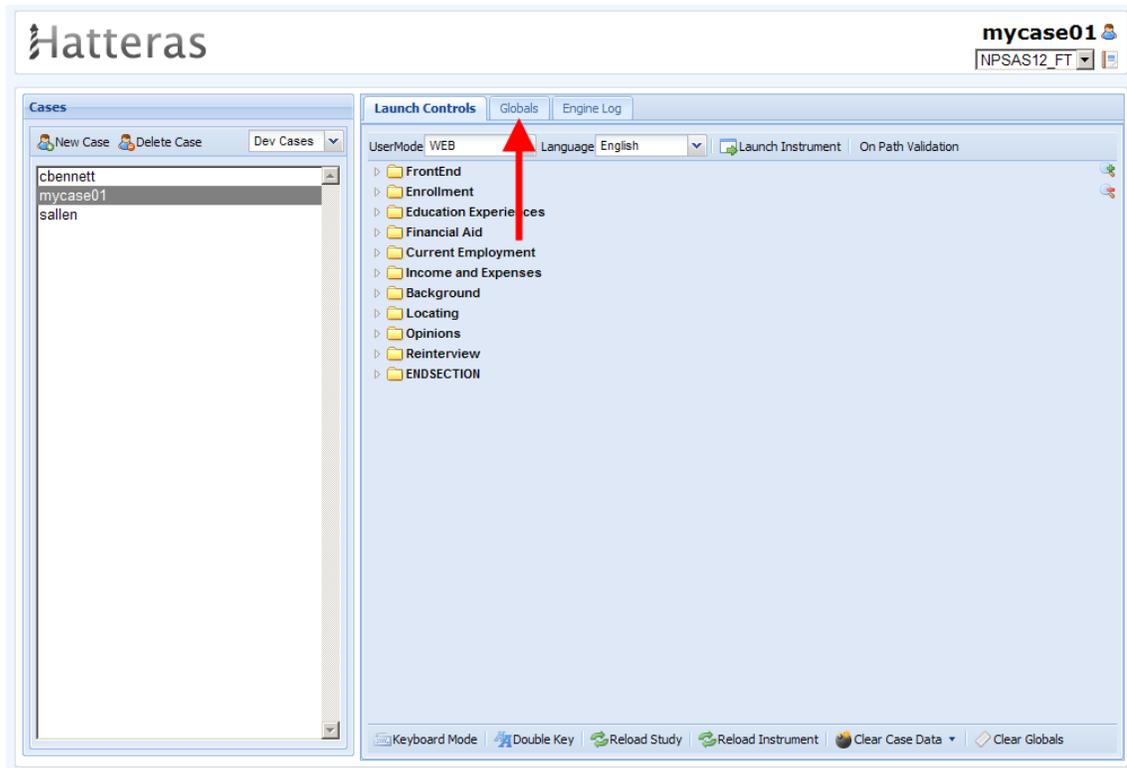
## ACCESSING THE INTERVIEW

- 1) Go on-line to [https://edsurveys.rti.org/npsas\\_survey/testlaunch.aspx](https://edsurveys.rti.org/npsas_survey/testlaunch.aspx)
- 2) Click "New Case" and enter your desired Case ID. (You should create a new Case ID each time you test a different scenario, including the first time.)



## ADJUSTING GLOBALS

- 1) You must preset values for some variables, called Globals, before starting your interview to determine what sort of interview you will test (e.g., for a 2-year community college or a graduate student) and to preset an institution name. Click on the “Globals” tab at the top of the screen so you can preset these variables.



- 2) In the Globals tab, you will initially see the default values for many variables in the instrument. You will only adjust four of these variables before you go through a test case.

Because adjusting Globals can affect logic and question wording throughout the interview, it is important that you adjust ONLY the following Globals:

Y\_NPSCHL – text; name of a NPSAS institution

Y\_NPLEVL – number; NPSAS institution level (1 = 4-year, 2 = 2-year, 3=less-than-2-year, 4 = Some other type of school)

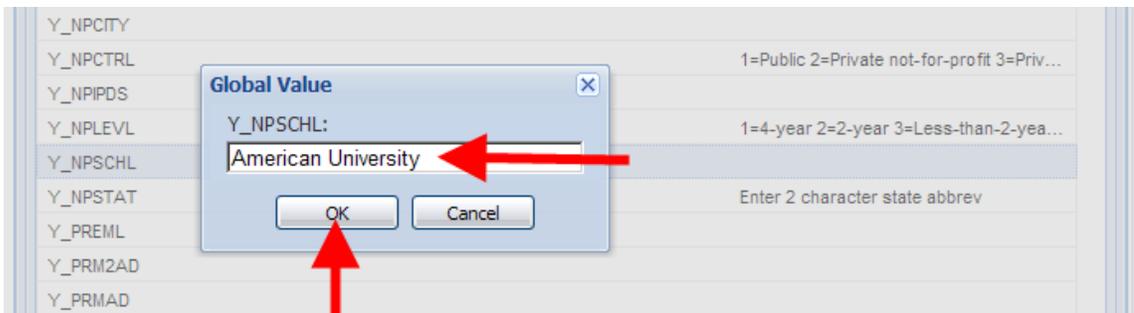
Y\_NPCTRL – number; NPSAS institution control (1 = Public, 2 = Private not-for-profit, 3=Private for-profit)

Y\_CALSYS – number; NPSAS institution academic calendar system (0 = Non-continuous enrollment school, 1 = Continuous enrollment school)

For example, to add the name of the NPSAS institution, first locate the global “Y\_NPSCHL.”

Y_NPCITY	
Y_NPCTRL	1=Public 2=Private not-for-profit 3=Priv...
Y_NPIPDS	
Y_NPLEVL	1=4-year 2=2-year 3=Less-than-2-yea...
Y_NPSCHL	
Y_NPSTAT	Enter 2 character state abbrev
Y_PREML	
Y_PRM2AD	
Y_PRMAD	

Then double-click on “Y\_NPSCHL,” enter desired institution name, and click OK.



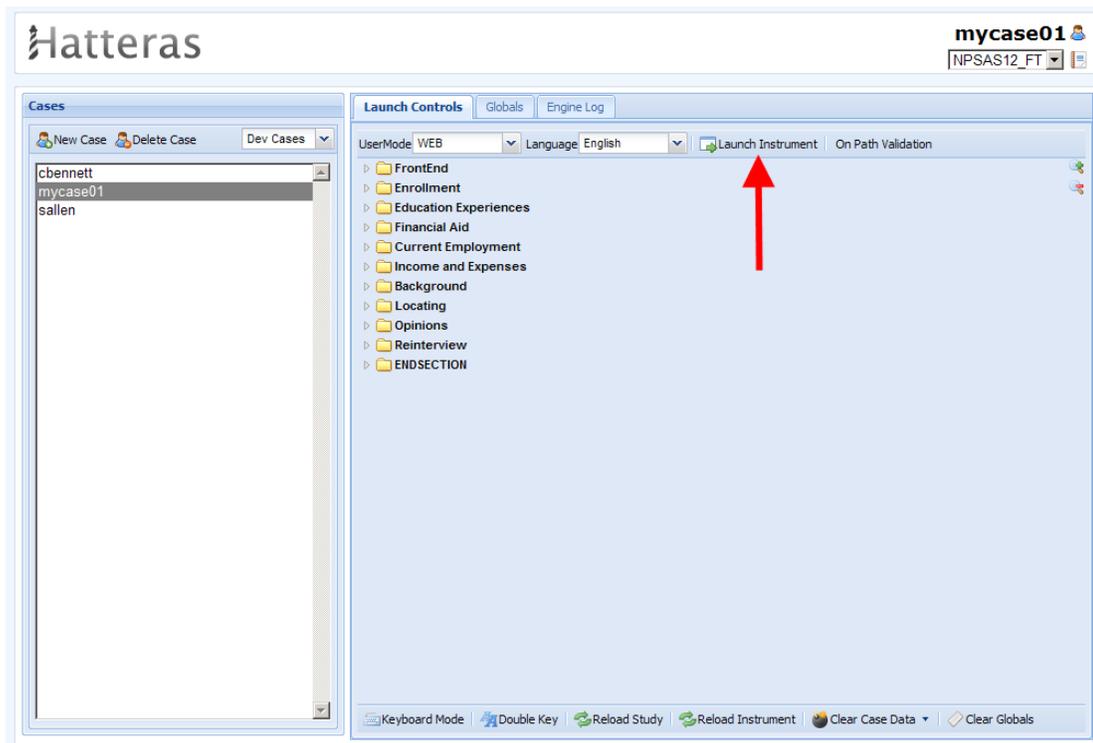
Below is the result:

Y_NPCITY	
Y_NPCTRL	1=Public 2=Private not-for-profit 3=Priv...
Y_NPIPDS	
Y_NPLEVL	1=4-year 2=2-year 3=Less-than-2-yea...
Y_NPSCHL	American University
Y_NPSTAT	Enter 2 character state abbrev
Y_PREML	
Y_PRIM2AD	
Y_PRIMAD	

Proceed with entering your desired choices for the other three globals in the list above...Y\_NPLEVL (institution level), Y\_NPCTRL (institution control), and Y\_CALSYS (calendar system).

## LAUNCHING A CASE

To test your case after setting the four specified Globals, select the "Launch Controls" tab at the top of the screen next to the "Globals" tab, then click "Launch Instrument."



The first section you will receive in the instrument is the informed consent.

You will need to agree to the informed consent section to get into the interview. (Please do not call the help desk number if you encounter a technical difficulty during your review, as the field test has ended and the help desk number is no longer active for NPSAS. You can call Natasha Janson whose contact information is at the end of this document).

Informed consent section begins with:

**NPSAS**  
National Postsecondary Student Aid Study  
OMB Clearance No: 1850-0666 Exp. Date 7/31/2013

Logout  
**John Public (nj4)**  
FrontEnd/N12RESPCONF

Overall Progress:

Section Progress:

Before we begin, it is important to verify that we are surveying the correct person.

Are you the **John Q. Public Jr.**, who was enrolled at American University during the 2010-2011 school year?

If you are not **John Q. Public Jr.**, please log out and call 1-877-NPSAS-NOW (1-877-677-2766) to reach our Help Desk and get your correct Study ID.

Yes  
 No

The first actual question in the interview is:

**NPSAS**  
National Postsecondary Student Aid Study  
OMB Clearance No: 1850-0666 Exp. Date 7/31/2013

Logout  
**John Public (nj4)**  
Enrollment/N12ELIG

Overall Progress:

Section Progress:

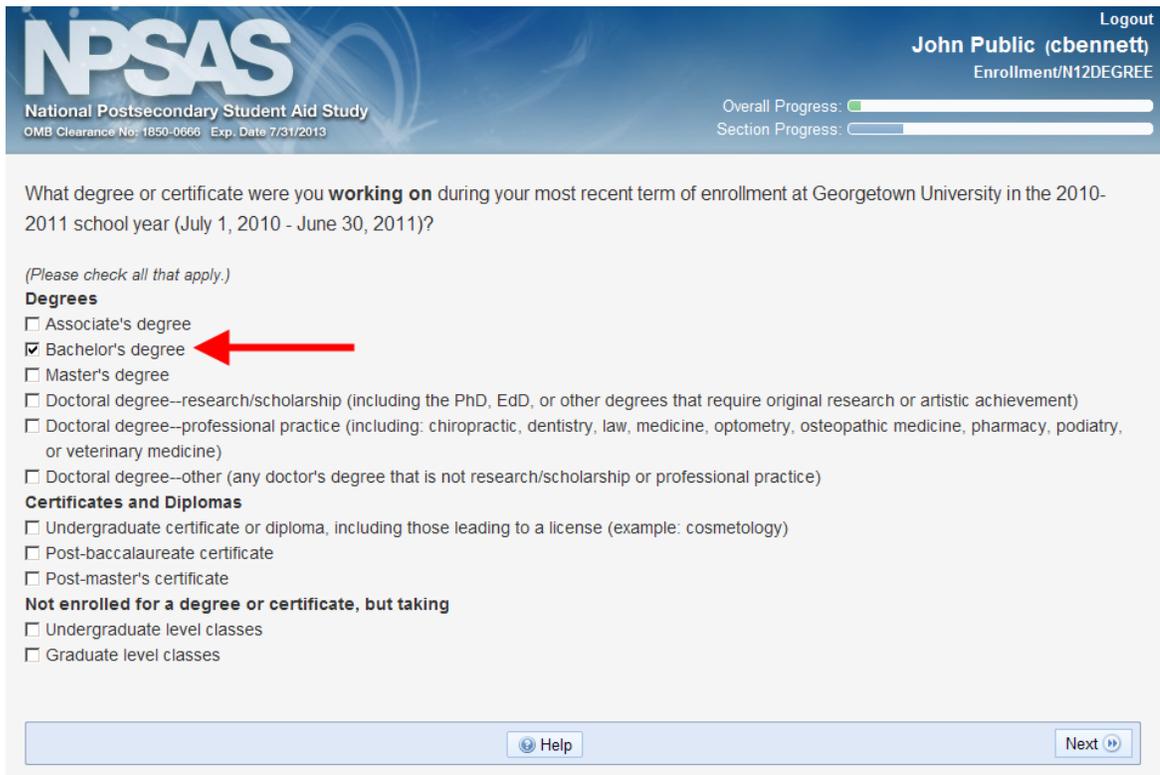
Did you attend American University at any time between July 1, 2010 and June 30, 2011?

Yes  
 No  
 Yes, but also still attending high school

## TESTING AS A BPS RESPONDENT

In order to be designated as a first-time beginning student (FTB) in the instrument so that you will receive the new questions for this group, you must answer several questions a particular way in the Enrollment section of the interview.

- 1) Select a bachelor's degree or a lower degree (associates, etc.) on N12DEGREE.



**NPSAS**  
National Postsecondary Student Aid Study  
OMB Clearance No. 1850-0666 Exp. Date 7/31/2013

Logout  
John Public (cbennett)  
Enrollment/N12DEGREE

Overall Progress:   
Section Progress: 

What degree or certificate were you **working on** during your most recent term of enrollment at Georgetown University in the 2010-2011 school year (July 1, 2010 - June 30, 2011)?

*(Please check all that apply.)*

**Degrees**

- Associate's degree
- Bachelor's degree
- Master's degree
- Doctoral degree—research/scholarship (including the PhD, EdD, or other degrees that require original research or artistic achievement)
- Doctoral degree—professional practice (including: chiropractic, dentistry, law, medicine, optometry, osteopathic medicine, pharmacy, podiatry, or veterinary medicine)
- Doctoral degree—other (any doctor's degree that is not research/scholarship or professional practice)

**Certificates and Diplomas**

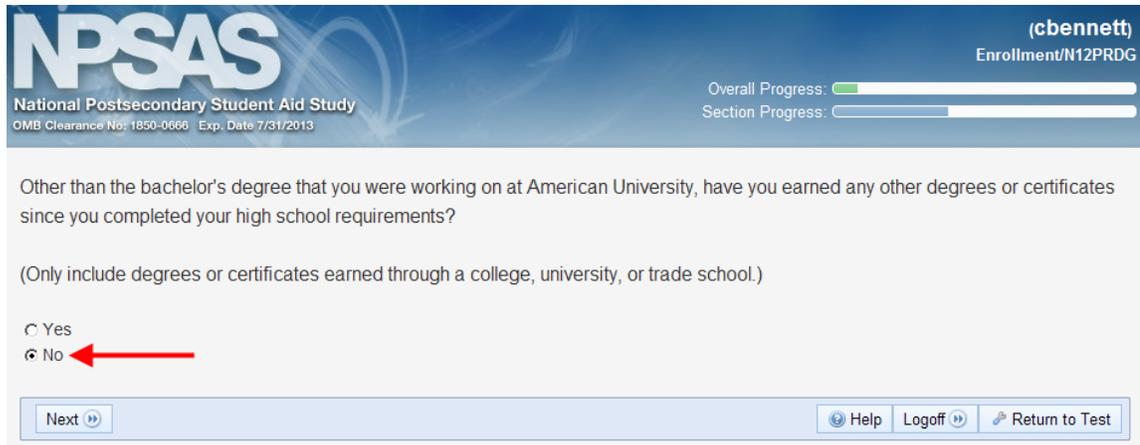
- Undergraduate certificate or diploma, including those leading to a license (example: cosmetology)
- Post-baccalaureate certificate
- Post-master's certificate

**Not enrolled for a degree or certificate, but taking**

- Undergraduate level classes
- Graduate level classes

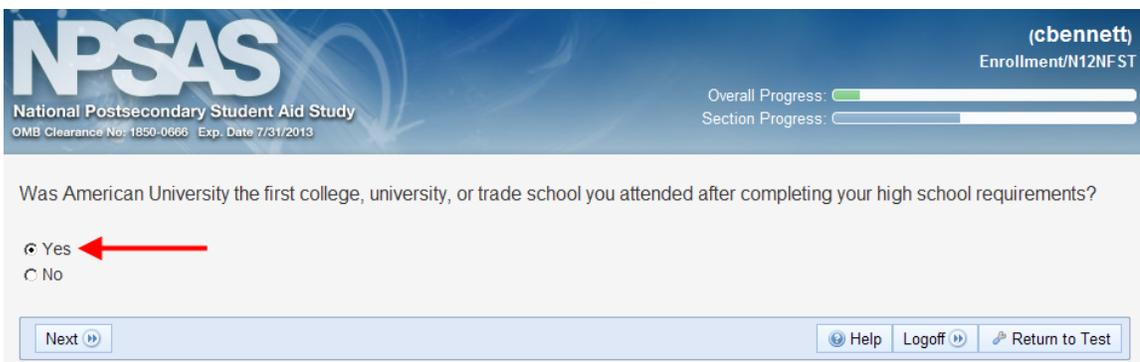
[Help](#) [Next](#)

- 2) Later, on N12PRDG, select “No” to indicate that you have not earned any other degrees or certificates since you completed your high school requirements.



The screenshot shows the NPSAS (National Postsecondary Student Aid Study) interface for the N12PRDG section. The header includes the NPSAS logo, the text "National Postsecondary Student Aid Study", and "OMB Clearance No: 1850-0666 Exp. Date 7/31/2013". On the right, it says "(cbennett) Enrollment/N12PRDG" and shows progress bars for "Overall Progress" and "Section Progress". The main question is: "Other than the bachelor's degree that you were working on at American University, have you earned any other degrees or certificates since you completed your high school requirements?". Below the question is a note: "(Only include degrees or certificates earned through a college, university, or trade school.)". There are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a red arrow pointing to the radio button. At the bottom, there are buttons for "Next", "Help", "Logoff", and "Return to Test".

- 3) On N12NFST, select “Yes” to indicate that the NPSAS institution you entered in the Globals is the first college, university, or trade school you attended after completing your high school requirements.



The screenshot shows the NPSAS (National Postsecondary Student Aid Study) interface for the N12NFST section. The header includes the NPSAS logo, the text "National Postsecondary Student Aid Study", and "OMB Clearance No: 1850-0666 Exp. Date 7/31/2013". On the right, it says "(cbennett) Enrollment/N12NFST" and shows progress bars for "Overall Progress" and "Section Progress". The main question is: "Was American University the first college, university, or trade school you attended after completing your high school requirements?". There are two radio button options: "Yes" and "No". The "Yes" option is selected, indicated by a red arrow pointing to the radio button. At the bottom, there are buttons for "Next", "Help", "Logoff", and "Return to Test".

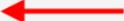
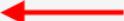
4) Finally, on N12SCHSTR, select a starting month of July 2010 or later.

NPSAS  
National Postsecondary Student Aid Study  
OMB Clearance No: 1850-0666 Exp. Date 7/31/2013

(cbennett)  
Enrollment/N12SCHSTR

Overall Progress:   
Section Progress: 

In which month and year did you first attend **American University** after completing your high school requirements?

Month:    
Year:  

[Next](#) [Help](#) [Logoff](#) [Return to Test](#)

Thank you for your review of the interview!

If you encounter difficulty navigating the interview, please contact  
Natasha Janson at RTI International at (919) 316-3394 or at  
[njanson@rti.org](mailto:njanson@rti.org)