

Random Sampling Instructions

If you must draw a random sample from a larger population of students, following the procedures below minimizes the bias that other selection techniques may introduce. Two options are provided. Select the number of students indicated on your assessment order form, plus five alternates.

If there are questions about this procedure or uncertainty about the number of students, eligibility of students or whether you must draw a sample, contact your State Coordinator or Allison Timberlake of SREB at (404) 879-5575.

OPTION ONE—USING THE RANDOM NUMBER TABLE

STEP 1 Enter the names of all 12th grade students in Column A of the Student Roster Form, or print out a list of all 12th grade students. The student names may be entered in any order on the roster (e.g., alphabetical, student number, homeroom location).

Check your roster form or list to ensure that all students are still enrolled in school. If you listed students who have moved or withdrawn from school, or students whose IEP exempts them from state testing, cross out their names.

STEP 2 Number each remaining student beginning with number “1” for the first name, number “2” for the second name, and so on.

STEP 3 Using the Random Number Table provided, begin your selection of the first student by placing an “S” next to the student’s name who’s “Line Number” is identified as the first number on the Random Number Table.

For example, the first number on the Random Number Table is 32. Place an “S” in Column 2 of the Student Roster Form (or on your printed list) next to the student whose number is 32. This is the first student selected for testing. Then return to the Random Number Table for the next number in Column 1. Work down through each column selecting numbers in the order presented. If you reach a number that exceeds your total number of seniors, go to the next number.

STEP 4 Continue selecting students using the Random Number Table until you reach your desired sample size plus five alternates. For example, if your desired sample size is 60, select 65 students. Remember, alternates will be used in the order presented (i.e., 61, then 62 and so on) if students move or withdraw prior to the start of the assessment.

STEP 5 If you used a printed list of students, transfer the names of the students selected to participate in the assessment to your Student Roster Form. An electronic copy of the roster form is available at the *HSTW* web page under Assessment and Using Data.

OPTION TWO—USING EXCEL TO SELECT A RANDOM SAMPLE OF STUDENTS

If your school maintains an electronic file of student names that can be copied into an Excel spreadsheet, the software can simplify the sampling process for you.

- STEP 1** Copy all student names into an Excel spreadsheet. Delete the names of students who have moved or withdrawn from school, or students whose IEP exempts them from state testing.
- STEP 2** Create a column next to the student names called “Random.” Type =RAND() into the first cell of this column.
- STEP 3** Copy =RAND() into each additional cell of the column. This will produce a random number next to each student’s name.
- STEP 4** Use the “Sort” function to sort the list by the “Random” column created in Step 2. This will cause Excel to put the names in random order.
- STEP 5** Select students for testing in the order presented, until you reach your desired sample size plus five alternates. For example, if your desired sample size is 60, use the first 65 names listed. Remember, alternates will be used in the order presented (i.e., 61, then 62 and so on) if students move or withdraw prior to the start of the assessment.
- STEP 6** Transfer the names of the students selected to participate in the assessment to your Student Roster Form. An electronic copy of the roster form is available at the *HSTW* web page under Assessment and Using Data.

RANDOM NUMBER TABLE

This table may be used by sites with senior classes of up to 350 students. If you have more than 350 seniors, contact SREB or ETS for an alternate random number table. Work down through each column, pulling numbers in the order presented. If you reach a number that exceeds your total number of seniors, go to the next number.

32	281	72	282	234	321	80
85	130	47	264	155	127	3
184	143	336	117	40	111	157
36	81	14	70	15	345	243
326	45	33	152	299	1	226
76	320	179	313	116	140	171
44	84	61	344	88	132	21
90	68	94	12	57	156	28
266	82	272	146	160	20	186
211	11	245	300	209	105	170
74	30	154	250	71	93	228
194	107	290	325	197	166	221
208	276	128	260	104	148	216
145	239	5	257	220	18	43
54	52	191	67	153	149	66
17	126	275	203	267	135	350
271	101	331	56	120	163	144
113	341	349	305	138	109	278
118	322	99	49	200	167	193
136	98	304	274	50	41	139
110	244	103	283	182	34	238
7	295	314	26	119	100	137
307	8	340	311	302	60	147
230	2	58	195	35	188	9
125	22	285	309	329	240	181
312	10	134	268	23	316	214
29	164	168	287	27	59	39
114	180	112	192	337	273	38
206	176	183	242	199	69	4
158	227	224	121	258	37	75
323	255	327	97	296	202	241
247	207	13	96	254	196	252
46	133	246	223	248	263	217
198	31	78	185	269	151	315
142	270	229	165	106	86	284
215	65	225	115	62	232	279
83	237	190	342	348	89	178
338	48	123	277	63	124	122
73	24	324	233	306	259	64
129	219	347	343	169	333	332
141	328	303	265	262	301	25
204	308	294	172	289	150	236
291	297	102	256	159	261	108
55	293	288	222	310	318	212
251	175	292	173	201	249	131
79	42	205	231	87	161	91
19	339	95	77	6	51	317
210	298	319	162	346	335	213
92	174	187	334	16	235	286
189	280	53	253	177	330	218