Day of Testing

PARCC and DC Science Training

Feb. 14, 2017

Agenda

- Test Coordinator Role during Testing

- Setup in PearsonAccessNext

- Support Staff – Technology Coordinator and Special Education Coordinator

- Distribution/Return of Secure Test Materials

- Secure Testing Environments

- Accommodations and Accessibility Features

- Testing Irregularities and Incidents

- Daily Closeout Procedures

- Office Hours

Test Coordinator Role

Test Coordinator Role

- Prepare sessions in PearsonAccessNext (PAN)
- Distribute secure testing materials
- Monitor testing
- Ensure accommodations and accessibility features are provided accurately to students
- Support test administrators (TAs) with challenges
- Document test irregularities and incidents
- Collect and store secure materials in a locked location
- Ensure testing units are locked in PAN

Setup in PearsonAccessNext

Preparing Test Sessions

Test sessions can be prepared from the Friday prior to testing, until the day of testing.

Only LEA and school test coordinators (TCs) may prepare sessions. Test Administrators (TAs) cannot prepare sessions.

Prior to preparing test sessions:

- Confirm that the precaching process is complete.
- Confirm that all student accommodations and accessibility features have been accurately entered into each student's Personal Needs Profile (PNP) in PearsonAccessNext (PAN).

https://trng.pearsonaccessnext.com/customer/index.action

Preparing Sessions

Printing Student Testing Tickets

Student testing tickets are used by students to login to TestNav8 and take the PARCC assessment. They can be printed by LEA or school TCs in PAN.

STUDENT TESTING TICKET

Student CHILD, SAMPLE (EFGHIJKLMN)
Session MATH.06.CL.R
Date of Birth 2017-01-01
Test Grade 06 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **PARCC Training** in the application or go to **https://parcctrng.testnav.com**
Username 3487576128
Password e5bc49

(OPTIONAL) Local Testing Device ID: _____

Printing Test Tickets

Students in Sessions   0 Selected   Clear

Manage

MATH.06.CL.R   ☐ Ignore Schedule   🖨 Resources ▾   ℹ Details   ✏ Edit

● In Progress

Seal Codes
Scheduled Sessions
Session Student Roster

STUDENT TESTING
TICKETS

MATH.06.CL.R (2 Student Tests)

Gr6Math - Unit 1

Print all for this session
Print selected for this session

2

Gr6Math - Unit 2   Complete

2

Gr6Math - Unit 3

2

Search

Student testing tickets are **secure testing materials** and must be in a locked drawer or cabinet prior to and after testing.

During testing, student testing tickets should be in the possession of the test administrator (TA) or proctor until they are distributed to students. Once students complete testing, student testing tickets should remain in the possession of the TA or proctor until they are returned to the test coordinator.

After sessions are prepared, LEA and school TCs, or TAs can **start sessions** from their PAN account.

This step should occur within an hour of the beginning of student testing. It will allow TCs and TAs to track test session progress in real time while monitoring testing.

Starting Sessions

Locking and Unlocking Test Sessions

Once a session is started, each unit of the test will appear on the screen as a progress bar. Beside these bars are lock/unlock icons that allow TCs and TAs to lock and unlock particular units of a test.

- Unlock testing units prior to reading test directions to students
- Lock testing units when all students have submitted their tests

Locking and Unlocking Sessions

Unlock the testing unit prior to reading test directions to students.

Only one unit can be unlocked at a time.

Lock the session once all students have submitted their tests.

A&AF Reminders

PAN now includes accommodation and accessibility feature reminders that will show up next to a student's name in the "Students in Session" section of PAN.

A&AF Reminders

Train your TAs on the codes for accommodations and accessibility features, so they are familiar with them and can recognize if students have been assigned the appropriate features, or if students are missing any features prior to beginning their test.

This chart is located on the back of the PARCC TC Manual.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology—Screen Reader
Non-SR	Assistive Technology—Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

Note: Students utilizing a Human Reader must be placed in a Human Reader session.

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.

Support Staff

Support Staff

School TC: During testing, the school TC is responsible for monitoring the testing environment and providing support to test administrators.

Technology Coordinator: If the technology coordinator is on campus, s/he should be available during testing to provide additional support to TAs experiencing technical challenges.

Special Education Coordinator: If the special education coordinator is not testing students, s/he should be available during testing to support with questions or challenges regarding accommodations and accessibility features.

Distribution/Return of Secure Materials

Secure Materials

The following items are secure materials for PARCC and DC Science:

- Student test tickets
- Student scratch paper (after test)
- Accommodated test materials
- Paper test booklets

These materials must be kept secure, either locked in a drawer or cabinet, or in the possessions of TCs, TAs, or proctors, when not being used by students during testing.

Distributing Secure Materials

When secure materials are distributed, they must be **signed in/out using the chain of custody form**. The TAs or proctors will sign this form each time they receive or return secure materials to the TC.

TCs must ensure all materials are present when accepting secure material returns.

It may be helpful to organize these materials in sets by bins or boxes for ease of distribution and tracking during testing.

Secure Testing Environment

During testing, each classroom or space in the building where students are taking the PARCC or DC Science assessment is a **secure testing environment**.

These spaces should be **quite and free of disruptions**. The only individuals who are able to enter these environments are **testing students** and **authorized personnel** (staff who attended test security training led by your school TC).

Secure Testing Environment

During testing, schools cannot display any resource in the secure testing environment that pertains to the content of the assessment or provides testing strategies. Schools can cover these materials throughout the testing environment, or temporarily remove them.

Inform your TAs of the school policy for noise expectations before and after testing in their classroom. Other rooms may begin or complete testing at different times.

Inform your TAs of the school policy for student options after a student finishes his/her test. Students may have activities unrelated to tested content after testing materials have been collected.

Prohibited Materials

Students, TAs, proctors, or other authorized personnel may not have the following materials in the secure testing environment:

- All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eBooks, electronic pens, smart watches)

- Any resource (e.g., books, posters, models, displays, teaching aids) that defines, explains, illustrates terminology or concepts, or otherwise provides unauthorized assistance during testing.

- Mathematical formulas, number lines, and conversion tables other than the grade- or course- specific, PARCC-provided mathematics reference sheets

- Any manipulative not approved through a unique accommodation request prior to testing

TC and Tech. Coordinator Cell Phones

TCs and technology coordinators may have a cell phone with them as they monitor secure testing environments **for the purpose of contacting PARCC or OSSE support** if issues arise during testing.

Phones should be set to silent mode and calls should be made outside of the testing environment.

Accommodations &
Accessibility Features

Accommodations and accessibility features used on assessments should be consistent with those used during instruction.

Students and TAs need to be familiar and comfortable with all necessary accommodation(s) BEFORE the assessment – practice tests and tutorials are a resource.

PAN now includes accommodation and accessibility feature reminders that will show up next to a student's name in the "Students in Session" section of PAN. TAs should know which students are receiving accommodations and accessibility features and check PAN for this information prior to beginning the test.

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session
☐	ABCDEFGHIJ ⓘ TTS	STUDENT	SAMPLE		2226846540	◯ MATH.04.DB.R (Grade 04 Mathematics)

Train your TAs on the codes for accommodations and accessibility features, so they are familiar with them and can recognize if students have been assigned the appropriate features, or if students are missing any features prior to beginning their test.

This chart is located on the back of the PARCC TC Manual.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

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Note: Students utilizing a Human Reader must be placed in a Human Reader session.

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.

Prepare for students testing with extended time or frequent breaks.

- Schedule students to test in groups of students who also have extended time or frequent breaks, or have them test individually if needed

- Make it clear to the TA what kinds of activities can occur during breaks

- Schedule a testing space for extended time testers that will remain quite after testing is complete for other students

Testing Irregularities & Incidents

Occurrences that fall outside of the scope of the school test security plan can fall into two categories, **testing irregularities** and **incidents**.

Testing irregularities are documented and kept in a school's test security file.

Incidents are reported to OSSE through the OSSE Support Tool (OST) or a web form.

Examples of testing irregularities include, but are not limited to, the following:

- Technical issues that cause minor delays in test timing for a student or a group of students

- Assigning a student a different device during testing

- Student behavior that does not disrupt a test session or interfere with that student, or other students, completing the test session

- Substituting test administrators and/or proctors

Test Security Incidents

Examples of incidents include, but are not limited to, the following:

- A student becomes ill or injured and cannot complete a testing session they have already started

- A student or staff member is in possession of a cell phone/unauthorized device or uses a cell phone/unauthorized device in an active testing environment

- Students and/or staff take actions that could constitute as cheating

- Secure testing materials are lost or left unsupervised

- A student does not receive the appropriate accommodations

- All students must leave the testing environment due to an emergency or drill

Returning and Storing Secure Materials

After testing is complete, TAs or proctors should return all secure testing materials to the TC and sign the chain of custody form.

The TC should count testing tickets and other materials to ensure all secure testing materials have been returned.

Once the TC has received secure materials from all TAs and proctors, these materials should be locked in a drawer or cabinet.

TAs can lock units when all students have completed the unit, but TCs should review the days testing sessions and ensure all units are locked.

TCs should also review which students in the day's sessions were absent and create a plan for what unit those students will take upon their return and schedule makeup sessions for those students.

Testing Irregularities & Incidents

At the close of testing for the day, TCs should document any testing irregularities in the school test security file and file incident reports with OSSE, if any incidents occurred.

Questions?

Office Hours

Resources

[Pearson Access Next](#)

[Pearson Access Next User Guide](#): Step-by-step directions for PAN processes

[Avocet](#): Database of manuals and directions for PARCC

PARCC Customer Support: (888) 493-9888
DC Science/Pearson Customer Support: (866) 688-9555

OSSE Support hotline: (202) 304-3269

OSSE Support Tool (OST): https://octo.quickbase.com/