PARCC Remote Administration Guidance

Office of Assessments

February 2021

Meeting Resources

Resources for today's training can be found at:

http://bit.ly/PARCC2021

Agenda

- PARCC Overview

- Preparing for Remote Administration

- Administering PARCC Remotely

- Issues during Remote Testing

- Accommodations and Accessibility Features for Remote Testers

PARCC Overview

2021 PARCC Administration

In spring 2021, PARCC will be available for both **in-person** and **remote** testing

- Test content and delivery platform will be the same for both options

- Assessments will be delivered via TestNav, and schools may use either the TestNav app or a web browser

  - Browser-based administration should be used for remote testing

- Remote Testing Supplements to the Test Coordinator Manual and Test Administrator Manual provide additional guidance

  - Supplements have been posted in PearsonAccess[next]

What is Remote Testing?

- Remote testing is the administration of PARCC assessments outside of an in-person school setting and virtually led by a trained Test Administrator.

- Students who are remote testing may be:

  - At home

  - In a virtual learning hub (e.g., CARE classroom)

  - In another setting where they are receiving distance learning instruction

- Students participating in remote testing will be remotely monitored by the Test Administrator and other authorized personnel designated by the school or LEA

Required PARCC Assessments

PARCC mathematics and ELA are taken each spring in grades **3-8** and **in high school**.

OSSE's participation policy outlines requirements for student test registration and can be found in the 2020-21 OSSE Statewide Assessments Participation Policy document.

2020-21 PARCC Administration Windows

Online Testing	April 5 – May 28, 2021	Remote or in-person
Paper Testing (accommodations only)	April 5 – May 21, 2021	In-person only

- Schools may test at any time within the published window

PARCC Testing Times

- The adjusted 2021 PARCC testing forms will require fewer units and less overall testing time for students across all grade levels and subjects

Grade	PARCC Math		PARCC ELA	
	# of Units	Unit Testing Time	# of Units	Unit Testing Time
3	3	60 min.	2	75 min.
4 – 8	3	60 min.	2	90 min.
High School*	2	90 min.	2	90 min.

* Includes the math assessments for Algebra I, Geometry, Algebra II, Integrated I, Integrated II, and the ELA assessments for grades 9-10.

Preparing for Remote Administration

Test Security Training & Guidelines

- Seven pre-recorded **test security modules** serve as the official test security training for LEA and Nonpublic Coordinators

  - Cover test security information for both in-person and remote administration

- 2021 In-Person and Remote Test Security Guidelines

  - Outlines OSSE, LEA, and school responsibilities

- School Test Security Plan Application

  - Includes new questions for remote administration

  - Exemplar plan with reminders and tips

OSSE Test Security Webpage

Assign Staff Roles

LEA PARCC Coordinator LEA Test Integrity Coordinator		
School PARCC Coordinator School Test Monitor		
Special Population Coordinator	Technology Coordinator	
Test Administrators	Proctors	Authorized Personnel

- All of these roles may be successfully performed remotely.

- Personnel in these roles do not need to be on-site in a school building, unless they are required to handle any secure paper test materials (e.g., accommodated test booklets or scripts)

Assign Staff Roles

LEA PARCC Coordinator	• Manage the administration of the PARCC assessments • Ensure test security • Provide test security training for School Test Coordinators • Submit required documentation to OSSE before, during, and after testing • Coordinate with Alternate and EL Assessment Coordinators
School PARCC Coordinator	• Manage the administration of the PARCC assessments • Ensure test security at the school • Provide test security training for authorized personnel • Create a school test security plan and maintain a school test security file
Technology Coordinator	• Prepare technology for test administration • Provide technical support during testing
Special Population Coordinator	• Manage the assignment of accommodations and accessibility features to students
Test Administrator	• Administer a test to a student or group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
Proctor	• Support test administration to a group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
Authorized Personnel	• Any individual (other than a student) who is trained on test security and has permission to enter a secure testing environment

Planning Resources

- Primary Resources
    - PARCC Test Coordinator Manual (TCM)
    - PARCC Test Administrator Manual (TAM) for Computer-Based Testing
    - Accessibility Feature and Accommodations Manual
    - PearsonAccess^{next} (PAN) Training Modules

- Additional Resources
    - Remote Testing Supplements
    - OSSE Testing Accommodations Guides
    - School Test Security Plan Exemplar

Remote Testing Supplements

- Available online through PearsonAccess[next]

  - Will not be shipped to schools

- Follow the sequence of the TCM and TAM—tasks to complete before, during, and after administration

- Outline minimum requirements for remote testing as well as best practices

  - LEA and school test plans must include procedures that incorporate at least the minimum requirements

Technology Preparation

- Refer to the [TestNav System Requirements](#) to be sure that students have access to compatible devices.

    - Browser-based TestNav should be used for remote testing

    - For spring 2021, Pearson will provide support for Chrome OS 72 and newer

- Infrastructure trials are run through the PAN training site. They allow students to take sample assessments and allow staff to practice managing testing in the PAN platform.

Before Testing – Staff Preparation

- All staff involved in testing must receive **test security training** from the LEA or School Test Coordinator

  - This includes training on any school-specific administration procedures

- Test Coordinators, Test Administrators, and other authorized personnel should be familiar with their responsibilities detailed in the TCM, TAM, and Remote Testing Supplements

- Staff responsible for administering accommodations remotely should be trained on administration procedures for those accommodations

Before Testing – Family and Student Preparation

- Send Parent Notification Letter – help families understand best practices and appropriate actions in the testing environment

- Allow students to practice with assessment tools
  - Practice tests and tutorials
  - Accommodations

- Review school-specific administration procedures with students
  - How they will log into test
  - Who to contact if there are any issues, and how
  - How to destroy used scratch paper

Remote Test Session Requirements

- Students testing remotely should be placed in test sessions through PearsonAccess[next]

  - Student Registration/Personal Needs Profile (SR/PNP) includes a field that requires schools to indicate if a student is testing in-person or remotely

  - Test session naming convention indicates a remote session

- Test Administrators are connected to students via an external meeting application (e.g., Teams, Google Meet)

  - Likely the platform being used for distance learning instruction

  - Must support audio and chat; enabling student video is optional, but recommended

- Students connect to TestNav via a supported web browser

Remote Administration Plans

- School Test Security Plans include new questions specific to remote administration

- LEAs set general policies and requirements; schools detail their specific plans

- Plans include:

  - External meeting application to be used

  - Procedures and contact information for providing support/reporting issues during testing

  - Plans for distributing student login information (testing tickets)

  - Procedures and expectations for students who finish early

  - Procedures for disposing of secure test material

- School-specific scripts for remote testing procedures to be included in School Test Security Plan

Administering PARCC Remotely

Remote Testing Environment

- Students/caregivers should be advised to make their remote testing space as secure and distraction-free as possible

- Ensure students have all materials needed for testing ready to use

- Test Administrators should do their best to ensure that no prohibited material is present in the testing environment
  - Personal electronics not being used for the test
  - Information resources like books, posters, formula sheets, etc.

- Instruct students to remove cell phones or other electronic devices not being used for testing from the immediate area

- LEAs should do their best to educate students and caregivers on policies, best practices, and school guidance for what is and is not acceptable in a remote testing environment

Beginning a Remote Test Session

- Test Administrators (and Proctors, if applicable) should be connected to students via external meeting application
  - Parents/caregivers may assist students with logging into the external meeting application
  - TAs use school-specific script to guide students to TestNav site and distribute login information

- Administration scripts appear in the Test Administrator Manual
  - TAs are to read the scripts as written; some adjustments have been included for remote administration
  - Clarification of school-specific procedures may be given as needed
    - Language to be used must be included in School Test Security Plan and approved by OSSE

- After students have begun testing, schools may want to place them in individual breakout rooms to minimize disruption while testing or resolving issues

Monitoring Test Sessions

- Test Administrators are to actively proctor remote test sessions, to the best of their ability

- Depending on what external meeting application your school is using for remote testing, active proctoring may include, but is not limited to:

  ▪ Monitoring the session chat for student questions or technology issues

  ▪ Circulating to individual student breakout rooms to ensure they remain on task and are not engaging in prohibited activities

  ▪ Monitoring student progress through the PearsonAccess[next] dashboard

Communicating with Students During Testing

- External meeting application is to remain active throughout the test session so that students may contact the Test Administrator or Proctor when needed

    ▪ Cell phones may be used to communicate with the TA, Proctor, or TC if the meeting application is unavailable

- Students are <u>not</u> to screen share an active testing window with anyone, including Test Administrators and Test Coordinators

- Test Administrators are not permitted to engage in any educator coaching, which includes helping students with test questions or using nonverbal cues to direct students to a different answer

Issues during Remote Testing

Testing Issues & Irregularities

Issues and irregularities that occur during testing should be documented and may need to be reported to OSSE.

Any individual may report a testing incident to OSSE.

- Test security training covers details about when to document issues for your test security file, and when and how to report an incident to OSSE.

- Information about how to report an incident to OSSE can be found here: osse.dc.gov/service/test-security-and-incident-forms

- *Note*: We acknowledge that schools and LEAs can't be aware of everything that happens in a remote testing environment. Report what you are able to report.

Auto-Resume Function

- For spring 2021, an auto-resume function is enabled

  - Allows students who get disconnected from their test session to log back in and resume testing without needing to wait for a Test Administrator to resume their session in PearsonAccess[next]

- If a test session has been locked by the Test Administrator or Test Coordinator, students are **not** able to log back in

- Test Administrators should lock the session at the end of unit testing time so that students cannot log in again

Auto-Resume Function
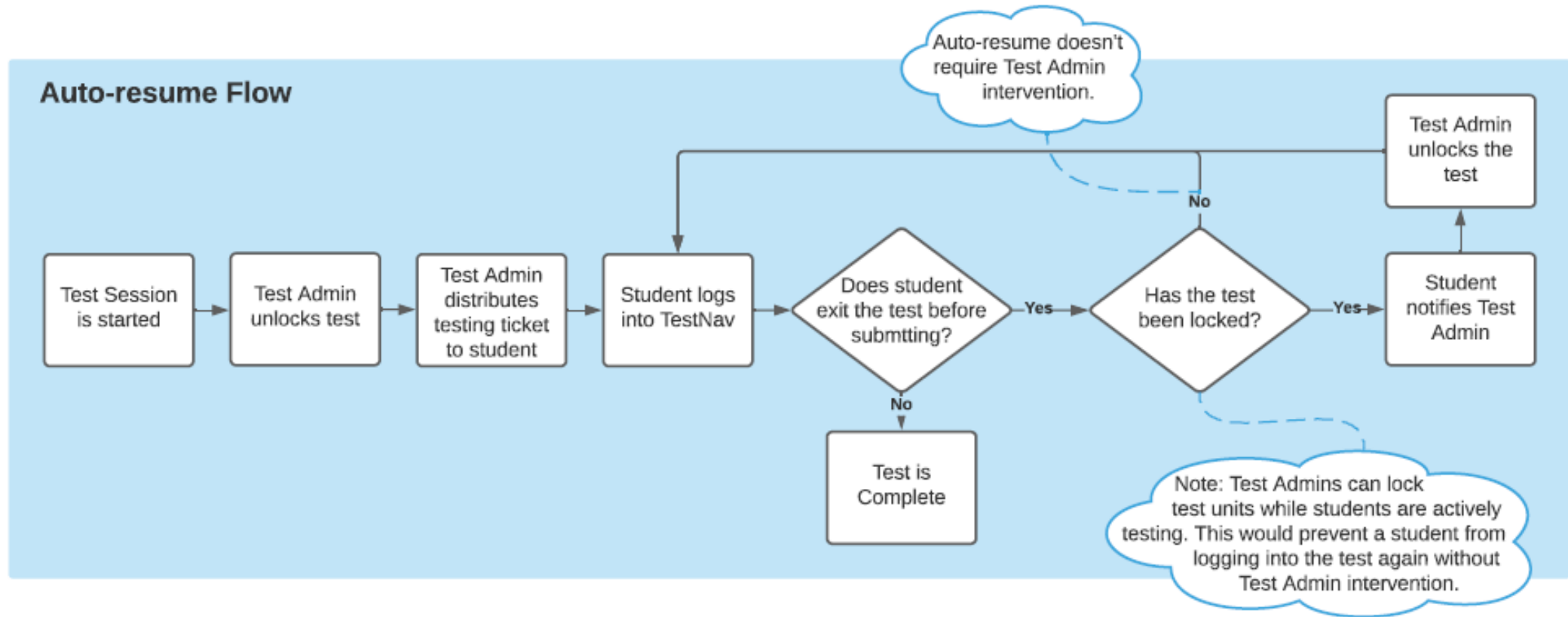
Accommodations and Accessibility Features for Remote Testers

Assigning Accommodations for Assessment

- LEAs and schools are responsible for ensuring that students receive the accommodations they are entitled to according to their IEP, 504 Plan and/or EL Plan

- Accommodations provided to students on the PARCC assessments must be generally consistent with those provided for distance learning and formative assessments

- IEP, 504 Plan, EL Plan teams work with Special Populations Coordinator to make decisions on which testing accommodations are appropriate for individual students

Paper-Based Testing Accommodations

- All accommodated testing requiring paper test materials must be administered **in person only** as secure paper materials cannot leave school buildings

  - Braille

  - Large print

  - Paper-based tests

- Schools that are open and serving students in any capacity—for in-person or hybrid instruction, or are operating distance learning hubs—are required to provide the opportunity for students using paper-based accommodations to test in person

- Families that have chosen to participate exclusively in distance learning or have declined to make the student available for in-person accommodations are not required to send their students to school to test

Remote Testing Accommodations

- While some accessibility features and accommodations need to be administered externally by a Test Administrator, most are embedded in the TestNav online platform

- Students who receive accommodations delivered by a Test Administrator such as Human Reader, Scribe, or Signer may test via remote administration.

  - Human Reader for Mathematics Assessment accommodation uses a paper-based script and requires the Test Administrator to report to a school building for administration. The student receiving the accommodation may be remote.

- The way in which a student receives an accommodation may look different than if they were in person, but every reasonable effort should be made to ensure that students receive the supports to which they are entitled

Testing Accommodations Guides

- Updated with guidance for administering accommodations and accessibility features remotely

- LEAs that have developed specific protocols for providing any of the listed accommodations during instruction or LEA assessments that they wish to use for statewide assessments should contact OSSE for discussion

DISTRICT OF COLUMBIA
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Testing Accommodations Guide

Part I: Students with Disabilities

2020-21 School Year

A Guide to the Selection and Identification of Accommodations on District of Columbia Statewide Assessments for Students with Disabilities with Individualized Education Programs or Section 504 Plans

January 2021

Testing Accommodations Guides

SEDS Human Administered Accommodations for Students with Disabilities	PARCC Human Administered Accommodations for Students with Disabilities	Remote PARCC Administration Accommodation Guidance
Clarification/Repetition of Directions *(Accessibility Feature)*	General Administration Directions Read Aloud and/or Clarified *(Accessibility Feature)*	Schools are to develop a process for providing this accessibility feature for students testing remotely. *Example:* Using the external meeting application, student chats or raises hand to signal to Test Administrator (TA) that they would like directions repeated or clarified.
Read Aloud for ELA/Literacy Assessments	ELA/Literacy Assessments, Human Reader/Human Signer	Test Administrator (TA) logs into TestNav using the provided **TA login credentials**. TA reads or signs the test via external meeting application. **OR** Student uses text-to-speech function to hear the test questions and passages read aloud for ELA/Literacy assessments. IEP teams must follow LEA protocols for amending the IEP if the accommodation is not currently listed on the student's IEP.

Questions?

Resources & OSSE Contacts

PARCC Remote Administration Resources

- [OSSE Test Coordinator Resources](#)

- [2020-21 Statewide Assessment Participation & Performance Policy](#)

- [Test Security Resources](#): Test Security Modules, In-Person and Remote Test Security Guidelines, School Test Security Plan Exemplar

- [Test Coordinator Manual and Test Administrator Manuals](#)

- [PARCC Accessibility Features & Accommodations Manual](#)

- [Remote Testing Supplements](#)

- [OSSE Testing Accommodations Guides](#)

- [TestNav System Requirements](#)

- [PearsonAccess](#)[next]

OSSE Points of Contact

Area	Topic	Point of Contact
Assessment Policy	Every Student Succeeds Act (ESSA) & General Assessment Policy	Danielle Branson
	Data, Reporting, Business Rules	Chanon Bell
	Test Integrity and Security	
	Special Populations	Michael Craig
Test Administration	NAEP	Swea Hart
	PARCC	Stephanie Snyder or Daniel Alcazar-Roman
	MSAA	Michael Craig
	WIDA ACCESS	
Assessment Literacy	LEA/School Workshops and Trainings	Stephanie Snyder

Thank You!