PearsonAccess^{next} 101 Training

January 2021 | OSSE Assessment Team

PARCC

Resources for today's training can be found at:

http://bit.ly/PARCC2021

Agenda

- Introduction to PARCC
- Managing LEA/School Accounts
- Setting up Users
- Registering Students
- Completing the Personal Needs Profile
- Creating Test Sessions
- Monitoring Testing
- Closeout Testing

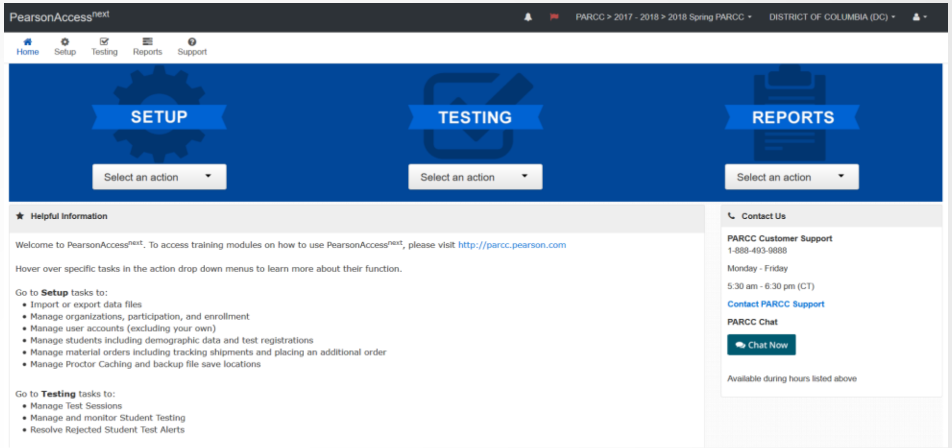
Introduction to PARCC

PARCC

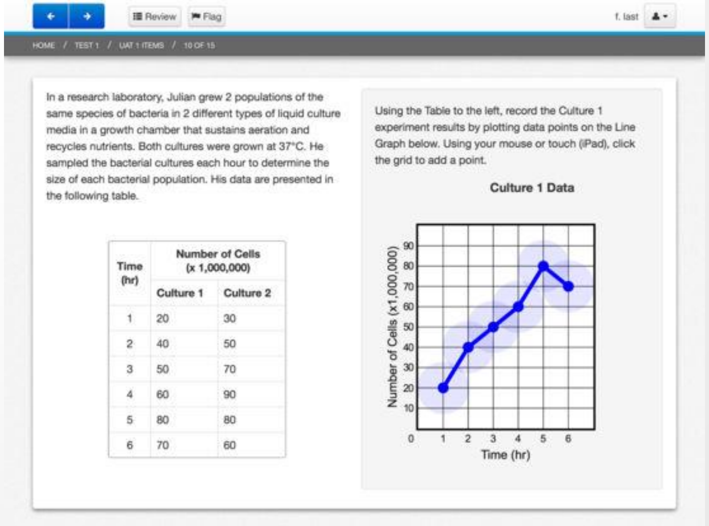
The Partnership for Assessment of Readiness for College and Careers, or PARCC, is the District of Columbia's annual assessment of mathematics and English language arts (ELA), based on the Common Core State Standards (CCSS).

PARCC

PARCC is managed through the PearsonAccess^{next} (PAN) online system.



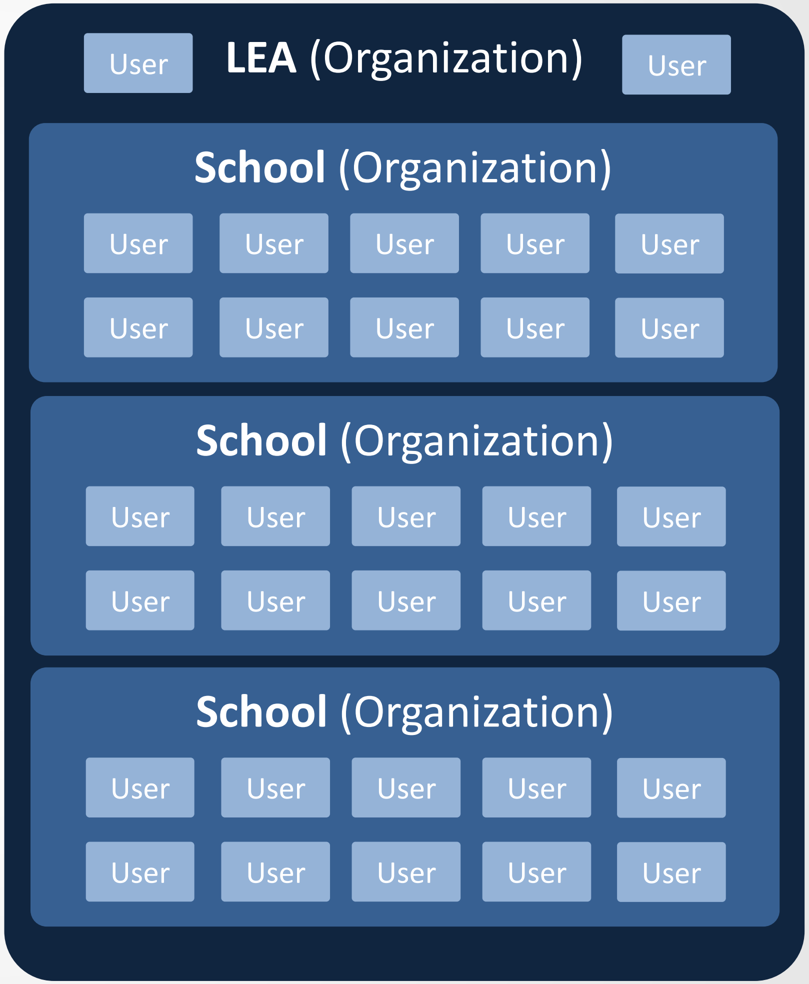
Students take the PARCC assessments online in **TestNav8**.



Managing LEA and School Accounts

Managing LEA and School Accounts

- Each LEA and each school is setup by OSSE as an organization in the PearsonAccess^{next} system.
- Staff members can be assigned to organizations through user accounts.
- Students are assigned to organizations when they are registered to test.

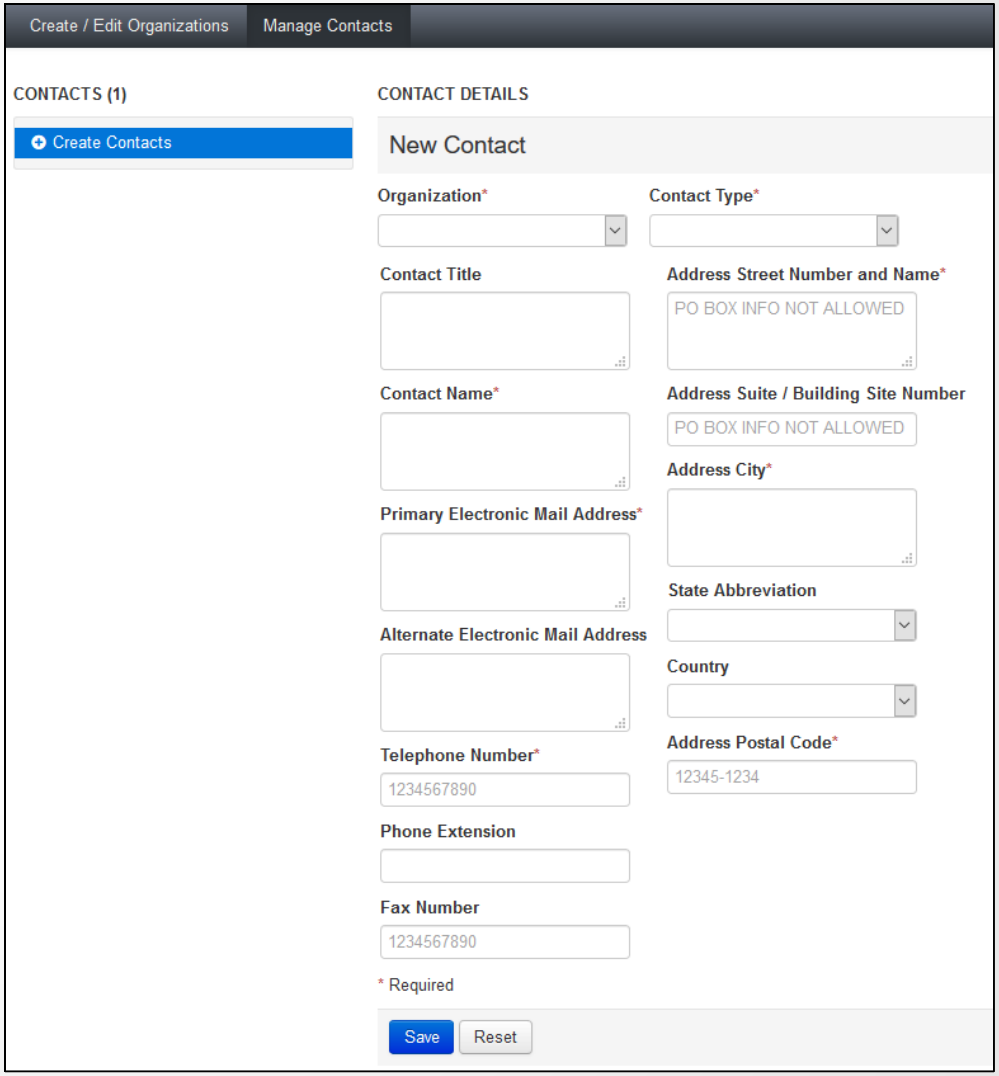


Managing LEA and School Accounts

Each year, LEA and School Test Coordinators should ensure that all organization information is accurate.

- Points of contact
- Shipping addresses
- Contact information

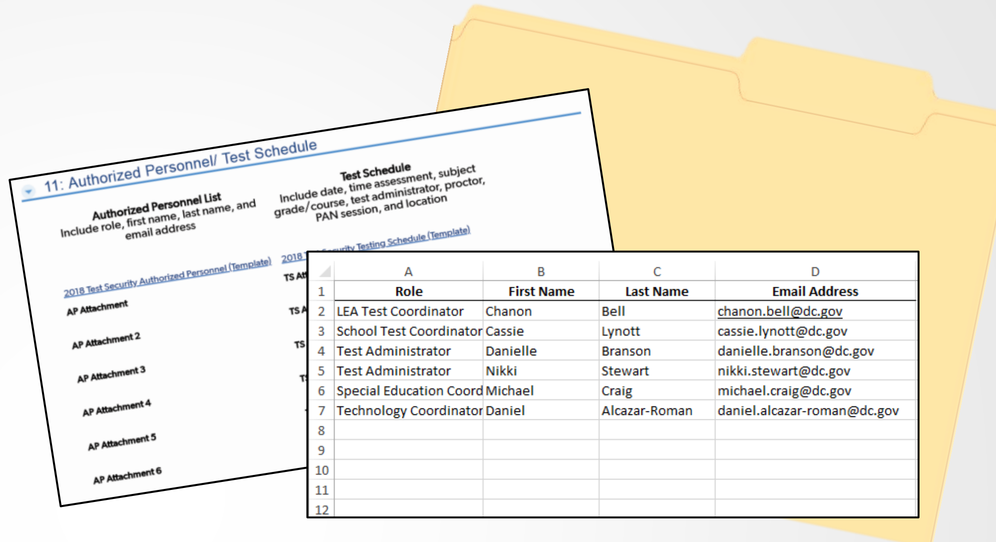
Accurate organization information will ensure messages and materials are sent to the appropriate individuals.



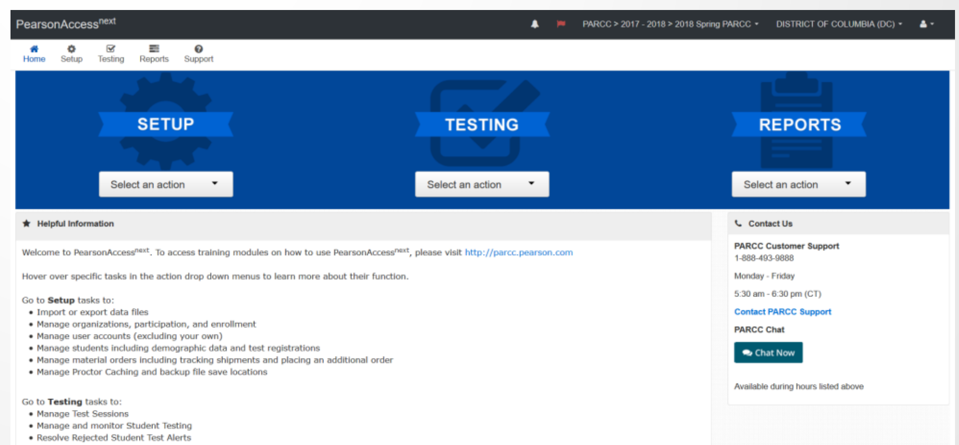
Setting Up Users

Assign Staff Roles

PARCC staff roles will be documented in your school test security plan, school test security file, and PearsonAccess^{next}.

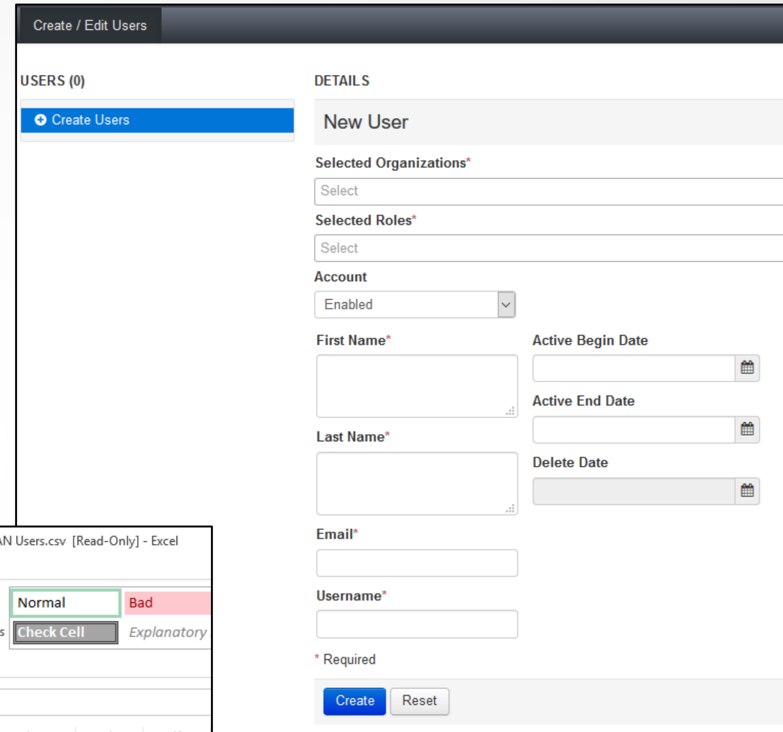


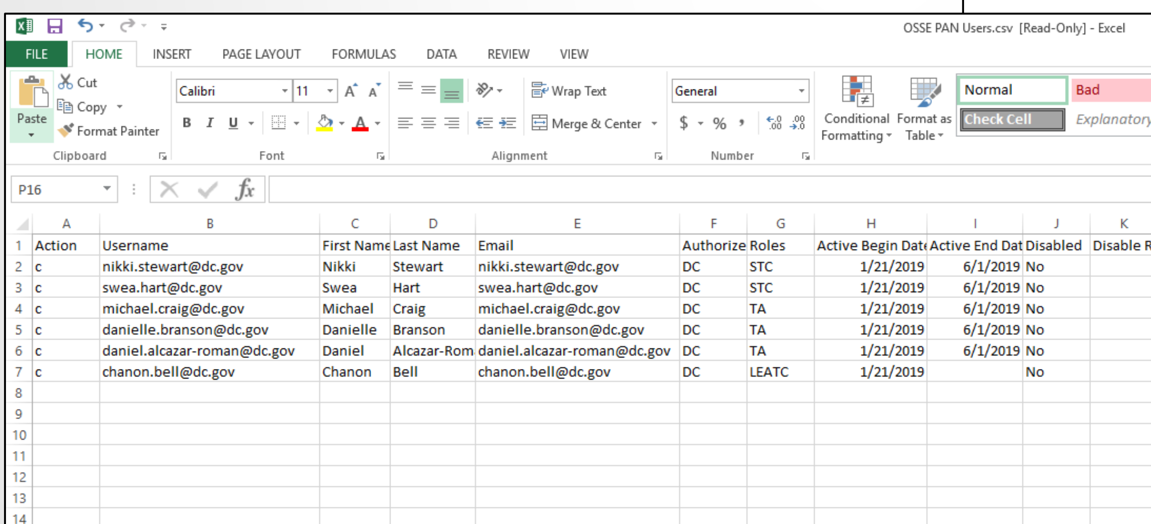
Assigning roles in PearsonAccess^{next} will allow staff to complete needed tasks before, during, and after testing.



Setting Up Users

Assigning users can be completed by entering each user's information into the PAN system interface, or by importing a list of users through a properly formatted spreadsheet.



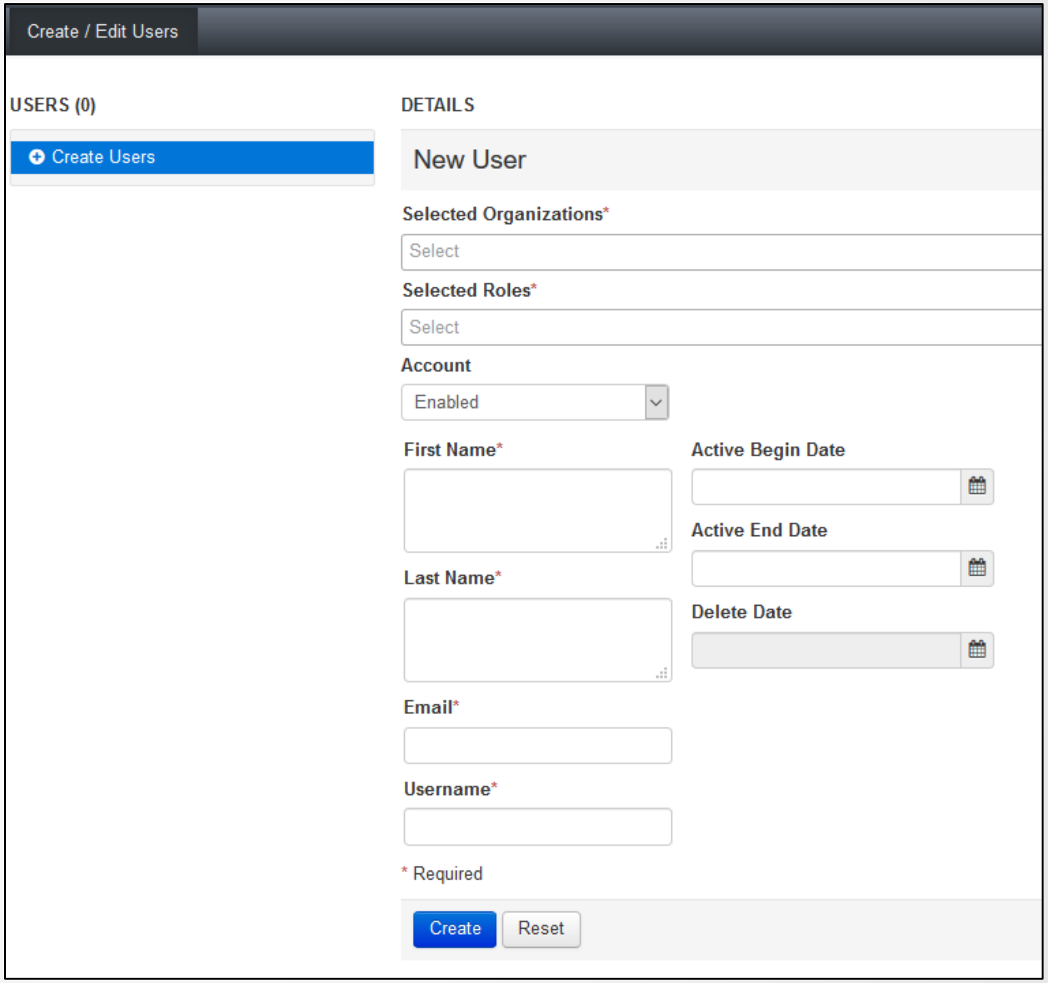


Action	Username	First Name	Last Name	Email	Authorize	Roles	Active Begin Date	Active End Dat	Disabled	Disable Re
c	nikki.stewart@dc.gov	Nikki	Stewart	nikki.stewart@dc.gov	DC	STC	1/21/2019	6/1/2019	No	
c	swea.hart@dc.gov	Swea	Hart	swea.hart@dc.gov	DC	STC	1/21/2019	6/1/2019	No	
c	michael.craig@dc.gov	Michael	Craig	michael.craig@dc.gov	DC	TA	1/21/2019	6/1/2019	No	
c	danielle.branson@dc.gov	Danielle	Branson	danielle.branson@dc.gov	DC	TA	1/21/2019	6/1/2019	No	
c	daniel.alcazar-roman@dc.gov	Daniel	Alcazar-Rom	daniel.alcazar-roman@dc.gov	DC	TA	1/21/2019	6/1/2019	No	
c	chanon.bell@dc.gov	Chanon	Bell	chanon.bell@dc.gov	DC	LEATC	1/21/2019		No	

Setting Up Users – Enter Individually

- Select **SETUP**
- Select **USERS**
- Select **SELECT TASK**
- Select **CREATE/EDIT USERS**
- Select **START**
- Complete the relevant fields
- Select **CREATE**

If a delayed **ACTIVE BEGIN DATE** is not entered, the user will receive immediate access and receive an email that indicates access has been granted. If a delayed **ACTIVE BEGIN DATE** is entered, access will be provided on that date.

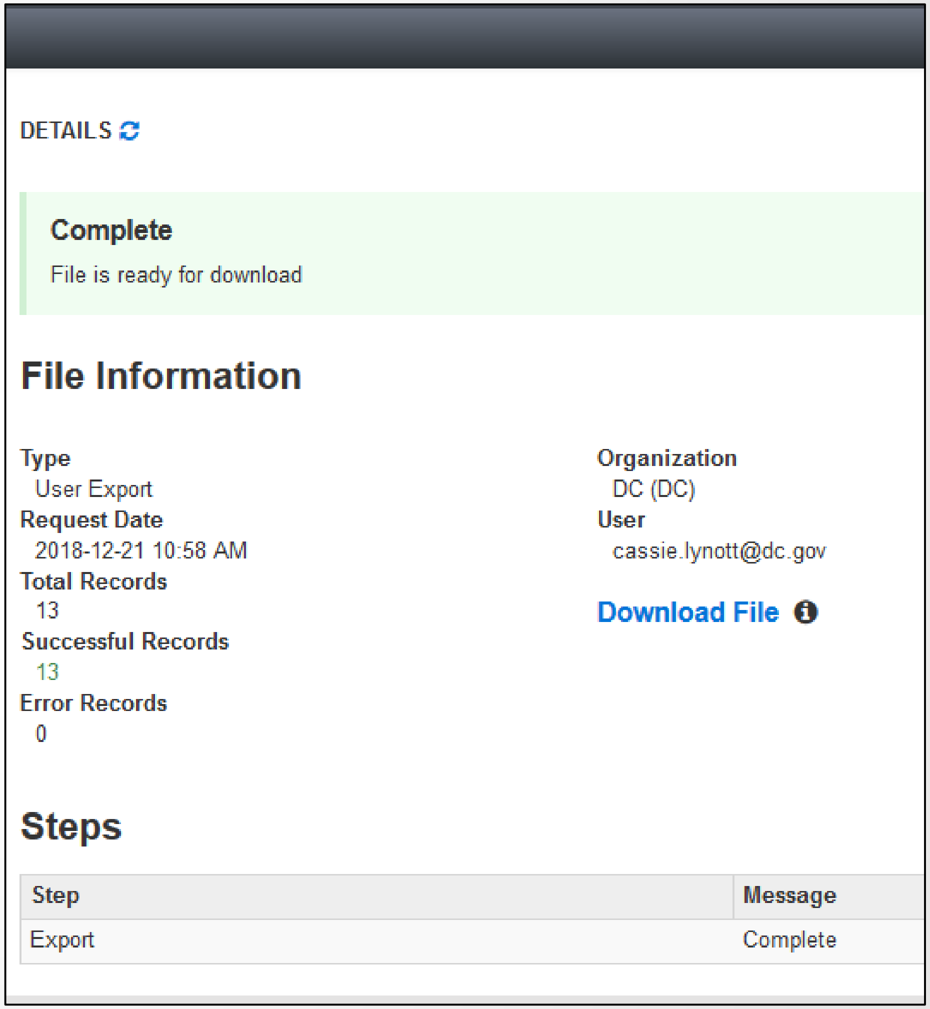


Setting Up Users – Upload File

- Select **SETUP**
- Select **IMPORT/EXPORT DATA**
- Select **SELECT TASK**
- Select **IMPORT/EXPORT DATA**
- Select **START**
- Select **USER EXPORT**
- Select **PROCESS**

The system will begin to process your request. Refresh the screen with the blue arrow icon at the top of the page. Once the file is ready, select **DOWNLOAD FILE**.

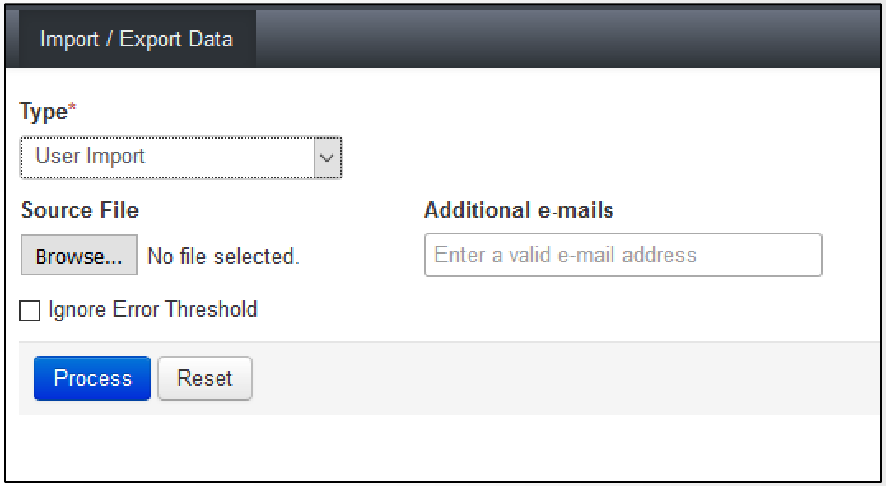
Update the file to include new users and save in CSV format. Reference the User Role Matrix Guide for support.



Setting Up Users – Upload File

Beginning on the **IMPORT/EXPORT DATA** page:

- Select **SELECT TASK**
- Select **IMPORT/EXPORT DATA**
- Select **START**
- Select **USER IMPORT**
- Select **BROWSE** and choose your file
- Select **PROCESS**



The system will begin to process your request. Refresh the screen with the circular blue arrow icon at the top of the page. When the import is complete, the system will alert you to the success of your import, or will notify you of any errors that have occurred.

Registering Students

Register Students

Registration aligns with each student’s **grade** or **course**.

- OSSE registers all students in grades **3-8**
- LEAs verify registration for grades 3-8 and make adjustments for students in grade 7 and 8 taking advanced mathematics courses
- LEAs register **all high school students** for PARCC based on course enrollment

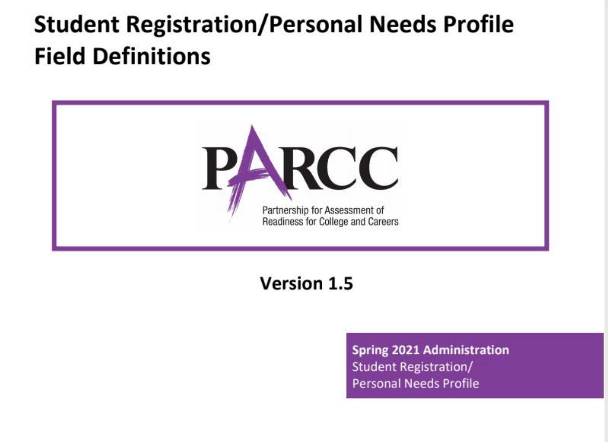
Register Students

PARCC registration information is uploaded into PearsonAccess^{next} through a spreadsheet called the **Student Registration and Personal Needs Profile** (SR/PNP).

- SR/PNP registration fields include:
  - LEA and school code
  - Student name
  - Unique student identifier (USI)
  - Birthdate and current grade
  - Other demographic information
  - Assessment test taken
  - Mode of instruction
- Directions for completing the SR/PNP file can be found in PearsonAccess^{next} and in the SR/PNP Field Definitions Guide

Register Students – Upload File

Detailed descriptions of the SR/PNP fields can be found in the Student Registration/Personal Needs Profile Field Definitions guide. This document provides names, values, and definitions for each column of the SRPNP file. It also include instructions for creating the file and importing it into the PAN system.


Student Registration/Personal Needs Profile Field Definitions

PARCC

Partnership for Assessment of Readiness for College and Careers

Version 1.5

Spring 2021 Administration
Student Registration/
Personal Needs Profile

AY2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	AC	AD	AS	AT	AU	AV	AW	AX
1	Filler1	Testing Di	Testing Sc	Responsik	Responsik	State Studer	Local Stud	Unique In	Last or Sur	First Nam	Middle Na	Birthdate	Sex	Filler2	Grade Lev	Student W	Primary D	Session N	Class Nam	Test Admi	Staff Mem	Test Code	Test For
2		0000	0000			1234567890			Sample	Student		2010-11-30	F		4	IEP	SLD	MATH.04.CL.R		Lynott.Cassie		MAT04	o
3		0000	0000			1234567890			Sample	Student		2010-11-30	F		4	IEP	SLD	ELA.04.NS.R		Stewart.Nikki		ELA04	o
4		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			MATH.ALG1.CL.R		Lynott.Cassie		ALG01	o
5		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			ELA.08.NS.R		Stewart.Nikki		ELA08	o
6		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			SCIENCE.08.DA.R		Alcazar-Roman.Dani		SCI08	o
7		0000	8888			2345678901			Training	Child		2004-05-01	M		10			MATH.GEO.CL.R		Lynott.Cassie		GEO01	o
8		0000	8888			2345678901			Training	Child		2004-05-01	M		10			ELA.10.NS.R		Stewart.Nikki		ELA10	o
9		0000	8888			2345678901			Training	Child		2004-05-01	M		10			SCIENCE.BIO.DA.R		Alcazar-Roman.Dani		BIO10	o
10																							
11																							
12																							

Register Students – Enter Individually

Students may also be registered individually in the PAN user interface. To register a single student follow the steps below.

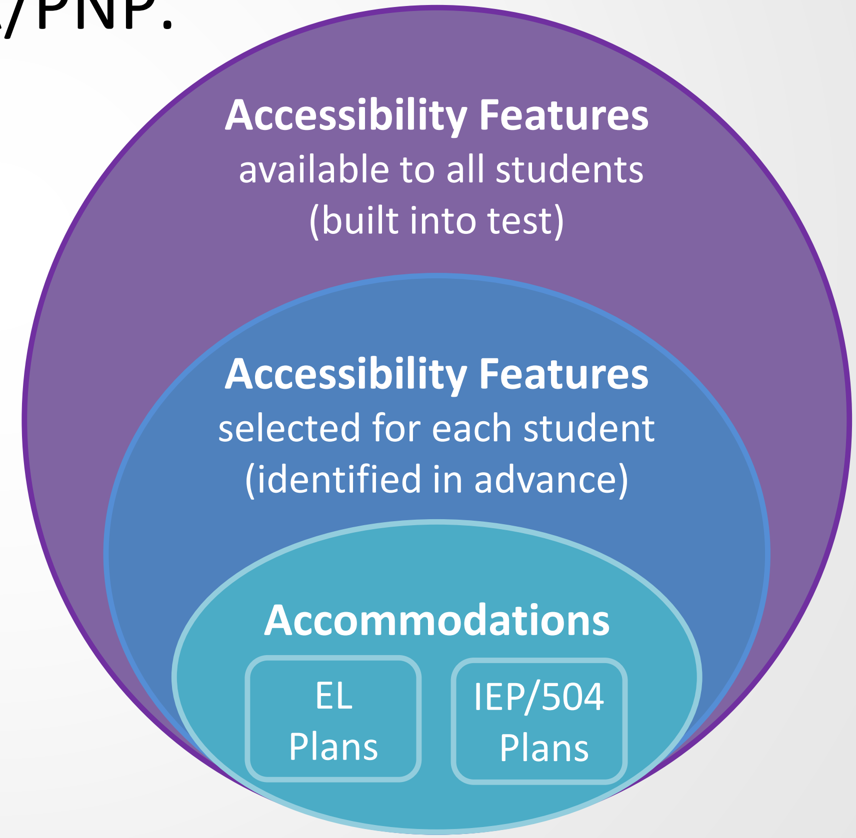
- Select **SETUP**
- Select **STUDENTS**
- Select **SELECT TASK**
- Select **CREATE/EDIT STUDENTS** and **REGISTRATION**
- Select **START**
- Complete the relevant fields in the **CREATE/EDIT STUDENTS** tab
- Select **CREATE**
- Select the **REGISTER STUDENTS** tab
- Complete the relevant fields
- Select **SAVE**
- Select the **MANAGE STUDENT TESTS** tab
- Complete the relevant fields
- Select **SAVE**

Completing the Personal Needs Profile

Document Accommodations & Accessibility Features

Accommodations and accessibility features are identified for each student in the **Personal Needs Profile** section of the SR/PNP.

- Accommodations require an **IEP**, **504 plan**, or **EL plan**
- Accessibility features can be assigned to any student, based on the policies established by the LEA or school



Document Accommodations & Accessibility Features

Work with the **Special Education Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

- LEA and school policies should be created to ensure accessibility features are assigned **equitably**
- Accommodations and accessibility features should be reflective of a student's typical testing experience
- Students should **practice** using accommodations and accessibility features prior to testing
- Refer to Testing Accommodations Guides for considerations for providing remote accommodations

Completing the Personal Needs Profile

The Personal Needs Profile includes a column for each accommodation and accessibly feature. Reference the Student Registration/Personal Needs Profile Field Definitions guide to find locations within the file and instructions for importing.

Student Registration/Personal Needs Profile Field Definitions

PARCC
Partnership for Assessment of Readiness for College and Careers

Version 1.5

Spring 2021 Administration
Student Registration/
Personal Needs Profile

AS13

	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV
1	Separate/Alternate Location	Small Group Testing	Specialized Equipment or Furniture	Specified Area or Setting	Time of Day	Answer Masking	Student Reads Assessment Aloud to Self	Color Contrast	ASL Video for ELA and Math	Assistive Technology - Screen Reader for ELA and Math	Assistive Technology - Non-Screen Reader for ELA and Math	Closed Captioning for ELA/L	Refreshable Braille Display for ELA/L	Alternate Representation - Paper Test	Large Print	Braille with Tactile Graphics	Filler20	Human Signer for Test Directions	Answers Recorded in Test Book	Braille Response	Calculation Device and Mathematics Tools
2																					
3																					

Completing the Personal Needs Profile

Student supports may also be added individually in the PAN user interface. To make updates for a single student follow the steps below.

- Select **SETUP**
- Select **STUDENTS**
- Locate the student by using the **FIND STUDENTS** search bar and select the box by the student's name
- Select **SELECT TASK**
- Select **MANAGE STUDENT TESTS**
- Select **START**
- Select the student test on the left side of the screen
- Complete the relevant fields
- Select **SAVE**

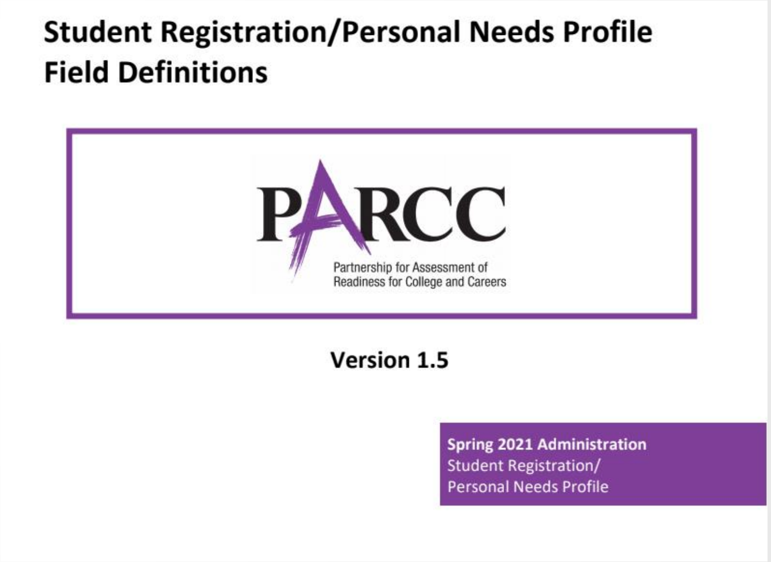
Creating Test Sessions

Create Test Sessions

Test sessions are created in PAN.

Test sessions can be created manually within a student account or for large groups of students through an SR/PNP file upload.

- Select **TESTING**
- Select **SESSIONS**
- Select **SELECT TASK**
- Select **CREATE/EDIT SESSIONS**
- Select **START**
- Complete the relevant fields
- Select **SAVE**



Student Registration/Personal Needs Profile Field Definitions

PARCC

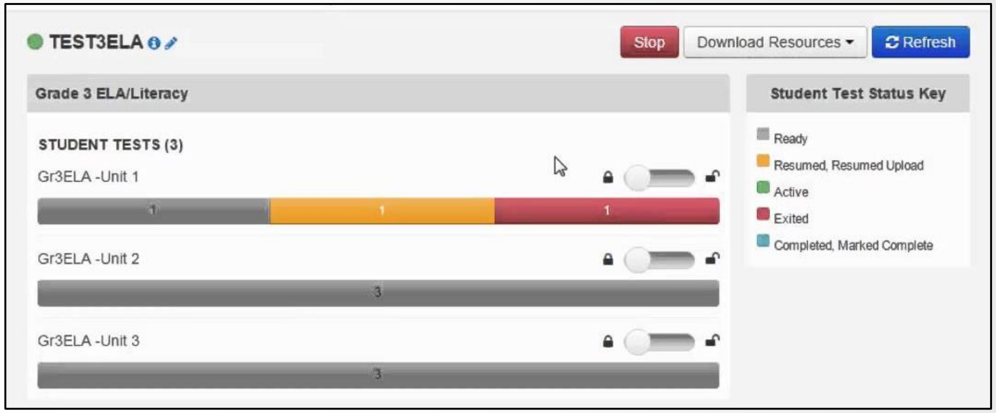
Partnership for Assessment of Readiness for College and Careers

Version 1.5

Spring 2021 Administration
Student Registration/
Personal Needs Profile

Create Test Sessions

Test sessions group students for management by a Test Administrator during testing. Students must be associated with a testing sessions to begin testing.



From the test session in PAN, student testing tickets can be printed by test coordinators and tests can be activated, monitored, and closed.


Student Testing Ticket

Student Name	STUDENT, NEW
Session Name	JONESHT03ELAPBA
Date of Birth	2003-01-05
Location	
Test	Grade 3 ELA/Literacy

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:

http://parcctrng.testnav.com

You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.

Username	0048525459
Password	231383

Create Test Sessions

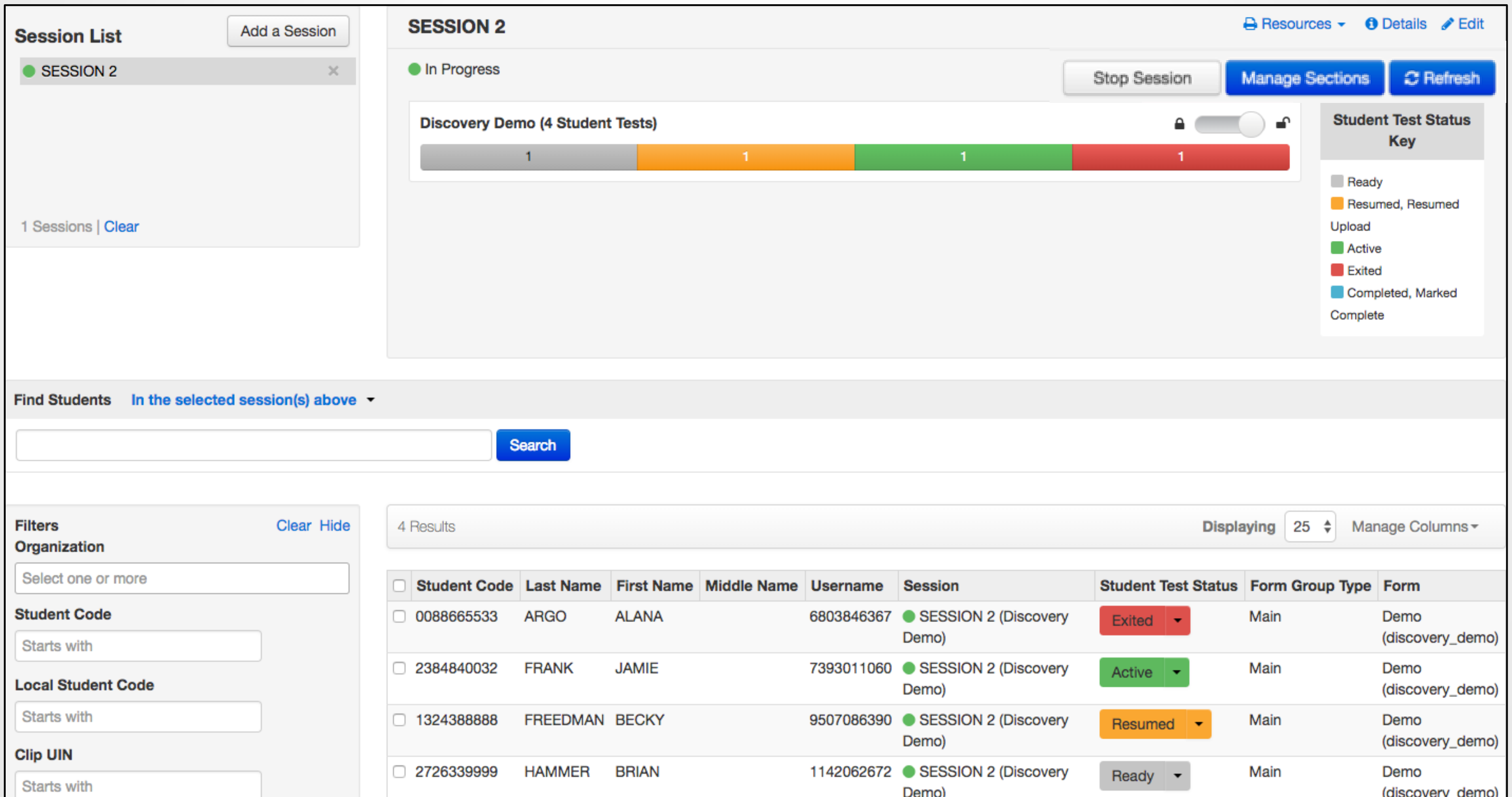
Test sessions must be created in the format of the naming conventions below. Each test session that is created must be assigned a Test Administrator in the PAN system. The use of the Test Administrator naming conventions is also required.

SR/PNP Field	Naming Convention	Sample Name
Session Name	SUBJECT.grade.TAintials.remote(R)/in-person(I)/makeup-remote(MR)/makeup-in-person(MI)	ELA.03.JD.R MATH.ALG1.JD.I
Test Administrator	Lastname.Firstname	Doe.Jane

Monitoring Testing

Monitoring Testing

Test Coordinator and Test Administrators can use the PAN system to monitor student testing in the **Students in Session** section.



Ensure A&AF are Accurately Provided

Prior to testing, Test Administrators should review codes in PAN to ensure the system is prepared to provide each student with the appropriate accommodations and accessibility features.

	State Student Identifier	Last Name	First Name
	ABCDEFGHIJ TTS	STUDENT	SAMPLE

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.

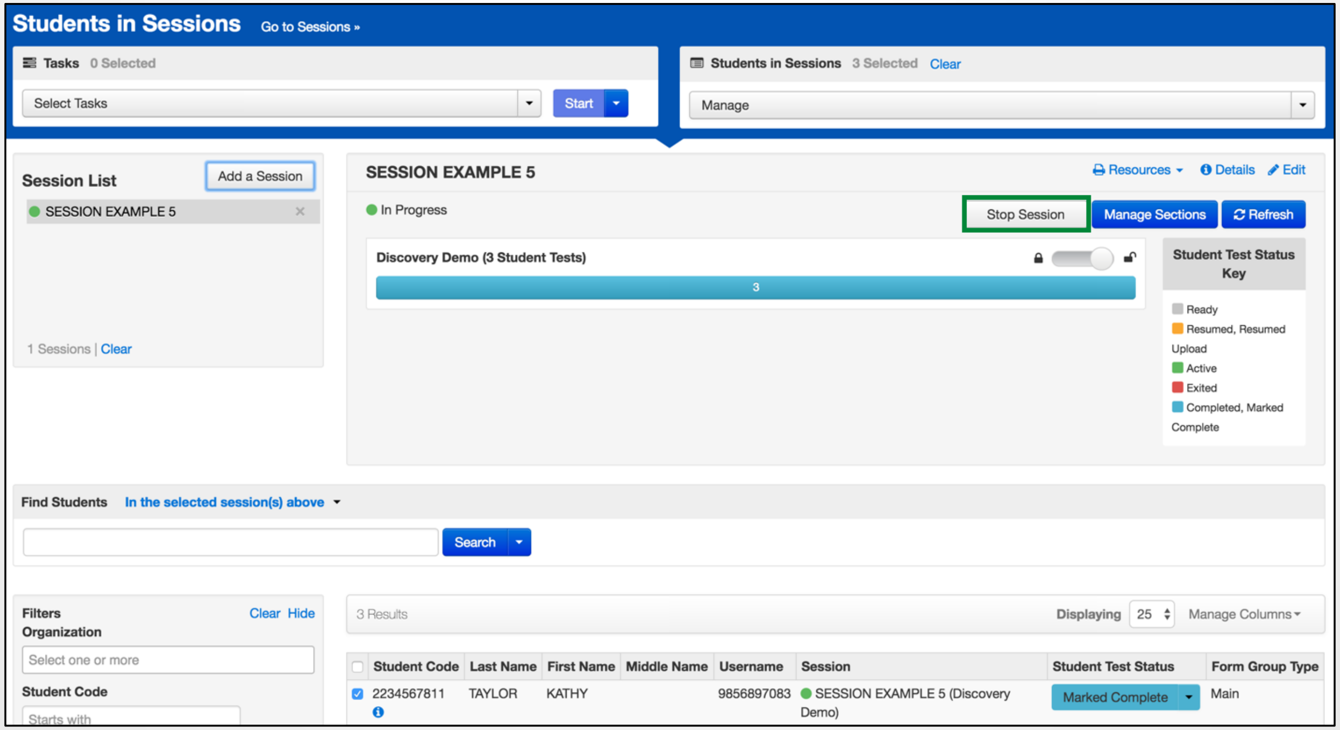
If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.

Closeout Testing

Close Tests and Stop Sessions

Close any tests that remain open at the end of the testing window to submit them for scoring by stopping each test session.

- Select **TESTING**
- Select **STUDENTS IN SESSIONS**
- Locate a session in the **SESSION LIST**
- Click **ADD SELECTED**
- Ensure all student tests are complete
- Select **STOP SESSION**

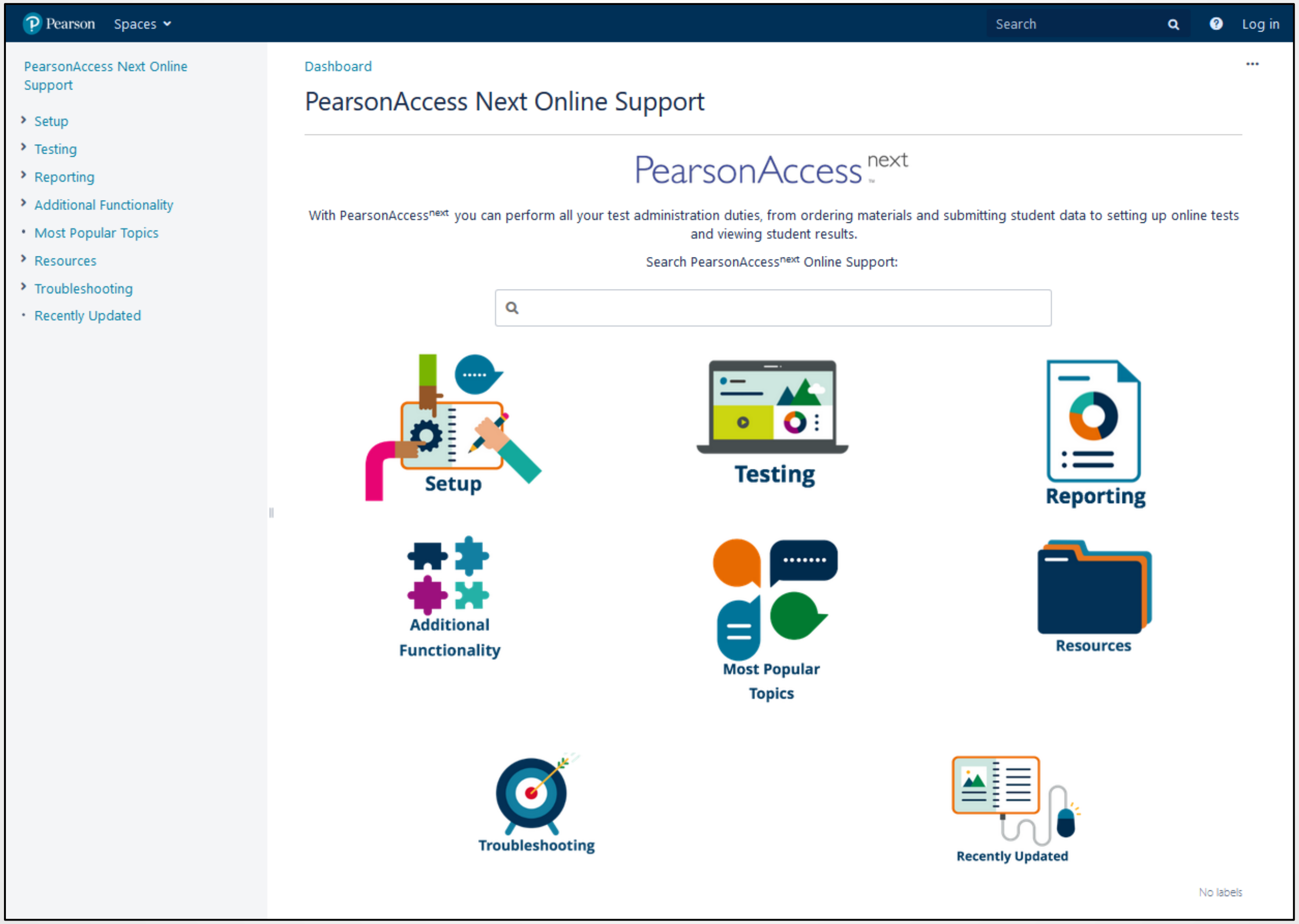


PearsonAccess^{next} Support

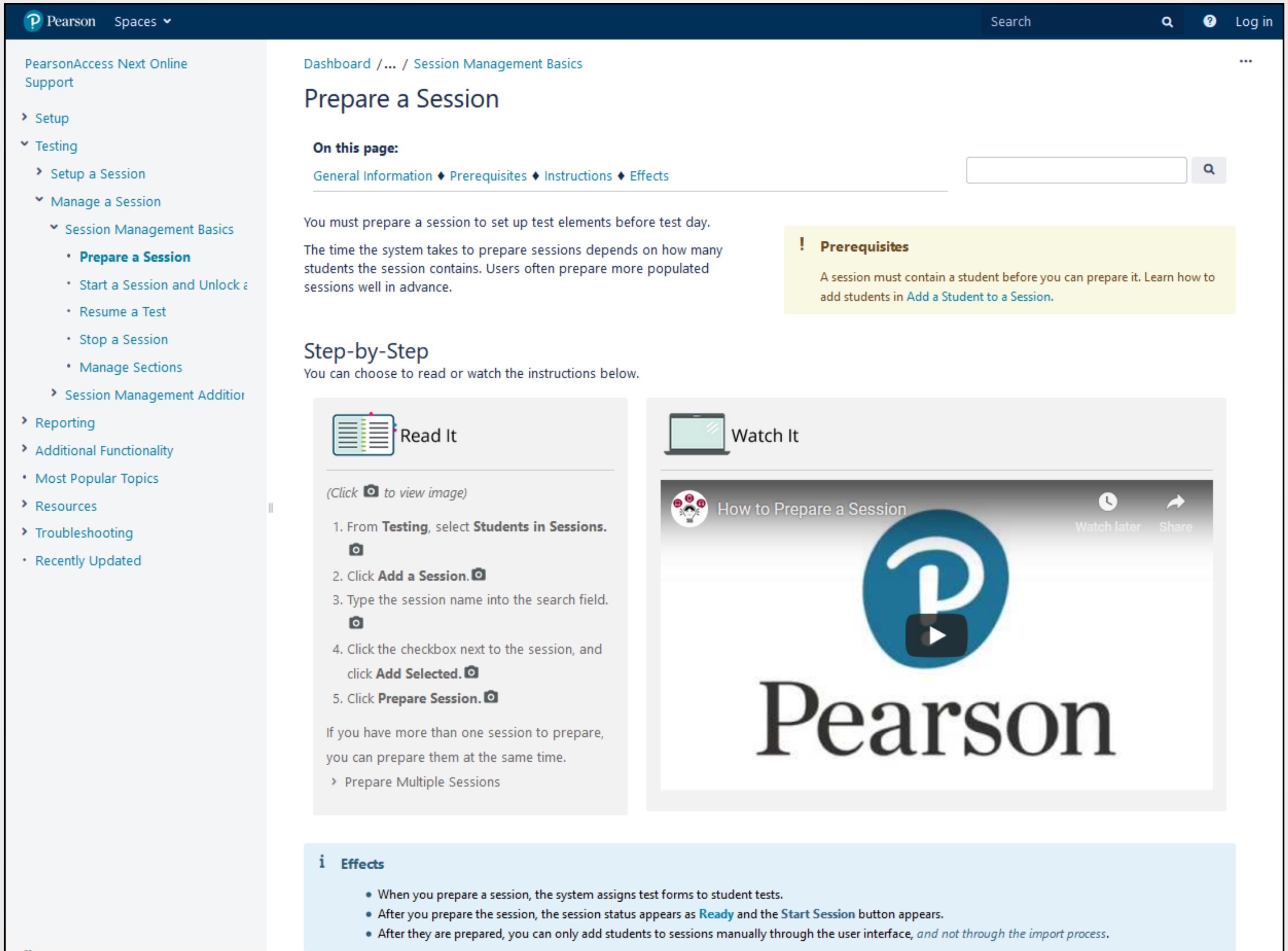
PearsonAccess^{next} Support

PearsonAccess^{next} User Guide

https://support.assessment.pearson.com



PearsonAccess^{next} Support


Pearson Spaces Search Log in

PearsonAccess Next Online Support

- Setup
- Testing
  - Setup a Session
  - Manage a Session
    - Session Management Basics
      - **Prepare a Session**
      - Start a Session and Unlock a
      - Resume a Test
      - Stop a Session
      - Manage Sections
    - Session Management Additio
- Reporting
- Additional Functionality
- Most Popular Topics
- Resources
- Troubleshooting
- Recently Updated

Space tools

Dashboard / ... / Session Management Basics

Prepare a Session

On this page:

General Information ♦ Prerequisites ♦ Instructions ♦ Effects

You must prepare a session to set up test elements before test day.

The time the system takes to prepare sessions depends on how many students the session contains. Users often prepare more populated sessions well in advance.

! Prerequisites

A session must contain a student before you can prepare it. Learn how to add students in Add a Student to a Session.

Step-by-Step

You can choose to read or watch the instructions below.

Read It

(Click to view image)

1. From **Testing**, select **Students in Sessions.**
2. Click **Add a Session.**
3. Type the session name into the search field.
4. Click the checkbox next to the session, and click **Add Selected.**
5. Click **Prepare Session.**

If you have more than one session to prepare, you can prepare them at the same time.

› Prepare Multiple Sessions

Watch It

i Effects

- When you prepare a session, the system assigns test forms to student tests.
- After you prepare the session, the session status appears as Ready and the Start Session button appears.
- After they are prepared, you can only add students to sessions manually through the user interface, *and not through the import process.*

PearsonAccess^{next} Support

Contact Us

Customer Support
1-866-688-9555

Monday - Friday

6:00 am - 7:30 pm (EST)

Contact Customer Support

Chat

Chat Now

Available during hours listed above

Links

DC Pearson Portal

PearsonAccess Next Training Site

Practice Tests

PARCC

PARCC Resources

PearsonAccess^{next}: Testing portal

PARCC Assessment Manuals: Test coordinator, test administrator, and accessibility and accommodations manuals

Pearson Training Modules: Watch "how to" presentations

Pearson DC Portal: https://dc.mypearsonsupport.com/

PARCC Assessment Resources: Assessment design resources, released items and educator resources

PARCC/Pearson Customer Support: (866) 688-9555

OSSE Support Tool (OST)

Q&A

PARCC Training Events

The following events are recommended for LEA PARCC Test Coordinators:

SR/PNP Workshop (office hours)	Feb. 10	2-3:30 p.m.
Test Session Workshop (office hours)	March 10	2-3:30 p.m.

PARCC Remote Test Administration Guidance - Webinar	Feb. 2	3-4:30 p.m.
PARCC Technology Coordinator Training - Webinar	Feb. 19	2-3:30 p.m.
Technical Assistance During PARCC Testing - Webinar	March 25	2-3:30 p.m.
PARCC Closeout Procedures - Webinar	May 13	2:30-3:30 p.m.

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!