DC Assessment Accommodations Webinar Part III:
PARCC and DC Science Personal Needs Profiles (PNPs)

Office of the State Superintendent of Education

Assessment Team

Introduction

- Part I and II of this webinar series introduced accommodations policies procedures for students with disabilities and English learners.
  - Watch those webinar recordings [on our website](#)
- Today's training will focus on technical tips for a smooth administration of accommodations during testing and review frequently asked questions from last year's tests

Frequently asked PNP questions

- What is the PNP?
  - The PNP is a collection of information about a student's testing conditions, materials, or accessibility features and accommodations that are needed to take a PARCC or DC Science assessment.

- When is the PNP due?
  - There is no due date for the PNP. PNPs may be changed as needed up until the time of testing, depending on the student's needs. But it is highly recommended that schools complete all their PNPs no later than three weeks before testing.

Frequently asked PNP questions

- Who completes the PNP?
  - Who completes the PNP can vary by school and student. An IEP team, an EL team, or other educators may be the best people to identify PNP needs, depending on the student. Who enters the data can also vary by school. Talk with your school or LEA test coordinator to decide on a plan of action.
- Are some items on the PNP available to all students?
  - Yes. Anything noted in the PARCC manual as an accessibility feature is potentially available to all students. But not every accessibility feature will be helpful or appropriate for every student. If an accessibility feature is required for a student with a disability or EL student (as per their IEP or EL plan), it should be treated as an accommodation.

How to edit a PNP one student at a time

On dc.pearsonaccessnext.com:

- From Setup > Students, search for a student, check the box by the student you want to edit, open the task list, select Manage Student Tests and click Start.

- Under Manage Student Tests
  - Find the test you wish to edit; PNPs for each subject are managed separately
  - Check the boxes for the accommodations/accessibility features a student needs for that subject, click Save

How to edit a PNP one student at a time

How to edit PNPs for many students

- From **Setup > Import/Export Data,** select Import/Export Data from the task list and hit Start.

- Select student registration export, CSV file format, and no test status filters, click process

- Your file may take several minutes to process. Click the blue refresh symbol to test progress, and when the file is ready a blue download button will appear

- Make any needed edits in the file. A file format guide is available under the support tab in Pearson Access Next, the system will not accept any file that does not follow this format

- Import the file by following the same steps but choose student registration import, making sure to save in .csv format and follow all file formatting requirements

How to edit PNPs for many students

PARCC
Partnership for Assessment of

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	State Abb	Testing Di	Testing Sc	Responsit	Responsit	State Stud	Local Stud	PARCC Stu	Last or Sur	First Nam	Middle Na	Birthdate	Sex		State Field	Grade Lev	Hispanic c	American	Asian		Black or A	Native Ha	White
F	DC	9999	9999	9999	9999	8.08E+08		6c91c80c-5	O'KEEFE	BONNIE		12/8/2005	F			8	N						Y
	DC	9999	9999	9999	9999	1.21E+09		1faaad46-	O'KEEFE	BONNIE		12/8/1995	F			8	N						Y

Student Registration

			ELA/L Math					students without visual impairments.

students without visual impairments.

Assistive Technology - Non-Screen Reader - Assistive Technology Application (Examples: Co:Writer, Read&Write Gold) used to deliver computer-based test form for ELA/L and Math.

Assistive technology that provides magnification or word prediction assistive technology support that requires security pass through to interact with TestNav.

TestNav 8 and PARCC Assistive Technology:
http://www.pearsononlinetesting.com/TestNav/PARCC-AT/

- Students With Disability populated with either "504" OR "IEP",
- ASL Video must be left blank,
- Assistive Technology - Screen Reader must be left blank,
- Closed Captioning for ELA/L must be left blank,
- Translation of the Mathematics Assessment must be left blank,
- Text-to-Speech must be left blank,
- and Human Reader or Human Signer must be left blank.

IA (DC)

| BJ | Closed Captioning for ELA/L CBT ELA/L | N | 1 | Used to assign the form administered for computer-based testing. Closed captioning and subtitling are both processes of displaying text on a television, video screen, or other visual display to provide additional or interpretive information. | If expected value equals "Y"; then the following criteria must be met or record will error: • Test Format populated with "O", • Students With Disability populated with either "504" OR "IEP", • ASL Video must be left blank, • Assistive Technology - Screen Reader must be left blank, • Assistive Technology - Non-Screen Reader must be left blank, • Translation of the Mathematics Assessment must be left blank, • Text-to-Speech must be left blank, • and Human Reader or Human Signer must be left blank. | Y = Yes Blank |

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Common Errors in Importing Data Files

- When exporting a file from Pearson Access Next to edit and upload (e.g. student registration file), Excel commonly will change formatting in 4 key fields, which will cause errors when uploading:
  – LEA ID must be 4 digits long
  – School ID must be 4 digits long
  – Student birthdate must be in yyyy-mm-dd format
  – Grade must be 2 digits long
- Before you save your edits (as .csv) and upload, reformat these fields. Select the column in Excel, right click, choose "Format Cells…", choose the custom category and enter the following text depending of the field you are reformatting:
  – LEA ID: 0000
  – School ID: 0000
  – Birthdate: yyyy-mm-dd
  – Grade: 00
- Pearson customer support should be able to help you on the phone or in chat functions if you have any difficulties

How to check a test form has been correctly assigned

- When a student is placed in a test session for computer-based testing, you can check that their computer-based accommodations have been correctly assigned by looking at the form ID.

- On the **students in sessions** menu in Pearson Access Next, look at the form column for the student
  - ASL = American Sign Language video form
  - AT Screen Reader = Screen reader compatible form
  - CC = Closed-caption video form
  - AT Non-Screen Reader = External assistive technology compatible form
  - SPA TTS = Spanish text-to-speech

1 Results						Displaying	25 ▼	Manage Columns▾

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
☑	PSTESTZZZ2 ⓘ	SAMPLE	STUDENT		5621067918	SAMPLE SESSION (Grade 9 ELA/Literacy)	Ready	ELA Gr09 PBA (15EL09PBEOF501)

Accommodations

- It is important that accommodations and accessibility features used on assessments are also used in instruction

- Any unique/non-standard accommodations not included in the manuals for an assessment must be approved by OSSE prior to their use on statewide tests

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

- An emergency accommodations form will be available online (PARCC and OSSE website) for temporary accommodations in the event of student injury (e.g. a scribe for a student with a broken wrist)

- Guidelines to selecting, implementing and evaluating the use of accommodations for students with disabilities and English language learners

http://osse.dc.gov/service/accommodations

How to order a paper test for an accommodation

- Make sure a student's test mode is marked as "paper" in his or her PNP, and choose the appropriate type of paper test under "Presentation Accommodations"

- For PARCC:
  - In Pearson Access Next, under Setup > Orders and Shipment Tracking, choose "create/edit orders" from the task list
  - Place order for the number of paper tests you need in each subject, for answer documents and test booklets, be sure to order return labels and any ancillary materials needed
  - Your order must be reviewed and approved by OSSE (usually within 48 hours) and will arrive in under five business days – plan accordingly
  - Not all users have permissions to place paper orders, so ask your school test coordinator if you cannot access this menu

- For DC Science:
  - There will be an email-based ordering process for paper science tests needed as accommodations. This will be explained in detail on the April 4 science webinar

Paper tests available as accommodations

- Regular paper tests
- Paper read aloud kits
- Spanish read aloud kit math tests
- Braille
- Large print
- Spanish large print math tests

Transcribe according to test coordinator manual directions before returning

Unique Accommodations

Q: What if Mark's team decides he needs an accommodation that is not listed in SEDS?

- For example, testing with a familiar person.

A: The IEP team should document it on the IEP in the "Unique Accommodations" box. Also, the LEA must submit a **Unique Accommodations Request** to OSSE for approval.

– Form is found here: http://osse.dc.gov/service/testing-accommodations

"Unique/Non-Standard Accommodation" replaced "Other" in SEDS.

Read aloud accommodation options

PARCC:

- Computer test with text-to-speech
- Computer test with human reader
- Paper test with human reader (order read aloud kit)

DC Science

- Computer test with text-to-speech
- Computer test with human reader
- Paper test with human reader (order read aloud kit)

Accommodations Implementation Guidance

- [Access the PARCC Accommodations Manual here](#) for step-by-step implementation guidance for each accommodation or accessibility feature
- New format focused on before/during/after testing implementation
  - Example:

		headphones.

1s	**Human Reader or Human Signer for the Mathematics Assessments** *(SR/PNP)*	**Before Testing:**
		• Identification for SR/PNP: Student's SR/PNP must have Human Reader/Human Signer selected. A student must be placed into a Human Reader test session, then the student will be assigned a Human Reader/Human Signer form. The proctor will be assigned a separate authorization log in to access the same form as all students within the Human Reader session.
		• Materials: Read Aloud Kits, which include one copy of the student test booklet and answer document and a Mathematics Human Reader Script
		• Test Administrator Training: Human Readers and Human Signers providing this accessibility feature must review:
		   o Read Aloud Kits, which including the Mathematics Human Reader Script, at least two school days prior to testing, with kits provided to schools for this purpose. Review of Read Aloud Kits must occur in a ***secure environment***.
		   o Appendix B: Test Administration Protocol for the Human Reader Accommodation for English Language Arts/Literacy Assessments, and the Human Reader Accessibility Feature for Mathematics Assessments.
		   o Appendix L: Human Signer Guidelines (signers only)
		
		During Testing: A test administrator reads aloud to a student (human reader or human signer). The student must be tested in an individual or small group setting. Small groups should only be used if all students are able to work at approximately the same pace. The number of students in a small group is determined at the state level.

Implementation guidance

- Extended time
  - Units may last up to one school day
- Calculator
  - PARCC Calculator Guidelines
- Paper Tests
  - Students with paper tests as accommodations may test at the same time as other students
- Text-to-Speech
  - Students may test in a room with their peers with headphones. Text-to-speech can be made available to any student for math, it is an accommodation for ELA that is only appropriate for a small number of students. See guidance here.

Fix a PNP problem during testing

- What to do when a computer-based accommodated test form (e.g. test to speech, Spanish math test) is incorrect for a student during testing

- This is a **high-impact error**, because it could cause students to lose their work or be invalidated if not caught early.

- The best thing is to avoid the problem by finalizing all PNP data before proctor caching or starting any test sessions, and checking form id

- [Full step-by-step guidance here](#)

Fix a PNP problem during testing

If the test session has been started and the test form has been assigned incorrectly, you will need to delete that test registration and start from scratch:

- Submit a test security incident form and void request to OSSE if the student has opened the test

- Mark the test complete in the students in sessions screen

- Go back to the "Manage Student Tests" menu and assign a whole new test in that subject to the student, enter the correct PNP information, place that test in a test session, verify form assignment, print new test ticket information, start new test.

Get help during testing

- **New this year:** PARCC Support Center is run by a new contractor. They can help you via phone, email or live chat support if you encounter technology issues with Pearson Access Next or Test Nav 8, and they can answer basic test administration questions:
  - Monday-Friday, 6:30 a.m. – 7:30 p.m.
  - 1-888-493-9888
  - parcc@support.pearson.com

- OSSE Support during testing:
  - Contact us for support/guidance on test administration policy, questions on crafting your test plan, accommodations, and real-time "what should I do now?", or to escalate/flag a technical issue you have reported to Pearson.
  - General questions: osse.assessment@dc.gov
  - This year, there will be a new OSSE phone number to call during testing.We will use the OSSE Support Tool (OST) to track issues during testing and correspond with LEAs securely, routing schools through LEAs. **Do not send any student information via email.**

OSSE Contacts

- All materials from this webinar will be posted at http://osse.dc.gov/service/testing-accommodations

- Today's presenters:
  - Accommodations, special populations questions: LaNysha.Adams@dc.gov
  - PARCC tech, policy, admin: Bonnie.OKeefe@dc.gov
  - Or attend [our office hours](#)