

# DC Science



## **2016 Administration/Accommodations Training**

# Agenda

- New for 2016
- Accommodations
- Science / PARCC Differences
- PearsonAccess<sup>next</sup>: Administering the Test
- Student Registration
- Paper Testing
- PearsonAccess<sup>next</sup>: Test Session Management
- TestNav
- Important Dates
- Support

# New for 2016

- Accommodations/Accessibility Features
  - Audio
  - Color Contrast
  - Answer Masking
- Test Format
  - Two Part Test
  - Seal Code
- Paper Testing Available
  - Must transcribe online

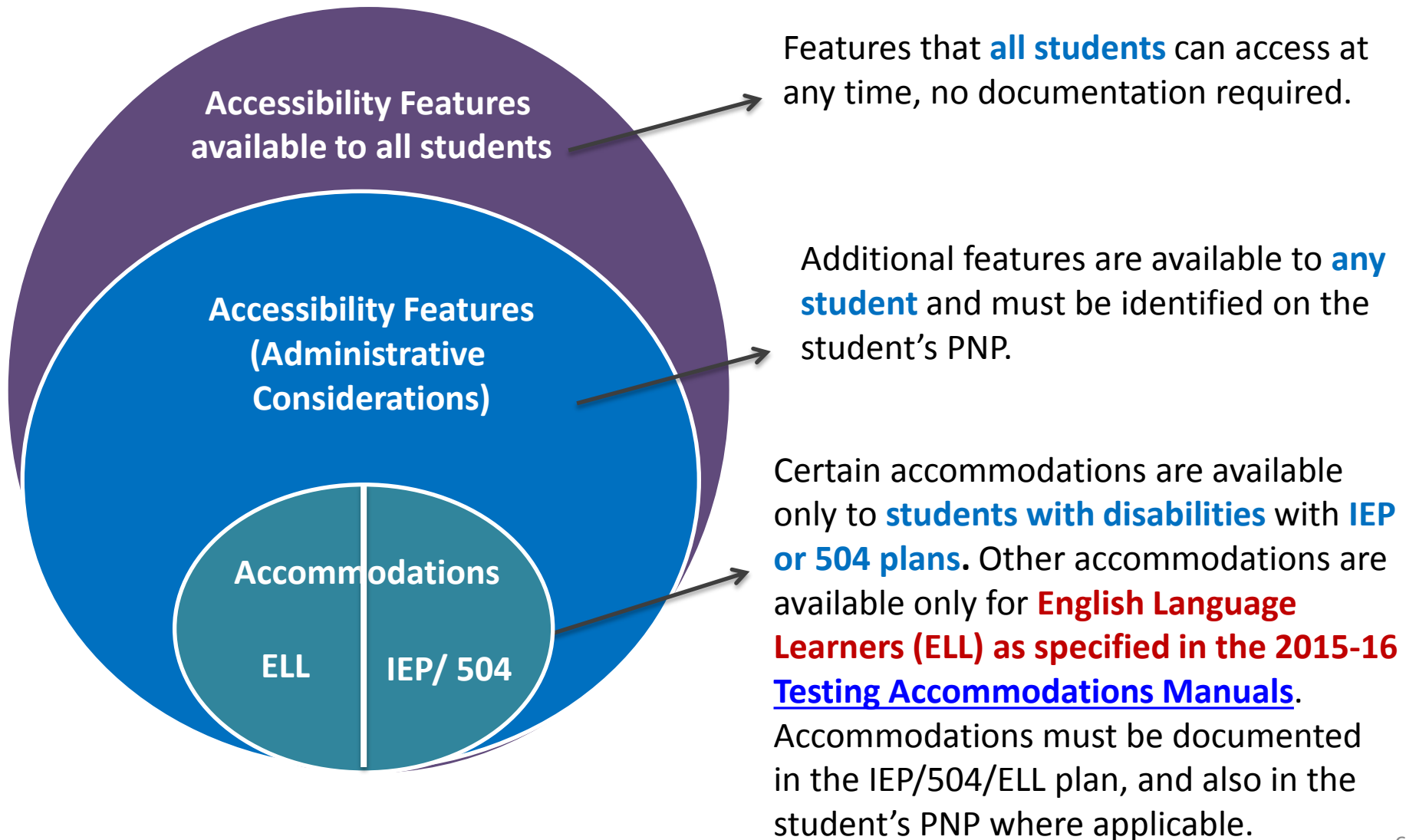


# **Accommodations & Accessibility Features Overview**

# 2016 Accommodations

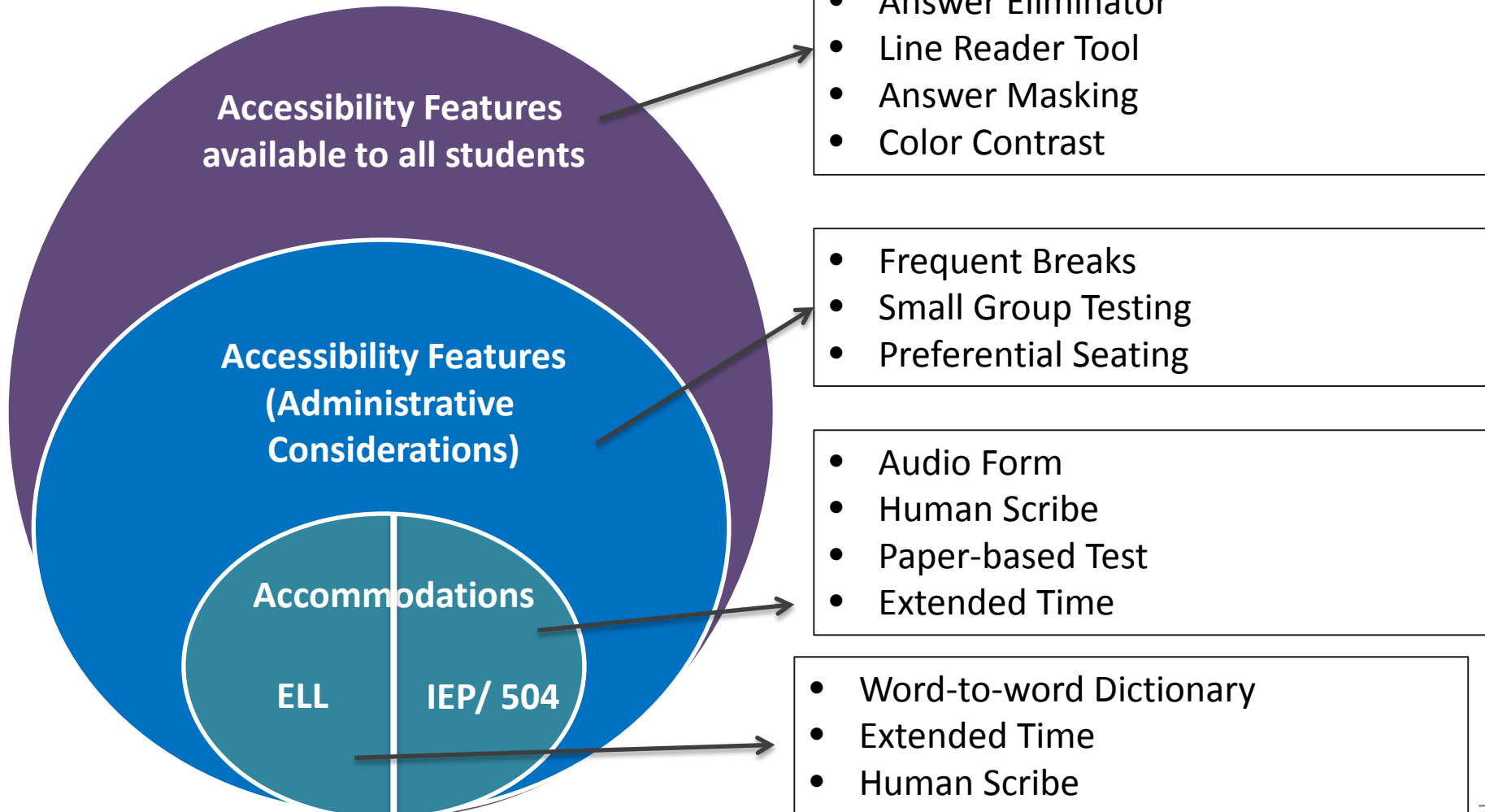
- Review accommodations and accessibility features available for Students with disabilities (SWD) and English Language Learners (ELLs) on the 2016 DC Science Assessment.
- Compare PARCC Accommodations and Accessibility Features (AAFs) to DC Science Accommodations and Accessibility Features (AAFs), noting where differences may impact test administration, planning and scheduling.
- Overview of Personal Needs Profiles (PNP) for the DC Science.

# DC Science Assessment Accessibility System



# DC Science Assessment Accessibility System

## Examples of each type of feature:





# **Accommodations and Accessibility Features for Students with Disabilities**



# Accommodations for Students with Disabilities

- Some PARCC accommodations will **not** be available for use on the Science Assessment.
- For a student who needs one (or more) of these accommodations, ensure the student receives the appropriate **equivalent accommodation**.
- The IEP does **NOT** need to be amended, if the student's needs have not changed since PARCC testing.

Presentation Accommodations			
OSSE Statewide Testing Accommodations	PARCC ELA/Literacy Accommodations 2015-2016	PARCC Math Accommodations 2015-2016	Spring 2016 DC Science Assessment
<p><i>Student uses various markup tools to assist in reading, recalling, and/or emphasizing text, and to flag items for later review. Markup tools can include highlighters, templates, place markers, masking devices, colored overlays, reading guide rulers, blank straight edges or onscreen tools to follow along with each line of text, electronic bookmarking tools.</i></p>			
Read Aloud for Non-ELA/Literacy Assessments	N/A	Text-to-Speech for the Mathematics Assessments (Accessibility Feature)	Audio Form
		Human Reader or Human Signer for the Mathematics Assessments (Accessibility Feature)	Human Reader or Human Signer for Science Assessment

# Accommodations for Students with Disabilities

Some accommodations are not available on the DC Science Assessment. Use the [Testing Accommodations Manual - Part I](#) or the [Crosswalk](#) to identify these accommodations.

SEDS Classroom Accommodations starting September 2015	SEDS Statewide Testing Accommodations starting September 2015	SEDS Accommodations December 2014–August 2015	PARCC ELA/Literacy Accommodations 2015-2016	PARCC Math Accommodations 2015-2016	Spring 2016 DC Science Assessment
<b>Presentation Accommodations</b>					
Audio Amplification	Audio Amplification	Amplification Equipment**	Audio Amplification (Accessibility Feature)	same as PARCC ELA	<i>Not available. Use volume control built into computer device.</i>
Magnification	Magnification	Magnifying Glass	Magnification/Enlargement Device (Accessibility Feature)	same as PARCC ELA	Magnifier (Accessibility Feature)
Large Print Materials	Large Print Edition	Large Print	Large Print Edition	same as PARCC ELA	<i>Not available. Use Magnifier and/or Human Reader.</i>
Paper-Based Materials	Paper-Based Edition	Paper-and-Pencil Assessments	Paper-Based Edition	same as PARCC ELA	Paper-Based Edition
Clarification/Repetition of Directions	Clarification/Repetition of Directions	Interpretation of Oral Directions	General Administration Directions Clarified (Accessibility Feature)	same as PARCC ELA	Directions Clarified by Test Administrator
		Simplification of Oral Directions**			
		Repetition of Directions**	General Administration Directions Read Aloud and Repeated as Needed (Accessibility Feature)	same as PARCC ELA	Directions Read Aloud and Repeated as Needed by Test Administrator
Directions Available in ASL	Directions Available in ASL	ASL Video of Test Directions	<i>Not available; use Human Signer for Test Directions</i>	same as PARCC ELA	<i>Not available. Use Human Signer for Test Directions</i>
		Human Signer for Test Directions	Human Signer for Test Directions	same as PARCC ELA	Human Signer for Test Directions

# Unique Accommodations

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

**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.

- DCPS Central Office
- All other LEAs, using the OSSE Support Tool (OST)
- Access OST Training <http://osse.dc.gov/node/1118657>
- Unique/Non-Standard Accommodation” replaced “Other” in SEDS.



# OSSE Support Tool

## Access Requirements:

- The OST can be accessed from:
  - <https://octo.quickbase.com>
- A username and password is required to access the tool.
- If you have used QuickBase in the past, use the same username and password. If this is your first time using QuickBase, click “Create a log-in”, complete the fields, and request access.
- If you have not used Quickbase in the past, create a login. If you have difficulty logging in, email [osse.assessment@dc.gov](mailto:osse.assessment@dc.gov).

# Science Accommodations in the PNP

Snapshot of the PNP for DC Science

The screenshot shows a form titled "Snapshot of the PNP for DC Science" with several sections. Two red boxes highlight specific areas, and two red arrows point from the right side of the slide to these boxes. The top box highlights the "Administration Consideration" section, which includes checkboxes for "Frequent Breaks", "Separate/Alternate Location", "Small Testing Group", "Specialized Equipment or Furniture", "Specified Area or Setting", and "Time of Day". The bottom box highlights the "Timing and Scheduling Accommodations for English Learners and Students with Disabilities" section, which includes a dropdown menu for "Extended Time".

**Administration Consideration**

- Frequent Breaks ⓘ
- Separate/Alternate Location ⓘ
- Small Testing Group ⓘ
- Specialized Equipment or Furniture ⓘ
- Specified Area or Setting ⓘ
- Time of Day ⓘ

**Accessibility Features Identified in Advance**

- Color Contrast
- Answer Masking

**Presentation Accommodations**

- Alternate Representation - Paper Test ⓘ
- Human Signer for Test Directions
- Student Reads Assessment Aloud to Themselves ⓘ

**Response Accommodations**

- Answers Recorded in Test Book ⓘ
- Word Prediction ⓘ

**Accommodations for English Learners (EL)**

- EL Accommodation ⓘ

**Administration Directions Read Aloud in Student's Native Language ⓘ**

- Administration Directions Clarified in Student's Native Language ⓘ
- Word to Word Dictionary (English/Native Language) ⓘ

**Timing and Scheduling Accommodations for English Learners and Students with Disabilities**

**Extended Time ⓘ**

**Other Accessibility Features and Accommodations**

**Human Reader or Human Signer ⓘ**  **Audio ⓘ** **Emergency Accommodation ⓘ**

**Unique Accommodation ⓘ**

**Please note:** The PNP does not capture ALL accommodations that a student may receive.

However, the student's IEP (or 504 Plan) must document ALL accommodations assigned to the student.



# **Accommodations for English Language Learners**

# ELL Accommodations

- For ELL students who need assistance with understanding the directions, the Test Administrator is permitted to:
  - Read the instructions out loud in English
  - Repeat the instructions in English
  - Clarify the instructions in the student’s native language
- Excerpt from the [Testing Accommodations Manual – Part II: English Language Learners](#) :

Accommodations for English Language Learners			
OSSE Statewide Testing Accommodations	PARCC ELA/Literacy Accommodations 2015-2016	PARCC Math Accommodations 2015-2016	Spring 2016 DC Science Assessment (Tentative List)
General Administration Directions Clarified in Student’s Native Language (by Test Administrator)	General Administration Directions Clarified in Student’s Native Language	same as PARCC ELA	Directions Clarified by Test Administrator in Student’s Native Language
<p><i>Test administrator clarifies general administration instructions only. No part of the test may be clarified or translated. Test administrators providing this accommodation should be literate and fluent in English, as well as in the student’s native language. If this is unable, then the test administrator may be assisted by a translator who speaks the language of the student. Students should be given ample time to process directions and ask clarifying questions about the directions. Students must be tested in a separate setting with other students needing the same accommodation to minimize distractions.</i></p>			

# ELL Accommodations

- Some of the ELL Accommodations that were available on PARCC are still available for Science, while some are not.
  - This year’s DC Science Assessment is not available in other languages at this time, thus translation beyond General Administration Directions is not permitted.
  - Use the ELL [Crosswalk](#) to determine appropriate similar accommodations.

SEDS Classroom Accommodations starting September 2015	SEDS Statewide Testing Accommodations starting September 2015	SEDS Accommodations December 2014--August 2015	PARCC ELA/Literacy Accommodations 2015-2016	PARCC Math Accommodations 2015-2016	Spring 2016 DC Science Assessment
<b>Presentation Accommodations</b>					
Audio Amplification	Audio Amplification	Amplification Equipment**	Audio Amplification (Accessibility Feature)	same as PARCC ELA	<i>Not available. Use volume control built into computer device.</i>
Magnification	Magnification	Magnifying Glass	Magnification/Enlargement Device (Accessibility Feature)	same as PARCC ELA	Magnifier (Accessibility Feature)
Large Print Materials	Large Print Edition	Large Print	Large Print Edition	same as PARCC ELA	<i>Not available. Use Magnifier and/or Human Reader.</i>
Paper-Based Materials	Paper-Based Edition	Paper-and-Pencil Assessments	Paper-Based Edition	same as PARCC ELA	Paper-Based Edition
Clarification/Repetition of Directions	Clarification/Repetition of Directions	Interpretation of Oral Directions	General Administration Directions Clarified (Accessibility Feature)	same as PARCC ELA	Directions Clarified by Test Administrator
		Simplification of Oral Directions**			
		Repetition of Directions**	General Administration Directions Read Aloud and Repeated as Needed (Accessibility Feature)	same as PARCC ELA	Directions Read Aloud and Repeated as Needed by Test Administrator



# ELL Science Accommodations in the PNP

## Snapshot of the PNP for DC Science

The screenshot shows a form titled "Administration Consideration" with several sections. A red box highlights the "Accommodations for English Learners (EL)" section, which includes a dropdown menu for "Administration Directions Read Aloud in Student's Native Language", a checkbox for "Administration Directions Clarified in Student's Native Language", and a checkbox for "Word to Word Dictionary (English/Native Language)". Below this is the "Timing and Scheduling Accommodations for English Learners and Students with Disabilities" section, which includes a dropdown menu for "Extended Time". The "Other Accessibility Features and Accommodations" section includes checkboxes for "Human Reader or Human Signer", "Audio", and "Emergency Accommodation", along with a dropdown menu for "Emergency Accommodation" and a checkbox for "Unique Accommodation".

**Administration Consideration**

- Frequent Breaks ⓘ
- Separate/Alternate Location ⓘ
- Small Testing Group ⓘ
- Specialized Equipment or Furniture ⓘ
- Specified Area or Setting ⓘ
- Time of Day ⓘ

**Accessibility Features Identified in Advance**

- Color Contrast
- Answer Masking

**Presentation Accommodations**

- Alternate Representation - Paper Test ⓘ
- Human Signer for Test Directions
- Student Reads Assessment Aloud to Themselves ⓘ

**Response Accommodations**

- Answers Recorded in Test Book ⓘ
- Word Prediction ⓘ

**Accommodations for English Learners (EL)**

- EL Accommodation ⓘ

**Administration Directions Read Aloud in Student's Native Language ⓘ**

- Administration Directions Clarified in Student's Native Language ⓘ
- Word to Word Dictionary (English/Native Language) ⓘ

**Timing and Scheduling Accommodations for English Learners and Students with Disabilities**

**Extended Time ⓘ**

**Other Accessibility Features and Accommodations**

- Human Reader or Human Signer ⓘ
- Audio ⓘ
- Emergency Accommodation ⓘ
- Unique Accommodation ⓘ

**Please note:** The PNP does not capture ALL accommodations that an ELL student may receive.

However, the student's ELL Plan should document ALL accommodations assigned to the student and ALL assigned accommodations should be made available during the actual test.



# **Considerations for Test Administration, Planning & Scheduling**

# Preparing to Administer DC Science

- Step 1: Verify student registrations in PearsonAccess<sup>next</sup>
- Step 2: Review/Edit Student PNP information in PearsonAccess<sup>next</sup>
  - Crosswalk student accommodations for DC Science
  - High School Biology PNP information not entered by Pearson
- Step 3: Order Paper Forms
- Step 4: Determine Test Schedule
  - Administer Part 1 and Part 2 in the same day or on separate days
- Step 5: Create Test Schedule and submit school plan addendum to OSSE Support Tool (OST)
  - School plans are due 15 days prior to the start of testing
- Step 6: Set up test sessions in PearsonAccess<sup>next</sup>
  - Read Aloud sessions, Transcribe session, Audio session, Main session

# Considerations for Planning & Scheduling

- Secure test materials
  - Tickets, Seal Codes, Test booklets
- Separate test environments needed
  - Paper based and computer based testing
- Audio Form
  - Alternative to Human reader
  - Headphones will be required
- Paper Forms
  - Any accommodation that asked students to read or write on paper
- Human Readers/Human Scribes/ Human Signers
  - Many more accommodations provided by Human Readers, Human Scribes, and Human Signers.
- External Devices
  - Some built-in tools will require external devices.

# Considerations for Test Administration

- Targeted Training for Individual and Small Group Test Administrators
  - Human Readers & Human Signers
    - DC Science has Minimal Test Directions
    - Stick Closely to Text
    - Reading Data Tables and Graphics
      - Read images and tables literally
      - Refrain from inferences
  - Human Scribes and Transcription
    - Type EXACTLY what student states
    - Constructed Response items are not testing literacy



# **Reviewing and Editing the DC Science Personal Needs Profile (PNP)**

# Changes in the Personal Needs Profile

The Personal Needs Profile (PNP) is part of the student registration process for DC Science.

- The PNP is the primary source of documentation of a student's testing conditions, including accommodations

Unlike PARCC, for Science the PNP does not do the following:

- Does not generate forms or assign student materials
- Does not 'turn on' accessibility features built into the system (features are already 'on' and available for **ALL** students during testing)
- Does not 'turn on' accommodations

# Intro to the Personal Needs Profile

The information captured for the PNP is found under “**Manage Student Tests**”

The PNP officially starts with the list of questions about accessibility features and accommodations on this page. *(Sample from PARCC)*

**PearsonAccess Next**

## Manage Student Tests

1 Create / Edit Students   2 Enroll Students   3 Register Students   **4 Manage Student Tests**   5 Generate Sample Students

Test Filter: Add

Test Status Filter:  Complete    Assigned

**Student Tests (1)**

- [+ Create Student Tests](#)
- STUDENT, NEW (384571903128118006627650055729)
- Grade 7 ELA/Literacy (Assigned)**

**Test Details**

**Grade 7 ELA/Literacy**

Assigned

Organization\*: DC SAMPLE SCHOOL (DC-9999-9999) x

Assessment Session Location: Ms. O'Keefe's 7th Grade x

Test Format\*: Online

Note: Alternate is not a valid test format

Retest\*:

Assessment Session Test Administrator Identifier:

Classroom Identifier:

Staff Member Identifier:

Void PBA/EOY Score Code

Void PBA/EOY Score Reason:

**Assessment Accommodations - Paper & Online**

- English Learner (EL) ⓘ
- Individualized Educational Plan (IEP)

**Assessment Accommodations - Paper Only**

- Large Print ⓘ
- Braille With Tactile Graphics ⓘ

Translation of the Mathematics Assessment in Paper ⓘ

Human Reader or Human Signer ⓘ



# Science Accommodations in the PNP

## Snapshot of the PNP for DC Science:

<b>Administration Consideration</b>		
<input type="checkbox"/> Frequent Breaks ⓘ	<input type="checkbox"/> Specialized Equipment or Furniture ⓘ	
<input type="checkbox"/> Separate/Alternate Location ⓘ	<input type="checkbox"/> Specified Area or Setting ⓘ	
<input type="checkbox"/> Small Testing Group ⓘ	<input type="checkbox"/> Time of Day ⓘ	
<b>Accessibility Features Identified in Advance</b>		
<input type="checkbox"/> Color Contrast	<input type="checkbox"/> Answer Masking	
<b>Presentation Accommodations</b>		
<input type="checkbox"/> Alternate Representation - Paper Test ⓘ	<input type="checkbox"/> Human Signer for Test Directions	
	<input type="checkbox"/> Student Reads Assessment Aloud to Themselves ⓘ	
<b>Response Accommodations</b>		
<input type="checkbox"/> Answers Recorded in Test Book ⓘ		
<input type="checkbox"/> Word Prediction ⓘ		
<b>Accommodations for English Learners (EL)</b>		
<input type="checkbox"/> EL Accommodation ⓘ		
<b>Administration Directions Read Aloud in Student's Native Language ⓘ</b>		
<input type="text"/>		
<input type="checkbox"/> Administration Directions Clarified in Student's Native Language ⓘ		
<input type="checkbox"/> Word to Word Dictionary (English/Native Language) ⓘ		
<b>Timing and Scheduling Accommodations for English Learners and Students with Disabilities - Extended Time ⓘ</b>		
<input type="text"/>		
<b>Other Accessibility Features and Accommodations</b>		
<b>Human Reader or Human Signer ⓘ</b>	<input type="checkbox"/> Audio ⓘ	<b>Emergency Accommodation ⓘ</b>
<input type="text"/>		<input type="text"/>
	<input type="checkbox"/> Unique Accommodation ⓘ	

# Two Ways to Complete the PNP

There are two methods for creating a Personal Needs Profile File for students:

1. PNP File Layout Import

LEA populates an Excel template provided by Pearson, for a mass upload

2. User Interface

LEA staff member or schools fills out the PNP for an individual student using PearsonAccess<sup>next</sup>



# DC Science vs. PARCC

# DC Science/PARCC Differences

- Science does not assign forms or accessibility features from PNP
- Science does not have Text-to-Speech (TTS)
- Science does not have American Sign Language (ASL)
- Science does not use Unit Testing
- Science does not require return of paper test books
  
- Science **will** use Audio forms
- Science **will** require transcription of paper tests into TestNav

# PearsonAccess<sup>next</sup> : Administering the Test

- Logging in
- Selecting DC Science
- DC Science Home Screen

# PearsonAccess<sup>next</sup>: Logging in

**PearsonAccess<sup>next</sup>**

Home Support

**PARCC** Partnership for Assessment of Readiness for College and Careers

**Sign In**

Sign In

Forgot Username | Forgot Password

**Program Information**

**PARCC Assessment Program**

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students
- Creates high-quality assessments that measure the full range of the Common Core State Standards
- Supports educators in the classroom
- Makes better use of technology in assessments, and advances accountability at all levels

**Features**

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

**Contact Us**

**Customer Support**

1-888-493-9888  
Select 1 for PBA and EOY, Select 2 for Diagnostic

Monday - Friday  
5:00 am - 7:00 pm (CT)

**E-mail**

Email for PBA and EOY  
[parcc@support.pearson.com](mailto:parcc@support.pearson.com)

Email for Diagnostic  
[parccdiagnostic@support.pearson.com](mailto:parccdiagnostic@support.pearson.com)

**Related Links**

PearsonAccess<sup>next</sup> Training  
Site: <http://trng.pearsonaccessnext.com>  
PARCC/Pearson Portal:  
<http://parcc.pearson.com>  
Practice Tests:  
<http://parcc.pearson.com/practice-tests/>  
PARCC: <http://parconline.org>

# PearsonAccess<sup>next</sup>: Selecting DC Science

The screenshot displays the PearsonAccess<sup>next</sup> user interface. At the top left, the logo 'PearsonAccess<sup>next</sup>' is visible. The breadcrumb navigation path is 'PARCC > 2015 - 2016 > DC Science Spring 2016'. On the right side of the breadcrumb, 'DC AGG ANALYSIS DISTRICT 8 (DC-1008)' is selected and circled in red. Below the breadcrumb, a navigation bar contains icons for Home, Setup, Testing, Reports, and Support. A dropdown menu is open under the '2015 - 2016' breadcrumb, with 'DC Science Spring 2016' highlighted and circled in red. The main content area features three large blue buttons: 'SETUP' (with a gear icon), 'REPORTS' (with a clipboard icon), and a third button with a document icon. Each button has a 'Select an action' dropdown menu below it.

# PearsonAccess<sup>next</sup>: DC Science Home Screen

Home Setup Testing Reports Test Config Support

**SETUP**  
Select an action

**TESTING**  
Select an action

**REPORTS**  
Select an action

★ Welcome to the 2014-15 DC Science Assessment!

**Reminders**  
Students will be loaded in the registration and PNP systems by Tuesday, May 5<sup>th</sup>. Please wait until Wednesday, May 6<sup>th</sup>, to edit student information and create test sessions.  
On Monday, May 11<sup>th</sup>, Pearson will host a webinar on the PearsonAccess Next Training Module for DC Science. The link to register and archive can be found on the [OSSE DC Science Assessment Website](#).  
On Tuesday, May 12<sup>th</sup>, OSSE will host a webinar on the DC Science Assessment / SEDS Accommodation Crosswalk. The link to register and archive can be found on the [OSSE DC Science Assessment Website](#).  
The DC Science Assessment is available for administration May 18 - June 19, 2015.

**Resources**  
The following resources are available to support you in the administration of the DC Science Assessment:

**Pearson DC Science Assessment Support**  
Call Toll Free: 1-866-688-9555  
(7:00 am – 8:30 pm Eastern, Mon–Fri)  
Email: [dchelp@support.pearson.com](mailto:dchelp@support.pearson.com)

**OSSE Assessment Hotline**  
Call: 240-270-2598  
(8:00 am – 6:00 pm Eastern, Mon–Fri)  
Email: [OSSE\\_assessment@dc.gov](mailto:OSSE_assessment@dc.gov)

**OSSE DC Science Assessment Website**  
This [website](#) includes links to the following resources:

- 2014-15 Science Field Test Manual
- Accommodations and Accessibility Science Crosswalk
- Accommodations Science Webinar
- PearsonAccess Next Training Module
- PearsonAccess Next Webinar

**Contact Us**  
**Customer Support**  
1-866-688-9555  
Monday - Friday  
7:00 am - 8:30 pm (EST)  
**E-mail**  
DC Help  
[dchelp@support.pearson.com](mailto:dchelp@support.pearson.com)

**Links**  
PARCC/Pearson Portal: <http://parcc.pearson.com>  
Training Modules: <http://parcc.pearson.com/manuals-training>  
Bulletins: <http://parcc.pearson.com/bulletins>  
PARCC: <http://parconline.org>  
PearsonAccess<sup>next</sup> Training  
Site: <http://trng.pearsonaccessnext.com>



# Student Registration

- Student Registration/Enrollment
  - Pearson will import Grades 5&8
  - Biology will be imported by the schools
- PNP
- File Imports
- Manual Entry

# Student Registration: Enrollment

**The majority of DC Science Students have already been loaded to PearsonAccess<sup>next</sup>!**



# Creating/Editing Students' PNP

For step-by-step instructions for creating/ updating students' Personal Needs Profiles, see OSSE's PARCC Resources or refer to the training modules for completing the SR/PNP file at <https://parcc.tms.pearson.com/>.

# Student Registration: File Imports

**Import / Export Data**

Tasks 0 Selected

Select Tasks [dropdown] Start [dropdown]

- View File Details
- Import / Export Data

Import / Export Data View File Details

Type\*

- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- PARCC Summative Update File Processing
- Student Registration Delete
- Student Registration Export
- Student Registration Import**
- Student Test Update Export
- Student Test Update Import

Import / Export Data View File Details

Type\*  
Student Registration Import [dropdown]

File Layout Type  
Fixed [dropdown]  
CSV  
Fixed

Note: This import includes students, st

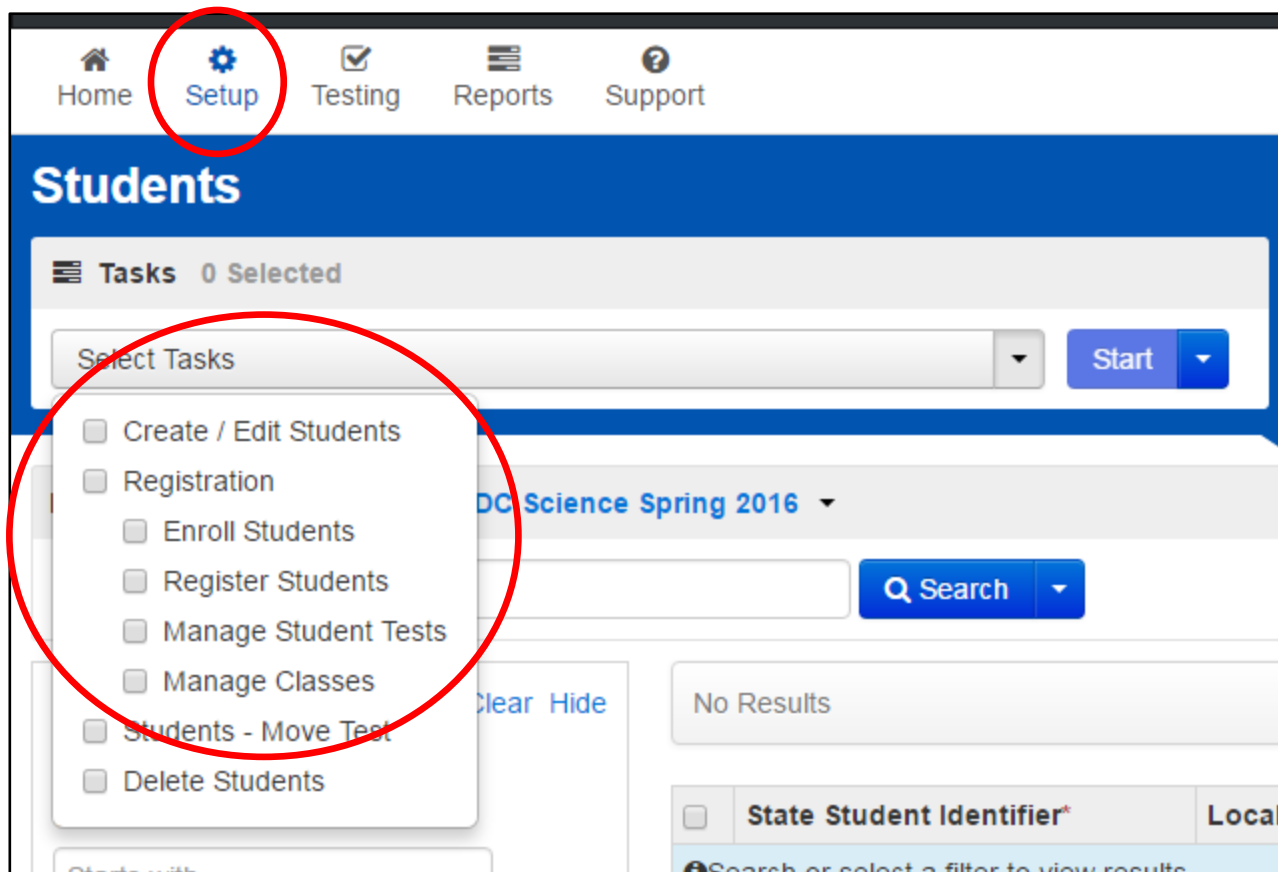
Source File  
Choose File No file chosen

Ignore Error Threshold

Process Cancel

# Student Registration: Manual Entry

How to manually add a new student in PearsonAccessnext:



# Student Registration: Manual Entry

Create / Edit Students   Enroll Students   Register Students   Manage Student Tests   Manage Classes

STUDENTS (0)

[+ Create Students](#)

**DETAILS**

## New Student

**Organization\***

**State Student Identifier\* ⓘ**   **Local Student Identifier**  
  

**Last or Surname\* ⓘ**   **First Name\* ⓘ**  
  

**Birthdate\* ⓘ**   **Middle Name ⓘ**  
   

**Sex\* ⓘ**   **State Field 1 ⓘ**  
  

**PARCC Student Identifier**

Note: Creating student does not register student.

\* Required

# Student Registration: Manual Entry

**Enroll Students** ◀ Previous Task Next Task ▶ Exit Tasks ✕

1 Create / Edit Students   2 Enroll Students   3 Register Students   4 Manage Student Tests   +

**Organizations**

✕ SAMPLE SCHOOL (ZZ-654321-4321)

**Students (1)**

Student	
CINDY L SUMMERS ⓘ	<input type="checkbox"/> SAMPLE SCHOOL (ZZ-654321-4321)
	<input checked="" type="checkbox"/>

Save Reset

# Student Registration: Manual Entry

DC SCIENCE SPRING 2016

ANDI, TEST (1111111111)

Registered

Grade Level When Assessed\* ⓘ  
Fifth Grade ▼

Responsible School Code\* ⓘ  
DC AGG ANALYSIS DIS... x ▼

Ship Report District Code ⓘ

Ship Report School Code ⓘ

**Ethnicity**

Hispanic or Latino Ethnicity ⓘ

**Race - At least one of the following fields must be selected:**

Asian ⓘ

American Indian or Alaska Native ⓘ

Black or African American ⓘ

Native Hawaiian or Other Pacific Islander ⓘ

White ⓘ

Two or More Races ⓘ



# Student Registration: Manual Entry

### Student Status

<b>English Learner (EL) ⓘ</b> <input type="text"/>	<b>Title III Limited English Proficient Participation Status ⓘ</b> <input type="text"/>
<b>Economic Disadvantage Status ⓘ</b> <input type="text"/>	<b>Migrant Status ⓘ</b> <input type="text"/>
	<b>Student with Disabilities ⓘ</b> <input type="text"/>
	<b>Primary Disability Type ⓘ</b> <input type="text"/>

### State Data Fields

<b>State Field 2</b> <input type="text"/>	<b>State Field 3</b> <input type="text"/>	<b>State Field 4</b> <input type="text"/>
<b>State Field 5</b> <input type="text"/>		

\* Required

# Student Registration: Manual Entry

Filter by Test Status

Complete  Assigned

## TEST DETAILS

### New Student Test

**Student\***

**Test\***

**Organization\***

**Class Name ⓘ**

---

**Student Test UUID ⓘ**

**Test Administrator ⓘ**

**Test Format\***

**Staff Member Identifier ⓘ**

**Retest ⓘ**

Not Tested Code

**Not Tested Reason ⓘ**

Unsubmitted

### Administration Consideration

Frequent Breaks ⓘ  Specialized Equipment or Furniture ⓘ

Separate/Alternate Location ⓘ  Specified Area or Setting ⓘ

Small Testing Group ⓘ  Time of Day ⓘ

### Accessibility Features Identified in Advance

Color Contrast  Answer Masking

# Student Registration: Manual Entry

**Presentation Accommodations**

Alternate Representation - Paper Test ⓘ       Human Signer for Test Directions

Student Reads Assessment Aloud to Themselves ⓘ

**Response Accommodations**

Answers Recorded in Test Book ⓘ

Word Prediction ⓘ

**Accommodations for English Learners (EL)**

EL Accommodation ⓘ

**Administration Directions Read Aloud in Student's Native Language ⓘ**

Administration Directions Clarified in Student's Native Language ⓘ

Word to Word Dictionary (English/Native Language) ⓘ

**Timing and Scheduling Accommodations for English Learners and Students with Disabilities**

**Extended Time ⓘ**

**Other Accessibility Features and Accommodations**

**Human Reader or Human Signer ⓘ**       **Audio ⓘ**      **Emergency Accommodation ⓘ**

Unique Accommodation ⓘ

\* Required

# Paper Testing

- Testing Directions
- Submitting an Order
- Transcribe into TestNav
  - Timing from end of test
- Test Book Security
  - Before and after testing

# Paper Testing: Testing Directions

- Two Part Test
  - Stop Sign in between Parts
  - Timed (60 minutes per Part)
  - Can be tested across two days
  - Can be tested out of order
  - Paper Script

# Paper Testing: Submitting an Order

## • Wave 1

- Submit by 4/8
- Deliver: 4/20-4/22

## • Wave 2

- Submit by 4/25
- Deliver: 5/11-5/13

Submit all orders to OSSE using  
[Order request form](#)

## DC Science Paper Test Order Form

Please complete this order request form for paper test versions of the 2016 DC Science assessment. The order deadline for paper tests is April 25, 2016. Tests will be delivered during two windows: April 20-22 and May 11-13.

\* Required

### Product information

Write the exact quantity needed per grade

When do you need to receive your order? \*

- Window 1: April 20-22, 2016
- Window 2: May 11-13, 2016

What item(s) would you like to order? \*

Select all grades that apply

- 5th Grade Test and Answer Booklet
- 8th Grade Test and Answer Booklet
- High School Biology Test and Answer Booklet

What quantity is needed per grade (enter grade and quantity)? \*

Your answer \_\_\_\_\_

Your answer \_\_\_\_\_

# Paper Testing: Transcribing into TestNav

- All paper tests will need to be transcribed online
  - Test Administrator that worked directly with the student will log into the test and transcribe responses into TestNav
  - Transcription will need to be complete prior to the close of the testing window.

# Paper Testing: Test Book Security

- Paper Test Books are secure material and must be kept secure before and after testing
  - Tests must be collected when students are not testing
- Test Books will not be returned to Pearson
  - Securely shred after the student's responses have been transcribed into TestNav



# PearsonAccess<sup>next</sup> : Test Session Management

- Creating Test Sessions:
  - Main Sessions
  - Read Aloud Sessions
  - Audio Sessions
  - Transcribe Sessions
- Session Management
  - Moving Students
  - Status
  - Resume
  - Seal Codes
  - Set Section Start
  - Mark Complete/Void

# Test Session Management

The screenshot displays the 'Sessions' management interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, the 'Sessions' header includes a link to 'Go to Students in Sessions »'. The main content area is divided into two sections: 'Tasks 1 Selected' and 'Sessions 0 Selected'. The 'Tasks' section has a dropdown menu labeled 'Select Tasks' which is currently open, showing a list of actions: 'Create / Edit Sessions' (checked), 'Precaching Test Content', and 'Delete Sessions'. A blue arrow points from the 'Start' button in the 'Tasks' section to the 'Sessions' section. The 'Sessions' section has a 'Manage' dropdown menu. At the bottom, there is a search bar with a magnifying glass icon and a dropdown arrow.

Home Setup Testing Reports Support

## Sessions

Go to Students in Sessions »

Tasks 1 Selected

Select Tasks Start

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions

→ Show Students in Sessions & Control Sessions Search

Sessions 0 Selected

Manage

# Test Session Management: Create Sessions

## Create/Edit Session

1 Create / Edit Sessions

Sessions (1)

- Create Session
- ANDI TEST

**Details**

Session Name\*  
ANDI TEST TWO

Organization\*  
ANDI TEST SCHOOL (... x)

**Test & Form**

Test Assigned\*  
Biology x

Proctor Reads Aloud

Form Group Type\*  
Main x

If one or more precaching computer configurations are available, this field is required.

Precaching Computer\*  
AMZ S3 COMP x

**Scheduling**

Scheduled Start Date\*  
2015-04-24

Scheduled Start Time  
01:00 AM CDT

Lab Location

Find by Name or ID in ANDI TEST SCHOOL (DC-6543-1235) ▾

Students

- FOUR TEST (5555555555)
- THREE TEST (9999999999)
- TWO TEST (2323232323)

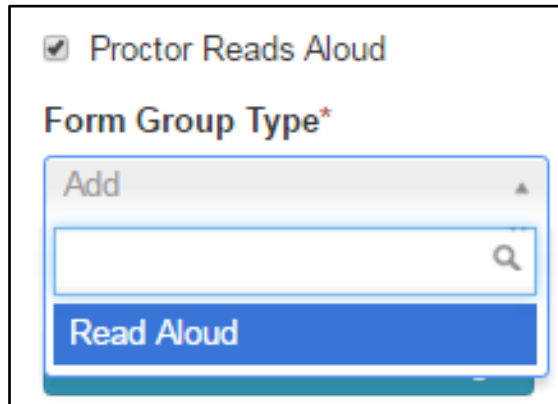
# Test Session Management: Session Types

Proctor Reads Aloud

**Form Group Type\***

Add

Read Aloud

A screenshot of a web form. At the top, there is a checkbox labeled 'Proctor Reads Aloud' which is checked. Below it is a section titled 'Form Group Type\*' containing a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Add' and a magnifying glass icon. Below the search bar, the option 'Read Aloud' is highlighted in blue.

Proctor Reads Aloud

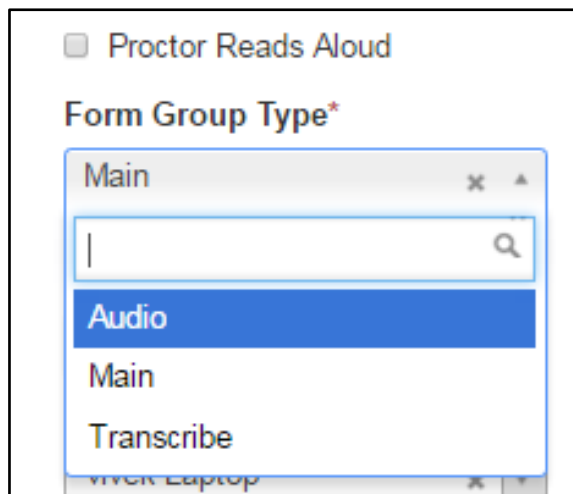
**Form Group Type\***

Main

Audio

Main

Transcribe

A screenshot of a web form. At the top, there is a checkbox labeled 'Proctor Reads Aloud' which is unchecked. Below it is a section titled 'Form Group Type\*' containing a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Main' and a magnifying glass icon. Below the search bar, the option 'Audio' is highlighted in blue. Other options visible in the list are 'Main' and 'Transcribe'.

- Read Aloud Sessions
- Audio Sessions
- Main Sessions
- Transcribe Sessions

# Test Session Management

The screenshot displays the Test Session Management interface. At the top, a navigation bar includes Home, Setup, Testing, Reports, Test Config, and Support. Below this, a blue header bar features the 'Sessions' tab, which is highlighted with a red box and includes a link 'Go to Students in Sessions >'. The main content area is divided into two sections: 'Tasks' (0 Selected) and 'Sessions' (1 Selected). The 'Sessions' section includes a 'Manage' dropdown menu. A 'Find Sessions' search bar is present, with a 'Search' button circled in red. A tooltip for the 'Search' button indicates that clicking it will 'Show all results' and 'This action clears the search and filters'. To the left, a 'Filters' panel allows filtering by Session Status, Organization, Test, and Form Group Type. The main table displays 3 results with columns for Session, Date, Test, # Students, Actual Start Date, and Organization. The table data is as follows:

Session	Date	Test	# Students	Actual Start Date	Organization
TEST SESSION 1 ⓘ	2015-04-21	Science Grade 08			DC PV SCHOOL ONE (DC-0001-3333)
ANDI TEST ⓘ	2015-04-24	Biology	1		ANDI TEST SCHOOL (DC-6543-1235)
ANDI TEST TWO ⓘ	2015-04-24	Biology	3		ANDI TEST SCHOOL (DC-6543-1235)

At the bottom of the table, there is a pagination control showing '« 1 »'.

# Test Session Management

## Move Students between Sessions

◀ Previous Task

Next Task ▶

Exit Tasks ✕

1 Move Students between Sessions



Tests

Grade 7 ELA/Literacy

SESSIONS

✕ ALBANY-ELA7

✕ BROOKS-ELA7

✕ SMITH-ELA

Create

Student

SUMMERS, ANDREW (2308479232) ⓘ  
SMITH-ELA, Grade 7 ELA/Literacy

APPLE, JANE (398204289032) ⓘ  
SMITH-ELA, Grade 7 ELA/Literacy

DORY, JUNE (23893249823809) ⓘ  
SMITH-ELA, Grade 7 ELA/Literacy

HEIGHTS, NINA (3248932098328) ⓘ  
SMITH-ELA, Grade 7 ELA/Literacy

RT-TRAIN (ZZ-555533-4234)

SMITH-ELA

BROOKS-ELA7

ALBANY-ELA7

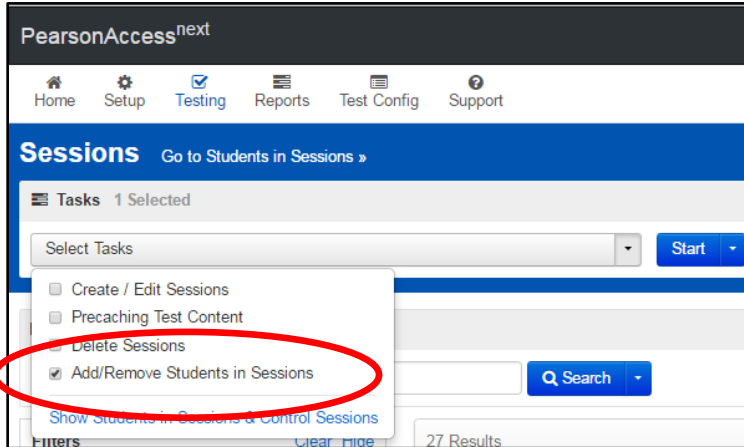


\* Required

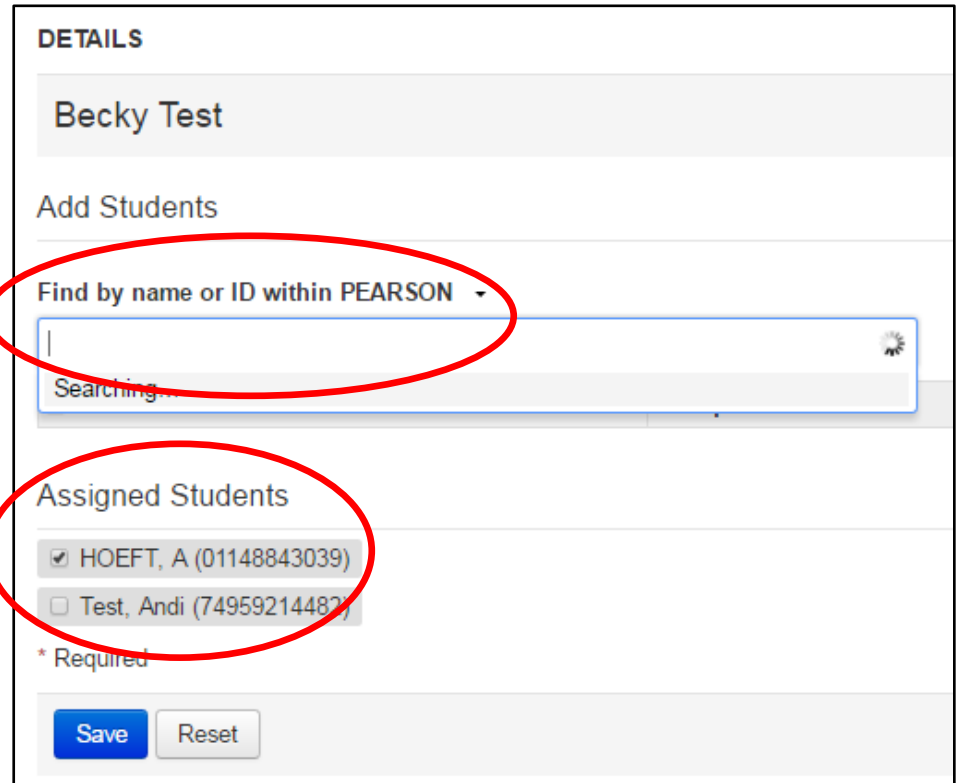
Move

Reset

# Test Session Management: Removing/Adding Students

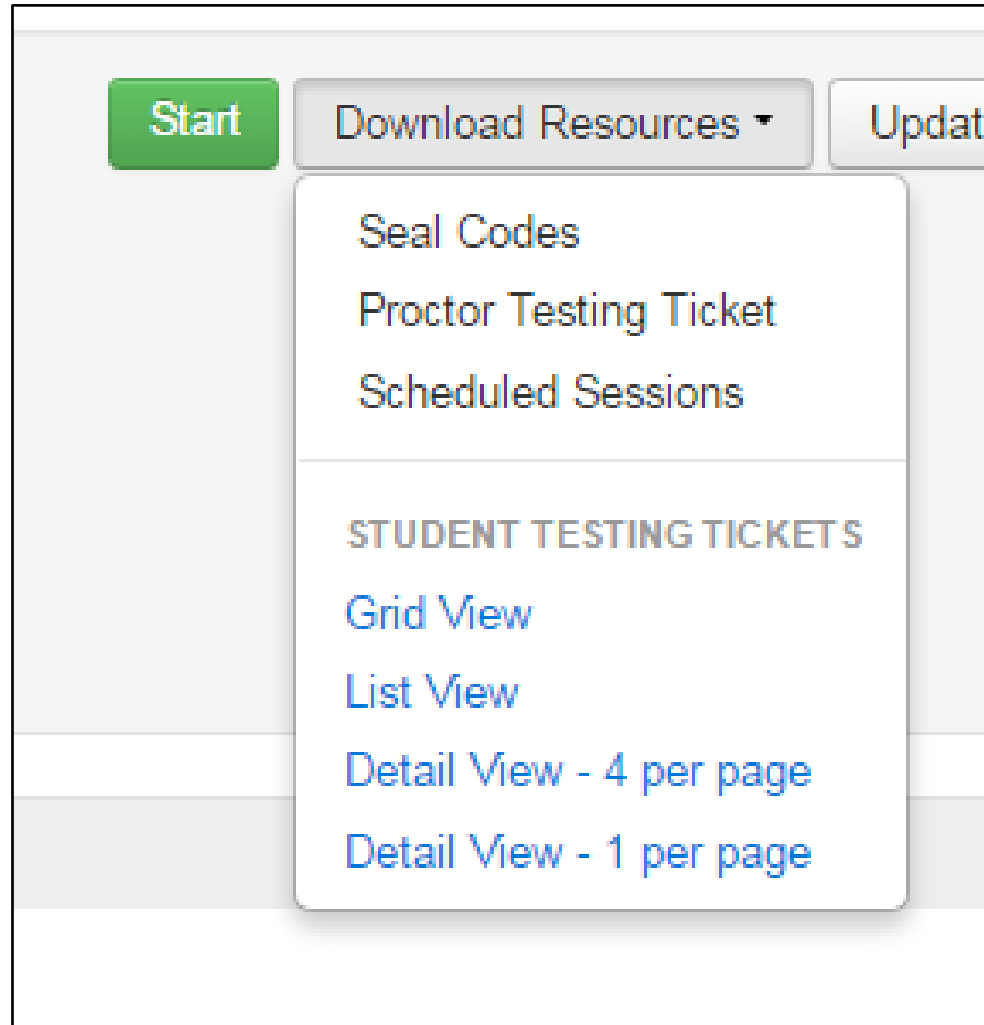


The screenshot shows the PearsonAccessnext interface. At the top, there are navigation links: Home, Setup, Testing, Reports, Test Config, and Support. Below this is the 'Sessions' section with a link 'Go to Students in Sessions'. A 'Tasks' dropdown menu is open, showing options: 'Create / Edit Sessions', 'Precaching Test Content', 'Delete Sessions', and 'Add/Remove Students in Sessions'. The 'Add/Remove Students in Sessions' option is selected and circled in red. Below the menu, there is a search bar and a 'Start' button.



The screenshot shows the 'DETAILS' page for a test session titled 'Becky Test'. Under the 'Add Students' section, there is a dropdown menu labeled 'Find by name or ID within PEARSON' which is circled in red. Below this is a search input field with a search icon. Under the 'Assigned Students' section, there is a list of students with checkboxes: 'HOEFT, A (01148843039)' (checked) and 'Test, Andi (74959214482)' (unchecked). This section is also circled in red. At the bottom, there are 'Save' and 'Reset' buttons.

# Test Session Management: Testing Tickets/Seal Codes





# Online Testing Management: Testing Status

### Session List

3 Selected | [Clear](#)

- Combined View
- DEMO-CLASS
- LIBRARY
- SMITH-ELA

### SMITH-ELA

#### STUDENT TESTS (4)

1

1

1

1

- Ready  - Resumed, Resumed Upload  - Active  - Exited  - Completed, Marked Complete

**Find Students**

4 Results  Displaying

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Student Test Status	Form
<input type="checkbox"/>	2308479232 <input type="info"/>	SUMMERS	ANDREW		8622864601	Ready	Grade 07 ELA/Literacy - 014PO (014PO)
<input type="checkbox"/>	398204289032 <input type="info"/>	APPLE	JANE		6849131068	Exited	Grade 07 ELA/Literacy - 014PO (014PO)
<input type="checkbox"/>	23893249823809 <input type="info"/>	DORY	JUNE		6738970623	Active	Grade 07 ELA/Literacy - 014PO (014PO)
<input type="checkbox"/>	3248932098328 <input type="info"/>	HEIGHTS	NINA		8880411779	Completed	Grade 07 ELA/Literacy - 014PO (014PO)

# Online Testing Management

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Student Test Status	Form
<input type="checkbox"/>	2308479232 ⓘ	SUMMERS	ANDREW		8622864601	Ready	Grade 07 ELA/Literacy - 014PO (014PO)
<input type="checkbox"/>	398204289032 ⓘ	APPLE	JANE		6849131068	Exited	Grade 07 ELA/Literacy - 014PO (014PO)
<input type="checkbox"/>	23893249823809 ⓘ	DORY	JUNE		6738970623	Active	Grade 07 ELA/Literacy - 014PO (014PO)
<input type="checkbox"/>	3248932098328 ⓘ	HEIGHTS	NINA		8880411779	Resume	Grade 07 ELA/Literacy - 014PO (014PO)

**Students in Sessions** Go to »

**Tasks** 1 Selected

Select Tasks

- Student Test Statuses
- Mark Student Tests Complete
- Resume Student Tests
- Undo Student Test Submissions
- Students
  - Add Students to Sessions
  - Remove Students from Sessions
  - Move Students between Sessions
- Student Tests
  - Manage Student Tests
  - Set Section Start

# Set Section Start

**Students in Sessions** [Go to S](#)

Tasks 1 Selected

Select Tasks

- Student Test Statuses
  - Mark Student Tests Complete
  - Resume Student Tests
  - Undo Student Test Submissions
- Students
  - Add Students to Sessions
  - Remove Students from Sessions
  - Move Students between Sessions
- Student Tests
  - Manage Student Tests
  - Form Override
  - Unlock Sections
  - Set Section Start / Resume

**Tasks for Students in Sessions** + Add Task < Previous Task Next Task > Exit Tasks ✕

**Set Section Start / Resume** Save Reset


Section  
Section 1

Use the same Section for all Students in Session

STUDENTS IN SESSIONS (1)	DETAILS		
<input type="checkbox"/> Student	Session	Student Test Status	Section*
<input type="checkbox"/> Section, Start (61500100132)	● Section Start (Grade 5 Science)	Exited	<input type="text"/>

\* Required

Save Reset



# Online Testing Management: Mark Complete

## Mark Student Tests Complete

[← Previous Task](#) [Next Task →](#) [Exit Tasks ✕](#)

1 Mark Student Tests Complete +

Use the same Reason for checked Students in Sessions

Reason\*

STUDENTS IN SESSIONS (1)		DETAILS	
<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input type="checkbox"/>	APPLE, JANE (398204289032) <span>?</span>	SMITH-ELA (Grade 7 ELA/Literacy)	Exited

\* Required

This action cannot be reversed.

[Mark Complete](#) [Reset](#)

# Online Testing Management: Mark Complete Reasons

## Absent

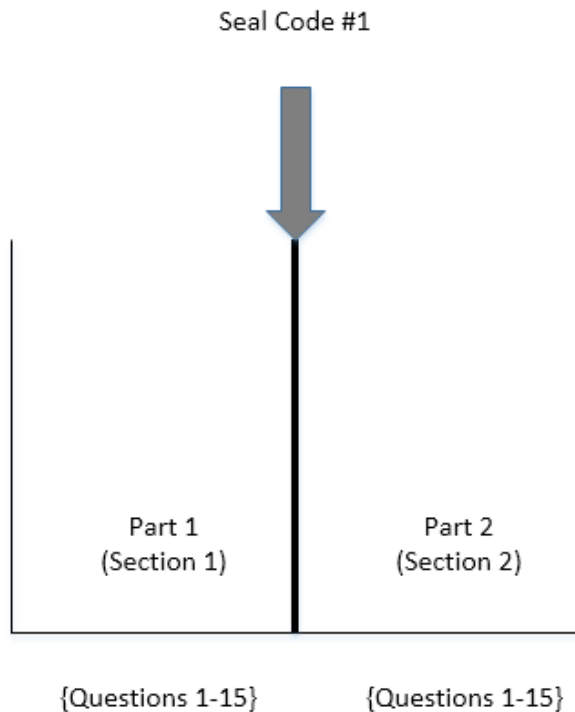
- 1 = No longer enrolled
- 2 = Medical Exemption
- 3 = New to US, ELA only (wouldn't apply to science)
- 4 = Student Alt eligible
- 5 = Other
- 6 = Student registered with incorrect grade or course

To void a test, contact OSSE at [osse.assessment@dc.gov](mailto:osse.assessment@dc.gov) or 202-304-3269

# TestNav

- Seal Codes
- Accessibility Features
  - Color Contrast
  - Answer Masking
- Audio

# TestNav: Seal Codes



## Part 2

15 Questions

Enter Seal Code

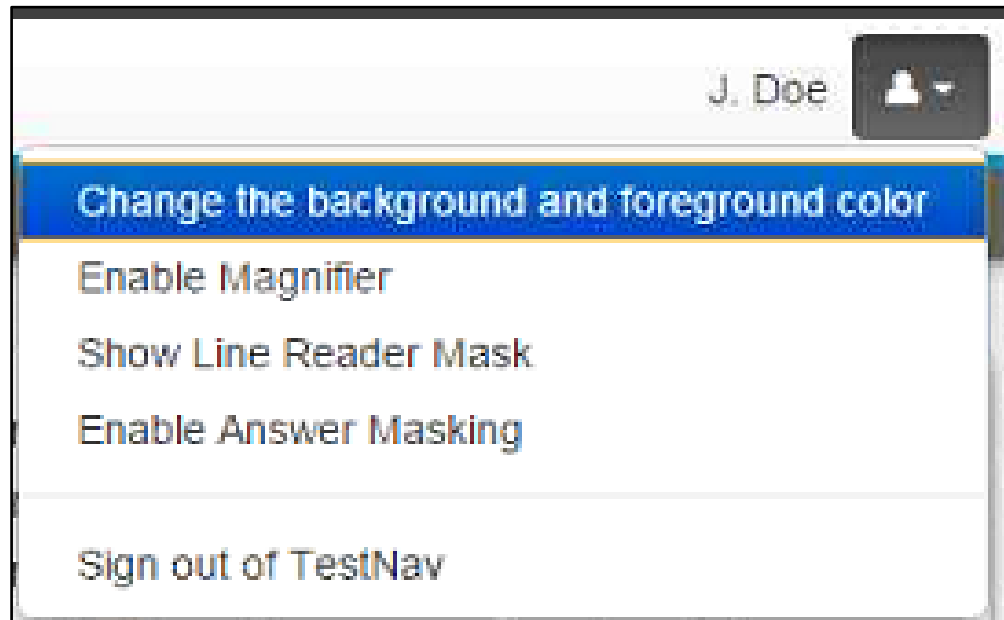
---

Start Section

The form displays the title 'Part 2' at the top. Below it is a light blue button labeled '15 Questions'. Underneath that is a white input field with a black border labeled 'Enter Seal Code'. A dashed horizontal line separates this input field from a grey footer area containing a button labeled 'Start Section'.

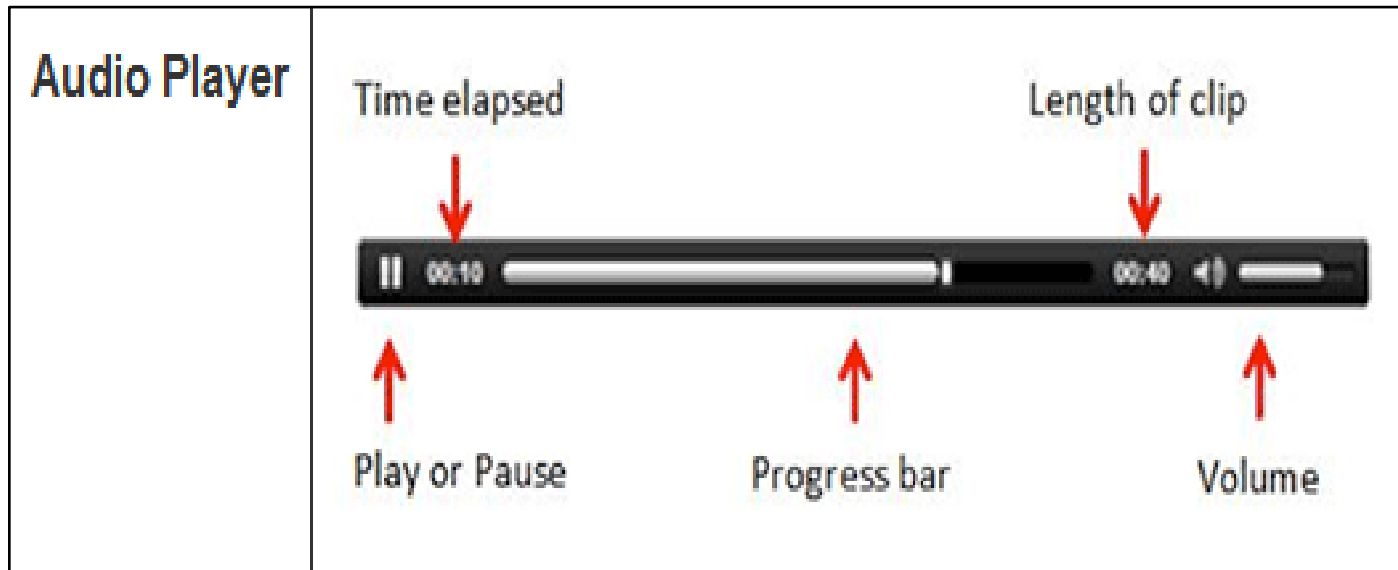
# TestNav: Accessibility Features

- Color Contrast
- Answer Masking





# TestNav: Audio



# Important Dates

- Registration Begins: 4/18/16
- Proctor Caching: 4/25/16
- Paper Material Orders: 3/30/16 - 4/25/16
- Testing Window: 5/2/16 - 6/3/16

# Support

- Training and Documentation
- Pearson Customer Service
- State or District Assistance

# Support: Training and Documentation

- **PearsonAccess<sup>next</sup> User Guide**

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>

- **Hardware and Software Requirements for PearsonAccess<sup>next</sup>**

<https://support.assessment.pearson.com/display/PAsup/System+Requirements>

- **TestNav 8 System Requirements**

<https://support.assessment.pearson.com/display/TN/TestNav+8+System+Requirements>

- **Proctor Cache Requirements**

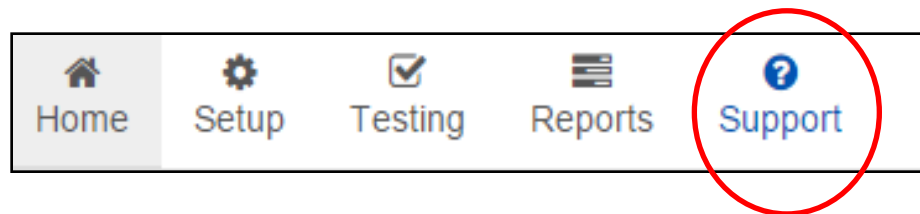
<https://support.assessment.pearson.com/display/TN/ProctorCache+Requirements>

- **DC System Check**

<http://systemcheck.dc.testnav.com/>

- **OSSE training materials (including today's webinar)**

<http://osse.dc.gov/page/test-coordinators-training>



# Support: Pearson Customer Service

**Contact Pearson DC Science Support for assistance with:**

- Navigating PearsonAccess<sup>next</sup>
- Managing Student Registration
- Data
- Setting up Test Sessions
- Accessing Resources
- Setting up Proctor Caching

**Call Toll Free: 1-866-688-9555**

**(7:00 am – 8:30 pm Eastern, Mon.–Fri.)**

**Email: [dchelp@support.pearson.com](mailto:dchelp@support.pearson.com)**

# Support: State or District Assistance

Contact OSSE or your LEA Test Coordinator for assistance with:

- Testing schedule
- Testing unique accommodations
- Unusual circumstances on test days
- Violations of test security
- Test Voids
- Un-submitting Tests
- School emergencies that affect testing
- Questions about general testing policies
- Questions about state communications

OSSE Contact Information:  
LEA Users Only: OSSE Support Tool  
OST: <https://octo.quickbase.com>  
or Hotline number 202-304-3269