New PARCC Test Coordinator Training

January 2021 | OSSE Assessment Team

PARCC

Resources for today's training can be found at:

http://bit.ly/PARCC2021

Agenda

- Introduction to PARCC
- Plan Test Administration
- Administer Test
- Closeout Testing
- Next Steps

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 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.

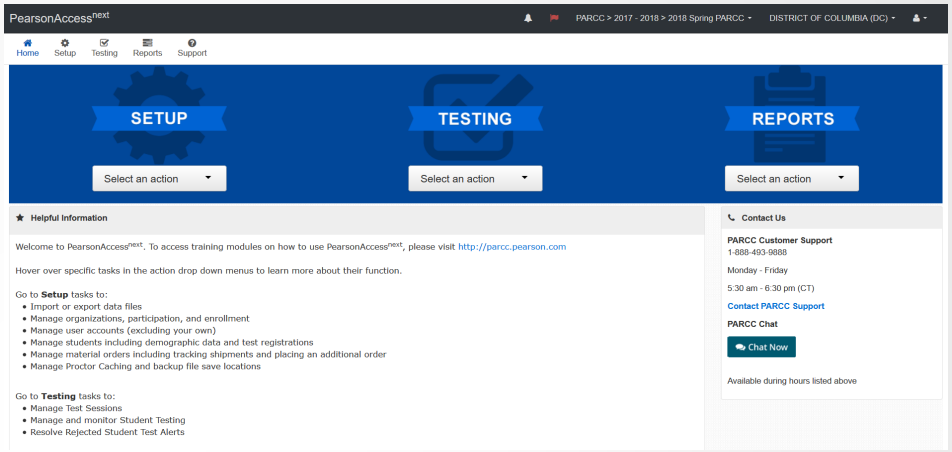
PARCC

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

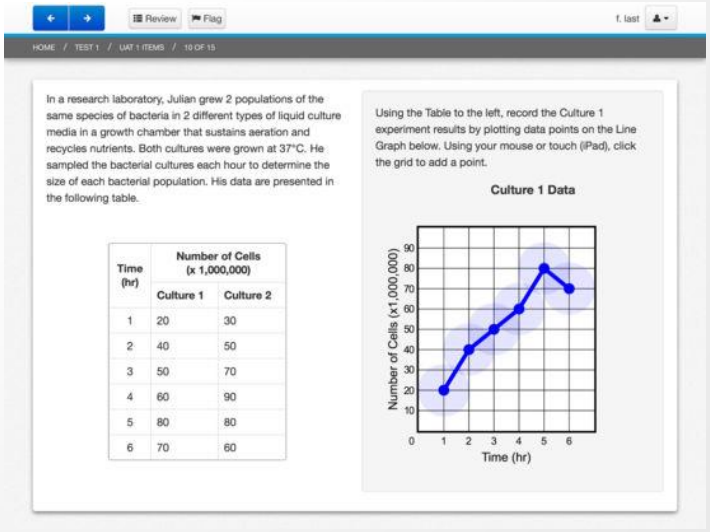
- Test content and delivery platform will be the same for both options
- Assessments will be delivered via TestNav, and schools may use either the TestNav app or a web browser; browser-based administration is recommended for remote testing
- Remote Testing Supplements to the Test Coordinator Manual and Test Administrator Manual provide additional guidance

PARCC

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



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



PARCC

OSSE requires each school to submit a **school test security plan** via QuickBase, prior to testing.

- School test security plans provide OSSE with important details about test administration and test security at your school
- School test security plans are due **15 business days prior to the first day of testing** at each school
- Schools may not begin testing until their school test security plan is approved by OSSE
- Test security plans may be updated to document changes in testing procedures or schedule

Plan Test Administration

Plan Test Administration

- Attend Training
- Assign Staff Roles
- Register Students
  - Document Accommodations and Accessibility Features
  - Receive Materials
- Setup Technology for Testing
- Create a Testing Schedule
- Train Authorized Personnel
- Create Test Sessions
- Document Test Security Plans
  - Create and Submit a School Test Security Plan
  - Setup a School Test Security File

Attend Training

OSSE Test Security and Administration Training Schedule 2020/21

Training Event	Date	Time	Location	Register	Assessment Role								
					LEA			School					
					ACCESS Coordinator	MSAA Coordinator	PARCC Coordinator	ACCESS Coordinator	MSAA Coordinator	PARCC Coordinator	PARCC SPED Coordinator	PARCC Tech. Coordinator	ACCESS Test Administrator
Test Security Training Modules*	Jan. 2021		Online Modules		✔	✔	✔						
New PARCC LEA Test Coordinator Training & PearsonAccessNext 101	Jan. 21	1:30-3:30 p.m.	Webinar	Register			✔			✔	✔		
PARCC Accommodations Webinar	Jan. 26	10-11:30 a.m.	Webinar	Register			✔				✔		
Nonpublic School Test Coordinator Test Security Office Hours	Jan. 26	2-3:30 p.m.	Microsoft Teams	Register				✔	✔	✔			
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 28	10 a.m.- 12 p.m.	Webinar	Register	✔								
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 28	1-3 p.m.	Webinar	Register									✔
PARCC Remote Test Administration Guidance	Feb. 2	3-4:30 p.m.	Webinar	Register			✔			✔	✔		
New PARCC LEA Test Coordinator Training & PearsonAccessNext 101	Feb. 3	1-3 p.m.	Webinar	Register			✔			✔	✔		
PARCC SR/PNP Office Hours	Feb. 10	2-3:30 p.m.	Microsoft Teams	Register			✔			✔	✔	✔	
ACCESS for ELLs Testing Begins	Feb. 15												
PARCC Technology Coordinator Training	Feb. 19	2-3:30 p.m.	Webinar	Register			✔			✔	✔	✔	
MSAA Test Administrator Webinar	Mar. 3	2-3 p.m.	Webinar	Register		✔			✔				
PARCC Test Session Office Hours	Mar. 10	2-3:30 p.m.	Microsoft Teams	Register			✔			✔		✔	
MSAA Testing Begins	Mar. 15												
Technical Assistance during PARCC Testing	Mar. 25	2-3:30 p.m.	Webinar	Register			✔			✔	✔	✔	
PARCC Testing Begins	Apr. 5												
ACCESS for ELLs Testing Ends	Apr. 9												
MSAA Testing Ends	Apr. 30												
PARCC Closeout Procedures	May 13	2:30-3:30 p.m.	Webinar	Register			✔			✔	✔	✔	
PARCC Testing Ends	May 28												

** Required training for all LEA Test Coordinators*

✔ Required ✔ Recommended ✔ Optional

Released 1/8/21

[Online training schedule]

Assign Staff Roles

LEA PARCC Coordinator LEA Test Integrity Coordinator		
School PARCC Coordinator School Test Monitor		
SPED Coordinator	**Technology Coordinator**	
Test Administrators	**Proctors**	**Authorized Personnel**

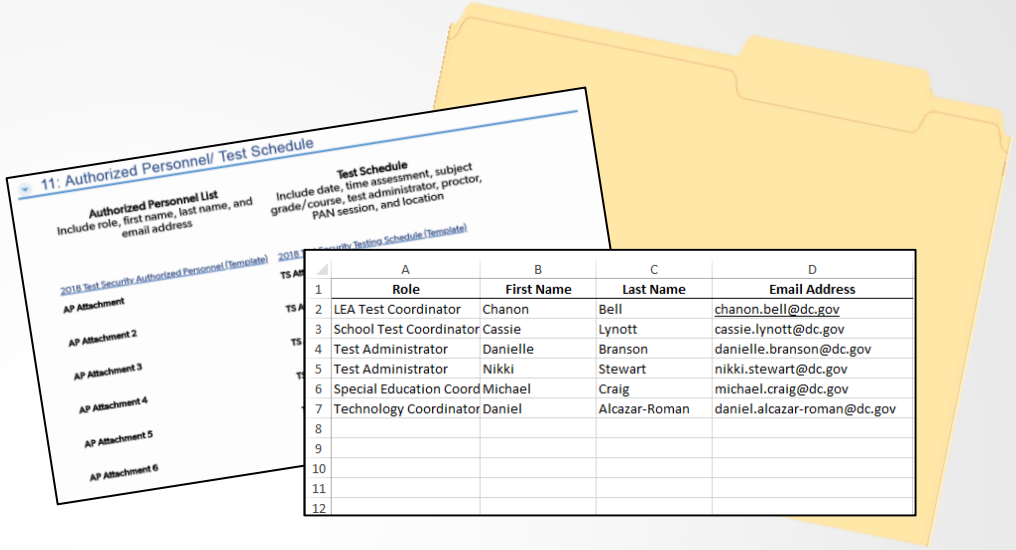
- All of these roles may be successfully performed remotely.
- Personnel in these roles do not need to be on-site in a school building, unless they are required to handle any secure paper test materials (e.g., accommodated test booklets or scripts)

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 Education 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

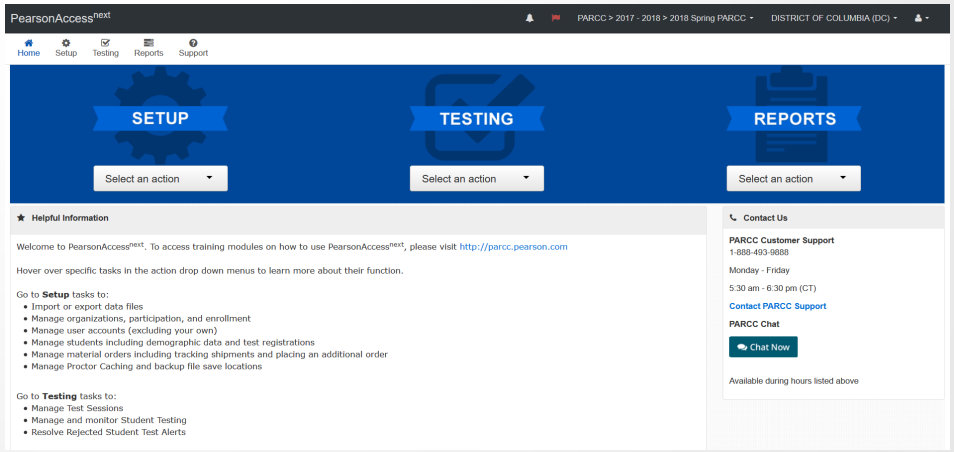
Assign Staff Roles

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



	A	B	C	D
1	Role	First Name	Last Name	Email Address
2	LEA Test Coordinator	Chanon	Bell	chanon.bell@dc.gov
3	School Test Coordinator	Cassie	Lynott	cassie.lynott@dc.gov
4	Test Administrator	Danielle	Branson	danielle.branson@dc.gov
5	Test Administrator	Nikki	Stewart	nikki.stewart@dc.gov
6	Special Education Coord	Michael	Craig	michael.craig@dc.gov
7	Technology Coordinator	Daniel	Alcazar-Roman	daniel.alcazar-roman@dc.gov
8				
9				
10				
11				
12				

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



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

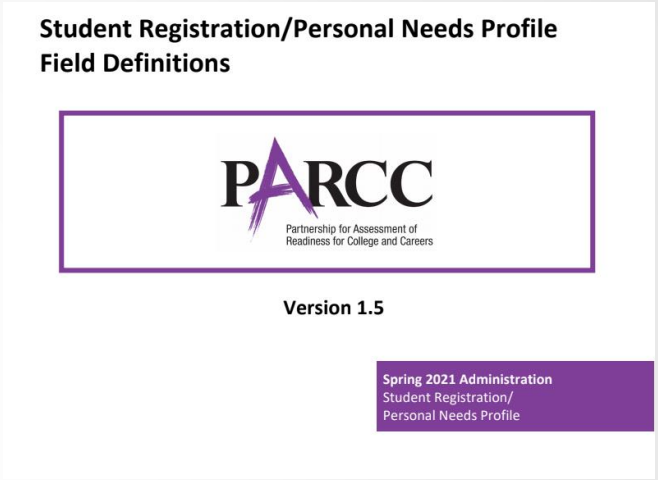
Register Students

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 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 SR/PNP file. It also includes instructions for creating the file and importing it into the PAN system.



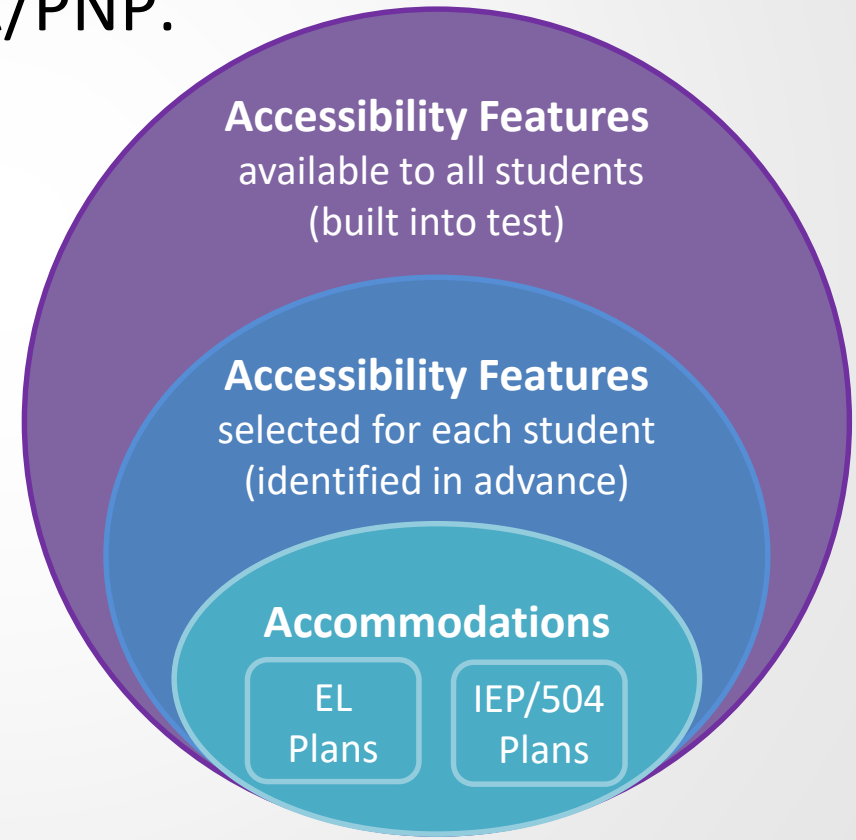
AY2

	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	Responsit	Responsit	State Stude	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																							

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
- Paper-based accommodations such as large print and Braille must be administered **in person**.
- Refer to the Testing Accommodations Guides for details on how to administer certain test administrator-delivered accommodations remotely (e.g., human reader, signer, scribe).

Document Accommodations & Accessibility Features

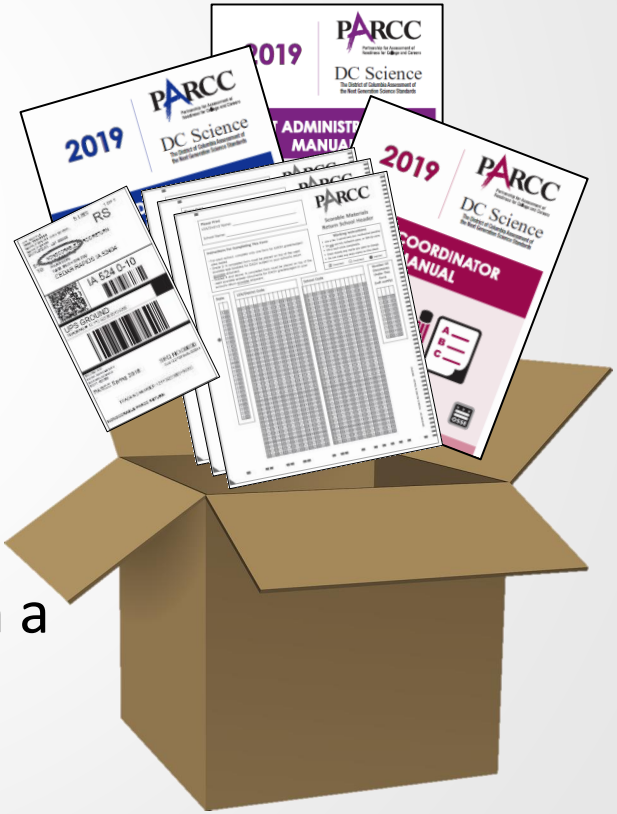
Information in the SR/PNP is used by Pearson to provide **testing materials** to schools.

- The SR/PNP should be completed in February
- If student accommodations change, due to changes in their IEP, 504, or EL plans, **additional orders** for materials can be placed prior to testing
- Accessibility features do not require materials from Pearson and can be completed any time before you submit your school test security plan

Receive Materials

Materials will be shipped to the School Test Coordinator at each school, beginning in March.

- Materials include:
  - test manuals
  - accommodated test materials
  - return shipping materials
- Check to ensure all ordered materials have been provided
- Keep testing materials **locked away** in a secure location prior to testing



Receive Materials

Each school will receive a Test Coordinator Manual and Test Administrator Manuals.

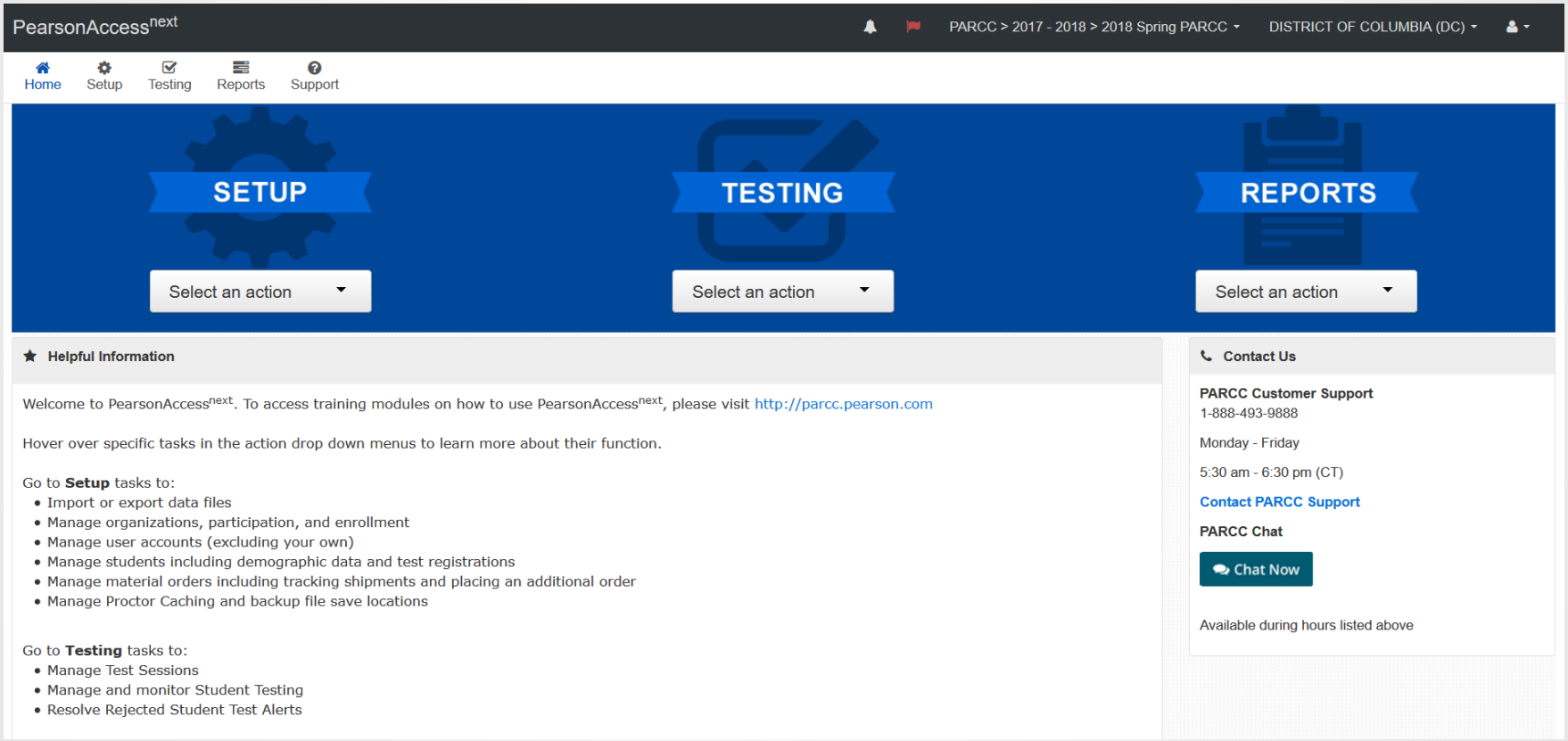
Manuals will arrive with your school's assessment materials shipments. Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their responsibilities.

Test Coordinator and Test Administrator manuals will be available online starting in January. If you'd like to review information prior to receiving your materials shipment, you can download and print copies at that time.

Remote Testing Supplements will only be available **online** via PearsonAccess^{next}.

Setup Technology for Testing

PearsonAccess^{next} (PAN) is used by LEA and school staff to manage the administration of the PARCC assessments.

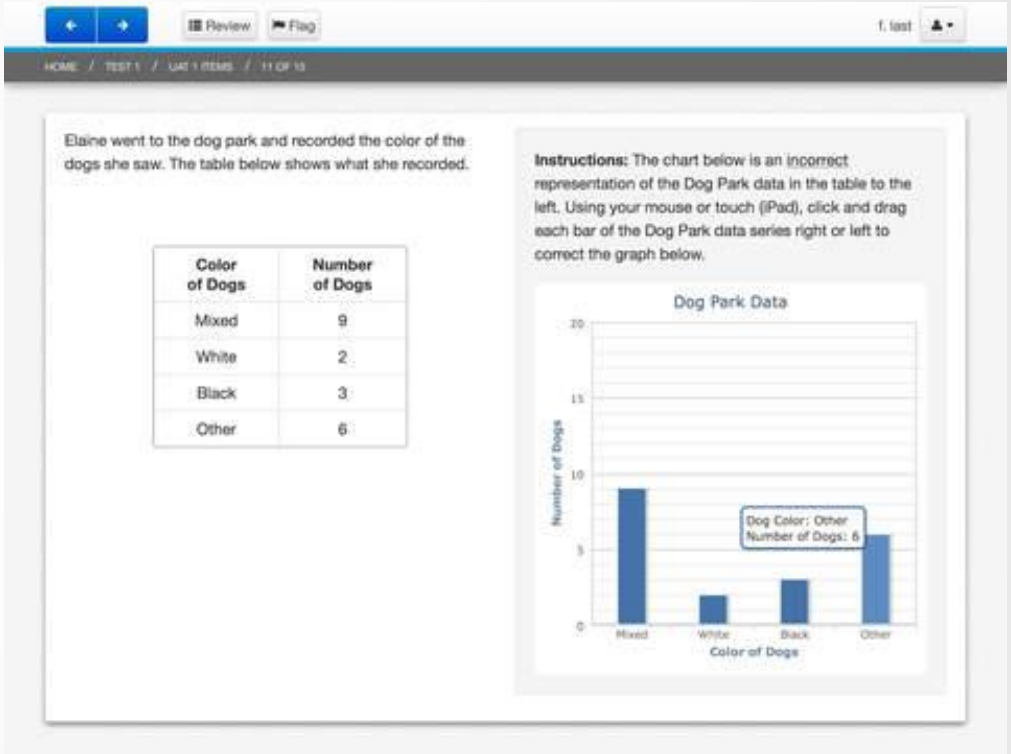


Setup Technology for Testing

TestNav8 is the student assessment platform for PARCC. It is available as an app that must be downloaded to student testing devices, or as a browser-based platform.

Browser-based TestNav should be used for remote testing.

Technology coordinators can support with the setup of TestNav8.



Setup Technology for Testing

Infrastructure trials help schools ensure they have a bandwidth and technology setup that supports effective test administration.

Refer to the TestNav System Requirements to be sure that students have access to compatible devices.

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

Setup Technology for Testing

Students within your LEA or school may need supportive technology as a component of their accommodations. Share these needs with your technology coordinator and test the supportive technology to be sure the student is aware of how to use it and that it will function properly during the assessment.

Create a Testing Schedule

Grade/ Subject	PARCC Math		PARCC ELA	
	# of Units	Unit Testing Time	# of Units	Unit Testing Time
3	3	60 min.	2	75 min.
4	3	60 min.	2	90 min.
5	3	60 min.	2	90 min.
6	3	60 min.	2	90 min.
7	3	60 min.	2	90 min.
8	3	60 min.	2	90 min.
High School*	2	90 min.	2	90 min.

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

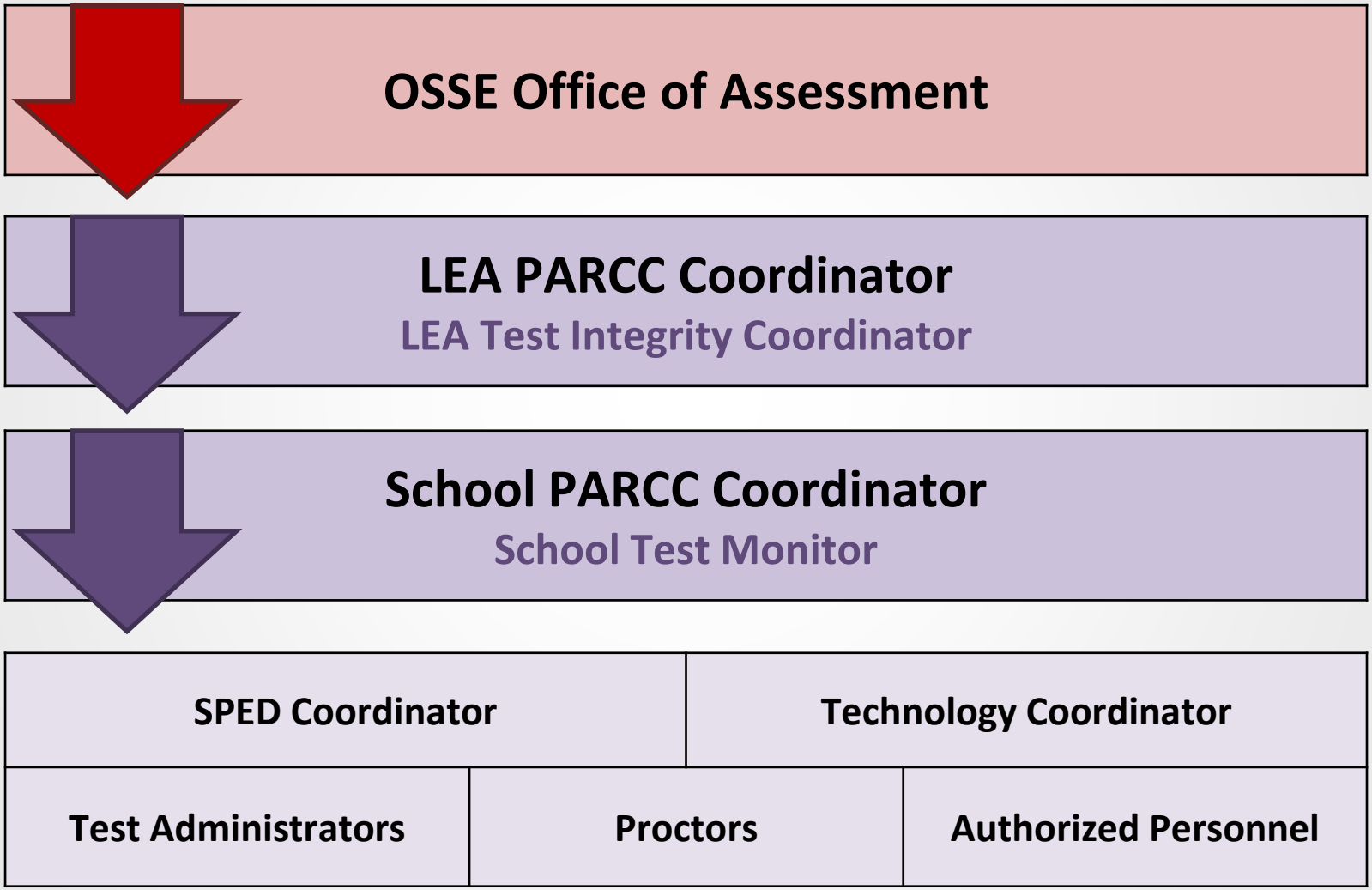
Create a Testing Schedule

Requirements for School Test Security Plan Test Schedule:

- date
- time
- assessment
- subject
- grade/course
- PAN session
- test administrator
- proctor
- location

	A	B	C	D	E	F	G	H	I
1	Date	Time	Assessment	Subject	Grade/ Cc	Test Administrator	Proctor (if applicable)	PAN Session Code	Location
2	4/1/2021	8:00 - 10:15 a.m.	PARCC	ELA	4	Bevan Jackson	Yara Mitchell	ELA.04.BJ.R	Remote
3	4/1/2021	8:00 - 10:15 a.m.	PARCC	ELA	5	Rio Bateman	Helena Farrington	ELA.05.RB.I	244
4	4/1/2021	8:00 - 10:15 a.m.	PARCC	ELA	6	Camron Dickens		ELA.06.CD.MR	Remote
5	4/1/2021	8:00 - 10:15 a.m.	PARCC	ELA	4	Malika Garrett	Cole Barber	ELA.04.MG.R	Remote
6	4/1/2021	8:00 - 10:15 a.m.	PARCC	Math	5	Ema Bennett		MATH.5.EB.MI	254
7	4/1/2021	8:00 - 10:15 a.m.	PARCC	Math	6	Josiah Sexton	Maurice Winter	MATH.6.JS.R	Remote
8	4/1/2021	8:00 - 10:15 a.m.	PARCC	Math	5	Emre Workman	Hania Garcia	MATH.ALG1.EW.I	171
9									
10									

Train Authorized Personnel



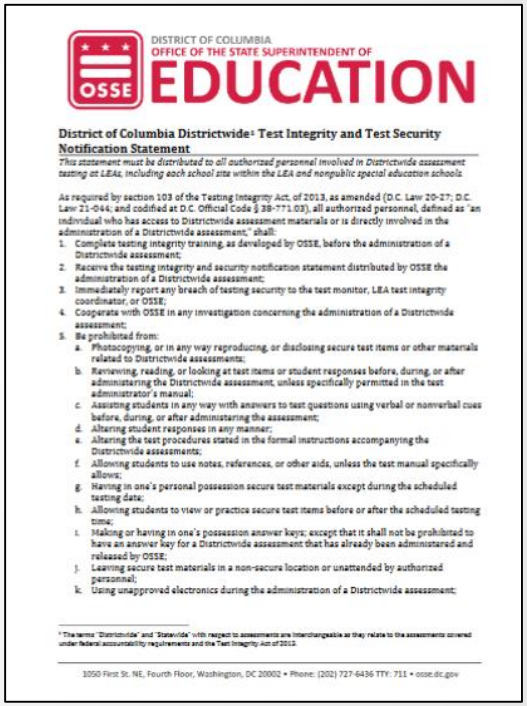
Train Authorized Personnel

The role of all authorized personnel is to ensure a **secure testing environment** during test administration.

School Test Coordinators are responsible for training all school staff that will be supporting with test administration. This training should include test security policies, staff role assignments, test administration procedures, and testing schedules.

The **In-Person and Remote PARCC Test Security Guidelines** outline requirements for test security procedures.

All authorized personnel must receive a **Test Security Notification Statement**, and their attendance at test security training must be documented.



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

District of Columbia Districtwide[1] Test Integrity and Test Security Notification Statement

This statement must be distributed to all authorized personnel involved in Districtwide assessment testing at LEAs, including each school site within the LEA and nonpublic special education schools.

As required by section 103 of the Testing Integrity Act, of 2013, as amended (D.C. Law 20-27; D.C. Law 21-044; and codified at D.C. Official Code § 38-771.03), all authorized personnel, defined as "an individual who has access to Districtwide assessment materials or is directly involved in the administration of a Districtwide assessment," shall:

1. Complete testing integrity training, as developed by OSSE, before the administration of a Districtwide assessment;
2. Receive the testing integrity and security notification statement distributed by OSSE the administration of a Districtwide assessment;
3. Immediately report any breach of testing security to the test monitor, LEA test integrity coordinator, or OSSE;
4. Cooperate with OSSE in any investigation concerning the administration of a Districtwide assessment;
5. Be prohibited from:
   a. Photocopying, or in any way reproducing, or disclosing secure test items or other materials related to Districtwide assessments;
   b. Reviewing, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual;
   c. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;
   d. Altering student responses in any manner;
   e. Altering the test procedures stated in the formal instructions accompanying the Districtwide assessments;
   f. Allowing students to use notes, references, or other aids, unless the test manual specifically allows;
   g. Having in one's personal possession secure test materials except during the scheduled testing date;
   h. Allowing students to view or practice secure test items before or after the scheduled testing time;
   i. Making or having in one's possession answer keys; except that it shall not be prohibited to have an answer key for a Districtwide assessment that has already been administered and released by OSSE;
   j. Leaving secure test materials in a non-secure location or unattended by authorized personnel;
   k. Using unapproved electronics during the administration of a Districtwide assessment;

[1] The terms "Districtwide" and "Statewide" with respect to assessments are interchangeable at they relate to the assessments covered under federal accountability requirements and the Test Integrity Act of 2013.

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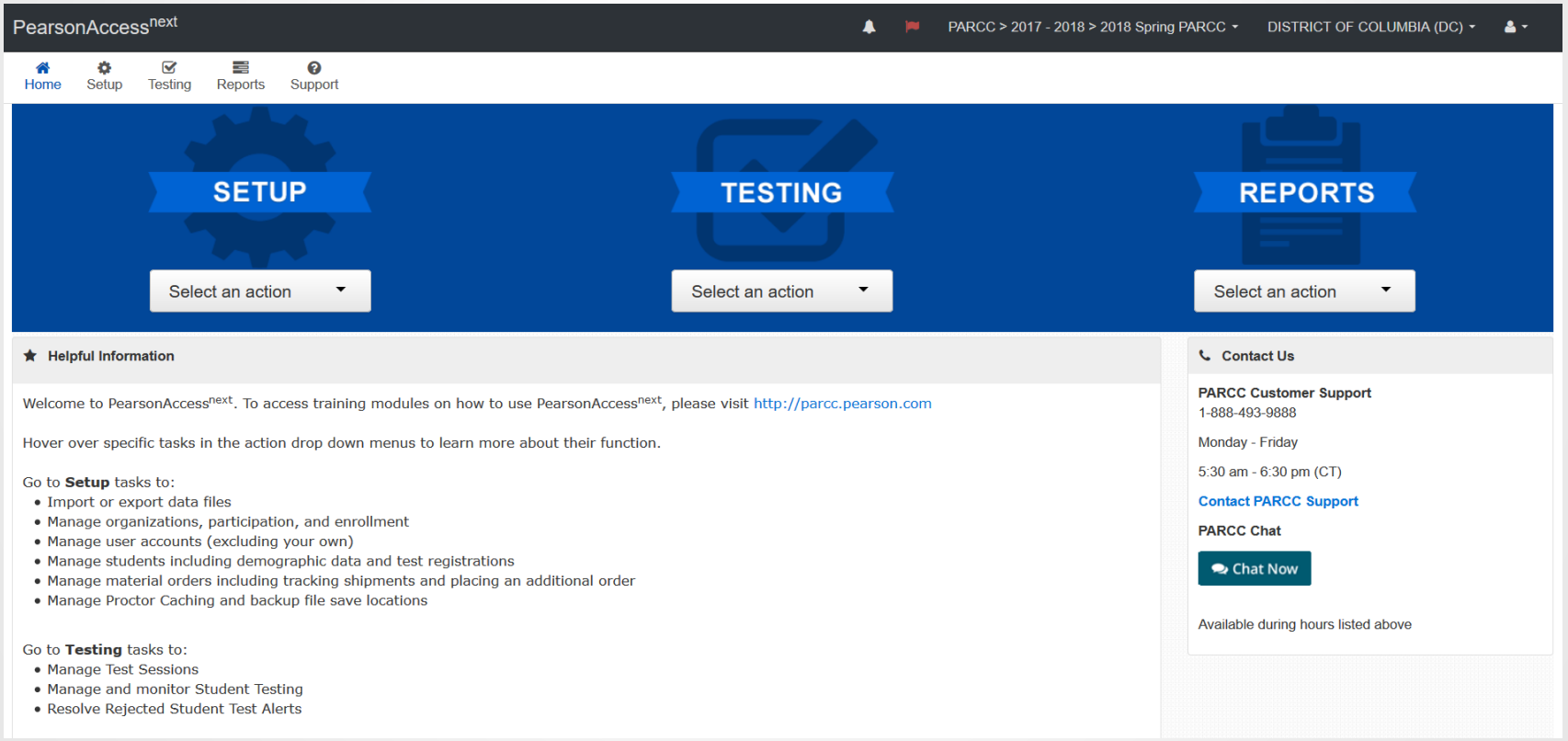
Create Test Sessions

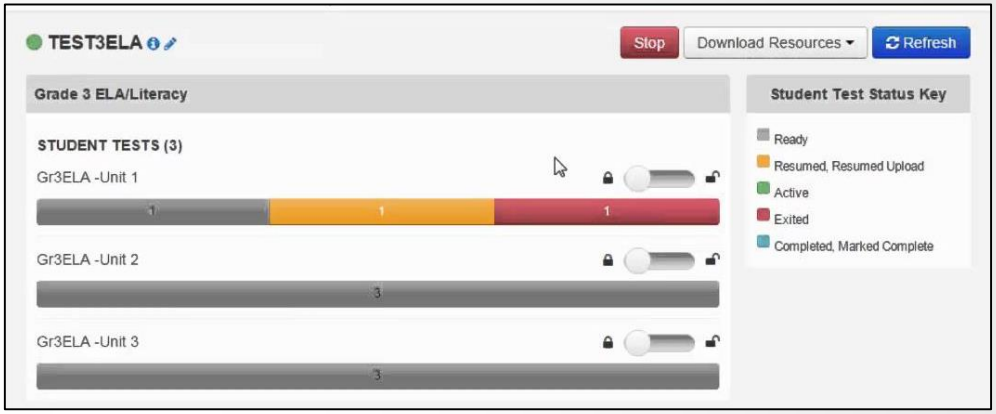
Test sessions are created in PAN.

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

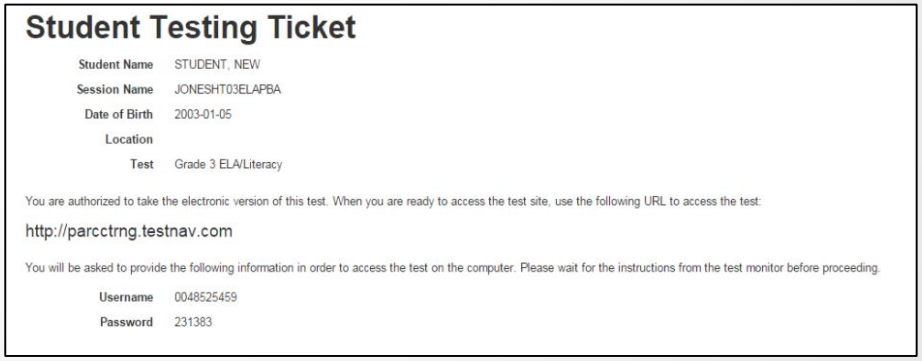


Create Test Sessions

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.

2021 naming convention differentiates between remote and in-person sessions.

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

Document Test Security Plans

OSSE, LEAs, and schools communicate about test security prior to testing to ensure each school is prepared to test.

- School Test Coordinators create a test security file and a school test security plan
- Test security files are physical files kept at the school that are updated throughout testing season
- School test security plans are submitted to the LEA Test Coordinator for approval
- LEA Test Coordinators submit school test security plans to OSSE for approval
- OSSE review plans and provides revision requests or approvals

Setup a School Test Security File

Each school is required to create and maintain a **school test security file** to document testing policies, staff involvement, testing schedules, and incidents that arise.

Include the following items in your school test security file:

- school test security plan
- staff test security training attendance sheet
- signed test security affidavits
- incident reports and notes on irregularities
- notes on test schedule changes

Maintain a school test security file in hard copy, onsite at each school for **four years**.

Create and Submit a School Test Security Plan

School test security plans include the following sections:

- Assessments Start and End Dates
- General Information/ School Demographics
- Secure Materials Management
- Reporting Irregularities
- Irregularities Investigations
- Prohibited Actions
- Logistics
- Assurances
- PearsonAccess^{next} Test Sessions and Test Administrators
- Authorized Personnel
- Testing Schedule
- OSSE Feedback & Approvals
- Minor Deviations from School Test Security Plan
- Plan to Improve School Policies & Procedures

Details about school test security plan submission are provided in the Test Security Training Modules (required for all LEA Test Coordinators).

Create and Submit a School Test Security Plan

School test security plans are submitted to OSSE digitally via Quickbase and **must be approved by OSSE prior to student testing**.

School test security plans must be submitted to OSSE **15 business days prior** to the first day of testing at each school.

Administer Test

Administer Test

- Setup Testing Environment
- Ensure Accommodations and Accessibility Features (A&AF) are Accurately Provided
- Administer the Test to Students
- Document Issues/Irregularities

Setup Testing Environment

Secure Testing Environment

OSSE's goal is to develop and provide statewide assessments that yield fair and accurate results. To do this, schools and local education agencies (LEAs) are to administer assessments, **to the best of their ability**, in consistent and standardized conditions.

The best way for us to support schools and LEAs in administering quality assessments is to ensure educators understand and recognize acceptable and unacceptable assessment practices.

Setup Classrooms: Unprepared for Testing

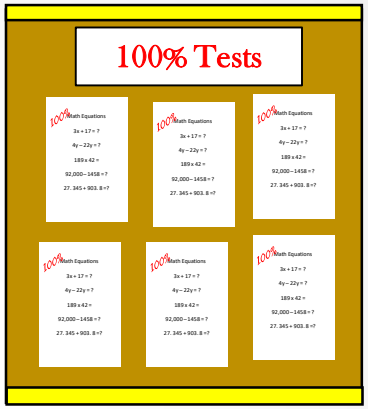
College

Washington DC School

$a^2 + b^2 = c^2$

Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

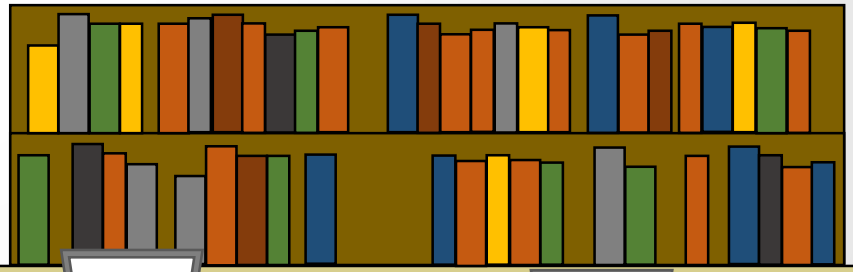
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

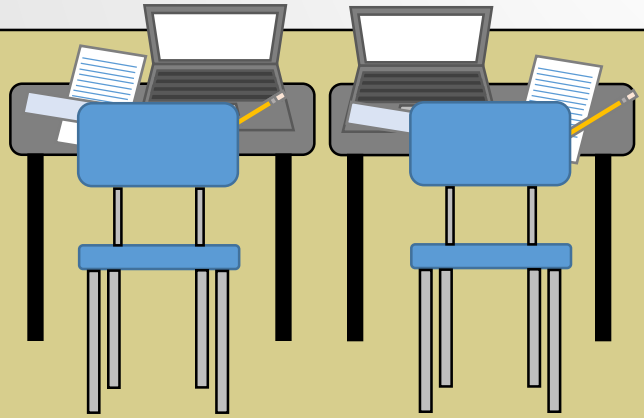


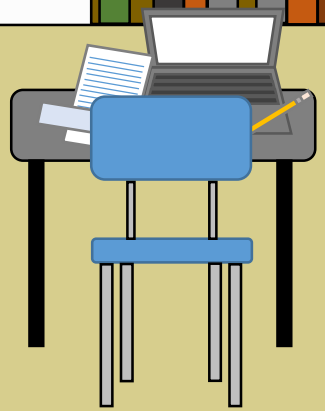
Steps for Success!
- Read the question
- Find evidence
- Select an answer
- Check your work

World History Timeline

Animal Life Cycles







Setup Classrooms: Unprepared for Testing

College

Washington DC School

$a^2 + b^2 = c^2$

100% Tests

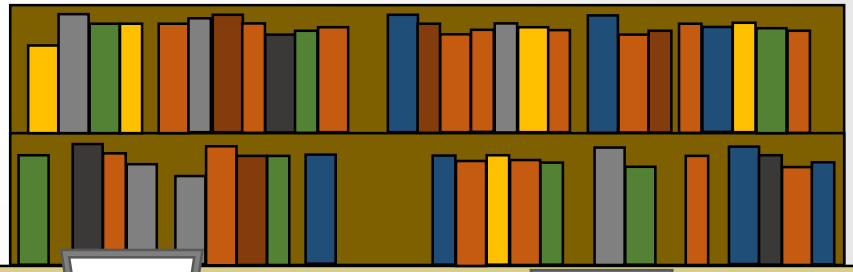
Steps for Success!
- Read the question
- Find evidence
- Select an answer
- Check your work

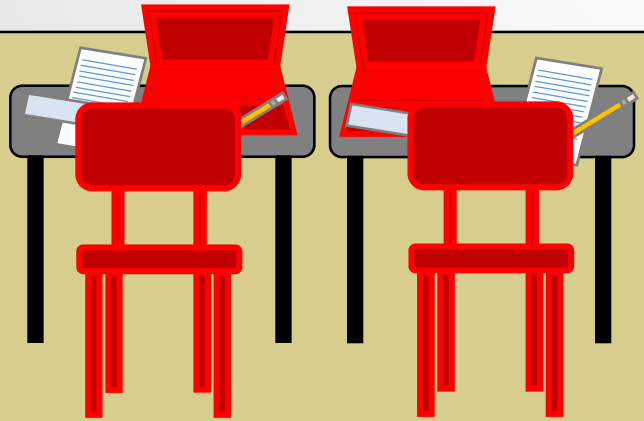
Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

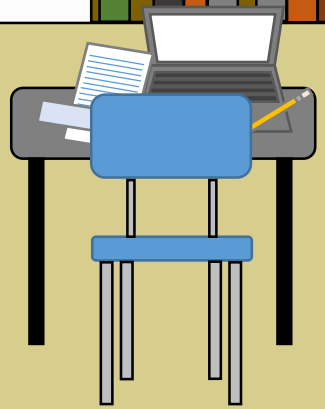
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

World History Timeline

Animal Life Cycles







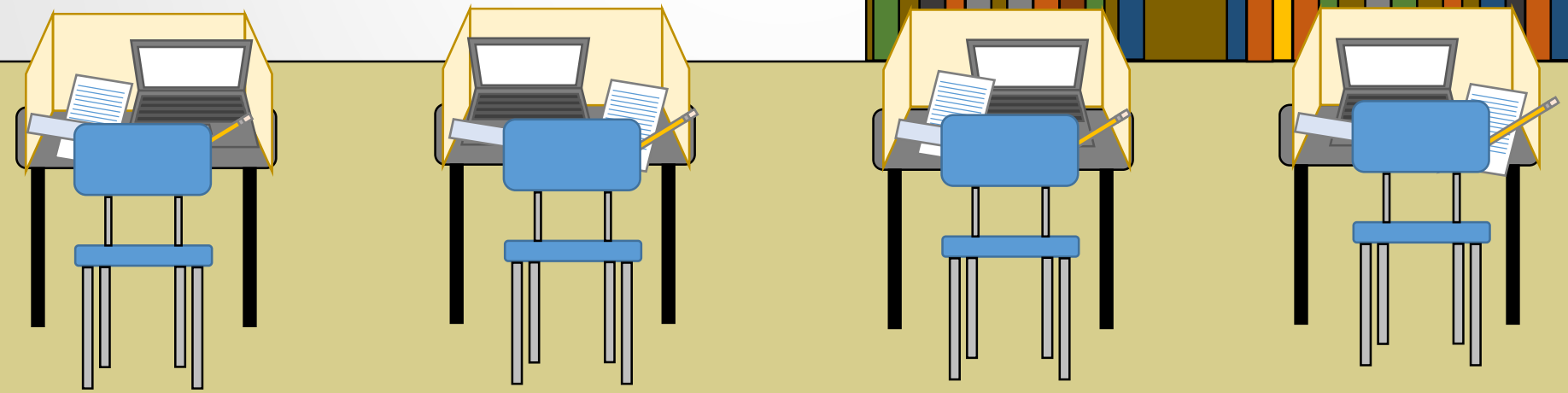
Setup Classrooms: Cover Prohibited Materials

College

Washington DC School

Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1



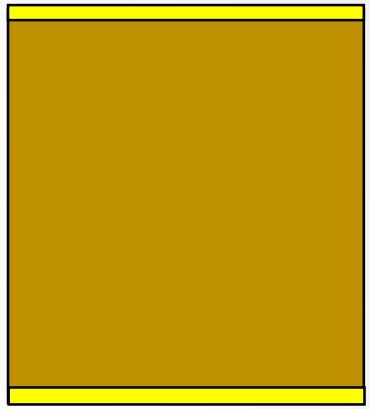
Setup Classrooms: Remove Prohibited Materials

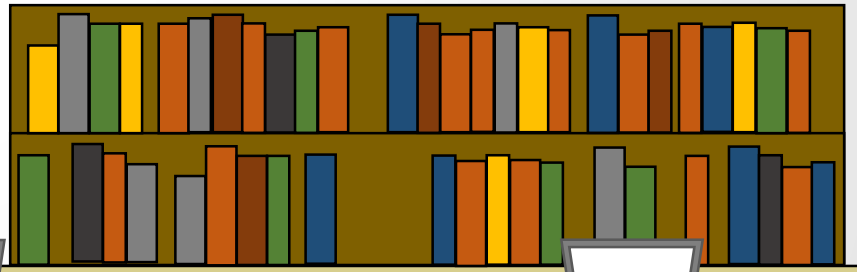
College

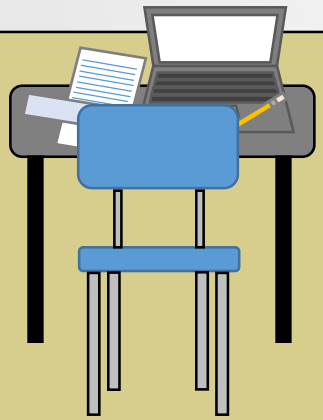
Washington DC School

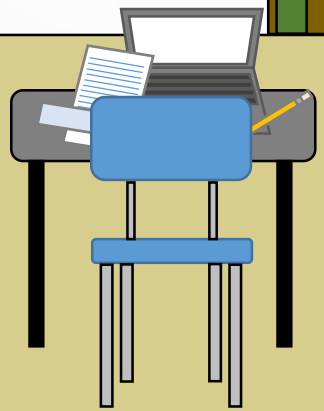
Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

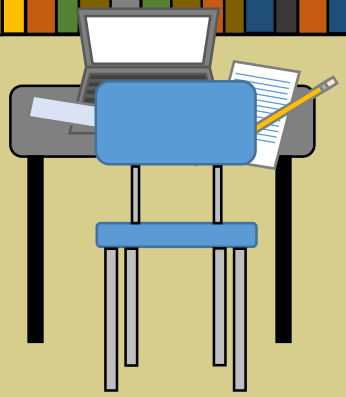
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1









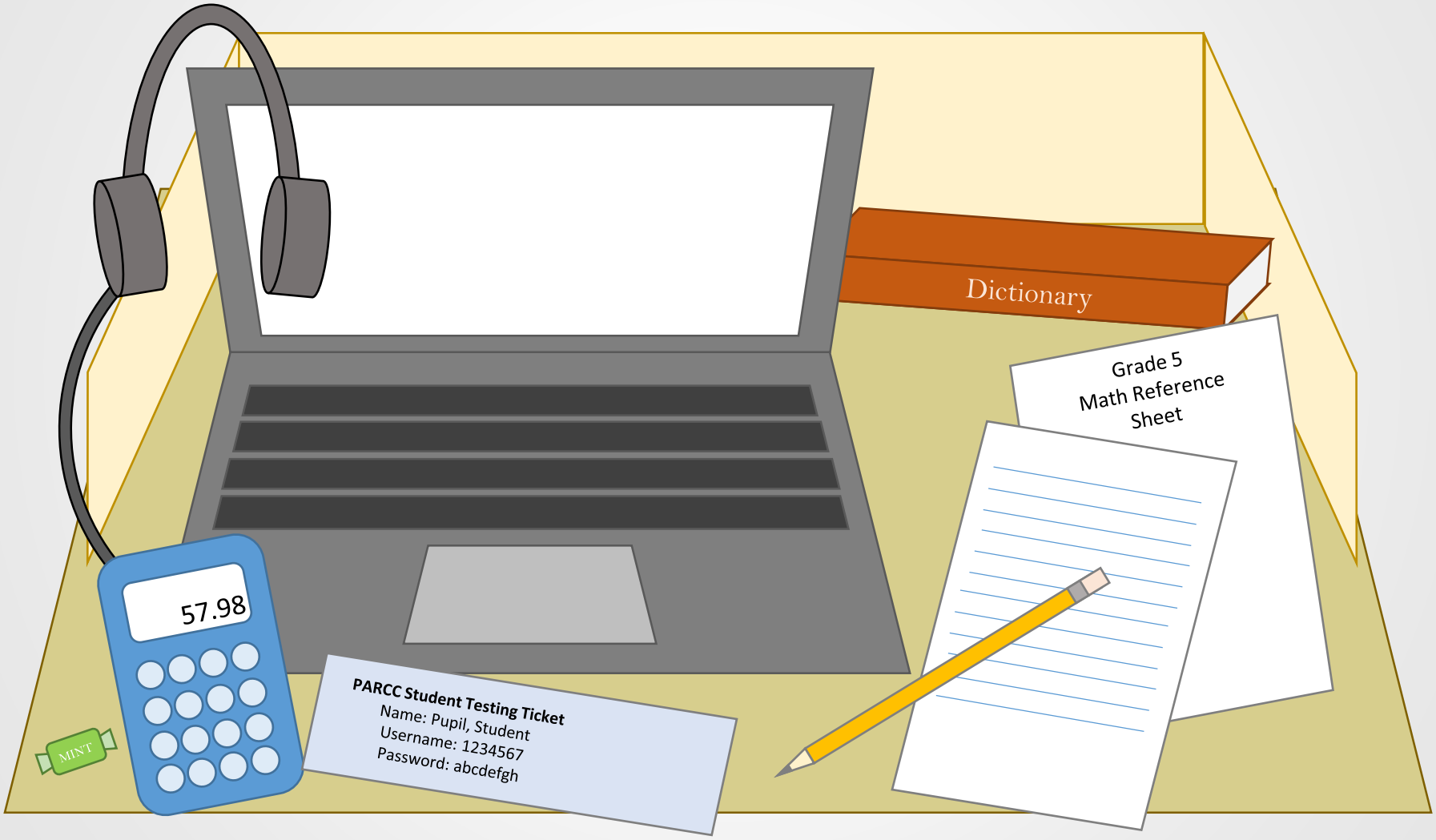


Setup Classrooms

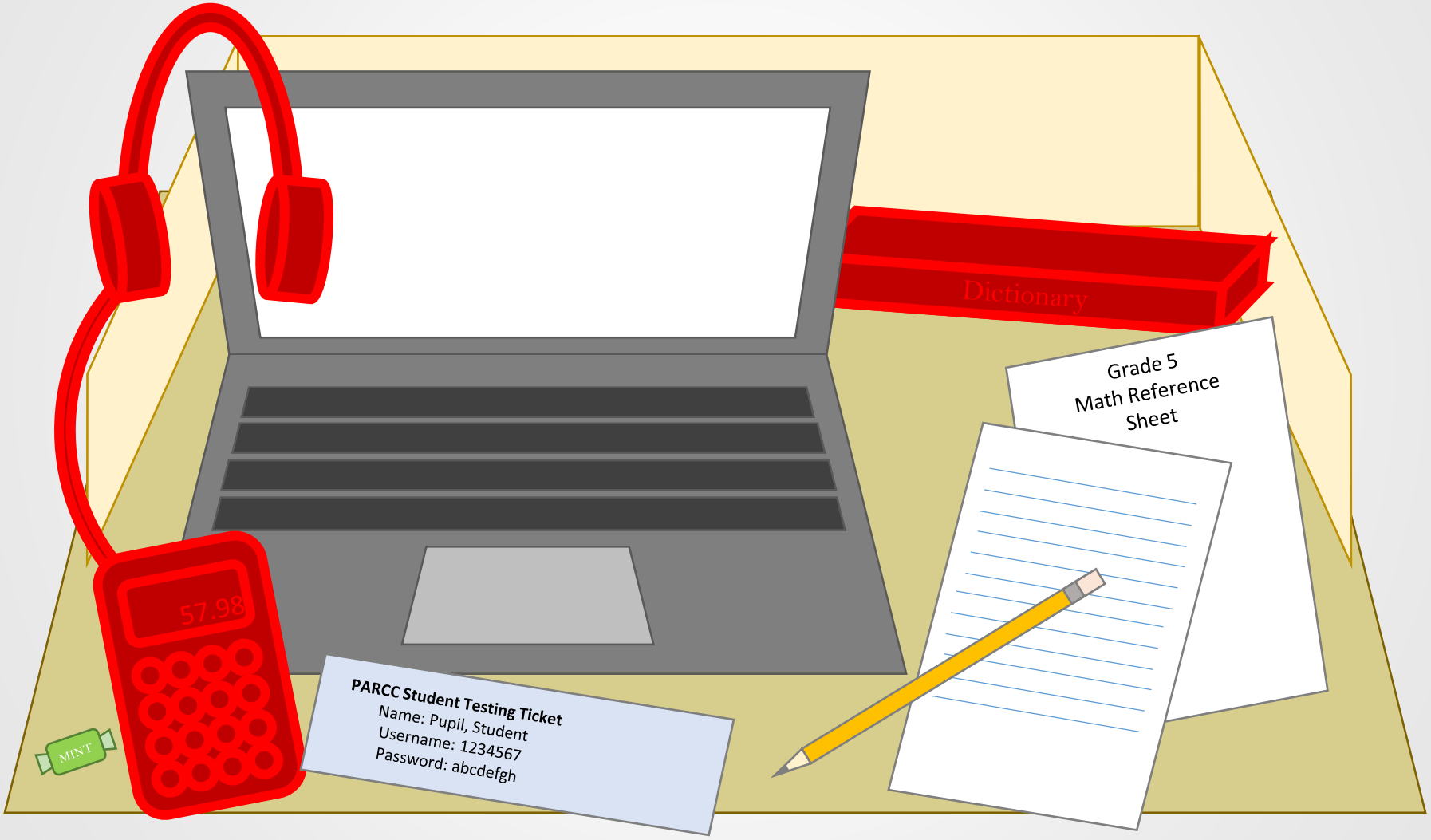
Unit and testing time and information must be clearly posted for student reference during testing. Requirements for this information are presented in the PARCC Test Administrator Manual.

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

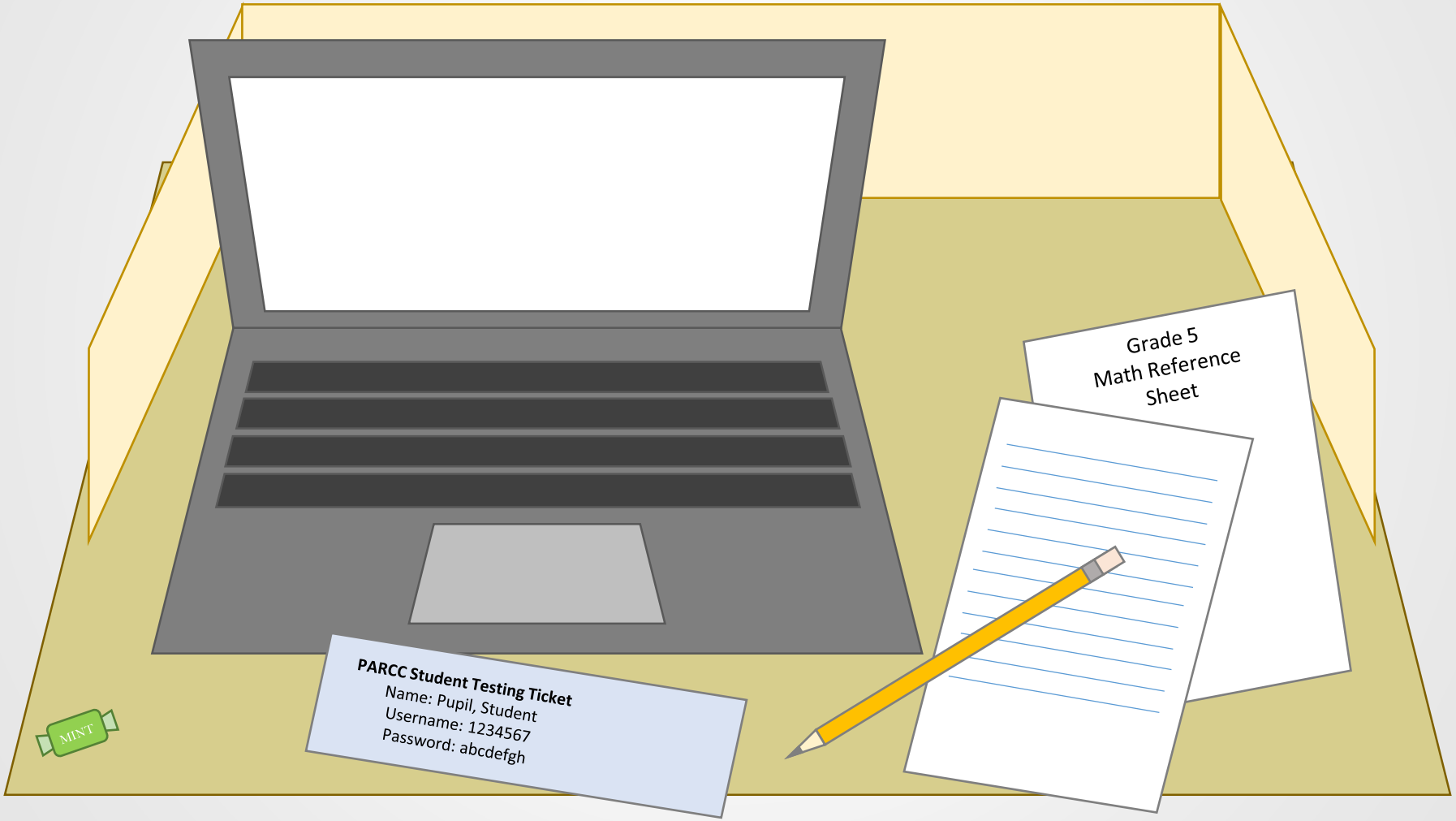
Setup Classrooms: A&AF Materials



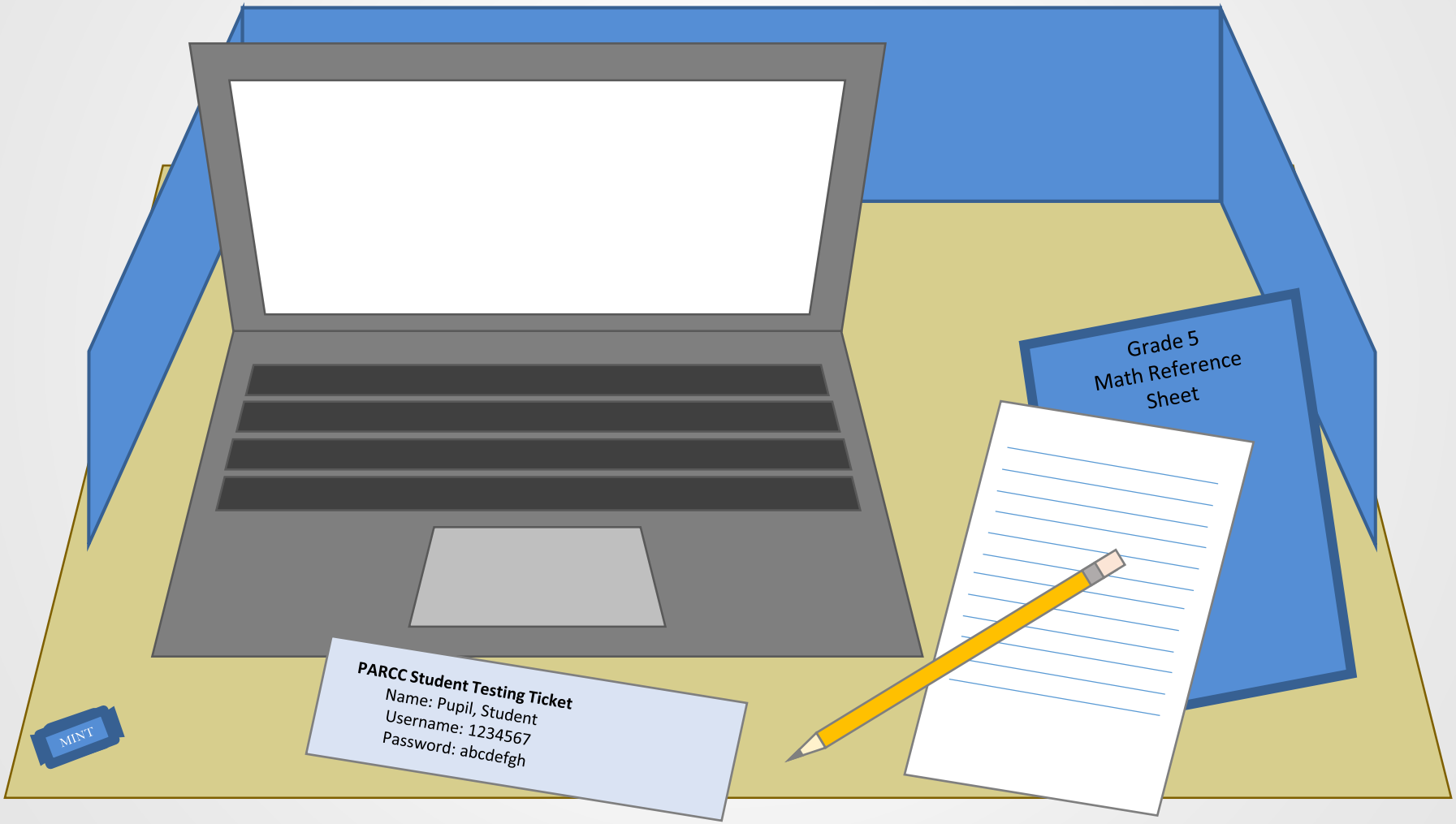
Setup Classrooms: A&AF Materials



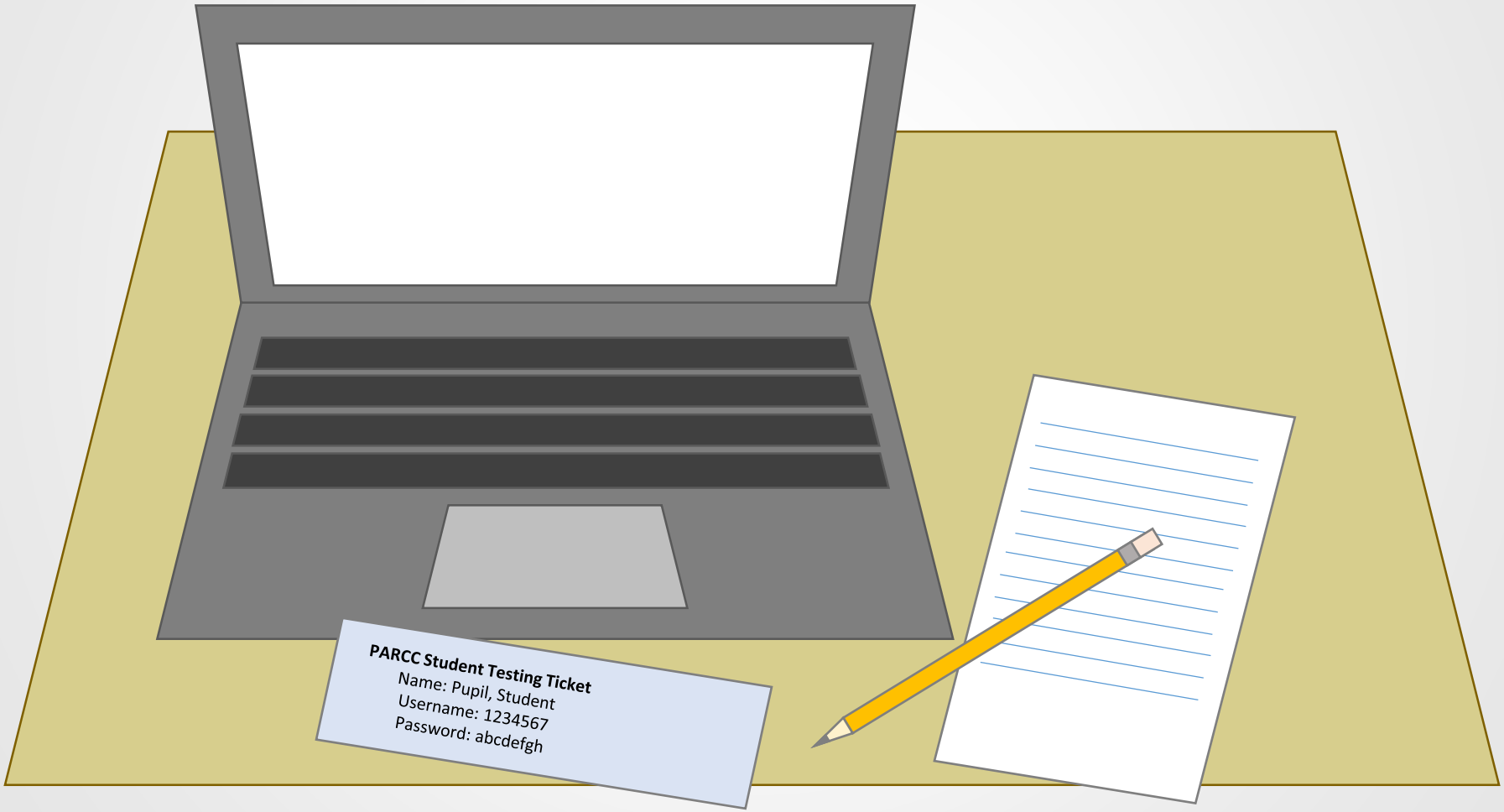
Setup Classrooms: Optional Materials



Setup Classrooms: Optional Materials



Setup Classrooms: Required Materials



Ensure A&AF are Accurately Provided

Testing accommodations should be consistent with the accommodations students received during instruction (distance learning and/or in-person).

Most accommodations and accessibility features are embedded in the test platform and can be administered remotely.

Paper-based accommodations such as large print and Braille must be administered in person.

Refer to the Testing Accommodations Guides for details on how to administer certain test administrator-delivered accommodations remotely (e.g., human reader, signer, scribe).

Ensure A&AF are Accurately Provided

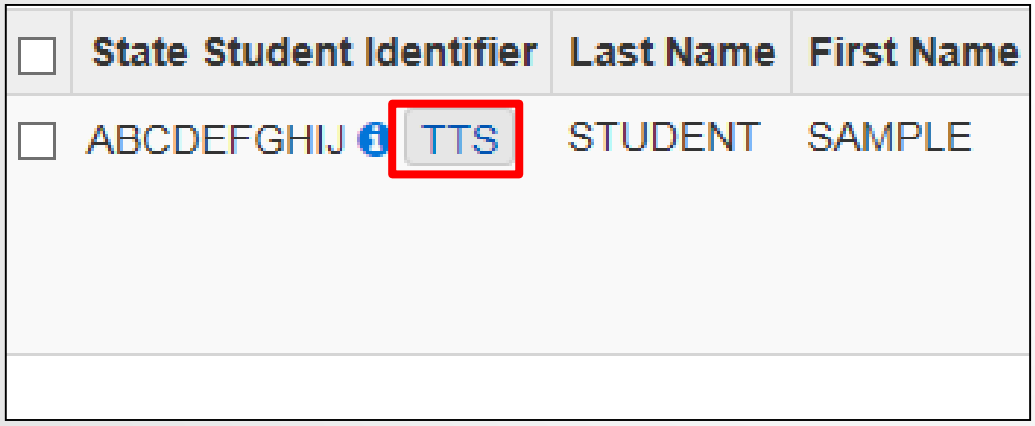
Ensure that all students with accommodations are provided with the appropriate materials and supports they are entitled to receive during testing.

Test Administrators providing accommodations should be trained to administer these accommodations prior to testing, and should be monitored during testing to ensure accommodations are administered appropriately.

Misadministration of accommodations can result in a student test being invalidated.

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.

Administer Test to Students

Follow policies and guidance in the PARCC manuals to administer the assessment to students.

- Testing scripts must be read verbatim to students.
- Test Administrators and proctors should be actively monitoring students throughout testing.
- Test Administrators may not view student assessments, unless they are providing accommodations that require them to do so.
- Test Administrators may not coach students during testing.
- Policies for student breaks are outlined in the Test Administrator Manual.

Note: Schools are permitted to draft language on how TAs will guide students through logging into test sessions remotely. Any school-specific language that Test Administrators will be using for remote administration needs to be included in the school test security plan and approved by OSSE.

Administer Test to Students

Test Coordinators, Technology Coordinators, and Special Education Coordinators should monitor and provide support to Test Administrators during testing:

- Monitor testing to ensure test security policies and administrative procedures are followed.
- Document irregularities and incidents for your records and to submit to OSSE, when appropriate.
- Test Coordinators and Technology Coordinators are the only authorized personnel who are allowed to have a cell phone on or out in any in-person testing environment. It may only be used to contact Pearson for testing support.
- For remote testing, cell phones *may* be permitted for the purpose of contacting the Test Administrator or Technology Coordinator for assistance, but should otherwise not be present in the testing environment.

Document Issues and 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: https://osse.dc.gov/service/test-security-and-incident-forms

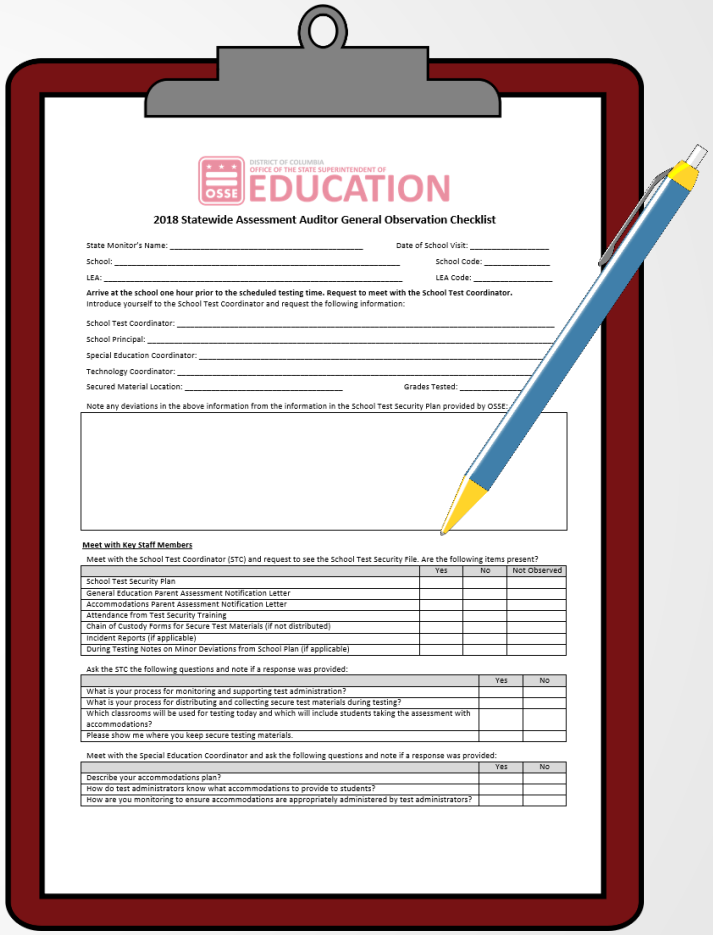
Note: We acknowledge that schools and LEAs can't be aware of everything that happens in a remote testing environment. Report what you are able to report.

OSSE Monitoring

OSSE will not conduct in-person monitoring to reflect the health and safety needs of schools/LEAs.

OSSE will conduct virtual desktop monitoring during testing.

OSSE may request pre-scheduled meetings with LEA and/or School Test Coordinators to discuss testing during test administration.



DISTRICT OF COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

2018 Statewide Assessment Auditor General Observation Checklist

State Monitor's Name: _____ Date of School Visit: _____

School: _____ School Code: _____

LEA: _____ LEA Code: _____

Arrive at the school one hour prior to the scheduled testing time. Request to meet with the School Test Coordinator.
Introduce yourself to the School Test Coordinator and request the following information:

School Test Coordinator: _____

School Principal: _____

Special Education Coordinator: _____

Technology Coordinator: _____

Secured Material Location: _____ Grades Tested: _____

Note any deviations in the above information from the information in the School Test Security Plan provided by OSSE:

Meet with Key Staff Members

Meet with the School Test Coordinator (STC) and request to see the School Test Security File. Are the following items present?

	Yes	No	Not Observed
School Test Security Plan			
General Education Parent Assessment Notification Letter			
Accommodations Parent Assessment Notification Letter			
Attendance from Test Security Training			
Chain of Custody Forms for Secure Test Materials (if not distributed)			
Incident Reports (if applicable)			
During Testing Notes on Minor Deviations from School Plan (if applicable)			

Ask the STC the following questions and note if a response was provided:

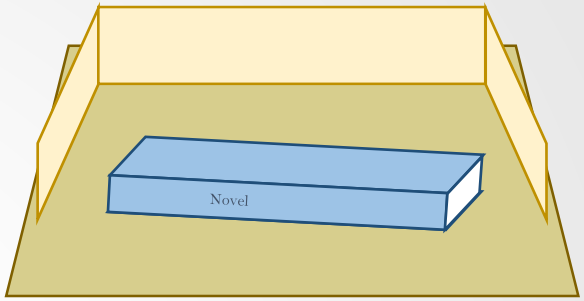
	Yes	No
What is your process for monitoring and supporting test administration?		
What is your process for distributing and collecting secure test materials during testing?		
Which classrooms will be used for testing today and which will include students taking the assessment with accommodations?		
Please show me where you keep secure testing materials.		

Meet with the Special Education Coordinator and ask the following questions and note if a response was provided:

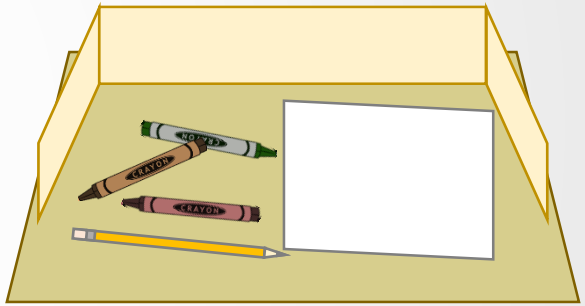
	Yes	No
Describe your accommodations plan?		
How do test administrators know what accommodations to provide to students?		
How are you monitoring to ensure accommodations are appropriately administered by test administrators?		

Administer Test to Students

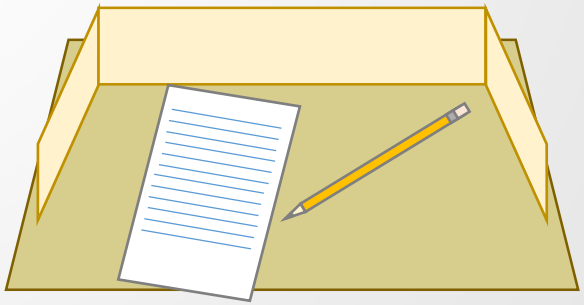
When students have completed their tests, their testing materials should be collected by a Test Administrator.



For remote testing, schools should develop a procedure for students to let their Test Administrator know they have finished.



Student may then complete a silent activity unrelated to testing content or exit the room. Activities may include reading a book, drawing, or completing a worksheet that is unrelated to testing content.



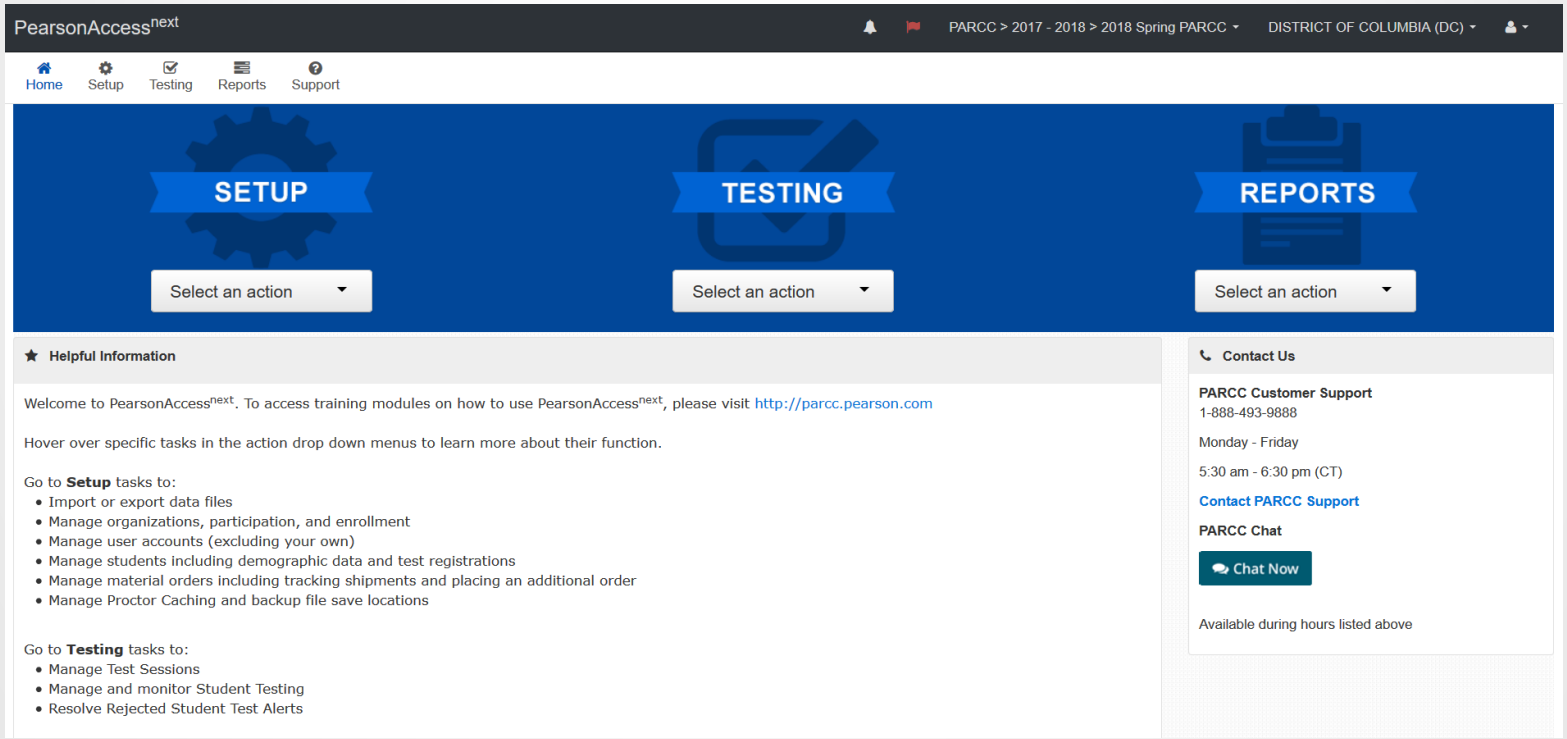
Closeout Testing

Close Testing

- Close Tests and Stop Test Sessions
- Shred, Recycle, and Return Materials
- Submit Documentation and Complete Test Security File

Close Tests and Stop Test Sessions

Close any tests that remain open at the end of the testing window and stop all test sessions. This task can be completed in PearsonAccess^{next}.



Shred, Recycle, and Return Materials

Secure Materials to **SHRED**	Non-Secure Materials to **RECYCLE**
• Student Testing Tickets • Used Scratch Paper • PARCC Math Reference Sheets with Student Writing	• Test Coordinator and Test Administrator Manuals • Blank Math Reference Sheets • Rulers and other Pearson-provided paper testing tools

Secure Materials to **RETURN**

- Student Answer Sheets & 3rd Grade Test Booklets
- Student Test Booklets
  (Grades 4 through High School, including paper, large print, braille, and all accommodated test booklet types)
- Human Reader Scripts

SECURE MATERIAL
Ship to Pearson

Shred, Recycle, and Return Materials

Directions for shipping materials to Pearson are outlined in the PARCC Test Coordinator Manual.

- All paper-based PARCC materials (scorable and non-scorable) must be shipped to Pearson no later than **May 28**. Materials shipped after this date may not receive a score.
- All non-scorable secure PARCC materials from computer-based testing must be shipped to Pearson no later than **June 4**.

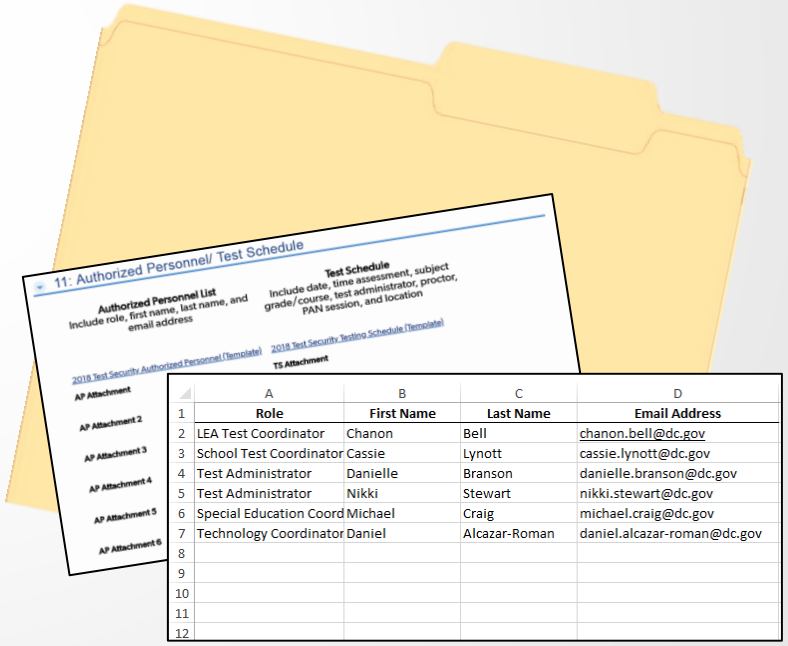
Submit Documentation

Test Security Affidavits

- Signed by School Test Coordinators and LEA Test Coordinators at the end of all districtwide assessments
- Submitted to OSSE no more than **10 business days** after the last day of testing

Test Security Files

- Print any final online documentation, such as incident reports and school test security plans and place them in your test security file at the end of testing
- Organize any notes, reports, and other information
- Maintain the test security file at your school for four years



	A	B	C	D
1	Role	First Name	Last Name	Email Address
2	LEA Test Coordinator	Chanon	Bell	chanon.bell@dc.gov
3	School Test Coordinator	Cassie	Lynott	cassie.lynott@dc.gov
4	Test Administrator	Danielle	Branson	danielle.branson@dc.gov
5	Test Administrator	Nikki	Stewart	nikki.stewart@dc.gov
6	Special Education Coord	Michael	Craig	michael.craig@dc.gov
7	Technology Coordinator	Daniel	Alcazar-Roman	daniel.alcazar-roman@dc.gov
8				
9				
10				
11				
12				

Submit Documentation

Test Security Investigations

Once testing is complete, schools and LEAs may be asked to participate in test security investigations. OSSE will provide notice and details about how these investigations will be conducted to each school and LEA selected to participate. Investigations occur each fall and determinations are made each winter.

Note: Schools and LEAs will not be held accountable for caregiver or student behaviors during remote testing, though they should share expectations prior to testing.

Next Steps

Attend Training

OSSE Test Security and Administration Training Schedule 2020/21

Training Event	Date	Time	Location	Register	Assessment Role: LEA: ACCESS Coordinator	LEA: MSAA Coordinator	LEA: PARCC Coordinator	School: ACCESS Coordinator	School: MSAA Coordinator	School: PARCC Coordinator	School: PARCC SPED Coordinator	School: PARCC Tech. Coordinator	School: ACCESS Test Administrator
Test Security Training Modules*	Jan. 2021		Online Modules		✔	✔	✔						
New PARCC LEA Test Coordinator Training & PearsonAccessNext 101	Jan. 21	1:30-3:30 p.m.	Webinar	Register			✔			✓	✓		
PARCC Accommodations Webinar	Jan. 26	10-11:30 a.m.	Webinar	Register			✔				✔		
Nonpublic School Test Coordinator Test Security Office Hours	Jan. 26	2-3:30 p.m.	Microsoft Teams	Register				✓	✓	✓			
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 28	10 a.m.- 12 p.m.	Webinar	Register	✔								
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 28	1-3 p.m.	Webinar	Register									✔
PARCC Remote Test Administration Guidance	Feb. 2	3-4:30 p.m.	Webinar	Register			✔			✓	✓		
New PARCC LEA Test Coordinator Training & PearsonAccessNext 101	Feb. 3	1-3 p.m.	Webinar	Register			✔			✓	✓		
PARCC SR/PNP Office Hours	Feb. 10	2-3:30 p.m.	Microsoft Teams	Register			✔			✓	✓	✓	
ACCESS for ELLs Testing Begins	Feb. 15												
PARCC Technology Coordinator Training	Feb. 19	2-3:30 p.m.	Webinar	Register			✓			✓	✓	✔	
MSAA Test Administrator Webinar	Mar. 3	2-3 p.m.	Webinar	Register		✔			✔				
PARCC Test Session Office Hours	Mar. 10	2-3:30 p.m.	Microsoft Teams	Register			✔			✓		✓	
MSAA Testing Begins	Mar. 15												
Technical Assistance during PARCC Testing	Mar. 25	2-3:30 p.m.	Webinar	Register			✔			✔	✓	✓	
PARCC Testing Begins	Apr. 5												
ACCESS for ELLs Testing Ends	Apr. 9												
MSAA Testing Ends	Apr. 30												
PARCC Closeout Procedures	May 13	2:30-3:30 p.m.	Webinar	Register			✔			✔	✓	✓	
PARCC Testing Ends	May 28												

** Required training for all LEA Test Coordinators*

✔ Required ✔ Recommended ✓ Optional

Released 1/8/21

[Online training schedule]

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.

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)

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

Q&A

Thank you!