



# New PARCC & DC Science Test Coordinator Training

Jan. 10 & 29, 2019 | OSSE Assessment Team



# Agenda |

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



# Introduction to PARCC & DC Science

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# PARCC & DC Science



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 \(CCSS\)](#).



DC Science is the District of Columbia's statewide assessment of the [Next Generation Science Standards \(NGSS\)](#).



# PARCC & DC Science

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

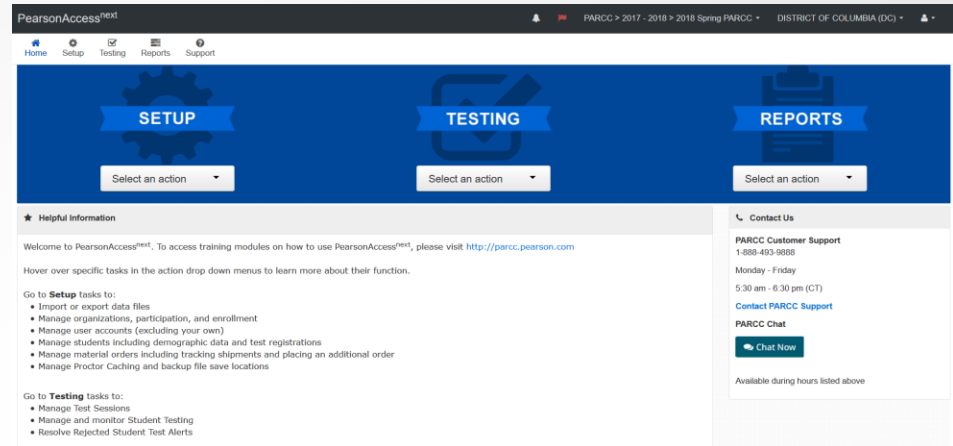
DC Science is taken each spring in grades **5, 8**, and **once in high school**.

OSSE's participation policy outlines requirements for student test registration and can be found in the [2018-19 OSSE Statewide Assessments Participation Policy](#) document.

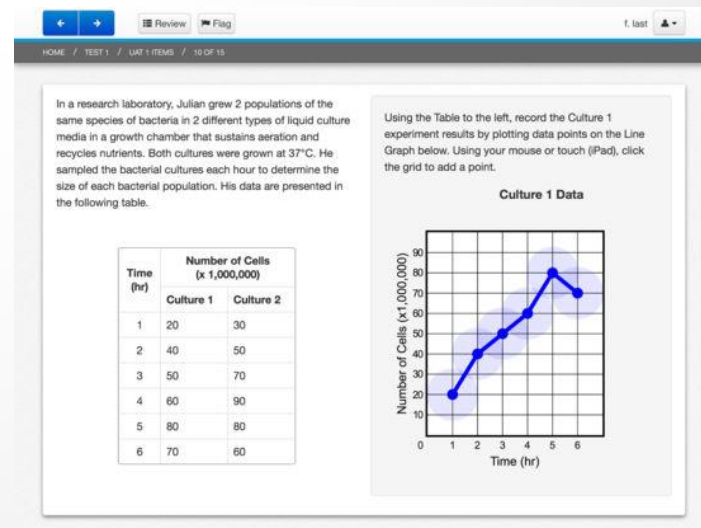


# PARCC & DC Science

PARCC and DC Science are managed through the **PearsonAccessNext** (PAN) online system.



Students take the PARCC and DC Science assessments online in **TestNav8**.





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



# Plan Test Administration

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# 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

Training Event	Date	Time	Location	Register	Assessment Role									
					LEA			School						
					ACCESS Coordinator	MSAA/DLM Science Alt. Coordinator	PARCC/DC Science Coordinator	ACCESS Coordinator	MSAA/DLM Science Alt. Coordinator	PARCC/DC Science Coordinator	PARCC/DC Science SPD Coordinator	PARCC/DC Science Tech Coordinator	ACCESS Test Administrator	
Test Security Training*	Dec. 11	1-3:30 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
New PARCC/DC Science LEA Test Coordinator Training	Jan. 10	2-3 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
PearsonAccessNext101	Jan. 10	3-4 p.m.	OSSE First Floor	<a href="#">Register</a>			✓						✓	
School Test Security Plan Workshop	Jan. 14	2-4 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 16	8-11:30 a.m.	OSSE First Floor	<a href="#">Register</a>	✓									
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 16	1-4:30 p.m.	OSSE First Floor	<a href="#">Register</a>										✓
Test Security Training*	Jan. 17	1-3:30 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
PARCC/DC Science LEA Test Coordinator Administration Training	Jan. 17	3:30-5 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
Nonpublic Test Security Training Webinar	Jan. 22	1-3:30 p.m.	Webinar	<a href="#">Register</a>	✓	✓	✓							
Nonpublic PARCC/DC Science Administration Training Webinar	Jan. 22	3:30-5 p.m.	Webinar	<a href="#">Register</a>			✓							
NAEP Testing Window Opens	Jan. 28													
New PARCC/DC Science LEA Test Coordinator Training	Jan. 29	2-3 p.m.	Webinar	<a href="#">Register</a>			✓							
PearsonAccessNext101	Jan. 29	3-4 p.m.	Webinar	<a href="#">Register</a>			✓						✓	
ACCESS Registration & Accommodations Overview Webinar	Jan. 31	1-2 p.m.	Webinar	Coming Soon	✓			✓						
Test Security Training*	Feb. 4	9-11:30 a.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
PARCC/DC Science LEA Test Coordinator Administration Training	Feb. 4	11:30 a.m.-1 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
PARCC/DC Science SRPNP Workshop	Feb. 11	2-4 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
MSAA Registration & Accommodations Overview Webinar	Feb. 14	1-2 p.m.	Webinar	Coming Soon		✓			✓					
School Test Security Plan Workshop	Feb. 21	2-4 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
ACCESS for ELLs 2.0 Testing Window Opens	Feb. 25													
PARCC Technology Coordinator Training	Feb. 26	2-3:30 p.m.	Webinar	Coming Soon			✓			✓			✓	
Technical Assistance during PARCC/DC Science Testing	March 4	3-4 p.m.	Webinar	<a href="#">Register</a>			✓			✓				
PARCC/DC Science Test Session Workshop	March 5	9-11 a.m.	OSSE First Floor	<a href="#">Register</a>			✓			✓				
School Test Security Plan Workshop	March 5	12-2 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
MSAA Test Administration Webinar*	March 6	9-11:30 a.m.	Webinar	Coming Soon		✓				✓				
MSAA Test Administration Webinar*	March 6	1-3:30 p.m.	Webinar	Coming Soon		✓				✓				
MSAA Testing Window Opens	March 18													
DLM Science Alternate Window Opens	March 18													
PARCC Testing Window Opens	April 1													
DC Science Testing Window Opens	April 8													
PARCC/DC Science Closeout Procedures	May 16	3-4 p.m.	Webinar	<a href="#">Register</a>			✓				✓			

\* Participants should attend one session of each required training event listed above.

✓ Required    ✓ Recommended    ✓ Optional

[Online training schedule](#)



# Assign Staff Roles

<b>LEA PARCC/DC Science Coordinator</b> <b>LEA Test Integrity Coordinator</b>		
<b>School PARCC/DC Science Coordinator</b> <b>School Test Monitor</b>		
<b>SPED Coordinator</b>		<b>Technology Coordinator</b>
<b>Test Administrators</b>	<b>Proctors</b>	<b>Authorized Personnel</b>



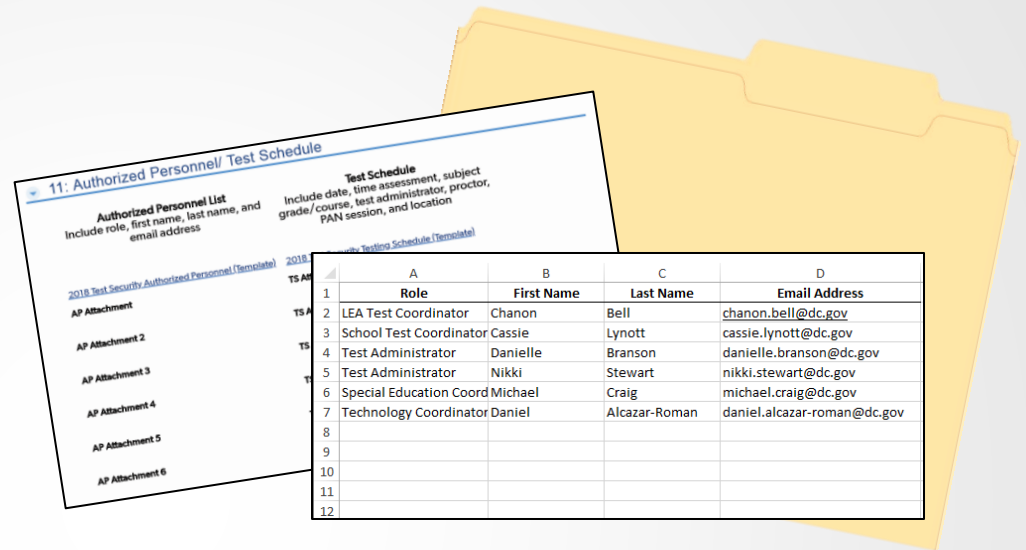
# Assign Staff Roles

<b>LEA PARCC and DC Science Coordinator</b>	<ul style="list-style-type: none"><li>• Manage the administration of the PARCC and DC Science assessments</li><li>• Ensure test security</li><li>• Provide test security training for School Test Coordinators</li><li>• Submit required documentation to OSSE before, during, and after testing</li><li>• Coordinate with Alternate and EL Assessment Coordinators</li></ul>
<b>School PARCC and DC Science Coordinator</b>	<ul style="list-style-type: none"><li>• Manage the administration of the PARCC and DC Science assessments</li><li>• Ensure test security at the school</li><li>• Provide test security training for authorized personnel</li><li>• Create a school test security plan and maintain a school test security file</li></ul>
<b>Technology Coordinator</b>	<ul style="list-style-type: none"><li>• Prepare technology for test administration</li><li>• Provide technical support during testing</li></ul>
<b>Special Education Coordinator</b>	<ul style="list-style-type: none"><li>• Manage the assignment of accommodations and accessibility features to students</li></ul>
<b>Test Administrator</b>	<ul style="list-style-type: none"><li>• Administer a test to a student or group of students in compliance with test integrity guidelines and LEA, school, and test manual policies</li></ul>
<b>Proctor</b>	<ul style="list-style-type: none"><li>• Support test administration to a group of students in compliance with test integrity guidelines and LEA, school, and test manual policies</li></ul>
<b>Authorized Personnel</b>	<ul style="list-style-type: none"><li>• Any individual (other than a student) who is trained on test security and has permission to enter a secure testing environment</li></ul>

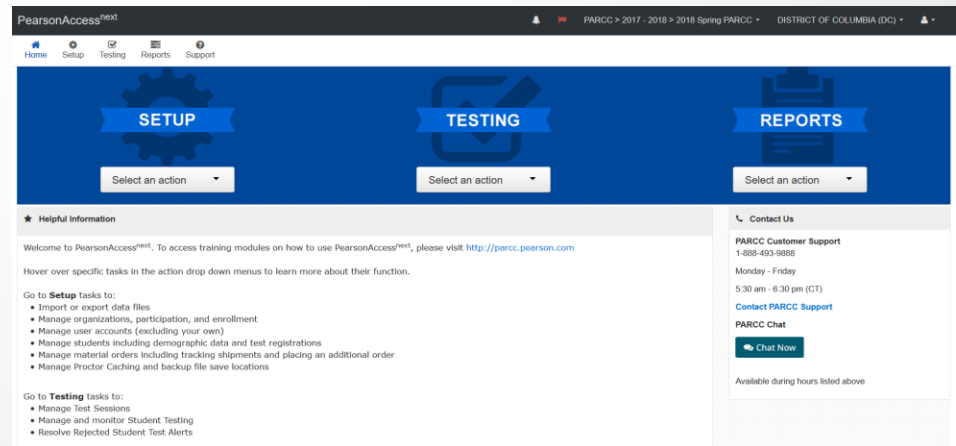


# Assign Staff Roles

PARCC and DC Science staff roles will be documented in your school test security plan, school test security file, and PearsonAccessNext.



Assigning roles in PearsonAccessNext 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** for **PARCC**
- OSSE registers all students in grades **5** and **8** for **DC Science**
- 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 and DC Science, based on course enrollment



# Register Students

Registration information is uploaded into PearsonAccessNext through a spreadsheet called the **Student Registration and Personal Needs Profile** (SR/PNP).

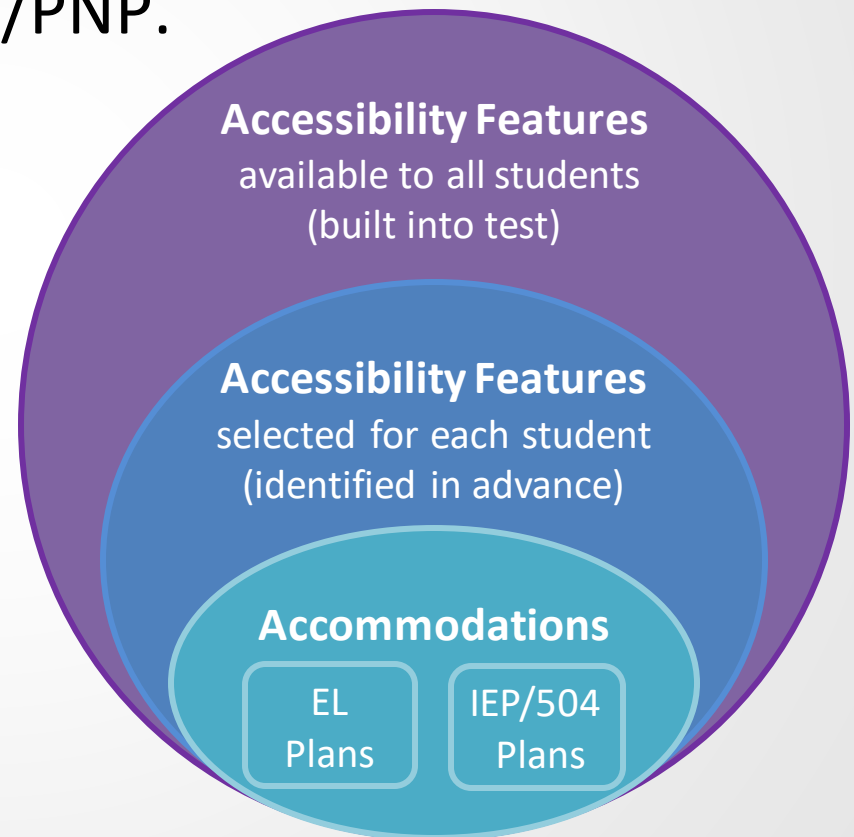
- SR/PNP fields include:
  - LEA and school code
  - student name and unique student identifier (USI)
  - birthdate and current grade
  - other demographic information
- Directions for completing the SR/PNP file can be found in PearsonAccessNext
- OSSE will provide support to LEA Test Coordinators at an [SRPNP Workshop](#) on Feb. 11, 2-4 p.m.



# 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



# 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 by **Feb. 22**
- If students 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 on **March 13**.

- 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 **Jan. 28**. If you'd like to review information prior to receiving your materials shipment, you can download and print copies at that time.



# Setup Technology for Testing

**PearsonAccessNext** (PAN) is used by LEA and school staff to manage the administration of the PARCC and DC Science assessments.

The screenshot shows the PearsonAccessNext (PAN) dashboard. At the top, there is a dark navigation bar with the PearsonAccessNext logo on the left and user information on the right, including a notification bell, a flag icon, and the text "PARCC > 2017 - 2018 > 2018 Spring PARCC" and "DISTRICT OF COLUMBIA (DC)". Below this is a white navigation bar with icons and labels for "Home", "Setup", "Testing", "Reports", and "Support". The main content area has a blue background with three large sections: "SETUP" (with a gear icon), "TESTING" (with a clipboard icon), and "REPORTS" (with a document icon). Each section has a "Select an action" dropdown menu. Below these sections is a "Helpful Information" section with a star icon, containing a welcome message and a list of tasks for Setup and Testing. On the right side, there is a "Contact Us" section with contact information for PARCC Customer Support and a "Chat Now" button.

PearsonAccess<sup>next</sup>

PARCC > 2017 - 2018 > 2018 Spring PARCC DISTRICT OF COLUMBIA (DC)

Home Setup Testing Reports Support

**SETUP**  
Select an action

**TESTING**  
Select an action

**REPORTS**  
Select an action

★ Helpful Information

Welcome to PearsonAccess<sup>next</sup>. To access training modules on how to use PearsonAccess<sup>next</sup>, please visit <http://parcc.pearson.com>

Hover over specific tasks in the action drop down menus to learn more about their function.

Go to **Setup** tasks to:

- Import or export data files
- Manage organizations, participation, and enrollment
- Manage user accounts (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order
- Manage Proctor Caching and backup file save locations

Go to **Testing** tasks to:

- Manage Test Sessions
- Manage and monitor Student Testing
- Resolve Rejected Student Test Alerts

Contact Us

**PARCC Customer Support**  
1-888-493-9888

Monday - Friday  
5:30 am - 6:30 pm (CT)

[Contact PARCC Support](#)

**PARCC Chat**

[Chat Now](#)

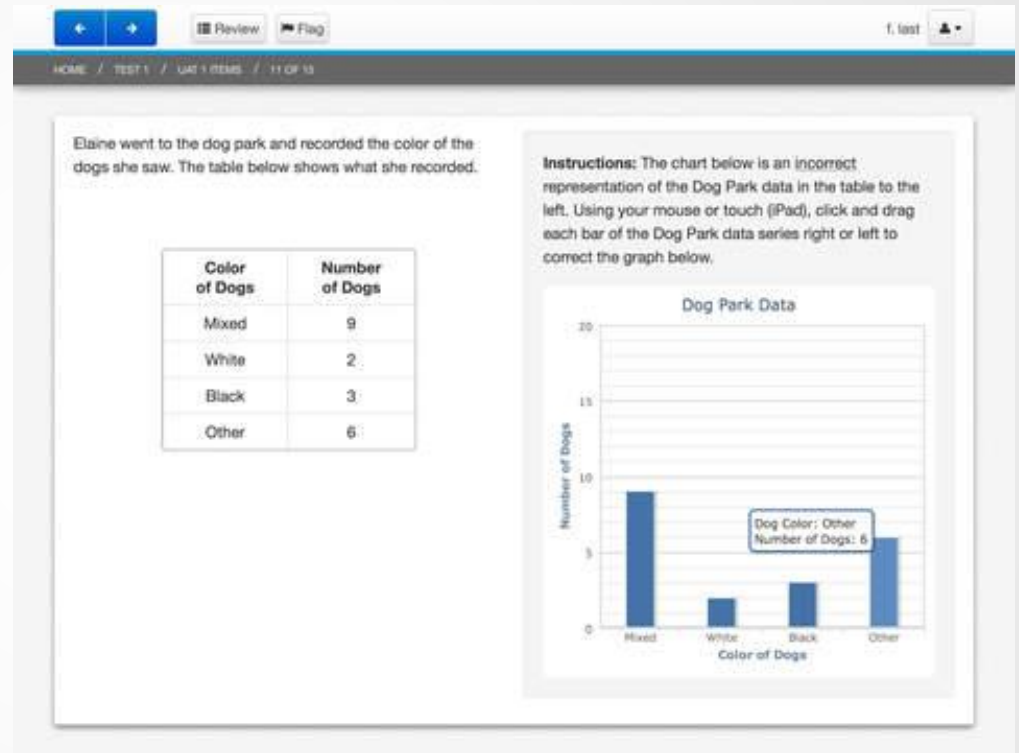
Available during hours listed above



# Setup Technology for Testing

**TestNav8** is the student assessment platform for PARCC and DC Science. It is [available](#) as an app and must be downloaded to student testing devices.

Technology coordinators can support with the setup of TestNav8.





# Setup Technology for Testing

**Proctor caching** will allow student devices to load content more quickly and effectively.

**ProctorCache:** ProctorCache software pulls and stores content from Pearson to a local ProctorCache computer. This stored or “cached” test content is then distributed to TestNav clients during testing sessions.

**Precache:** the action of downloading and storing test content to the local ProctorCache computer.



# Setup Technology for Testing

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

Follow the [PARCC Technology Guidelines](#) to be sure that your school's technology is prepared for a successful administration.

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		DC Science	
	# of Units	Unit Testing Time	# of Units	Unit Testing Time	# of Units	Unit Testing Time
3	4	60 min.	3	75 min.		
4	4	60 min.	4	90 min.		
5	4	60 min.	3	90 min.	4	45 min.
6	3	80 min.	3	90 min.		
7	3	80 min.	4	90 min.		
8	3	80 min.	3	90 min.	4	45 min.
High School*	3	90 min.	3	90 min.	4	45 min.

\* Includes the math assessments for PARCC Algebra I, Geometry, Algebra II, Integrated I, Integrated II, Integrated III, the PARCC ELA assessments for grades 9-11, and the DC Science assessment for Biology.



# Create a Testing Schedule

To continuously supply new test items, **field test items** are integrated into assessments. These items do not count toward a student's score. They provide data that allows decisions to be made about their potential future use on the assessment.

- PARCC mathematics and DC Science field test items are embedded throughout each assessment.
- PARCC ELA field test items are an additional unit and are taken by select grades. The field test unit may be any of the four testing units. For the 2018-19 administration of PARCC, students in **grades 4 and 7** will take the ELA field test. Include time to complete this additional unit in your testing schedule.



# Create a Testing Schedule

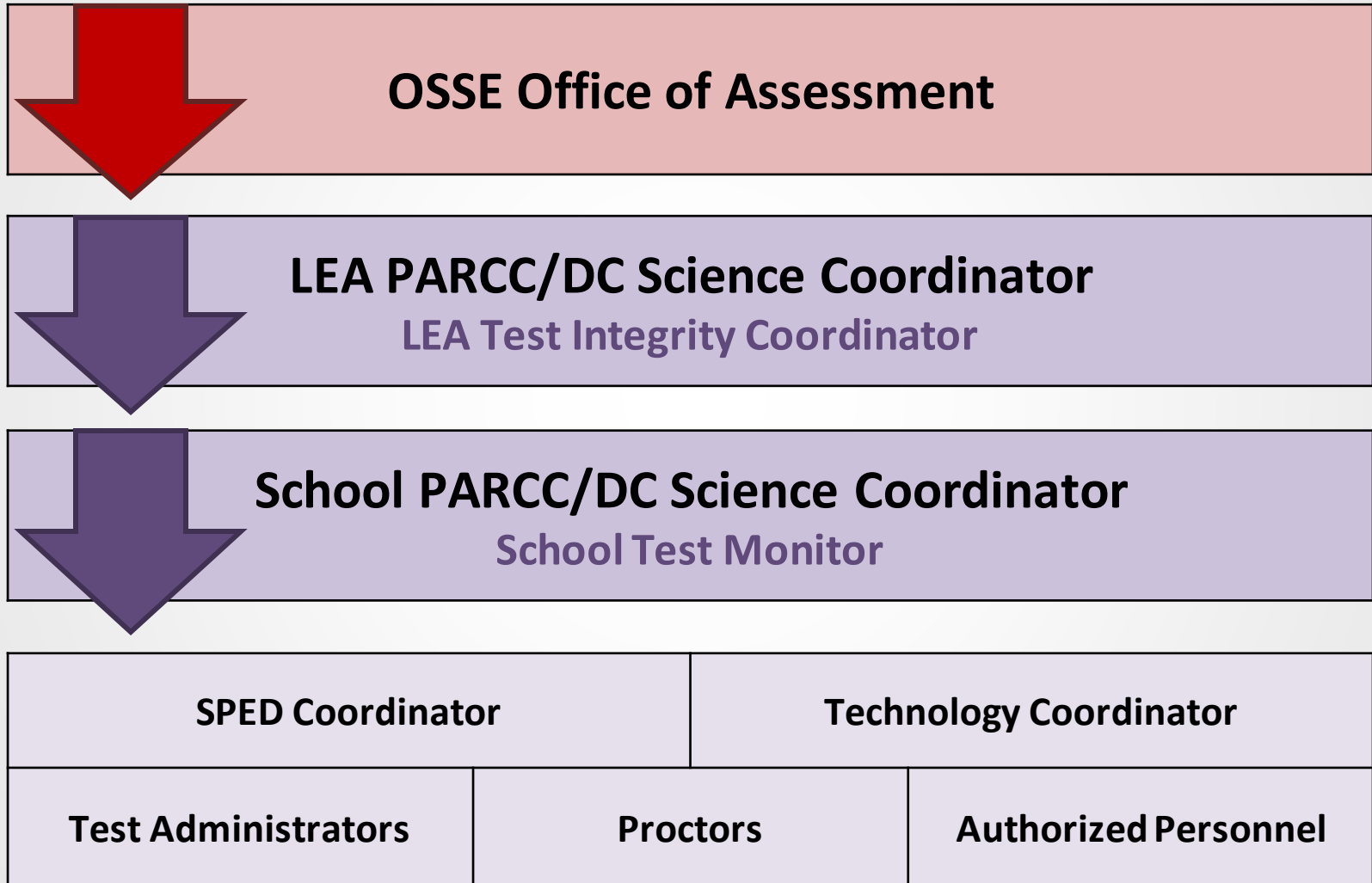
## Requirements for School Test Security Plan Test Schedule:

- 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/ Course	Test Administrator	Proctor (if applicable)	PAN Session Code	Location	
2	4/1/2019	8:00 -10:15 a.m.	PARCC	ELA	4	Cassie Lynott	Nikki Stewart	ELA.4.CL.R	231	
3	4/1/2019	8:00 -10:15 a.m.	PARCC	ELA	5	Danielle Branson	Michael Craig	ELA.5.DB.R	244	
4	4/1/2019	8:00 -10:15 a.m.	PARCC	ELA	6	Chanon Bell	Daniel Alcazar-Roman	ELA.6.CB.R	218	
5	4/2/2019	8:00 -10:15 a.m.	PARCC	Math	4	Cassie Lynott	Nikki Stewart	MATH.4.CL.R	231	
6	4/2/2019	8:00 -10:15 a.m.	PARCC	Math	5	Danielle Branson	Michael Craig	MATH.5.DB.R	244	
7	4/2/2019	8:00 -10:15 a.m.	PARCC	Math	6	Chanon Bell	Daniel Alcazar-Roman	MATH.6.CB.R	218	
8	4/3/2019	8:00 -9:45 a.m.	DC Science	Science	5	Cassie Lynott	Nikki Stewart	SCI.5.CL.R	244	



# Train Authorized Personnel



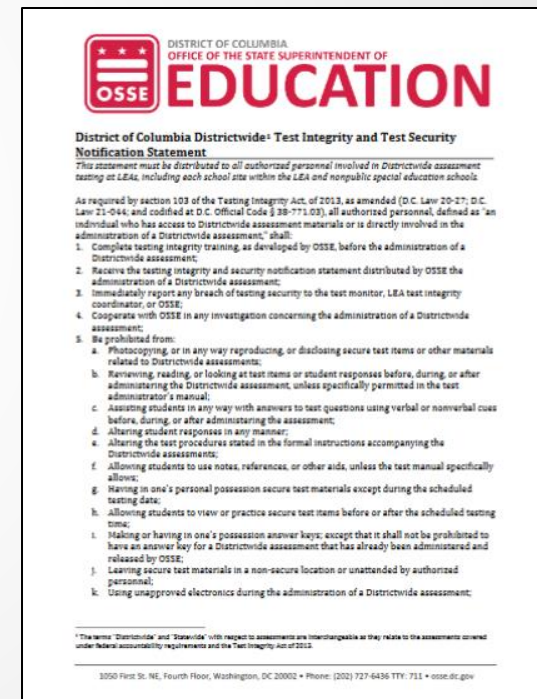


# Train Authorized Personnel

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.

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





# 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.

The screenshot shows the PearsonAccess<sup>next</sup> web application interface. The top navigation bar includes the PearsonAccess<sup>next</sup> logo, a notification bell, a flag icon, and the breadcrumb path: PARCC > 2017 - 2018 > 2018 Spring PARCC. The user is logged in as DISTRICT OF COLUMBIA (DC). Below the navigation bar is a main menu with icons for Home, Setup, Testing, Reports, and Support. The main content area is divided into three sections: SETUP, TESTING, and REPORTS. Each section has a large icon (gear for Setup, clipboard with checkmark for Testing, and clipboard for Reports) and a button labeled 'Select an action'. Below the main content area is a 'Helpful Information' section. It contains a welcome message and a link to <http://parcc.pearson.com>. It also lists tasks for Setup and Testing. The Setup tasks include: Import or export data files, Manage organizations, participation, and enrollment, Manage user accounts (excluding your own), Manage students including demographic data and test registrations, Manage material orders including tracking shipments and placing an additional order, and Manage Proctor Caching and backup file save locations. The Testing tasks include: Manage Test Sessions, Manage and monitor Student Testing, and Resolve Rejected Student Test Alerts. On the right side of the page is a 'Contact Us' section. It includes the PARCC Customer Support phone number (1-888-493-9888), the support hours (Monday - Friday, 5:30 am - 6:30 pm (CT)), a link to 'Contact PARCC Support', and a 'PARCC Chat' section with a 'Chat Now' button. Below the chat button, it states 'Available during hours listed above'.

PearsonAccess<sup>next</sup>

PARCC > 2017 - 2018 > 2018 Spring PARCC

DISTRICT OF COLUMBIA (DC)

Home Setup Testing Reports Support

SETUP

Select an action

TESTING

Select an action

REPORTS

Select an action

★ Helpful Information

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Contact Us

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1-888-493-9888

Monday - Friday  
5:30 am - 6:30 pm (CT)

[Contact PARCC Support](#)

PARCC Chat

[Chat Now](#)

Available during hours listed above



# 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.

The screenshot shows the TEST3ELA interface. At the top, there are buttons for 'Stop', 'Download Resources', and 'Refresh'. Below this, the section is titled 'Grade 3 ELA/Literacy'. Under 'STUDENT TESTS (3)', there are three rows for 'Gr3ELA -Unit 1', 'Gr3ELA -Unit 2', and 'Gr3ELA -Unit 3'. Each row has a progress bar with segments in grey, orange, and red, and a lock icon. To the right, a 'Student Test Status Key' legend defines the colors: grey for 'Ready', orange for 'Resumed, Resumed Upload', green for 'Active', red for 'Exited', and blue for 'Completed, Marked Complete'.

**Student Testing Ticket**

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

You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test:  
<http://parcctrng.testnav.com>

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

Username 0048525459  
Password 231383



# Create Test Sessions

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

SR/PNP Field	Naming Convention	Sample Name
Session Name	SUBJECT.grade.TAintials.regular(R)/makeup(M)	ELA.03.JD.R
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** 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.



# 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
- PearsonAccessNext 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 will be provided at Test Security Training (required for all LEA Test Coordinators).



Administer Test

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# Administer Test

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



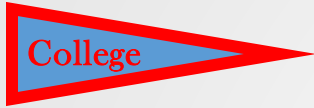
# Setup Classrooms

## Secure Testing Environment

OSSE's goal is for schools and LEAs to deliver a **uniform and equitable statewide assessment program**. For assessments to yield fair and accurate results, the assessments must be administered under **consistent and standardized conditions**.



# Setup Classrooms: Unprepared for Testing



## Daily Schedule

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

## World History Timeline



## Washington DC School

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**

Animal  
Life Cycles



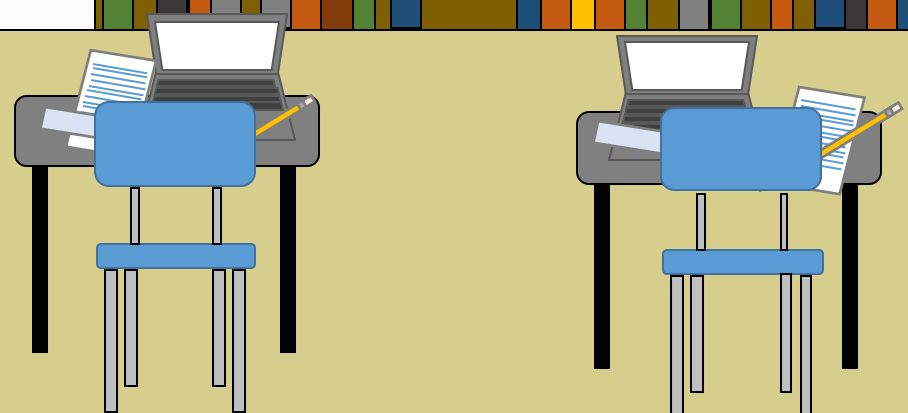
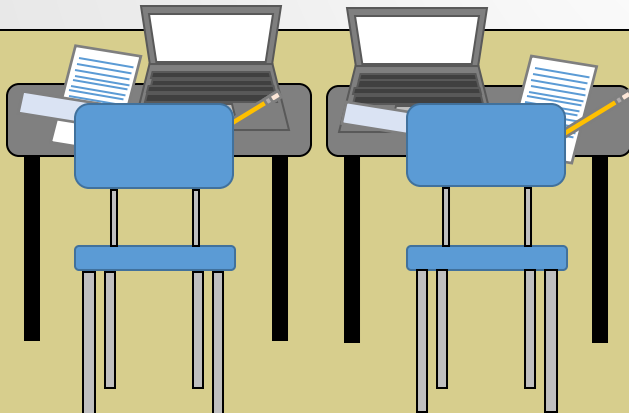
$$a^2 + b^2 = c^2$$

## 100% Tests



## Steps for Success!

- Read the question
- Find evidence
- Select an answer
- Check your work





# Setup Classrooms: Unprepared for Testing

College

## Daily Schedule

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

## World History Timeline

## Washington DC School

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**

Animal  
Life Cycles



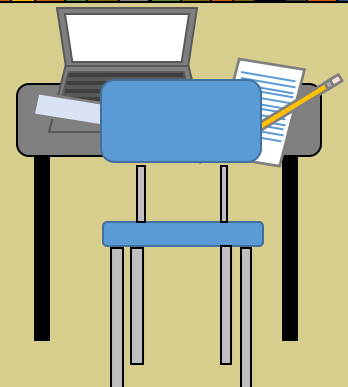
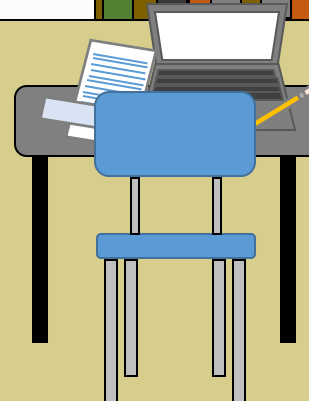
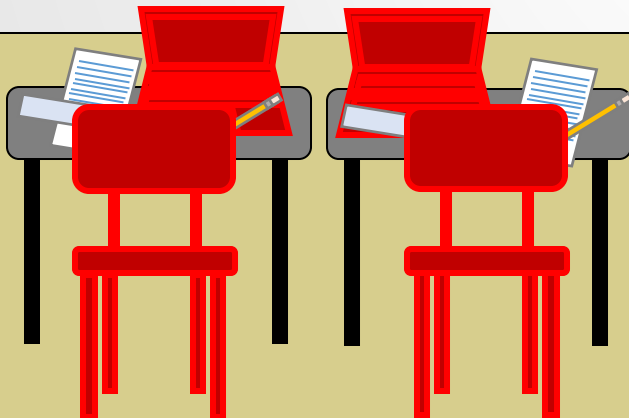
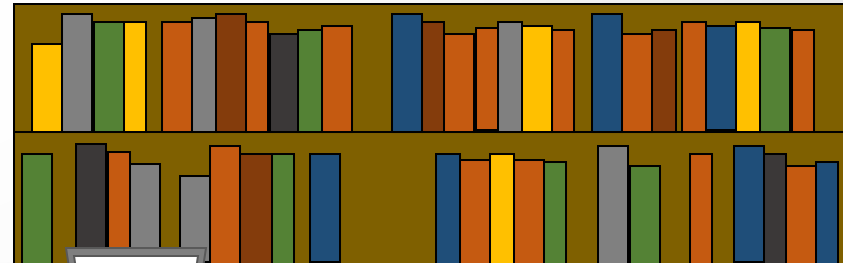
$$a^2 + b^2 = c^2$$

## 100% Tests



## Steps for Success!

- Read the question
- Find evidence
- Select an answer
- Check your work





# Setup Classrooms: Cover Prohibited Materials

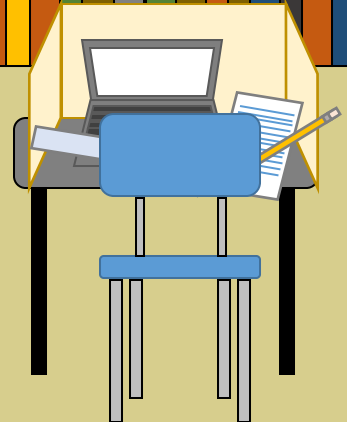
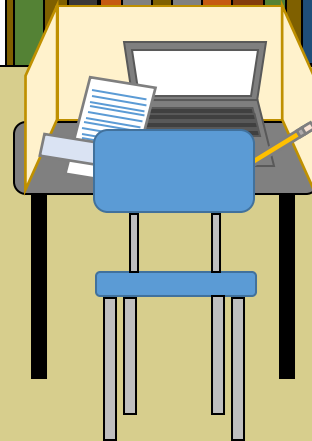
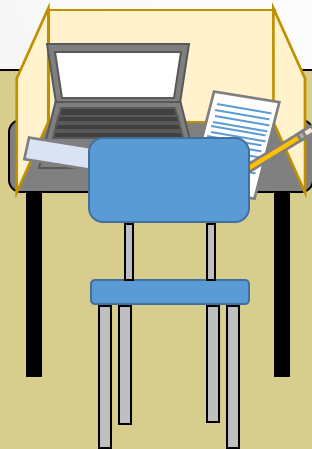
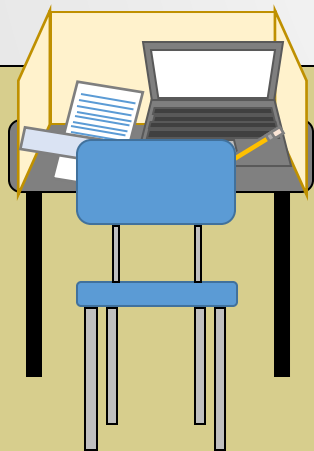
College

## Daily Schedule

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

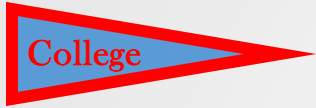
## Washington DC School

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

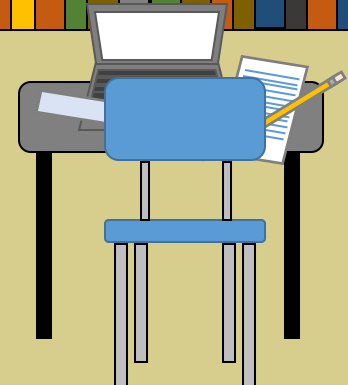
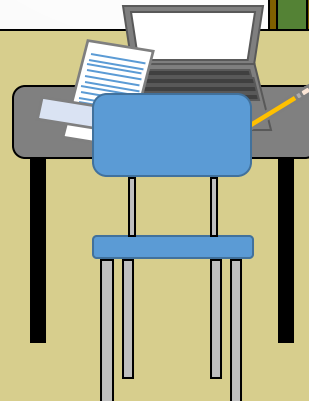
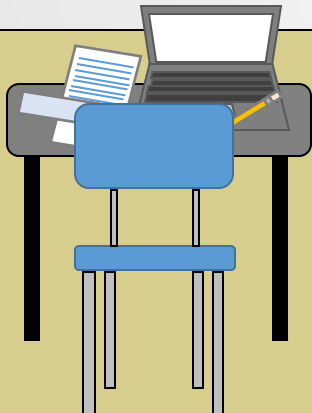
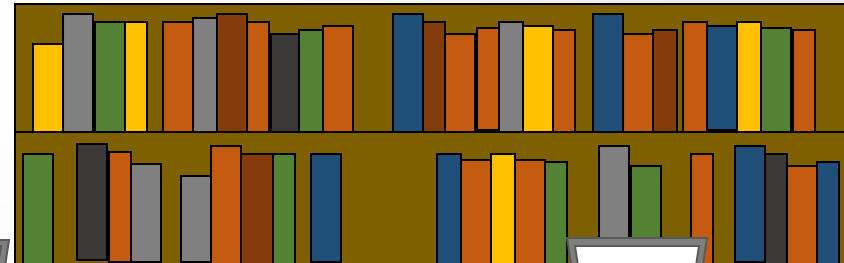
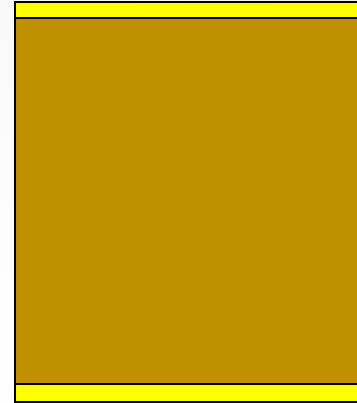


## Daily Schedule

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

## Washington DC School

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**





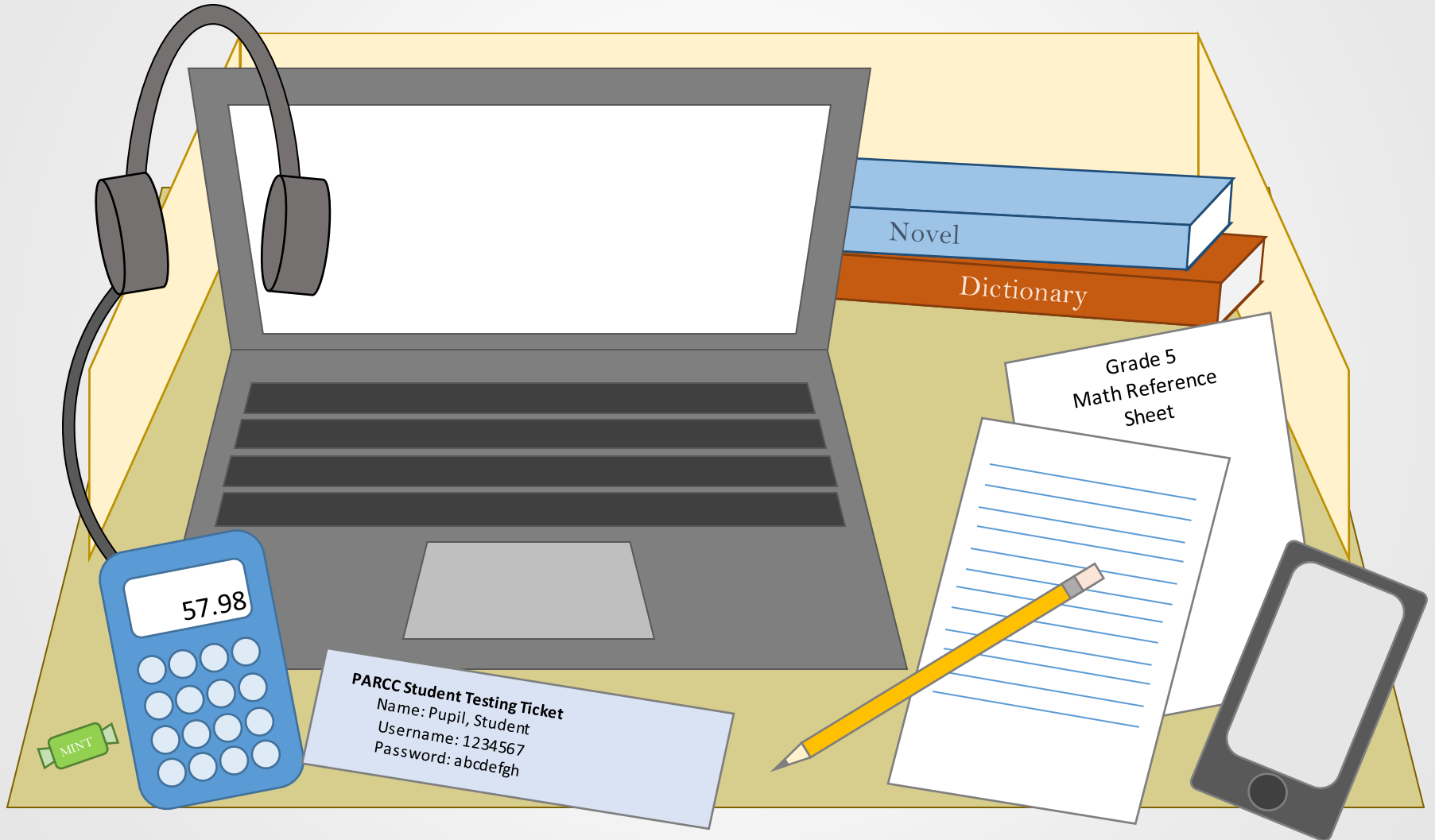
# Setup Classrooms

Unit and testing time and information must be clearly posted for student reference during testing. Requirements for this information are presented in the PARCC & DC Science 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

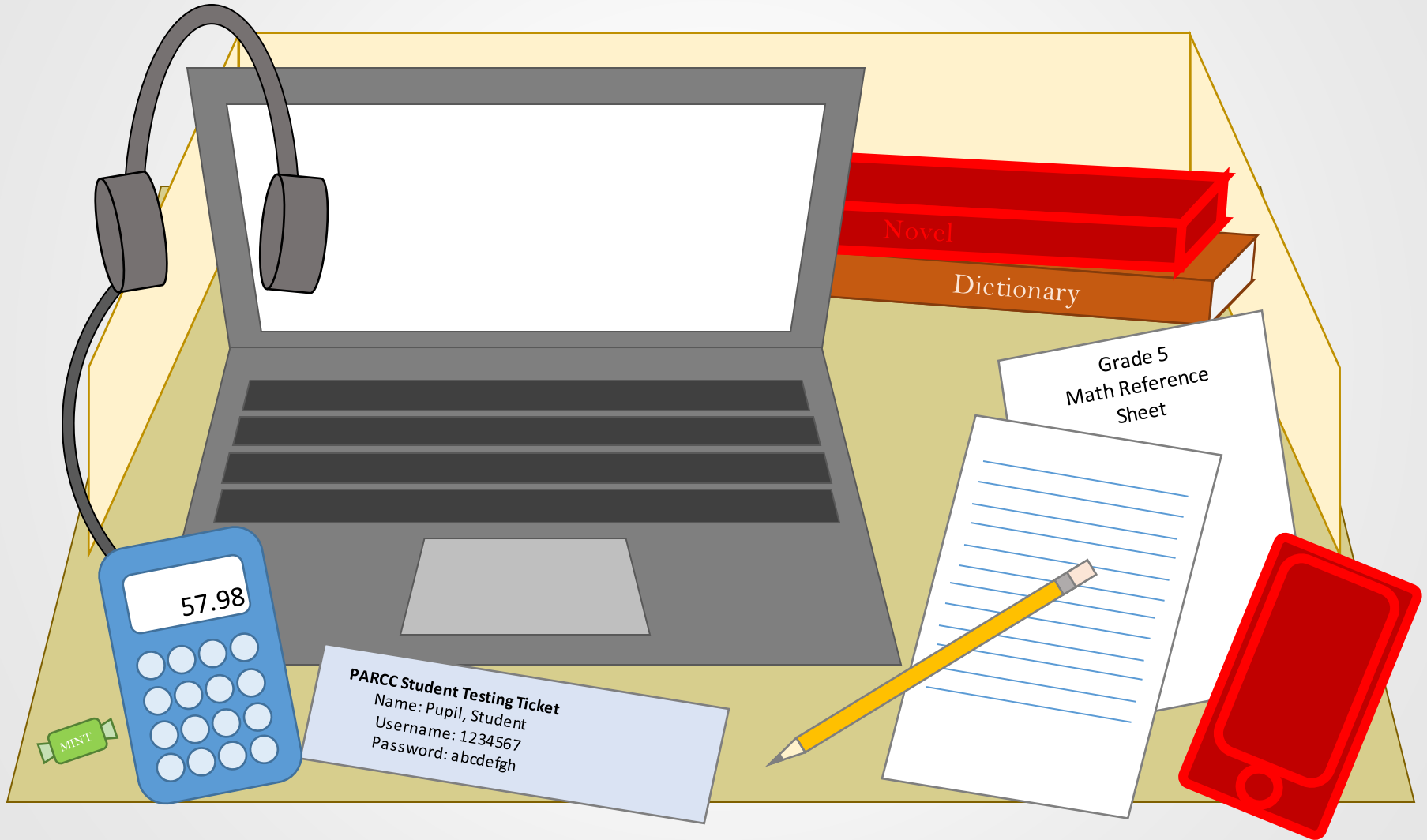


# Setup Classrooms: Prohibited Materials



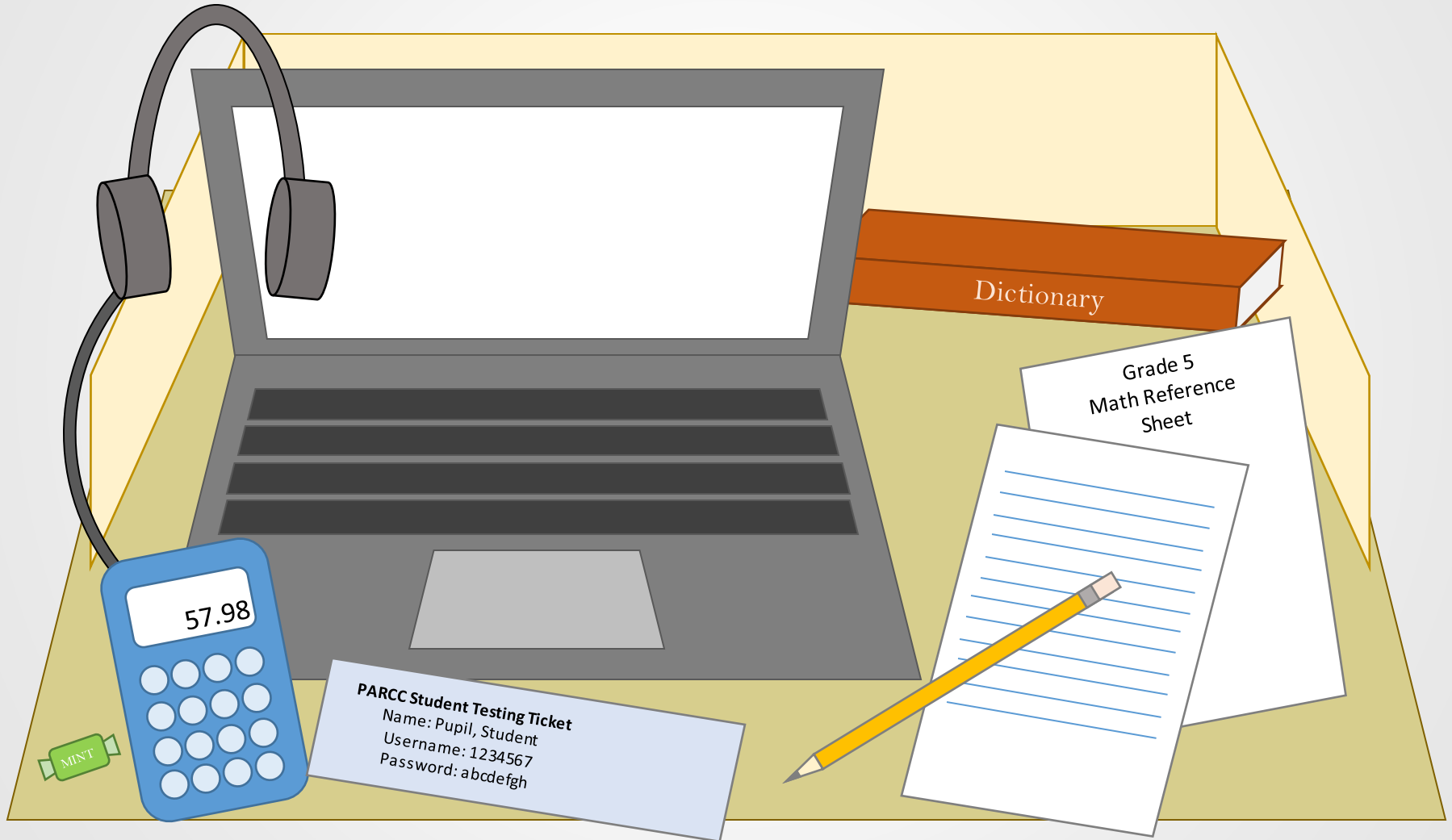


# Setup Classrooms: Prohibited Materials



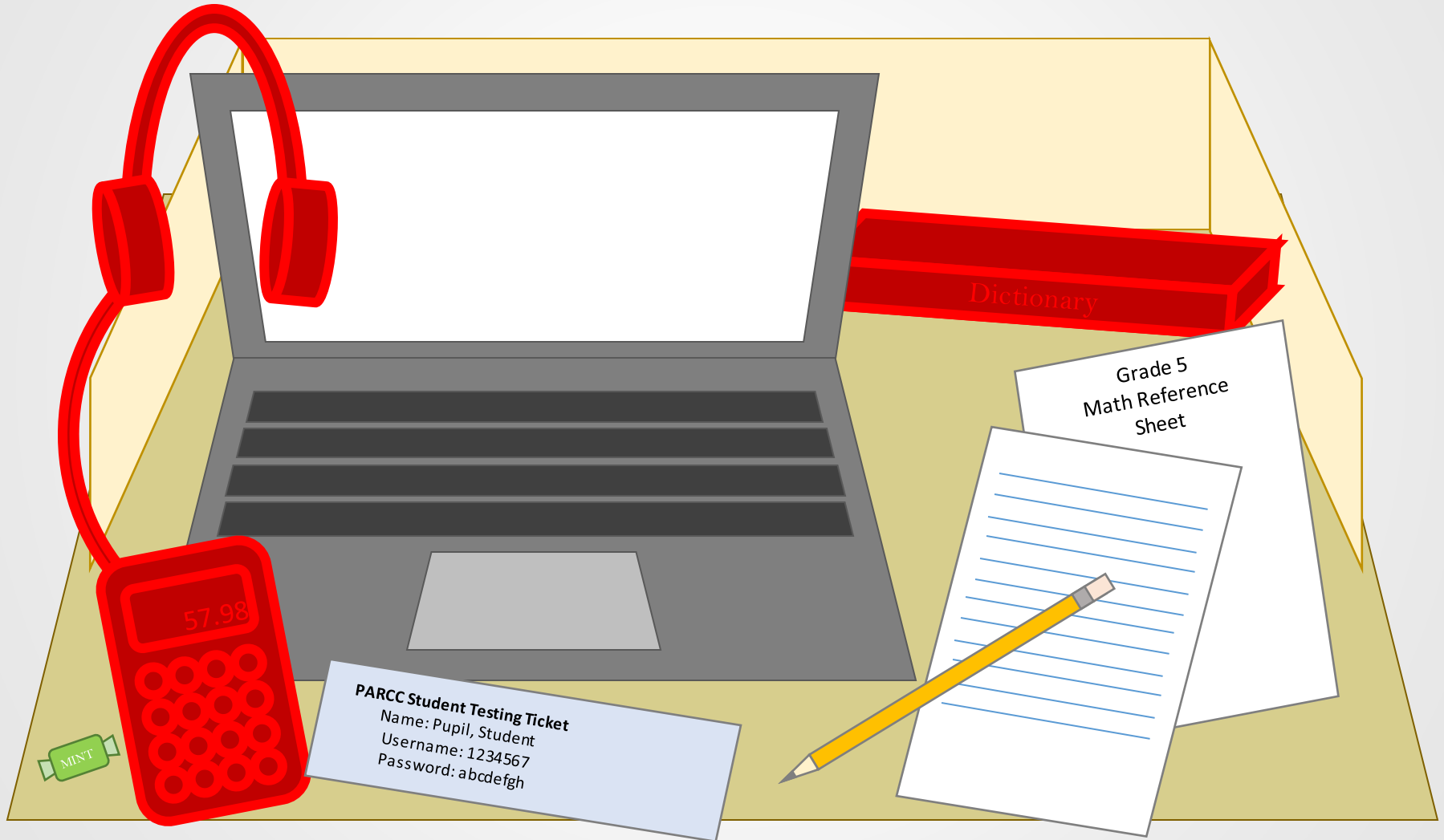


# Setup Classrooms: A&AF Materials



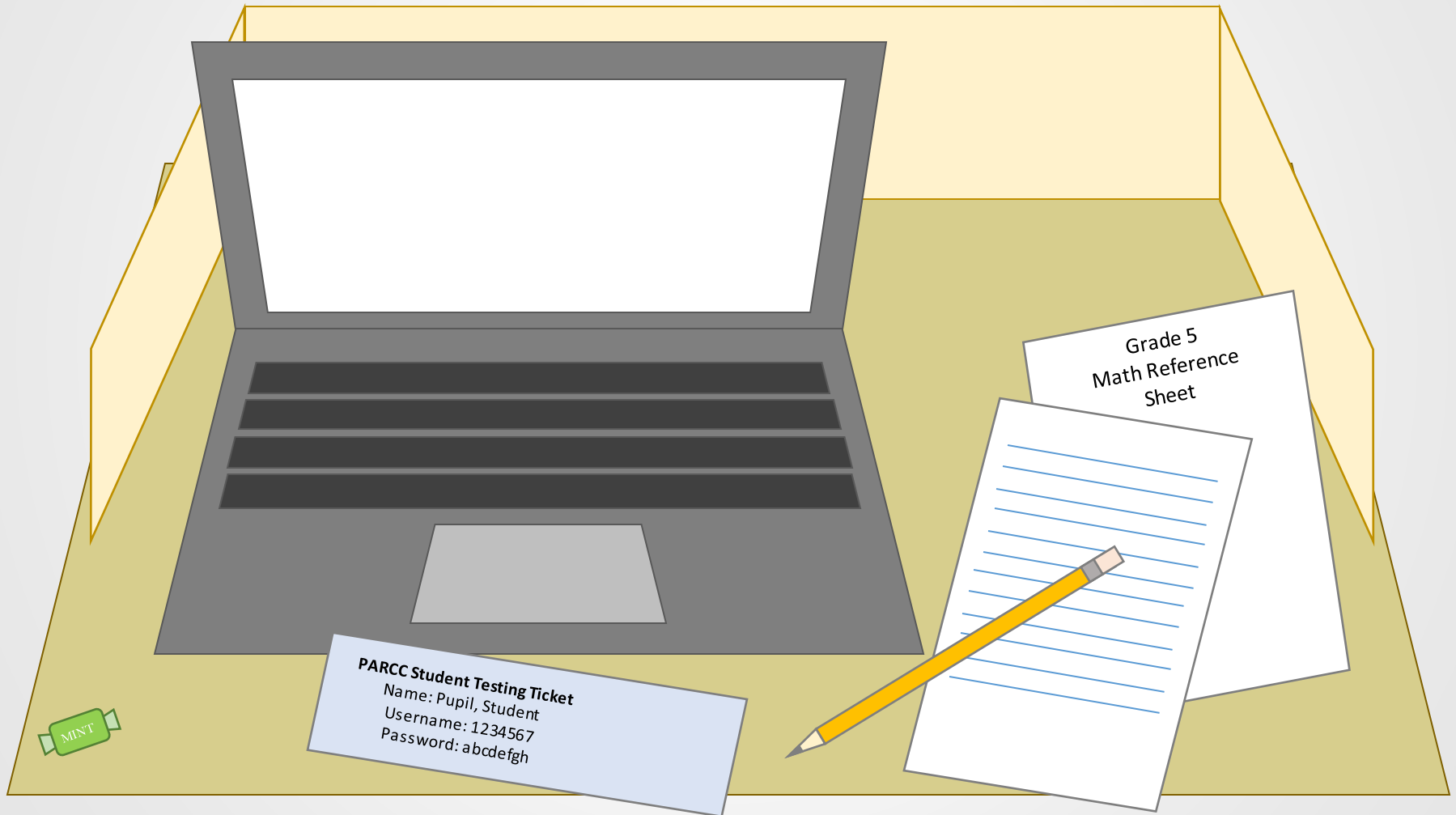


# Setup Classrooms: A&AF Materials



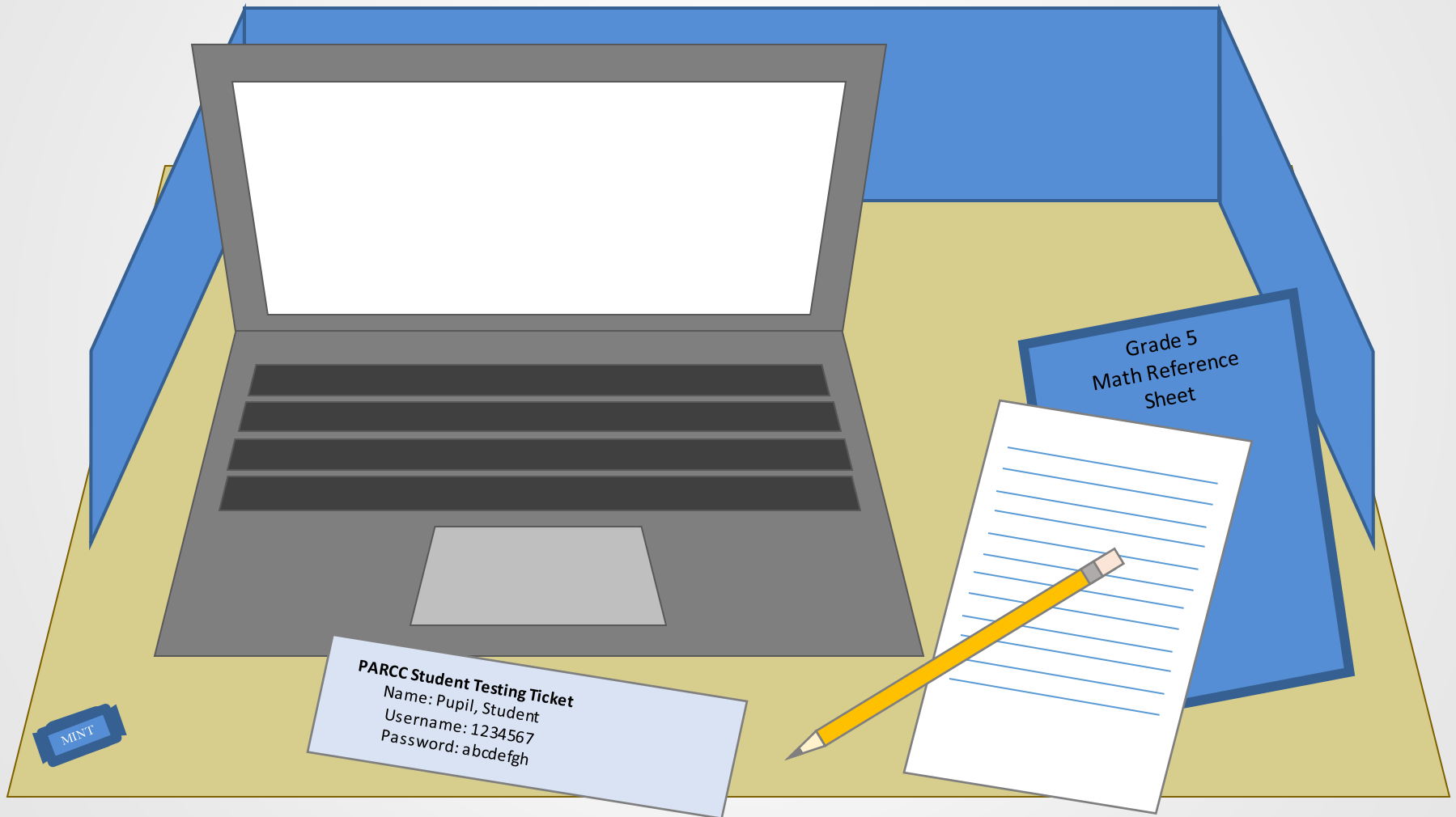


# Setup Classrooms: Optional Materials



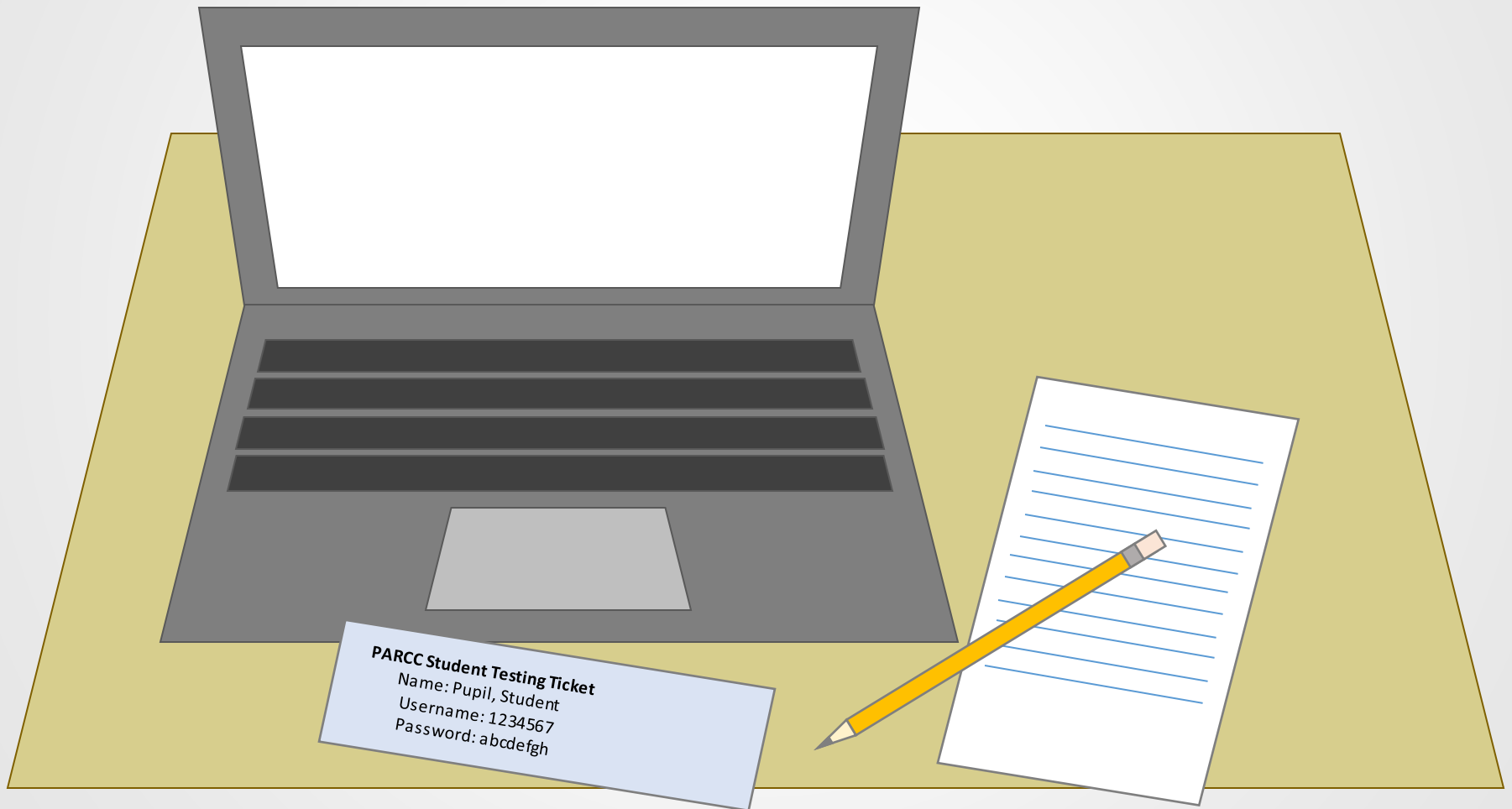


# Setup Classrooms: Optional Materials





# Setup Classrooms: Required Materials





# Ensure A&AF are Accurately Provided

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.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name
<input type="checkbox"/>	ABCDEFGHIJ  	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.

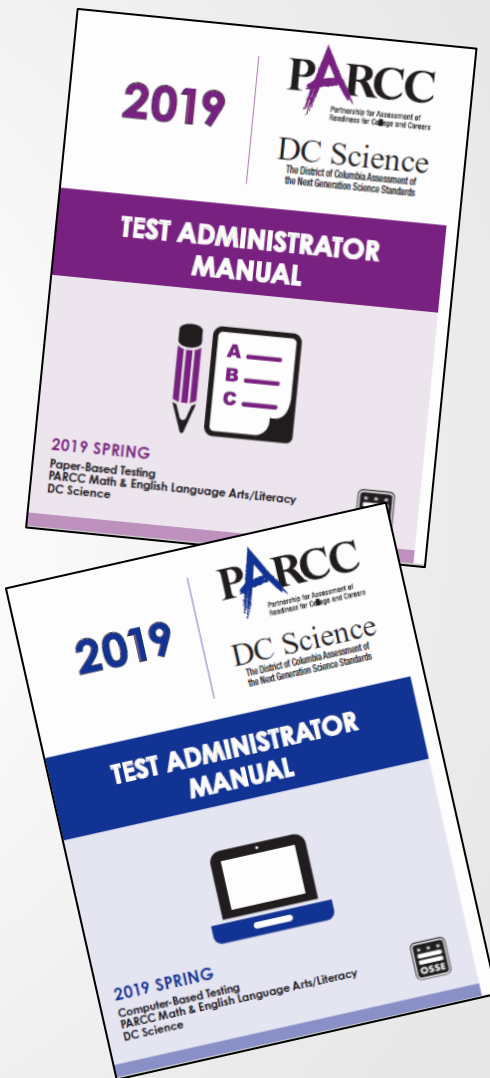
***If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.***



# Administer Test to Students

Follow policies and guidance in the PARCC/DC Science 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.





# 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 testing environment. It may only be used to contact Pearson for testing support.



# 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 will cover 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>



# OSSE Monitoring

OSSE staff visit schools and monitor PARCC and DC Science testing to ensure compliance with testing policies and regulations. OSSE monitors do not provide notice prior to their visit and are not able to provide guidance or feedback while they are at schools. Any questions about monitoring visits should be directed to OSSE's Office of Assessment.

**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 Plan. 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:**

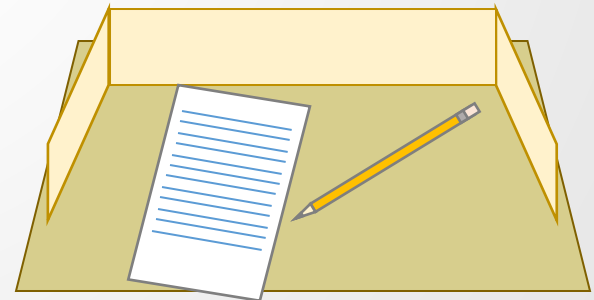
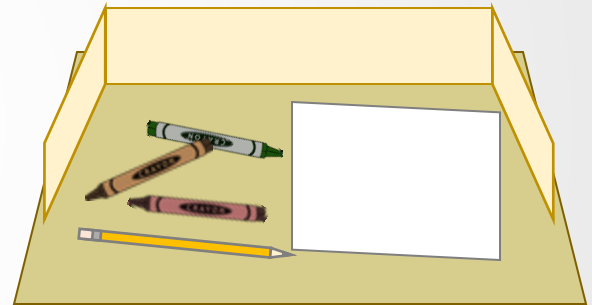
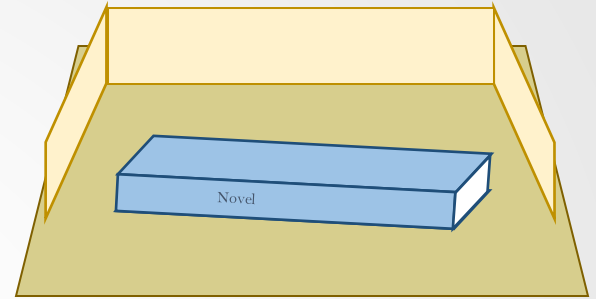
	Yes	No
Describe your accommodations plan?		
How do test administrators know what accommodations to provide to students?		
How are you monitoring to ensure accommodations are appropriately administered by test administrators?		



# Administer Test to Students

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

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

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# 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 PearsonAccessNext.

The screenshot displays the PearsonAccessNext web application interface. At the top, a dark navigation bar includes the PearsonAccessNext logo, a notification bell, a flag icon, and breadcrumb navigation: "PARCC > 2017 - 2018 > 2018 Spring PARCC". To the right of the breadcrumbs are dropdown menus for "DISTRICT OF COLUMBIA (DC)" and a user profile icon. Below the navigation bar is a secondary menu with icons and labels for "Home", "Setup", "Testing" (which is highlighted with a checkmark), "Reports", and "Support".

The main content area features a large blue banner with three primary sections: "SETUP" (with a gear icon), "TESTING" (with a clipboard and checkmark icon), and "REPORTS" (with a clipboard icon). Each section contains a "Select an action" dropdown menu. The "TESTING" section is the active focus.

Below the banner, the interface is divided into two columns. The left column, titled "★ Helpful Information", contains a welcome message: "Welcome to PearsonAccessNext. To access training modules on how to use PearsonAccessNext, please visit [http://parcc.pearson.com](\"http://parcc.pearson.com\")". It also includes a tip: "Hover over specific tasks in the action drop down menus to learn more about their function." Under the heading "Go to **Setup** tasks to:", there is a bulleted list: "Import or export data files", "Manage organizations, participation, and enrollment", "Manage user accounts (excluding your own)", "Manage students including demographic data and test registrations", "Manage material orders including tracking shipments and placing an additional order", and "Manage Proctor Caching and backup file save locations". Under the heading "Go to **Testing** tasks to:", there is a bulleted list: "Manage Test Sessions", "Manage and monitor Student Testing", and "Resolve Rejected Student Test Alerts".

The right column, titled "📞 Contact Us", provides contact information for "PARCC Customer Support" (1-888-493-9888) and "PARCC Chat". It lists the hours as "Monday - Friday, 5:30 am - 6:30 pm (CT)" and includes a "Contact PARCC Support" link. A "Chat Now" button is prominently displayed. A note at the bottom states: "Available during hours listed above".



# Shred, Recycle, and Return Materials

Secure Materials to <b>SHRED</b>	Non-Secure Materials to <b>RECYCLE</b>
<ul style="list-style-type: none"><li>• Student Testing Tickets</li><li>• Used Scratch Paper</li><li>• PARCC Math Reference Sheets with Student Writing</li></ul>	<ul style="list-style-type: none"><li>• Test Coordinator and Test Administrator Manuals</li><li>• Blank Math Reference Sheets</li><li>• Rulers and other Pearson-provided paper testing tools</li></ul>

## Secure Materials to **RETURN**

- Student Answer Sheets & 3<sup>rd</sup> Grade Test Booklets  
(**Transcribe DC Science answer sheets into TestNav8 prior to shipping back to Pearson or students will not receive a score**)
- 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 and DC Science Test Coordinator Manual.

- All scorable PARCC materials must be shipped to Pearson no later than **May 24**. Materials shipped after this date may not receive a score.
- All non-scorable secure PARCC materials must be shipped to Pearson no later than **May 31**, and DC Science materials must be shipped by **June 7**.





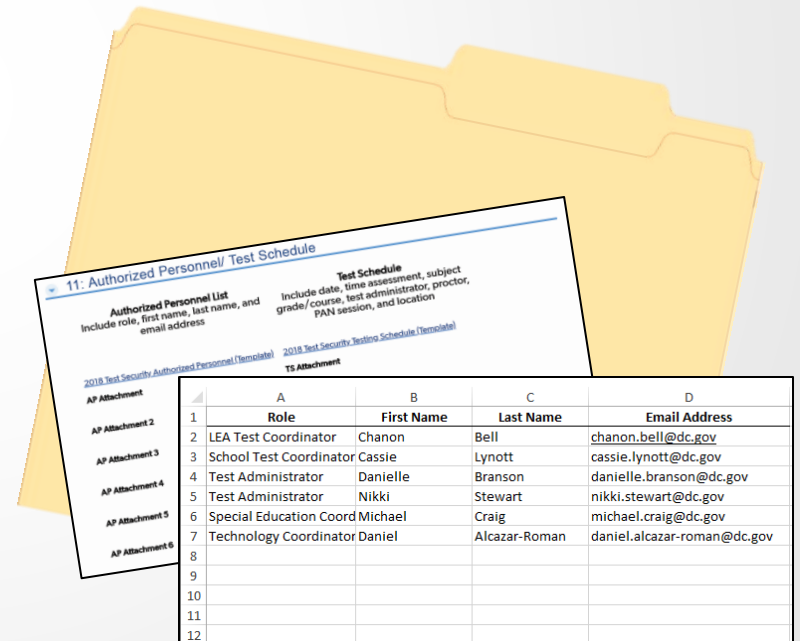
# Submit Documentation

## 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





## **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.



## Next Steps

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# PARCC & DC Science Training Schedule

Training Event	Date	Time	Location	Register	Assessment Role									
					LEA				School					
					ACCESS Coordinator	MSAA/DLM Science Alt. Coordinator	PARCC/DC Science Coordinator		ACCESS Coordinator	MSAA/DLM Science Alt. Coordinator	PARCC/DC Science Coordinator	PARCC/DC Science SPED Coordinator	PARCC/DC Science Tech Coordinator	ACCESS Test Administrator
Test Security Training*	Dec. 11	1-3:30 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
New PARCC/DC Science LEA Test Coordinator Training	Jan. 10	2-3 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
PearsonAccessNext101	Jan. 10	3-4 p.m.	OSSE First Floor	<a href="#">Register</a>			✓						✓	
School Test Security Plan Workshop	Jan. 14	2-4 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 16	8-11:30 a.m.	OSSE First Floor	<a href="#">Register</a>	✓									
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 16	1-4:30 p.m.	OSSE First Floor	<a href="#">Register</a>										✓
Test Security Training*	Jan. 17	1-3:30 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
PARCC/DC Science LEA Test Coordinator Administration Training	Jan. 17	3:30-5 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
Nonpublic Test Security Training Webinar	Jan. 22	1-3:30 p.m.	Webinar	<a href="#">Register</a>	✓	✓	✓							
Nonpublic PARCC/DC Science Administration Training Webinar	Jan. 22	3:30-5 p.m.	Webinar	<a href="#">Register</a>			✓							
NAEP Testing Window Opens	Jan. 28													
New PARCC/DC Science LEA Test Coordinator Training	Jan. 29	2-3 p.m.	Webinar	<a href="#">Register</a>			✓							
PearsonAccessNext101	Jan. 29	3-4 p.m.	Webinar	<a href="#">Register</a>			✓						✓	
ACCESS Registration & Accommodations Overview Webinar	Jan. 31	1-2 p.m.	Webinar	Coming Soon	✓			✓						
Test Security Training*	Feb. 4	9-11:30 a.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
PARCC/DC Science LEA Test Coordinator Administration Training	Feb. 4	11:30 a.m.-1 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
PARCC/DC Science SRPNP Workshop	Feb. 11	2-4 p.m.	OSSE First Floor	<a href="#">Register</a>			✓							
MSAA Registration & Accommodations Overview Webinar	Feb. 14	1-2 p.m.	Webinar	Coming Soon		✓			✓					
School Test Security Plan Workshop	Feb. 21	2-4 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
ACCESS for ELLs 2.0 Testing Window Opens	Feb. 25													
PARCC Technology Coordinator Training	Feb. 26	2-3:30 p.m.	Webinar	Coming Soon			✓				✓		✓	
Technical Assistance during PARCC/DC Science Testing	March 4	3-4 p.m.	Webinar	<a href="#">Register</a>			✓				✓			
PARCC/DC Science Test Session Workshop	March 5	9-11 a.m.	OSSE First Floor	<a href="#">Register</a>			✓				✓			
School Test Security Plan Workshop	March 5	12-2 p.m.	OSSE First Floor	<a href="#">Register</a>	✓	✓	✓							
MSAA Test Administration Webinar*	March 6	9-11:30 a.m.	Webinar	Coming Soon		✓			✓					
MSAA Test Administration Webinar*	March 6	1-3:30 p.m.	Webinar	Coming Soon		✓			✓					
MSAA Testing Window Opens	March 18													
DLM Science Alternate Window Opens	March 18													
PARCC Testing Window Opens	April 1													
DC Science Testing Window Opens	April 8													
PARCC/DC Science Closeout Procedures	May 16	3-4 p.m.	Webinar	<a href="#">Register</a>			✓				✓			

\* Participants should attend one session of each required training event listed above.

✓ Required    ✓ Recommended    ✓ Optional

[Online training schedule](#)



# PARCC & DC Science Training Events

The following events are recommended for LEA PARCC/DC Science Test Coordinators:

PARCC/DC Science LEA TC Administration Training	Recording Available Feb. 1
---	----------------------------

SR/PNP Workshop	Feb. 11	2-4 p.m.
Test Session Workshop	March 5	9-11 a.m.

PARCC/DC Science Technology Coordinator Training - Webinar	Feb. 26	2-3:30 p.m.
Technical Assistance During PARCC/DC Science Testing - Webinar	March 4	3-4 p.m.
PARCC/DC Science Closeout Procedures - Webinar	May 16	3-4 p.m.



# OSSE Points of Contact

Area	Topic	Point of Contact
<b>Assessment Policy</b>	Every Student Succeeds Act (ESSA)	<a href="#">Danielle Branson</a>
	Data, Reporting, Business Rules	<a href="#">Chanon Bell</a>
	Test Integrity and Security	
	Special Populations	<a href="#">Michael Craig</a>
<b>Test Administration</b>	NAEP	<a href="#">Swea Hart</a>
	PARCC	<a href="#">Cassie Lynott</a>
	DC Science	<a href="#">Daniel Alcazar-Roman</a>
	DLM Science Alternate	
	MSAA	<a href="#">Michael Craig</a>
	WIDA ACCESS	
<b>Assessment Literacy</b>	LEA/School Workshops and Trainings	<a href="#">Nikki Stewart</a> ; <a href="#">Cassie Lynott</a>



# PARCC/DC Science Resources

[Pearson Access Next](#): Testing platform

[PARCC & DC Science 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/>

DC Science Website: <https://osse.dc.gov/science>

[PARCC Online](#): Assessment design resources

[Partnership Resource Center](#): Released items and educator resources

PARCC/Pearson Customer Support: (888) 493-9888

OSSE Support hotline: (202) 304-3269

[OSSE Support Tool \(OST\)](#)



Q&A



| Thank you!