PARCC & DC Science LEA Test Coordinator Administration Training for Nonpublic Test Coordinators

Jan. 22, 2019| OSSE Assessment Team

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 mathematics and ELA are taken each spring in grades **3-8** and **once in high school**.
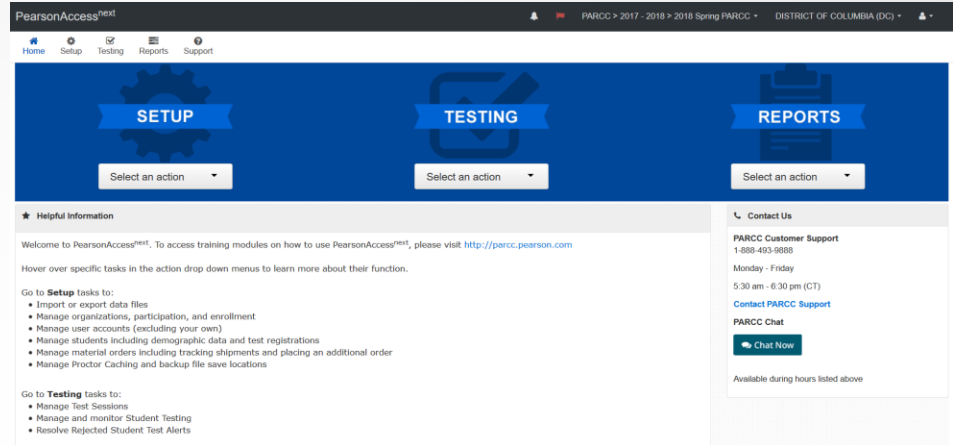
DC Science is taken each spring in grades **5**, **8**, and **once in high school**.

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**.
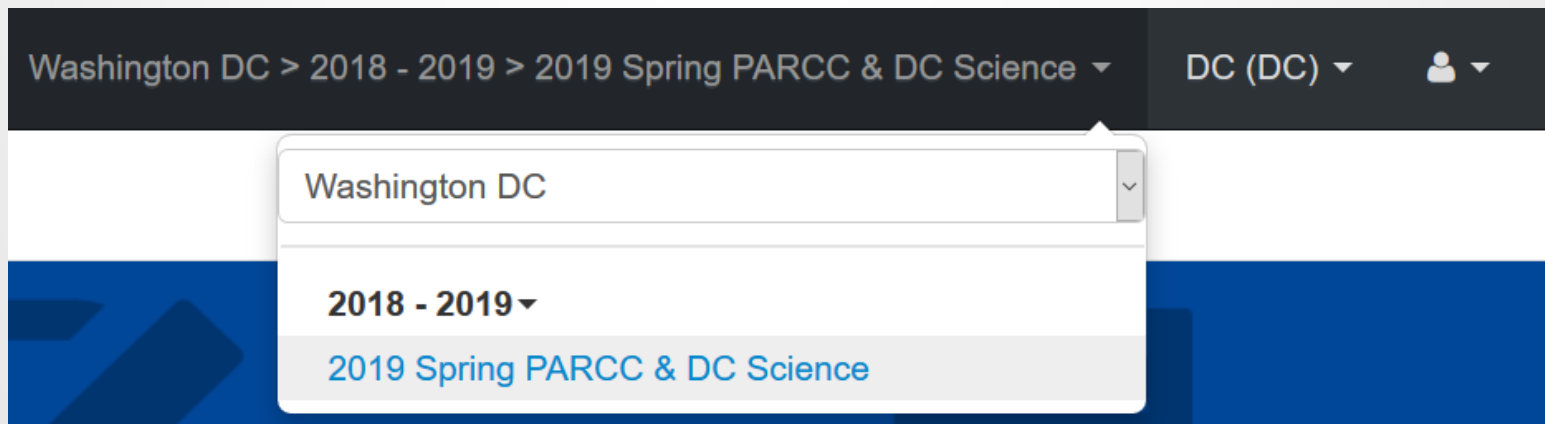
PearsonAccessNext

PAN allows users to access the platform through administrations.

Previously, PARCC and DC Science were in different PAN administrations. For 2019, they will be in one PAN administration.

Nonpublics may have access to other state systems in PAN. Ensure you are working in the DC administration when planning for DC testing.

DC Pearson Assessment Portal

https://dc.mypearsonsupport.com/

TestNav8

Mozilla will end support of the Netscape Plugin Application Programming Interface (NPAPI)/Java plugin in its Firefox ESR browser before the start of the 2018-19 school year.

As a result, Pearson plans to end support for Firefox ESR for secure testing in August 2018. All customers using Firefox for secure testing must begin using the TestNav app in the 2018-19 school year.

https://download.testnav.com/
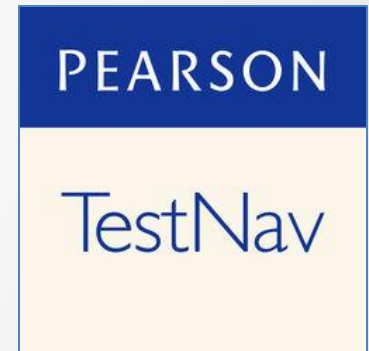
Plan Test Administration

Plan Test Administration

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

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

Assign Staff Roles

PARCC and DC Science staff roles will be documented in your school test security plan, school test security file, and PearsonAccessNext.
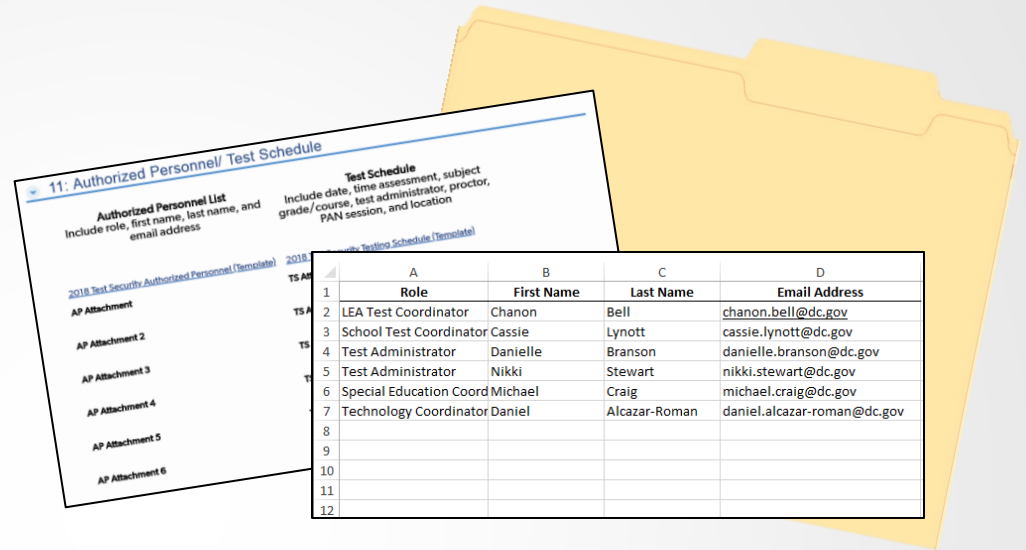
Assigning roles in PearsonAccessNext will allow staff to complete needed tasks before, during, and after testing.
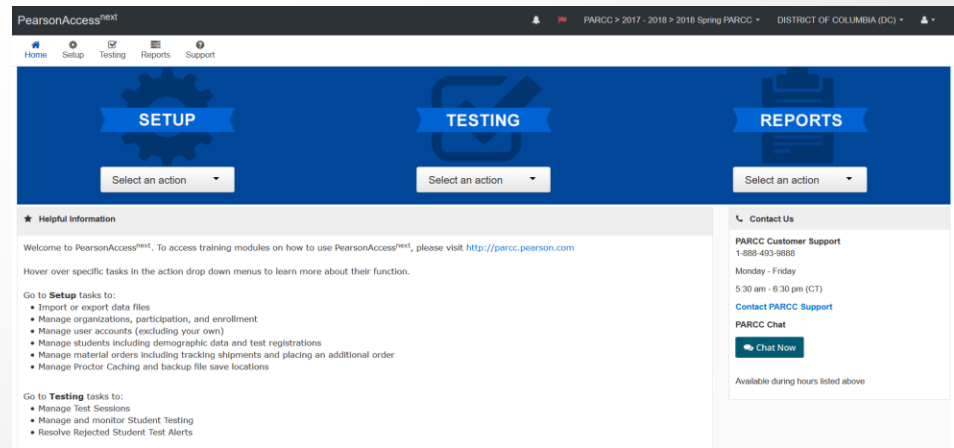
Assign Staff Roles

Pearson has updated the User Role Matrix to streamline the roles provided to users in PearsonAccessNext. The following roles are available to LEAs for spring 2019 administration:

- LEA Test Coordinator Role
- School Test Coordinator Role
- Test Administrator
- Technology Coordinator
- Special Education Coordinator

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
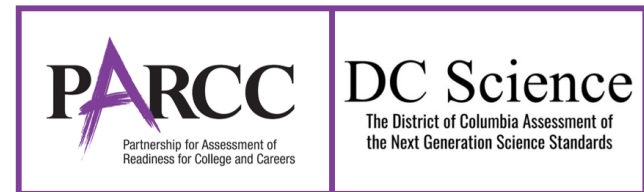- LEAs register **all high school students** for PARCC and DC Science, based on course enrollment

Register Students

Registration information is uploaded into PearsonAccessNext through a spreadsheet called the Student Registration and Personal Needs Profile (SR/PNP). Accommodations and accessibility features are identified for each student in the Personal Needs Profile section of the SR/PNP.

The spring 2019 SR/PNP file will **combine PARCC and DC Science**. Please review the SR/PNP Field Definitions guide for details on how to complete this process.

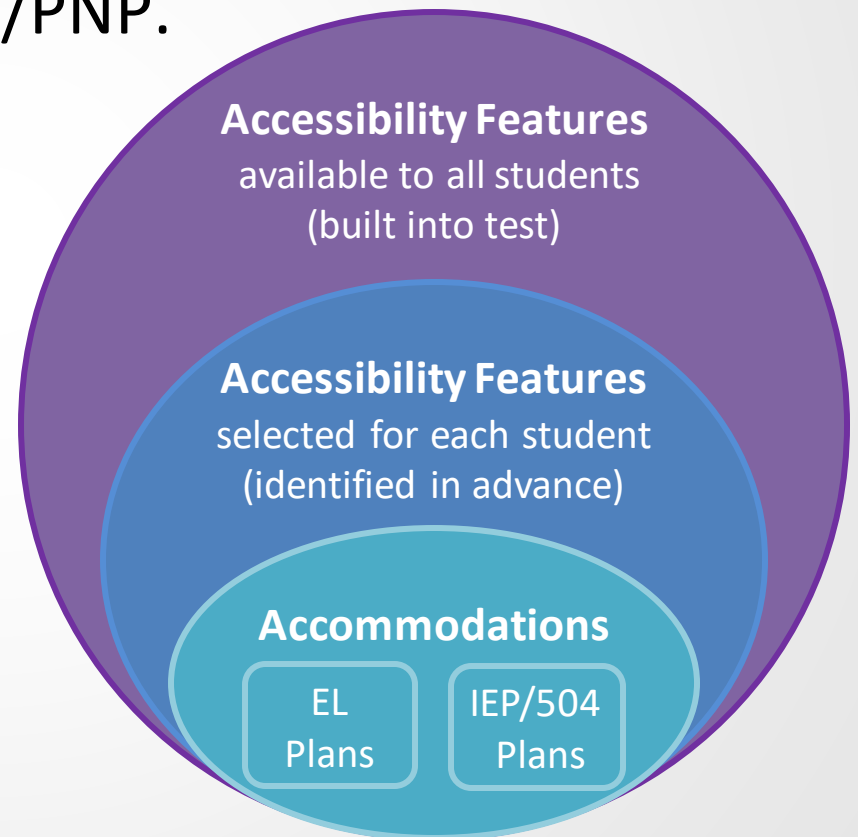**Student Registration/Personal Needs Profile Field Definitions**

PARCC
Partnership for Assessment of Readiness for College and Careers

DC Science
The District of Columbia Assessment of the Next Generation Science Standards

Version 1.0

Spring 2019 Administration
Student Registration/
Personal Needs Profile

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

Accessibility Features
available to all students
(built into test)

Accessibility Features
selected for each student
(identified in advance)

Accommodations

EL Plans

IEP/504 Plans

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

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
- The SEDS Crosswalk serves as a reference for accurately completing the SR/PNP file, based on a student's IEP

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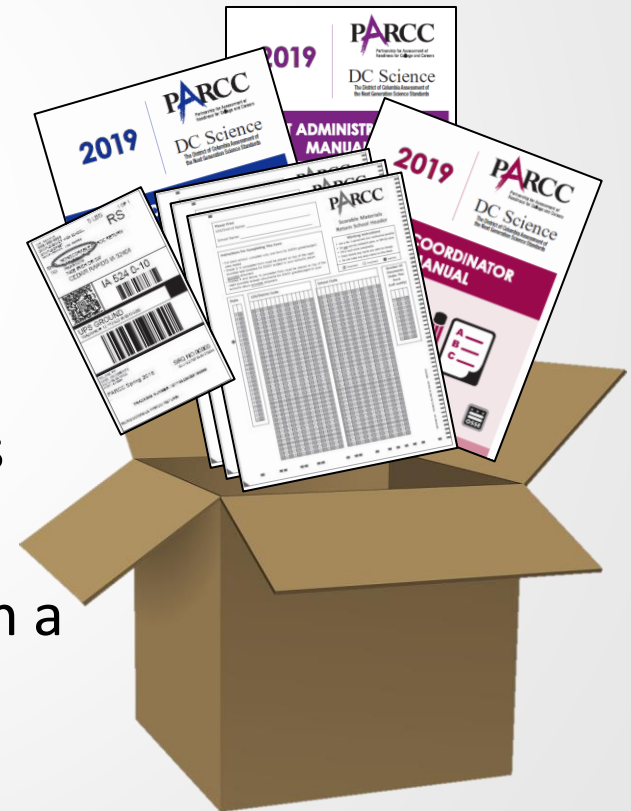
Each school will receive a Test Coordinator Manual and Test Administrator Manuals.

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.

Materials that must be returned to Pearson will include labels indicating this requirement.
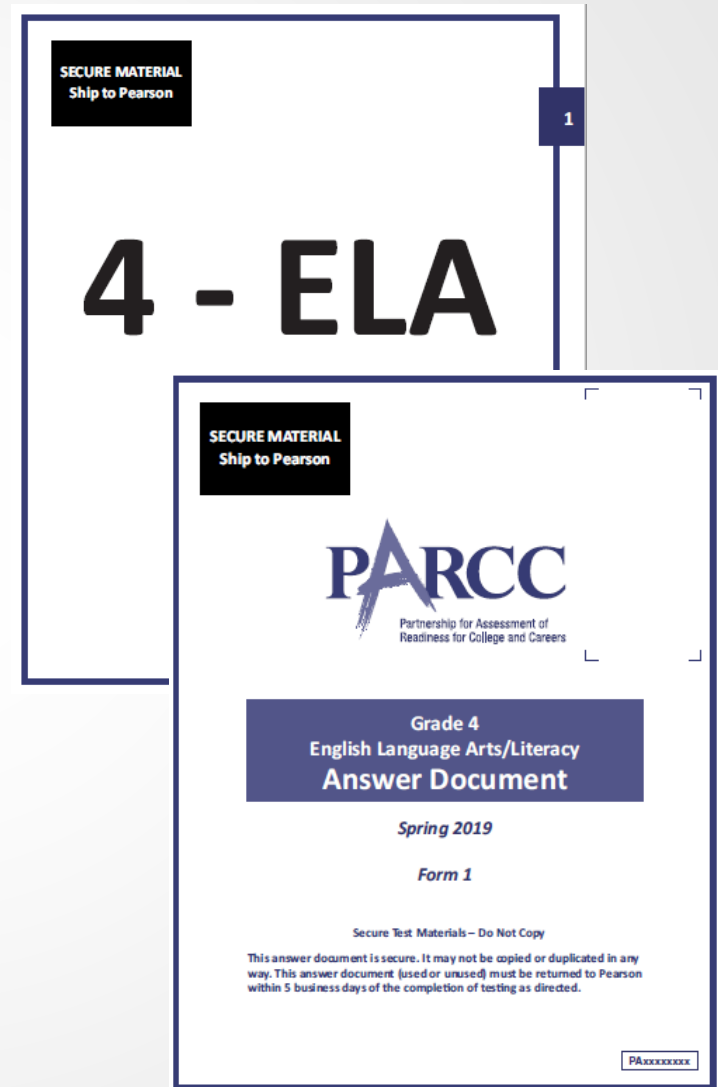
Scorable materials must be shipped to Pearson within five business days of completing the test.

PARCC Shipping Deadline - **May 24**

Non-scorable materials must be shipped to Pearson within five business days of completing testing.

PARCC Shipping Deadline - **May 31**

DC Science Shipping Deadline - **June 7**
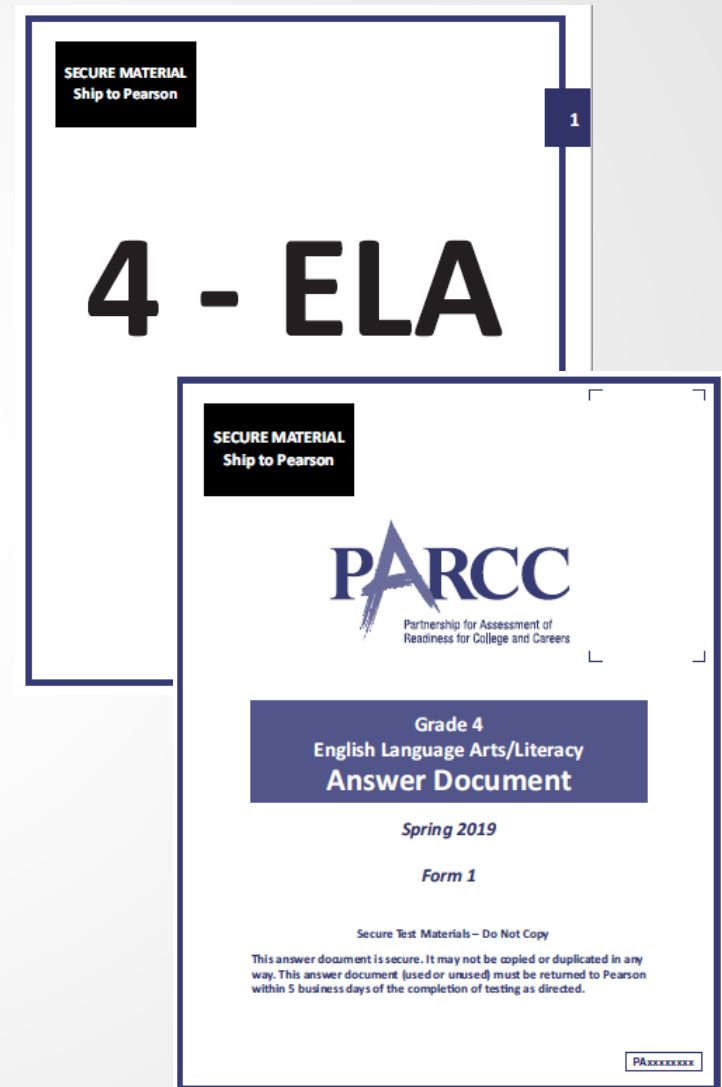
Create a Testing Schedule

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.

PARCC & DC Science Unit 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.

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.
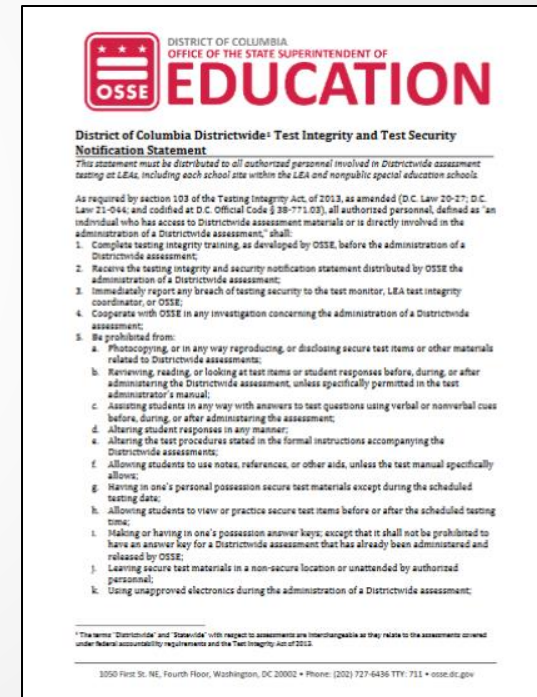
Create Test Sessions

Test sessions 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.

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

- Nonpublic school test security plans are submitted 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**.

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

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**.

Classroom – Unprepared for Testing

OSSE

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

100% Tests

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
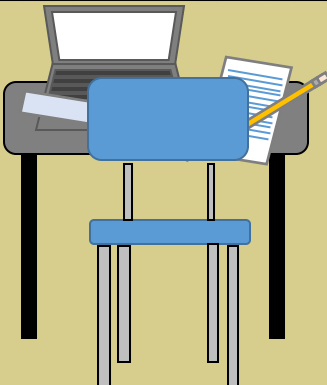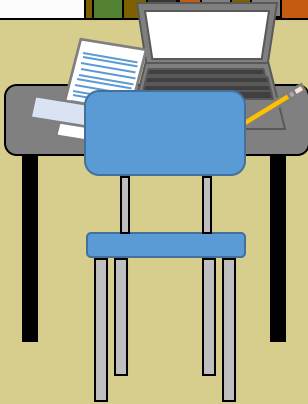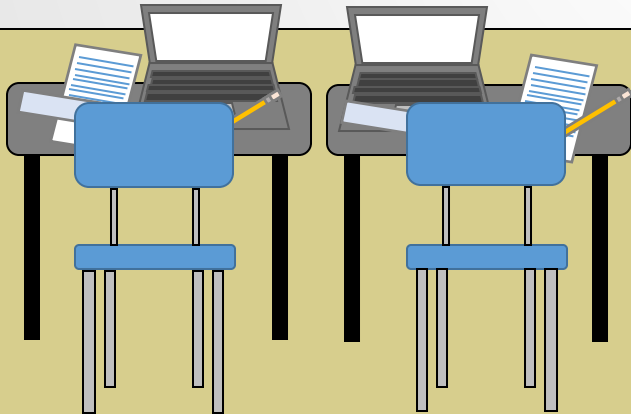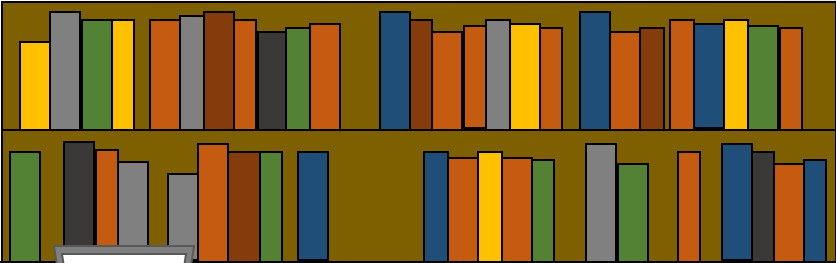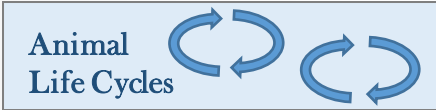
Classroom – Cover Prohibited Materials
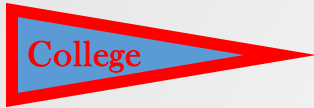
College

Washington DC School

Daily Schedule
8:00 – ELA Class
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Unit Name: Unit 2
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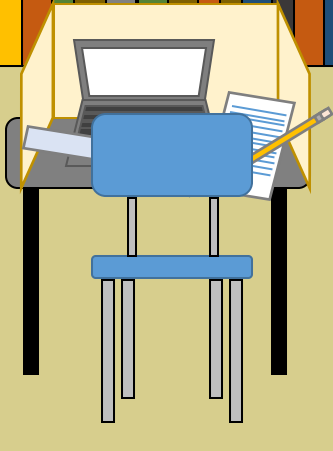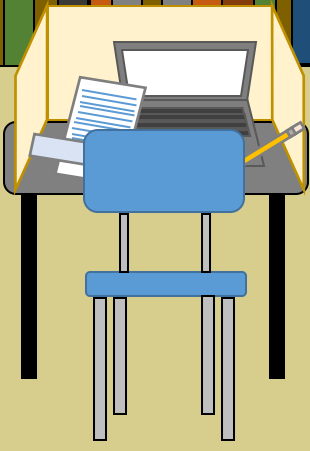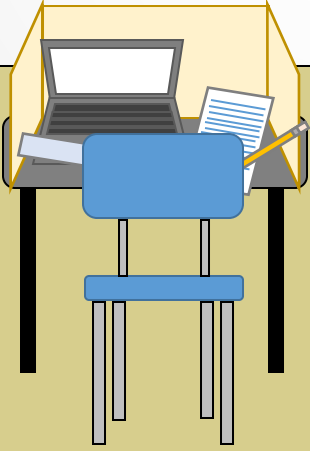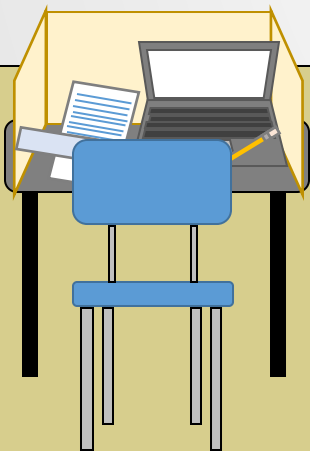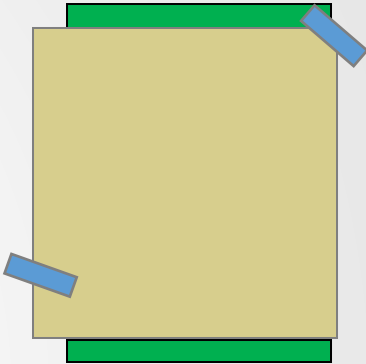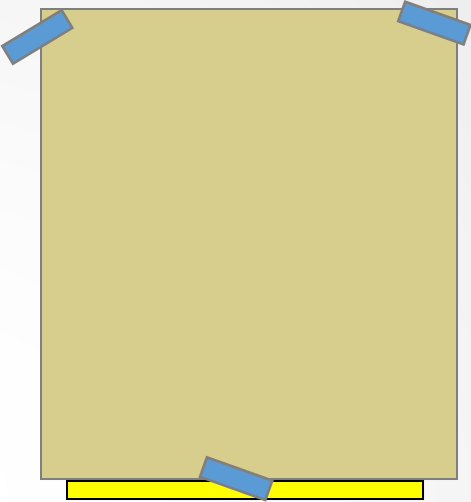
Classroom – Remove Prohibited Materials

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

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 all students with accessibility features and administrative considerations are provided with the materials and supports listed in their Personal Needs Profile.

Prior to testing, Test Administrators should be made aware of students in their testing environment that will receive accessibly features or administrative considerations. They should be trained on the administration of these supports and ensure students receive them.

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, <u>do not let the student log in</u>. Contact your STC.

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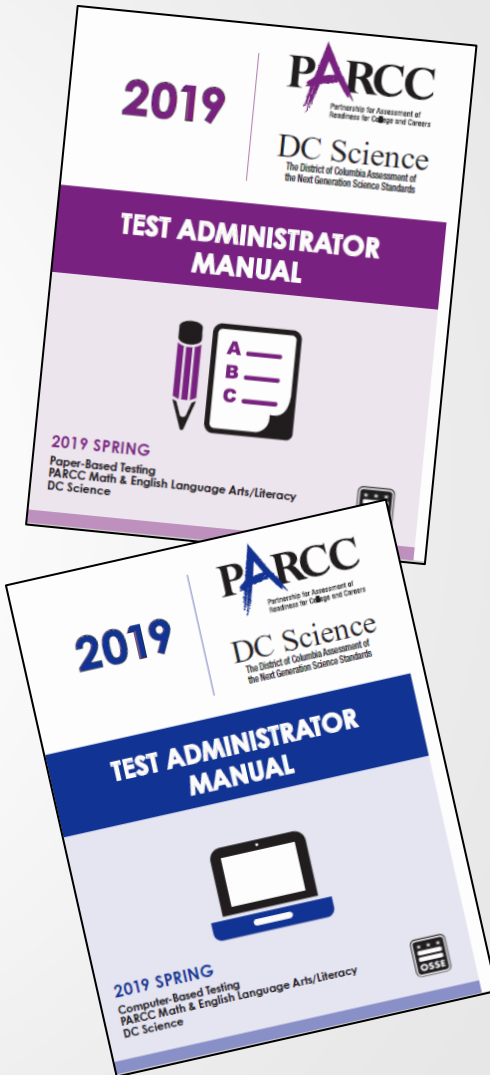
OSSE staff visit schools and monitor PARCC and DC Science testing to ensure compliance with testing policies and regulations. OSSE monitors do not provide notice prior to their visit and are not able to provide guidance or feedback while they are at schools. Any questions about monitoring visits should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

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.
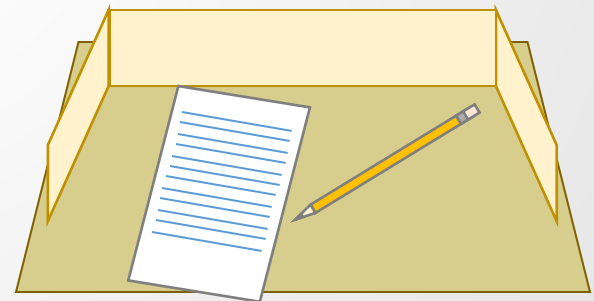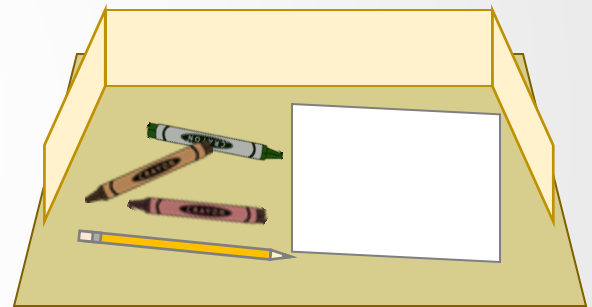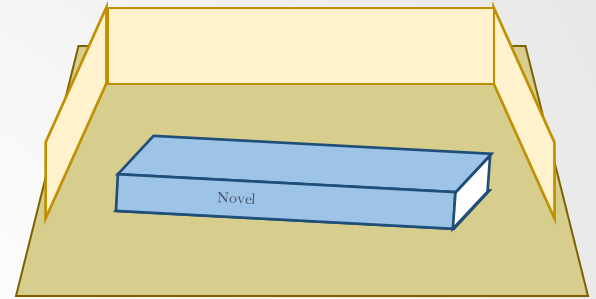
Closeout Testing

- Close Tests and 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.

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**	Scorable Materials to **RETURN**
• PARCC and DC Science Student Test Booklets (grades 4 through high school, including all accommodated test booklet types) **Transcribe DC Science test booklet responses into TestNav8 prior to shipping back to Pearson or students will not receive a score.** • Human Reader Scripts	• PARCC Student Answer Sheets • PARCC 3rd Grade Test Booklets (booklet includes answer sheet)

- PARCC paper answer sheets are scored by Pearson and must be returned as "Scorable Materials."

- DC Science paper tests must be **transcribed** into TestNav8. Once they are transcribed, DC Science tests should be returned to Pearson as "Nonscorable Materials." **DC Science tests that are returned without being transcribed will not be scored.**
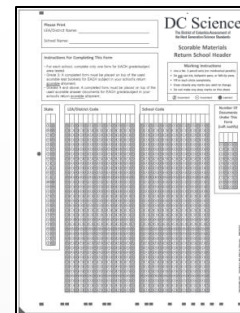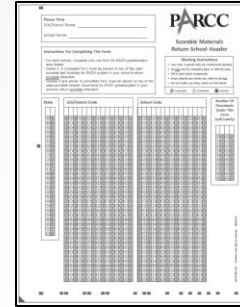
Directions for shipping materials to Pearson are outlined in the PARCC and DC Science Test Coordinator Manual.

- 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**.

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
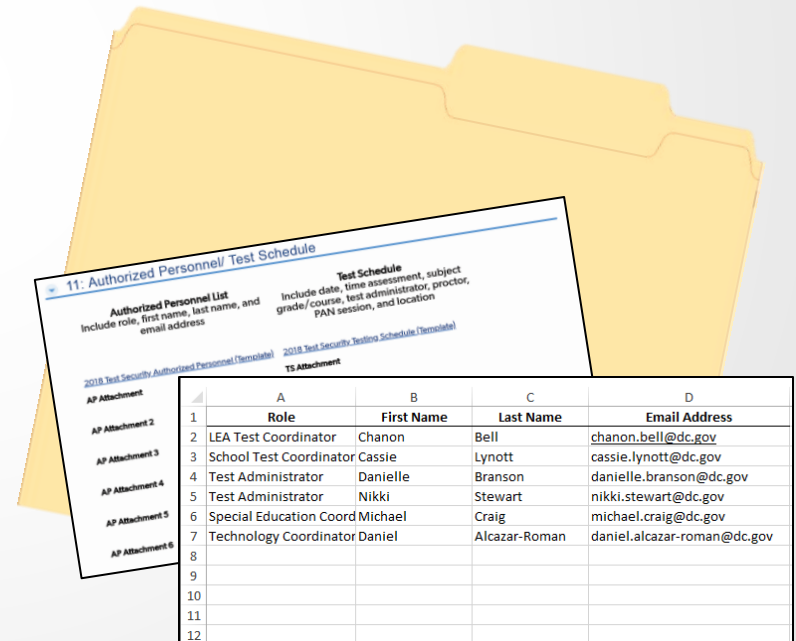
Next Steps

PARCC and DC Science Resources

Pearson Access Next: Testing platform

https://dc.mypearsonsupport.com/: PARCC and DC Science Assessment Resources

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

Pearson Training Modules: Watch "how to" presentations

PARCC Online: Assessment design resources and released items

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

PARCC/Pearson Customer Support: (888) 688-9555

OSSE Support hotline: (202) 304-3269

OSSE Support Tool (OST)

DC Pearson Assessment Portal

https://dc.mypearsonsupport.com/

PearsonAccessNext User Guide

https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support

TestNav8 User Guide

Training Modules

https://dc.mypearsonsupport.com/training-modules/

OSSE Points of Contact

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

Thank you!