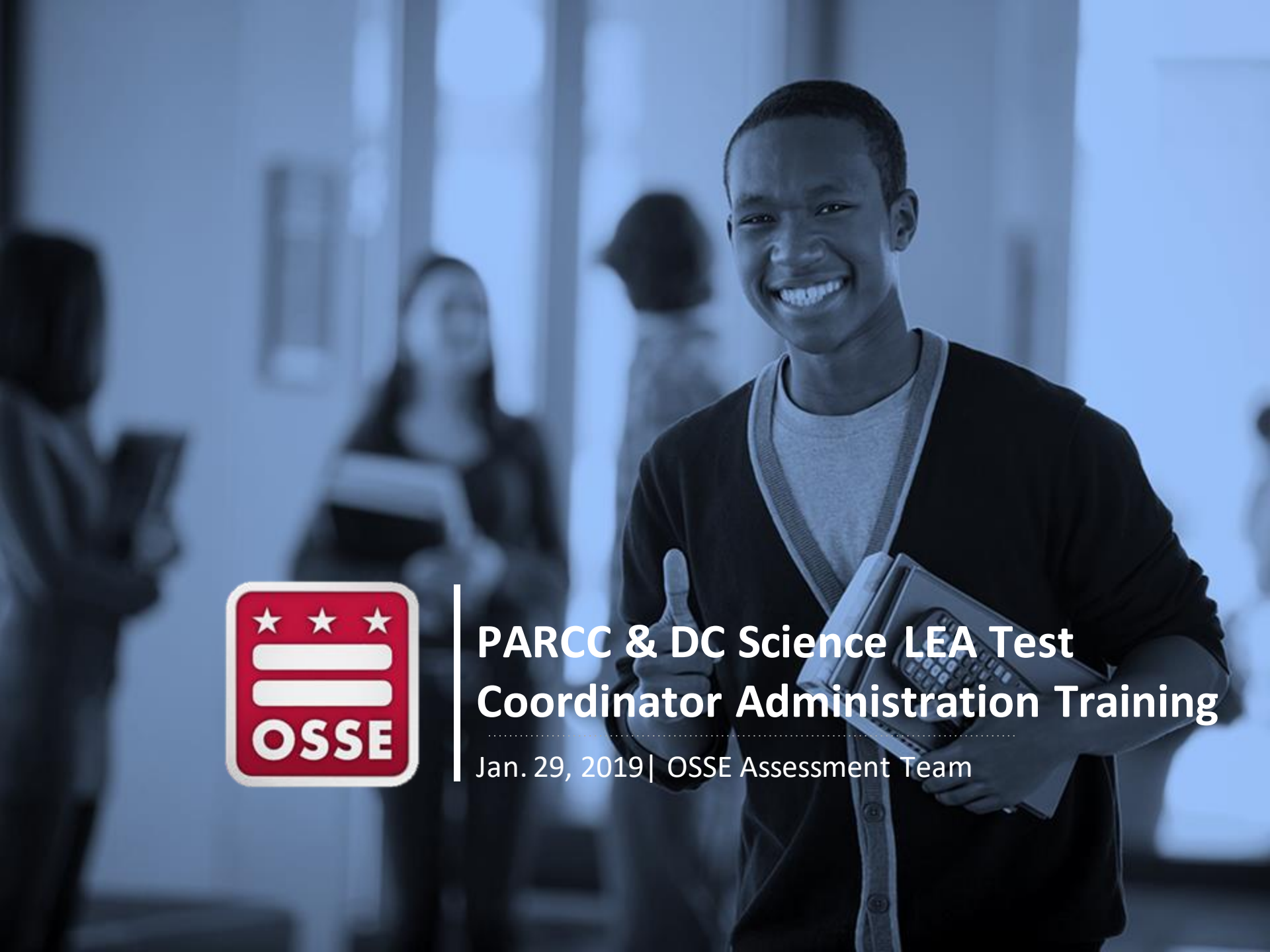


PARCC & DC Science LEA Test Coordinator Administration Training

Jan. 29, 2019| OSSE Assessment Team

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

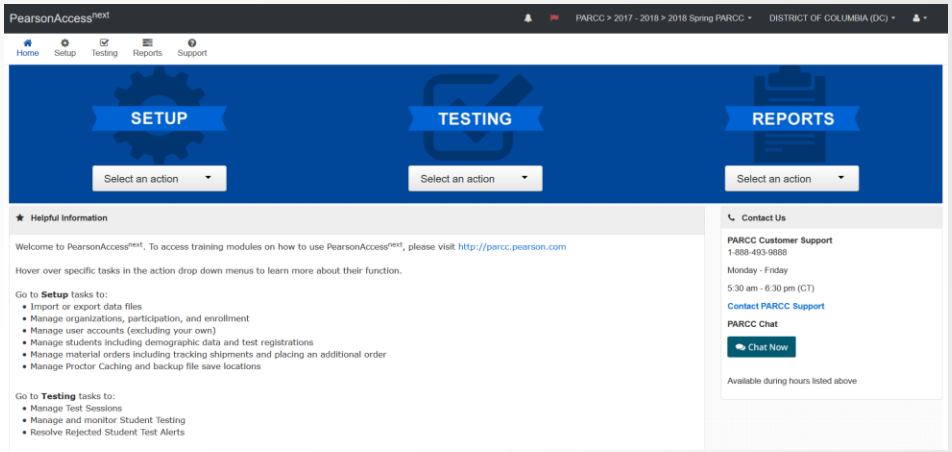
PARCC mathematics and ELA are taken each spring in grades **3-8** and **once in high school**.

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

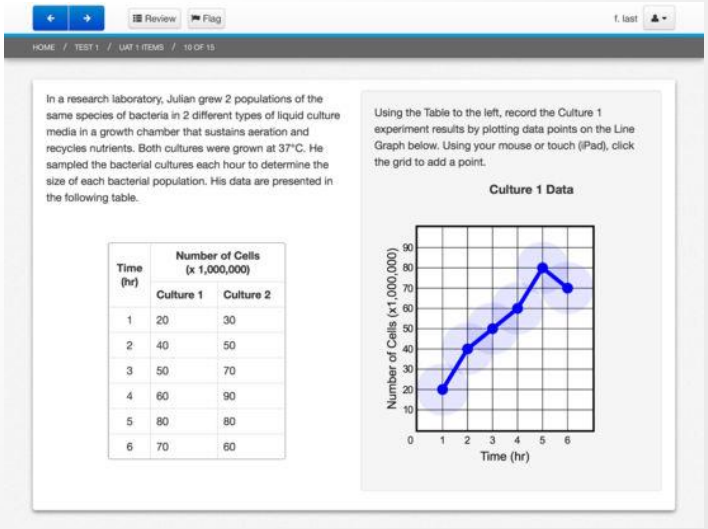
OSSE's participation policy outlines requirements for student test registration and can be found in the 2018-19 OSSE Statewide Assessments Participation Policy document.

PARCC & DC Science

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



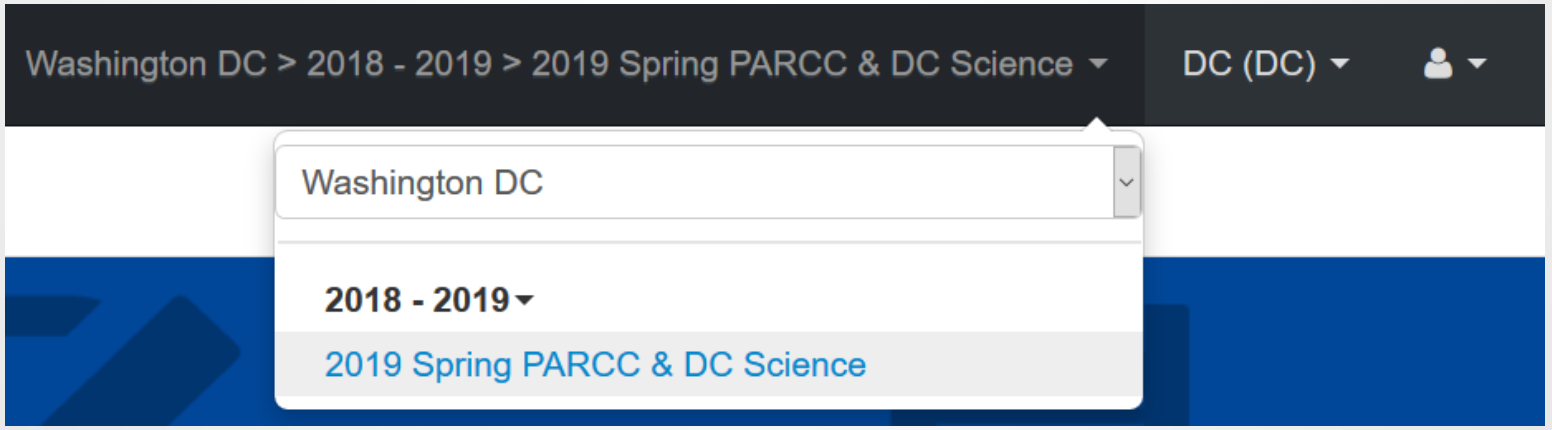
Students take the PARCC and DC Science assessments online in **TestNav8**.



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. LEA Test Coordinators can provide access to the 2019 administration to staff members through user roles.



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.

PEARSON

TestNav

https://download.testnav.com/

DC Pearson Assessment Portal

https://dc.mypearsonsupport.com/

PARCC Partnership for Assessment of Readiness for College and Careers

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

Home | PearsonAccess^{next} | Technology Setup | Manuals and Modules | Test Preparation | Support

Home

The **Partnership for Assessment of Readiness for College and Careers (PARCC)** is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and careers.

DC Science is the District of Columbia's statewide assessment of the Next Generation Science Standards (NGSS). The DC Science assessment presents students with tasks that are built around scientific phenomena as well as engineering design challenges.

What can you find on this site? This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer PARCC English Language Arts/Literacy and Mathematics and DC Science Assessments.

Where can you find information about the test design, released items, and resources for parents? Click here.

PearsonAccess^{next}

PearsonAccess^{next} serves as the entry point to all Pearson services used by schools and districts participating in the PARCC ELA/L and Math and DC Science Assessments.

View PearsonAccess^{next} »

Technology Setup

Prepare your system for the computer-based assessment. Access technical guidelines, user guides, and TestNav.

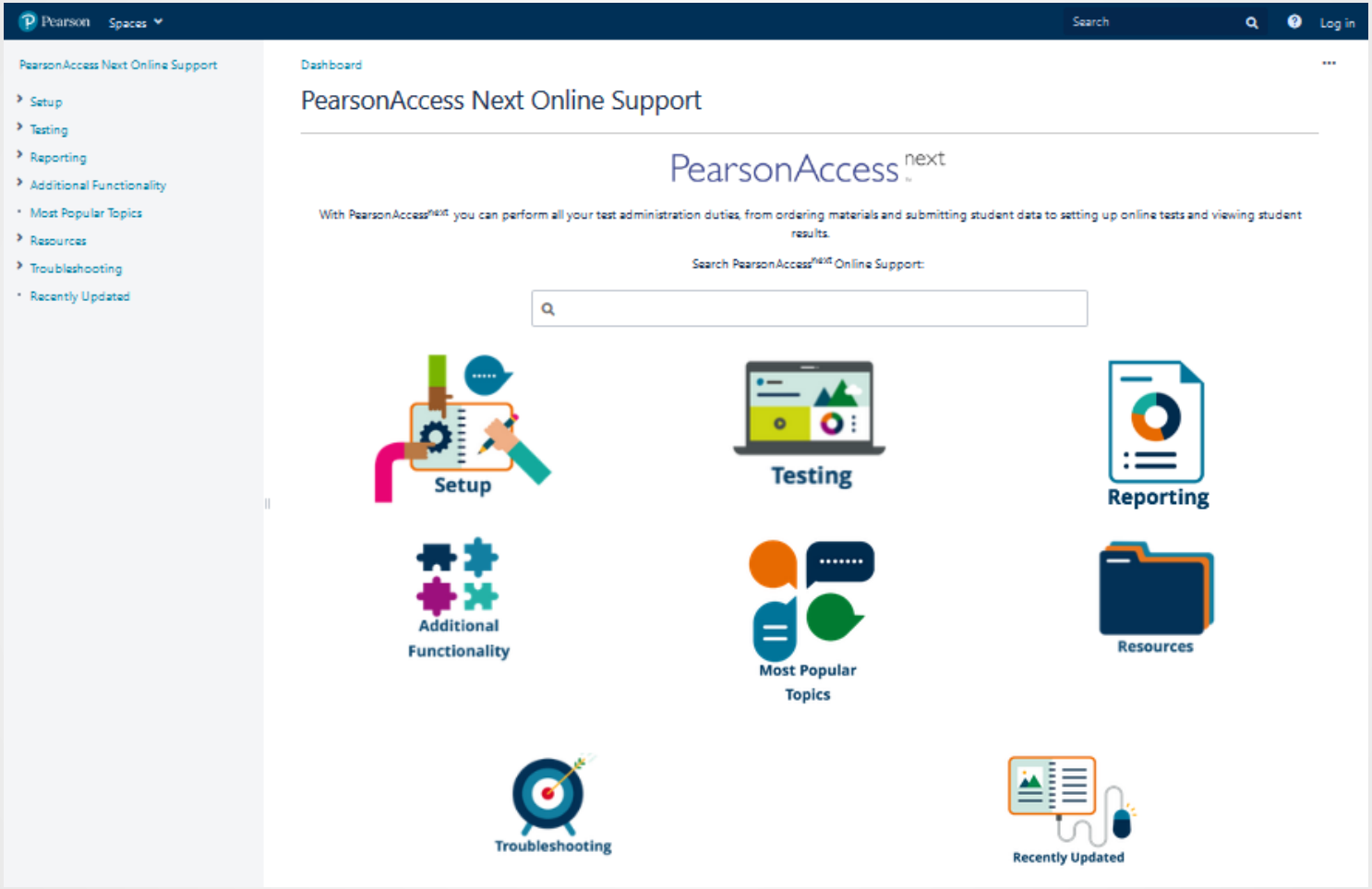
View Technology Setup »

Manuals and Modules

Manuals and training modules are used by Test Coordinators, Test Administrators, and Technology Coordinators to plan and administer the tests.

View Manuals and Modules

PearsonAccessNext User Guide



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

TestNav8 User Guide

https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support

Training Modules

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

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 Staff
- Create Test Sessions

Attend Training

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

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

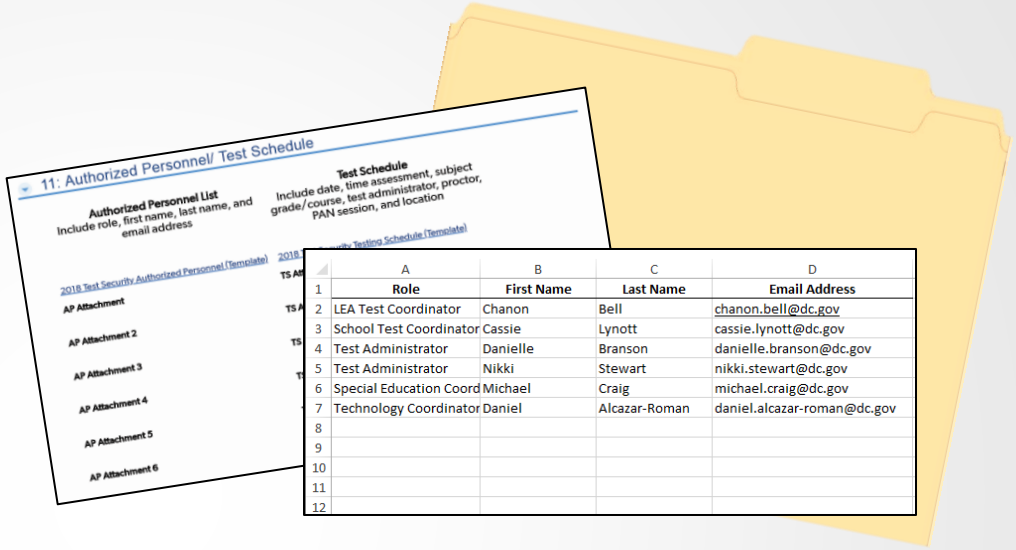
PARCC/DC Science Technology Coordinator Training - Webinar	Feb. 26	2-3:30 p.m.
Technical Assistance During PARCC/DC Science Testing - Webinar	March 4	3-4 p.m.
PARCC/DC Science Closeout Procedures - Webinar	May 16	3-4 p.m.

Assign Staff Roles

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**

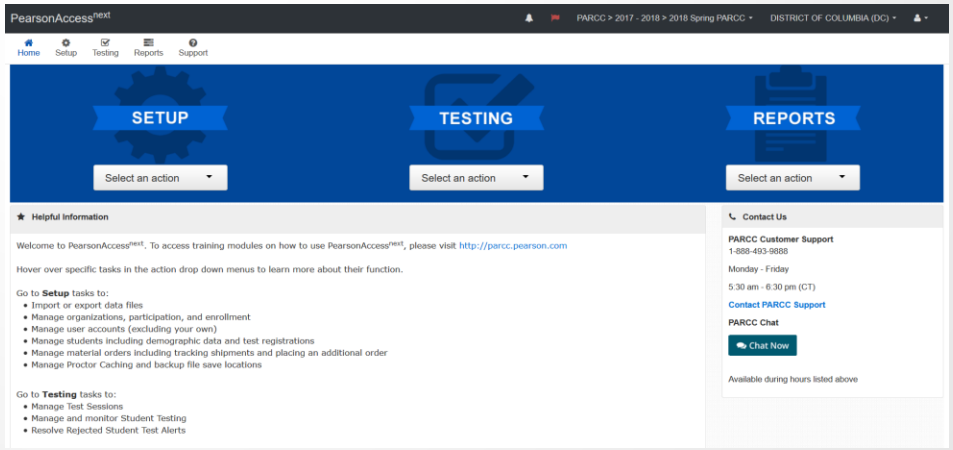
Assign Staff Roles

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



	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 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

Register Students

Registration aligns with each student's **grade** or **course**.

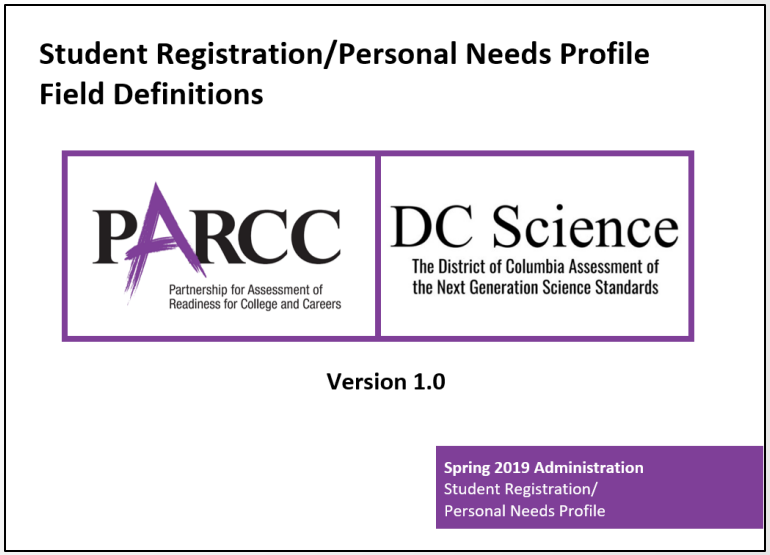
- OSSE registers all students in grades **3-8** for **PARCC**
- OSSE registers all students in grades **5** and **8** for **DC Science**

- 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). 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.



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

Document Accommodations & Accessibility Features

Computer-Based Accommodations		
Accommodation	**PARCC**	**DC Science**
Assistive Technology - Screen Reader	✓	
Assistive Technology - Non-Screen Reader	✓	
American Sign Language (ASL)	✓	
Closed Captioning (CC)	✓	
Text-to-Speech (TTS)	✓	✓
Human Reader	✓	✓
Spanish	✓	✓
Spanish Text-to-Speech (TTS)	✓	✓
Spanish Human Reader	✓	✓

Document Accommodations & Accessibility Features

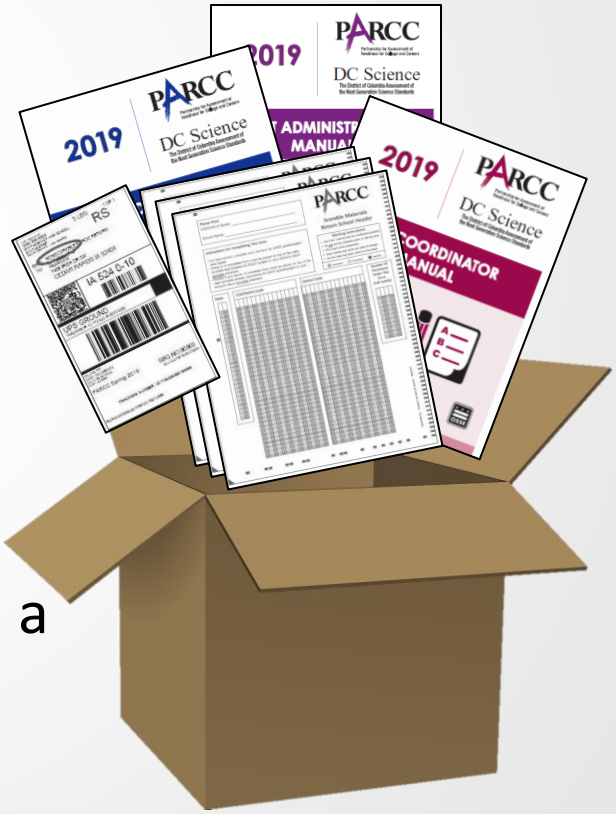
Paper-Based Accommodations		
Accommodation	**PARCC**	**DC Science**
Unified English Braille (UEB)	✓	✓
Large Print	✓	✓
Read Aloud	✓	✓
Spanish	✓	✓
Spanish Large Print	✓	
Spanish Read Aloud	✓	✓

Other Accommodations		
Accommodation	**PARCC**	**DC Science**
Human Scribe	✓	✓
Human Signer	✓	✓
Extended Time	✓	✓

Receive Materials

Materials will be shipped to the School Test Coordinator at each school, beginning on **March 13**.

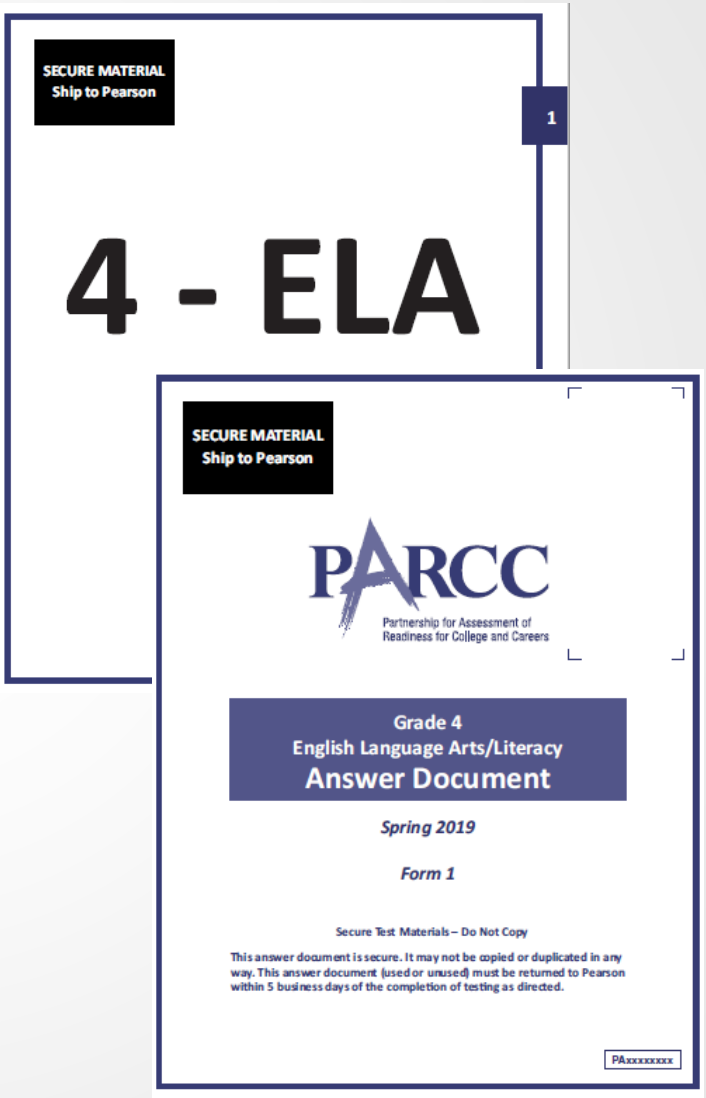
- Materials include:
  - test manuals
  - accommodated test materials
  - return shipping materials
- Check to ensure all ordered materials have been provided
- Keep testing materials **locked away** in a secure location prior to testing



Receive Materials

Materials that must be returned to Pearson will include labels indicating this requirement.

SECURE MATERIAL
Ship to Pearson



Receive Materials

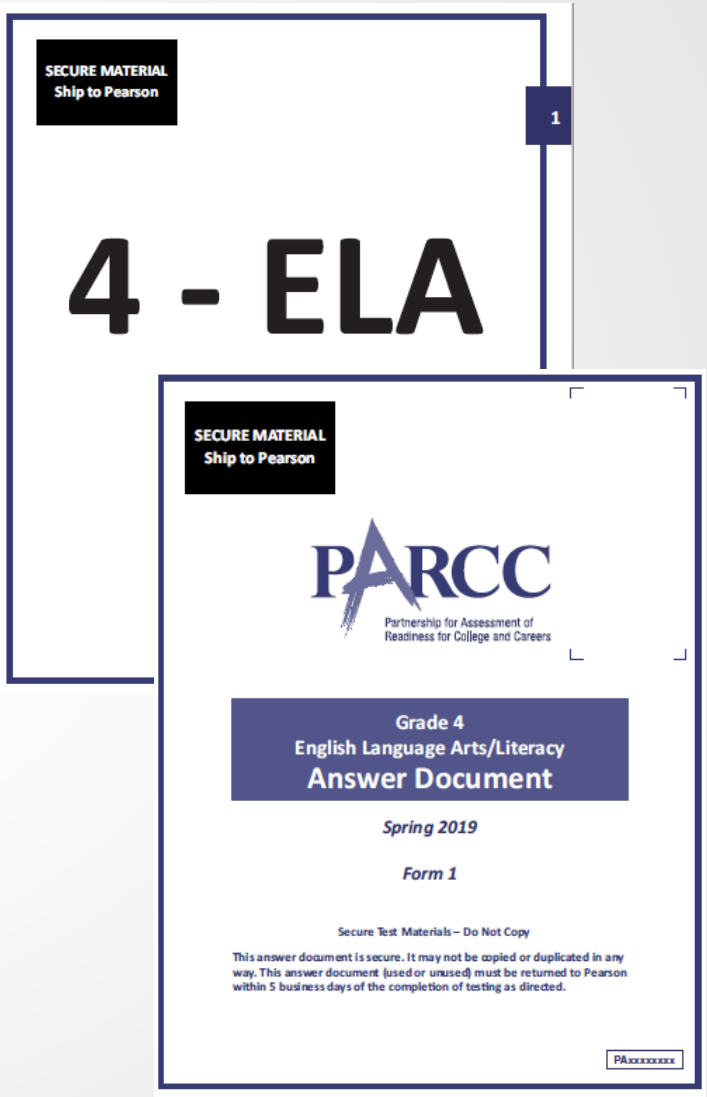
Scorable materials must be shipped to Pearson within five business days of completing the test.

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.

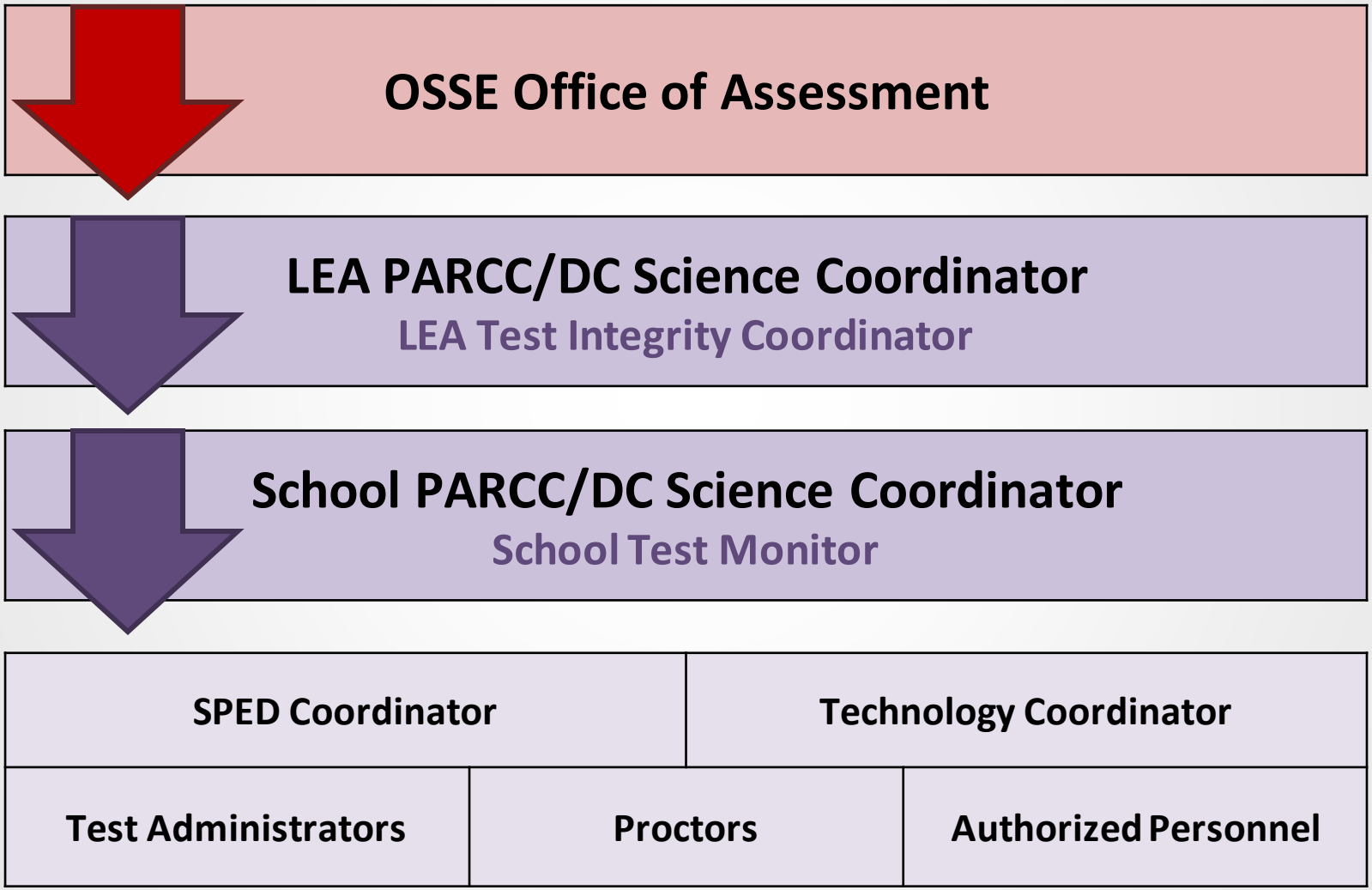
- PARCC mathematics and DC Science field test items are embedded throughout each assessment.
- PARCC ELA field test items are an additional unit and are taken by select grades. The field test unit may be any of the four testing units. For the 2018-19 administration of PARCC, **students in grades 4 and 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 P ARCC ELA assessments for grades 9-11, and the DC Science assessment for Biology.

Train Authorized Personnel



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

Administer Test

Administer Test

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

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**.

Classroom – Unprepared for Testing

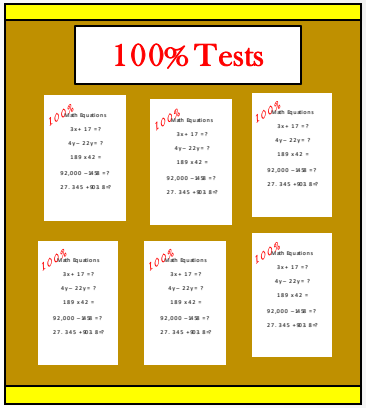
College

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

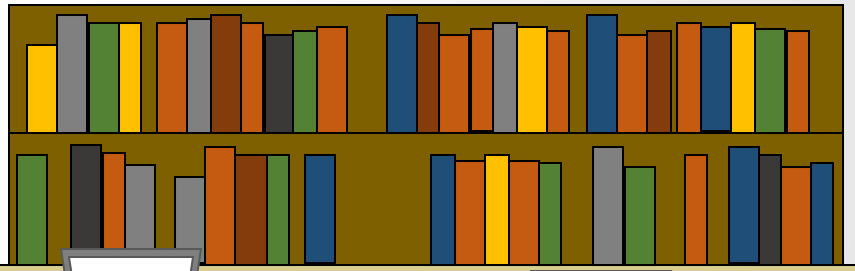
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

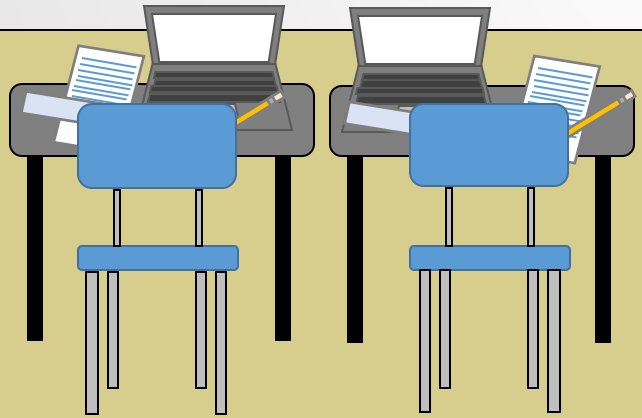


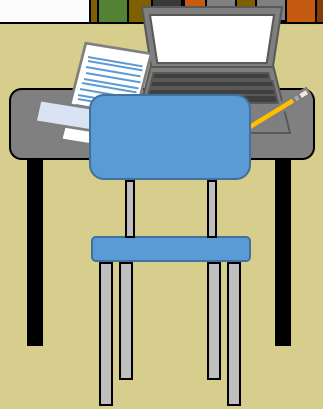
Steps for Success!
- Read the question
- Find evidence
- Select an answer
- Check your work

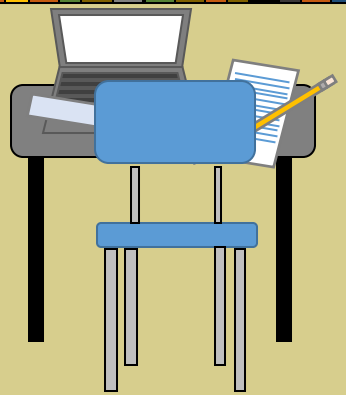
World History Timeline

Animal Life Cycles









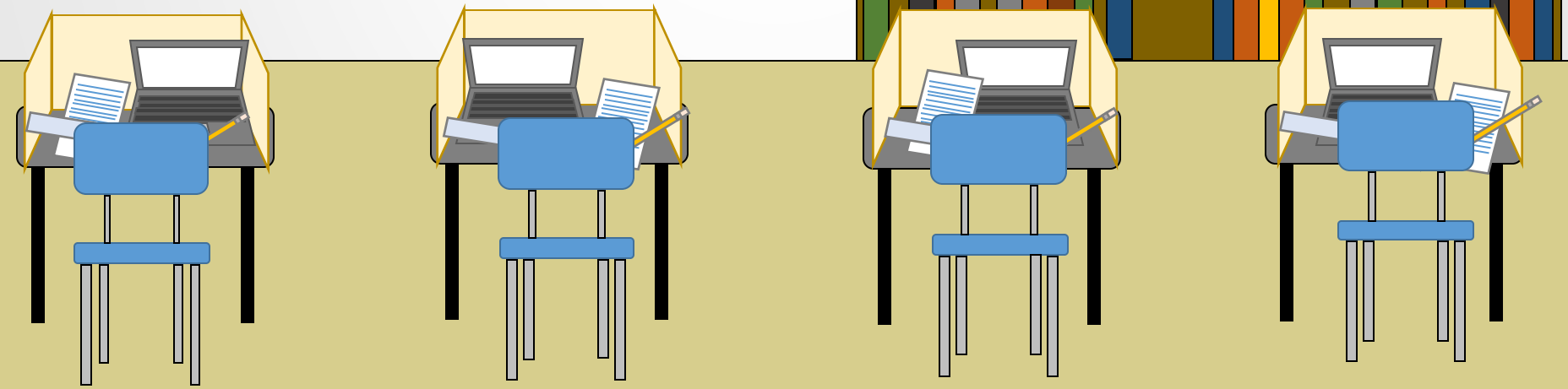
Classroom – Cover Prohibited Materials

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



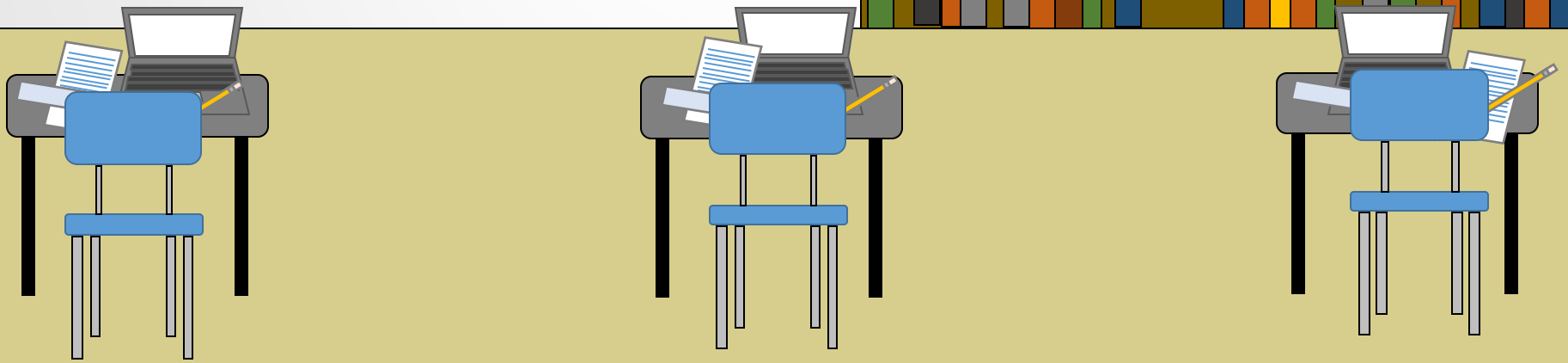
Classroom – Remove Prohibited Materials

College

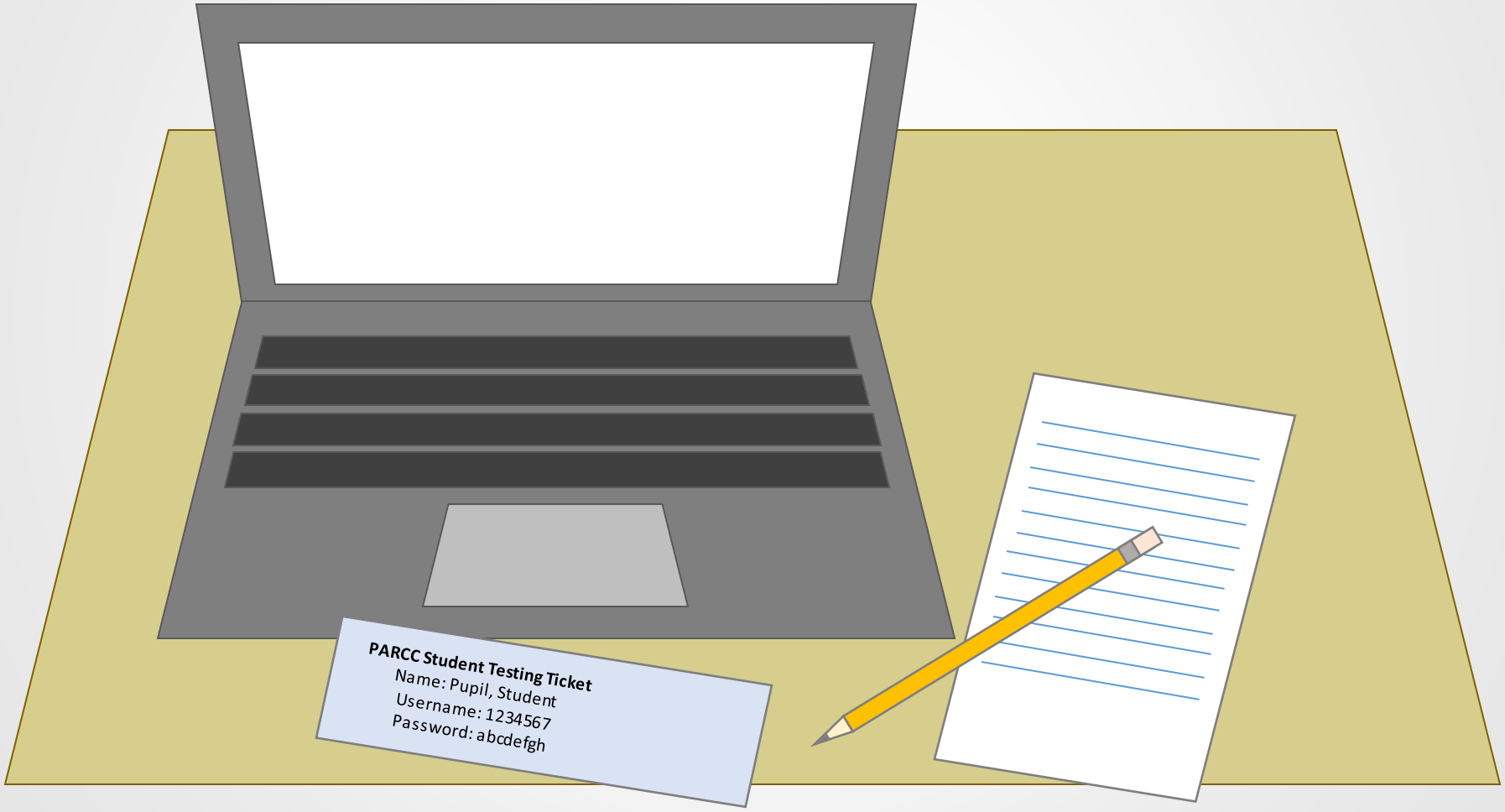
Washington DC School

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

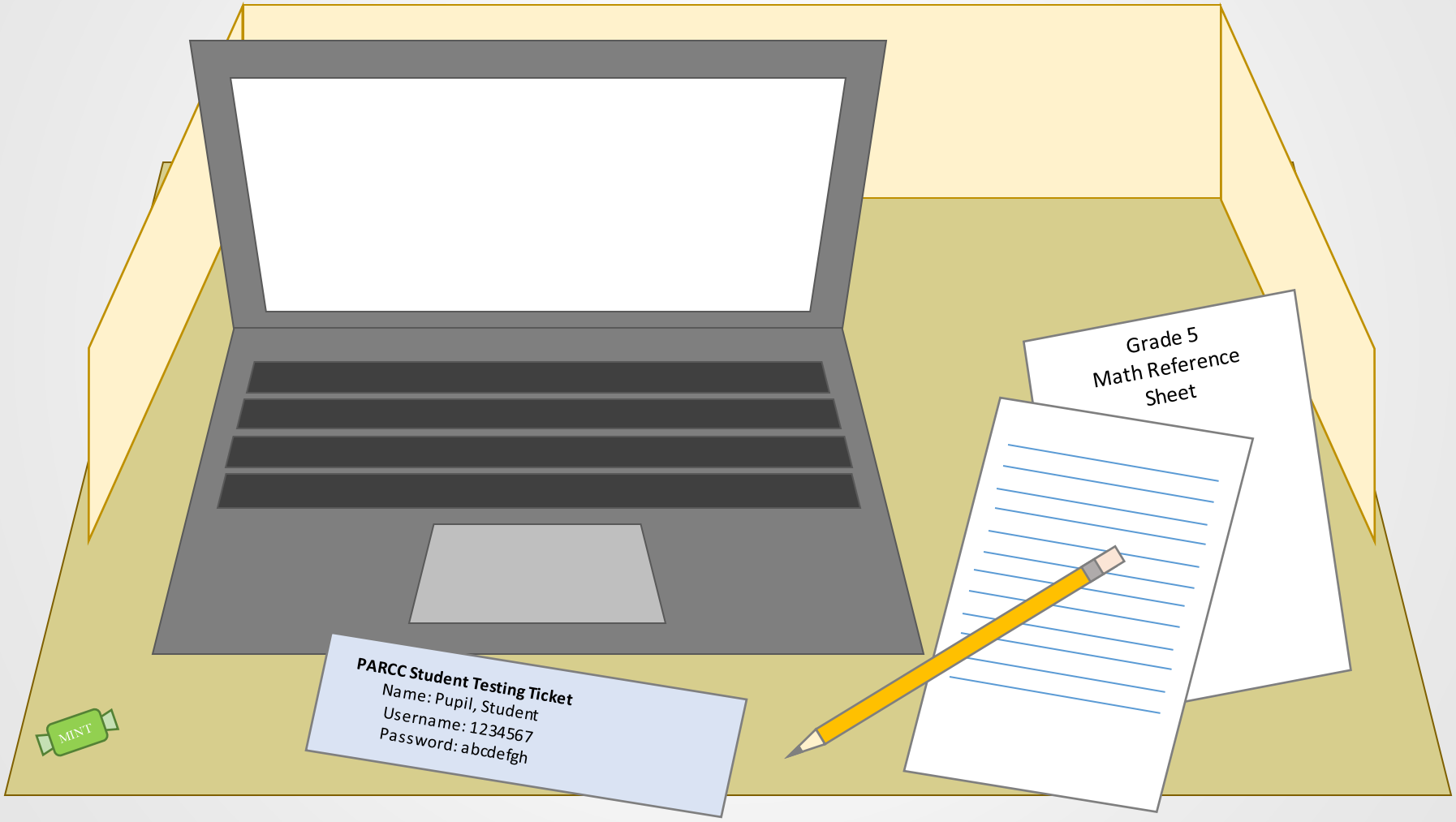
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1



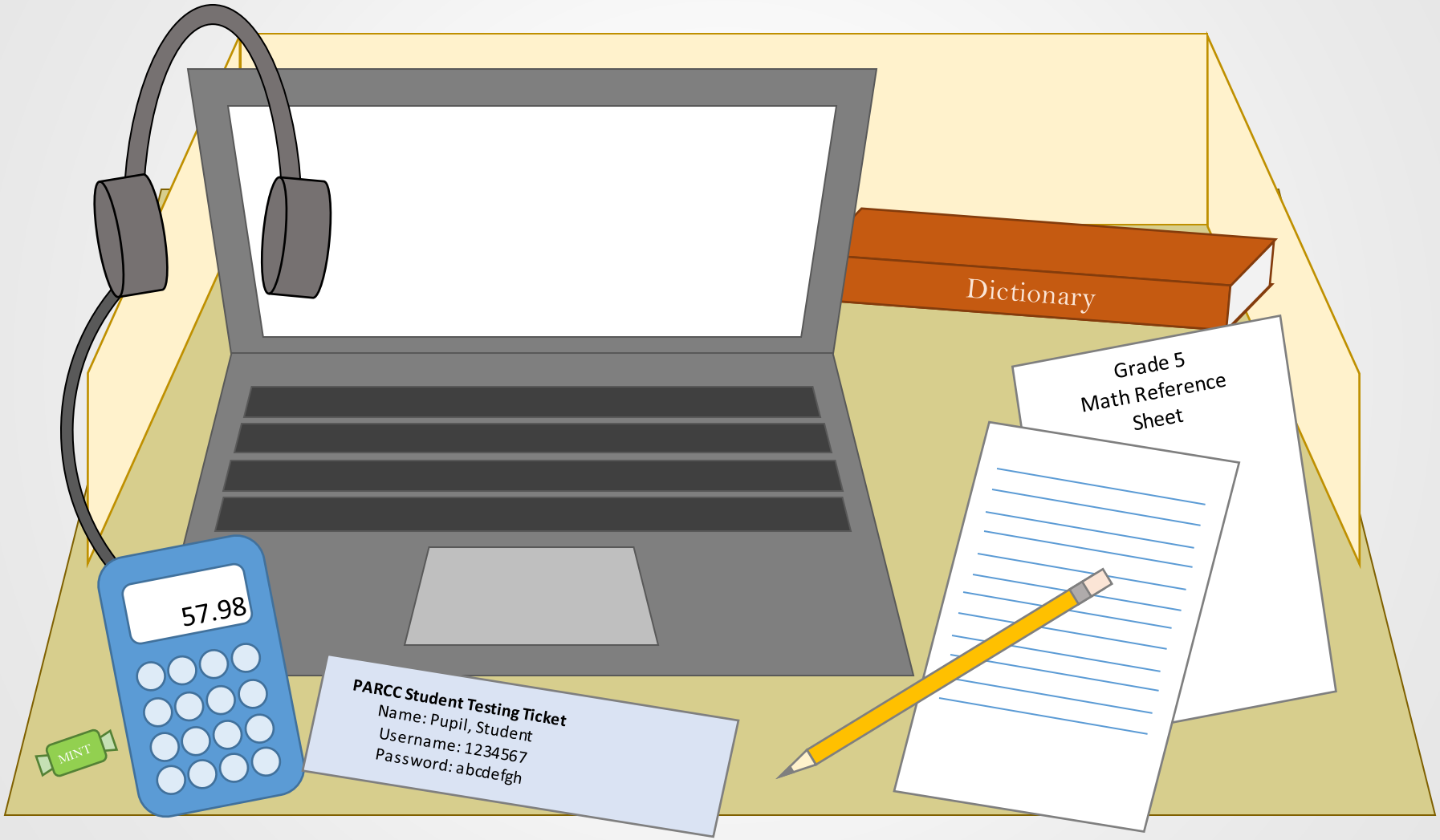
Desk with Required Materials



Desk with Optional Materials



Desk with A&AF 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.

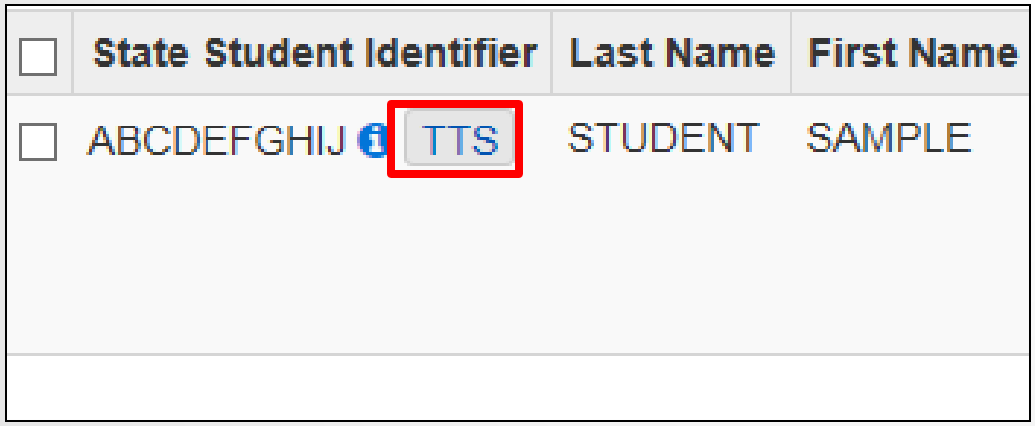
Ensure A&AF are Accurately Provided

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.

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.

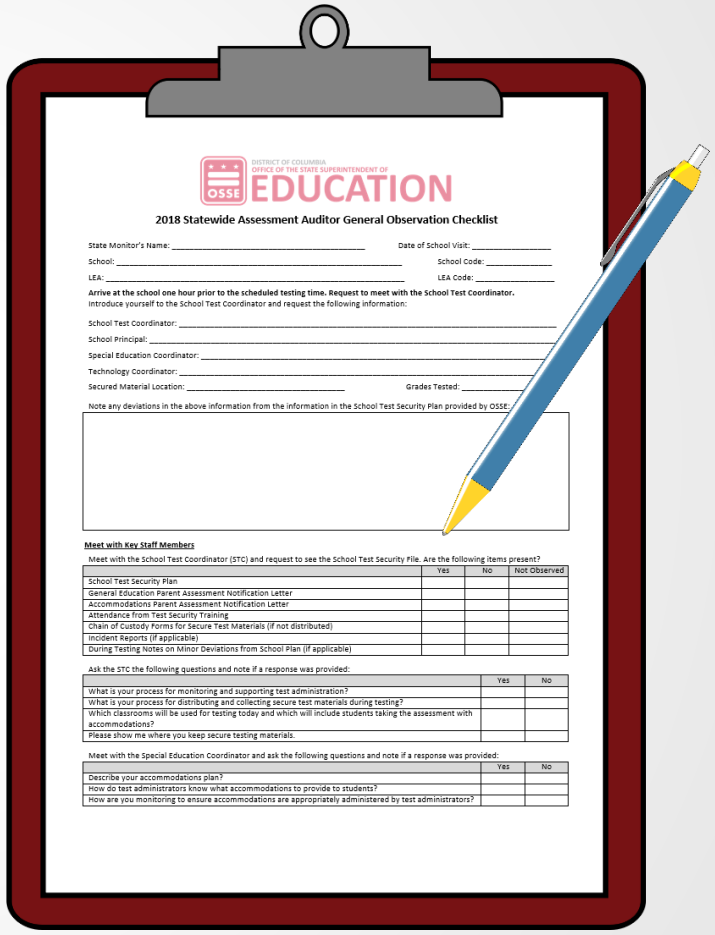
Administer Test to Students

Follow policies and guidance in the PARCC/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 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.



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.		

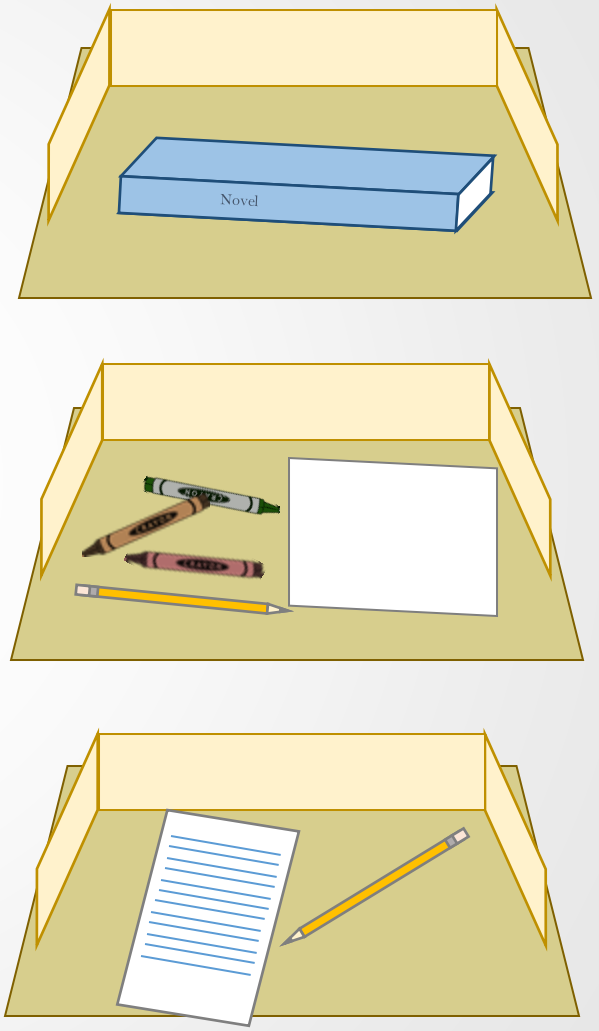
Meet with the Special Education Coordinator and ask the following questions and note if a response was provided:

	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.

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.



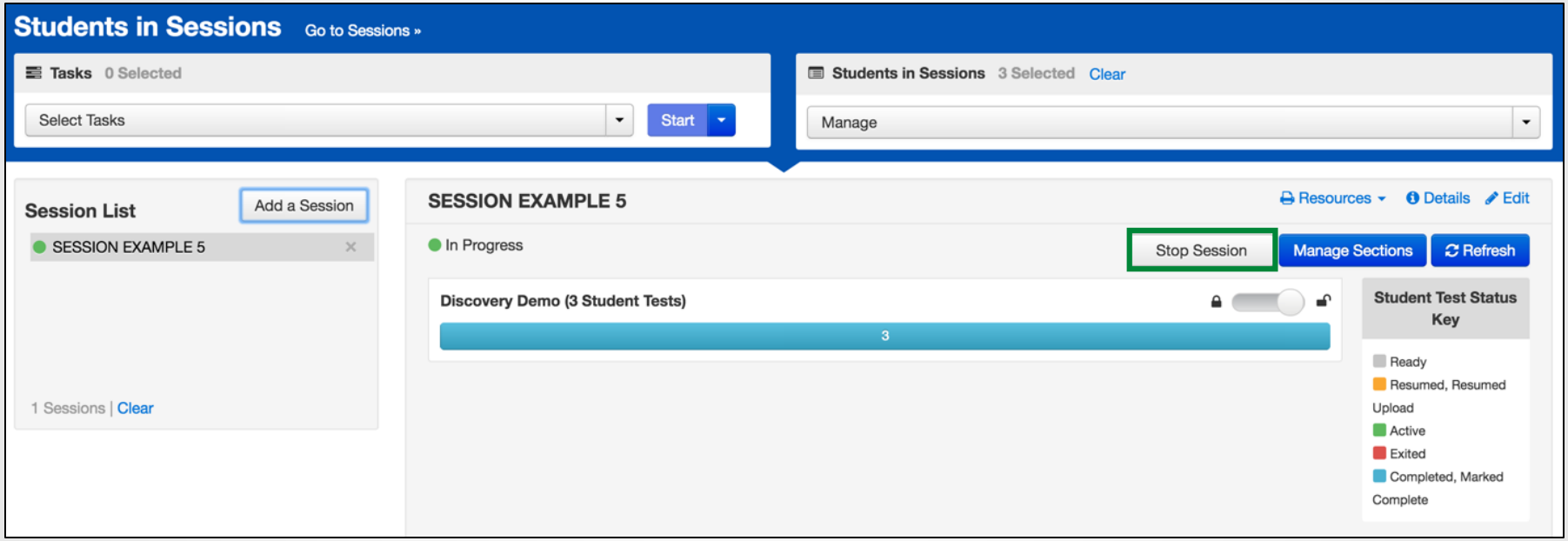
Closeout Testing

Close Testing

- Close Tests and 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.



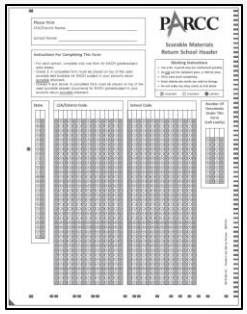
Shred, Recycle, and Return Materials

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

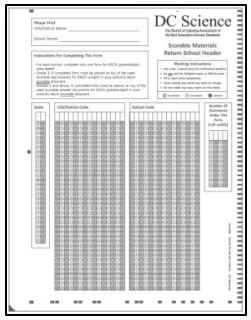
Secure Materials to **RETURN**	Scorable Materials to **RETURN**
• PARCC and DC Science Student Test Booklets (grades 4 through high school, including all accommodated test booklet types) **Transcribe DC Science test booklet responses into TestNav8 prior to shipping back to Pearson or students will not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

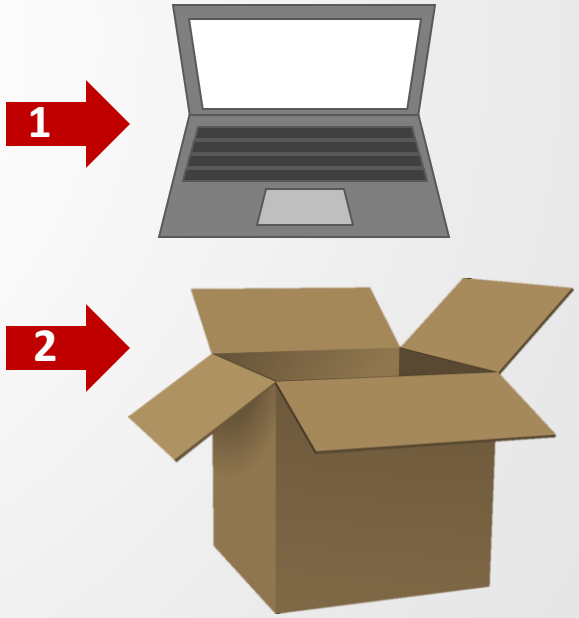
Shred, Recycle, and Return Materials

- 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.**





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**.

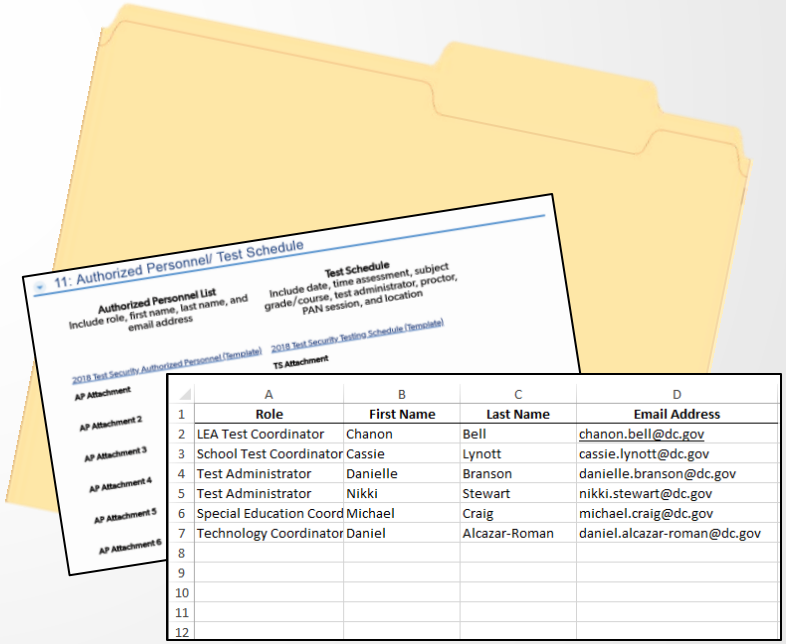
Documentation and Test Security File

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				

Next Steps

PARCC & DC Science Training Schedule

OSSE Test Security and Administration Training Schedule 2018/19

Training Event	Date	Time	Location	Register	Assessment Role: LEA: ACCESS Coordinator	LEA: MSAA/DLM Science Alt. Coordinator	LEA: PARCC/DC Science Coordinator	School: ACCESS Coordinator	School: MSAA/DLM Science Alt. Coordinator	School: PARCC/DC Science Coordinator	School: PARCC/DC Science SPED Coordinator	School: PARCC/DC Science Tech. Coordinator	School: ACCESS Test Administrator
Test Security Training*	Dec. 11	1-3:30 p.m.	OSSE First Floor	Register	✔	✔	✔						
New PARCC/DC Science LEA Test Coordinator Training	Jan. 10	2-3 p.m.	OSSE First Floor	Register			✔						
PearsonAccessNext 101	Jan. 10	3-4 p.m.	OSSE First Floor	Register			✔					✓	
School Test Security Plan Workshop	Jan. 14	2-4 p.m.	OSSE First Floor	Register	✔	✔	✔						
ACCESS for ELLs 2.0 New Test Coordinator Training	Jan. 16	8-11:30 a.m.	OSSE First Floor	Register	✔								
ACCESS for ELLs 2.0 New Test Administrator Training	Jan. 16	1-4:30 p.m.	OSSE First Floor	Register									✔
Test Security Training*	Jan. 17	1-3:30 p.m.	OSSE First Floor	Register	✔	✔	✔						
PARCC/DC Science LEA Test Coordinator Administration Training	Jan. 17	3:30-5 p.m.	OSSE First Floor	Register			✔						
Nonpublic Test Security Training Webinar	Jan. 22	1-3:30 p.m.	Webinar	Register	✔	✔	✔						
Nonpublic PARCC/DC Science Administration Training Webinar	Jan. 22	3:30-5 p.m.	Webinar	Register			✔						
NAEP Testing Window Opens	**Jan. 28**												
New PARCC/DC Science LEA Test Coordinator Training	Jan. 29	2-3 p.m.	Webinar	Register			✔						
PearsonAccessNext 101	Jan. 29	3-4 p.m.	Webinar	Register			✔					✓	
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	Register	✔	✔	✔						
PARCC/DC Science LEA Test Coordinator Administration Training	Feb. 4	11:30 a.m.-1 p.m.	OSSE First Floor	Register			✔						
PARCC/DC Science SRPNP Workshop	Feb. 11	2-4 p.m.	OSSE First Floor	Register			✔						
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	Register	✔	✔	✔						
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	Register			✔			✔			
PARCC/DC Science Test Session Workshop	March 5	9-11 a.m.	OSSE First Floor	Register			✔			✔			
School Test Security Plan Workshop	March 5	12-2 p.m.	OSSE First Floor	Register	✔	✔	✔						
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	Register			✔			✔			

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

✔ Required ✔ Recommended ✓ Optional

[Online training schedule]

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

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)

Q&A