



- Introduction to PARCC and DC Science
- Managing LEA/School Accounts
- Setting up Users
- Registering Students
- Completing the Personal Needs Profile
- Creating Test Sessions
- Monitoring Testing
- Closeout Testing



Introduction to PARCC & DC Science



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).



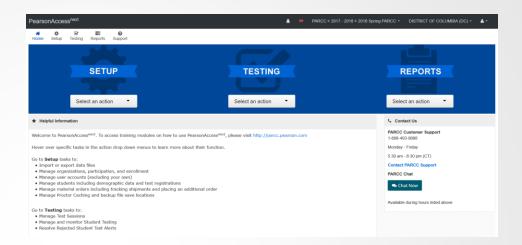
DC Science is the District of Columbia's statewide assessment of the Next Generation Science Standards (NGSS).

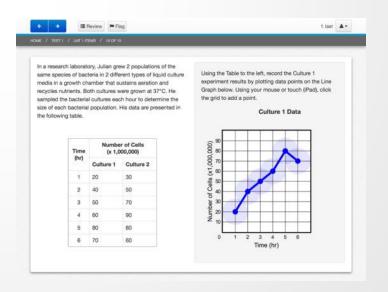


PARCC & DC Science

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

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





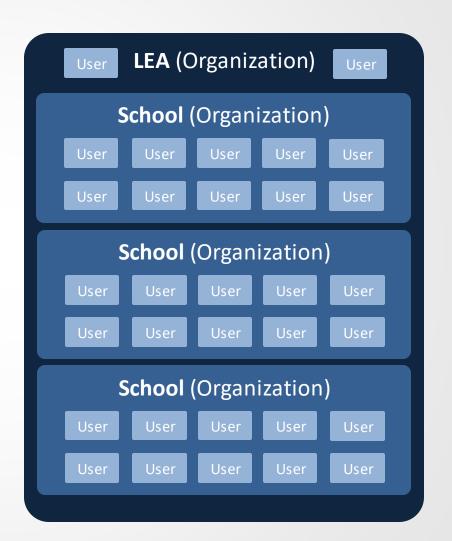


Managing LEA and School Accounts



Managing LEA and School Accounts

- Each LEA and each school is setup by OSSE as an organization in the PearsonAccessNext system.
- Staff members can be assigned to organizations through user accounts.
- Students are assigned to organizations when they are registered to test.



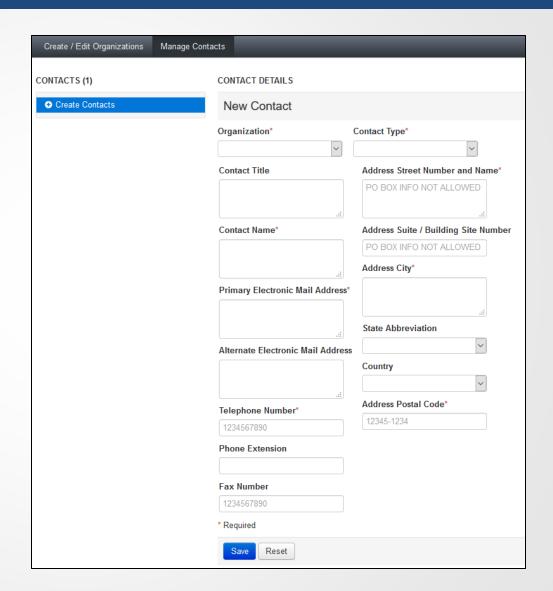


Managing LEA and School Accounts

Each year, LEA and School Test Coordinators should ensure that all organization information is accurate.

- Points of contact
- Shipping addresses
- Contact information

Accurate organization information will ensure messages and materials are sent to the appropriate individuals.





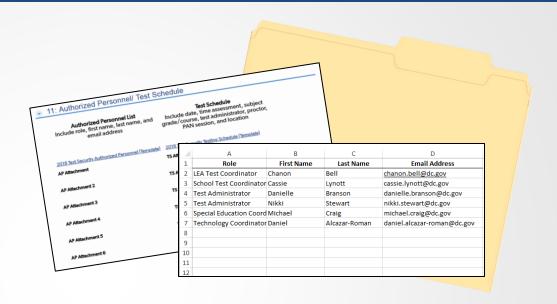
Setting Up Users

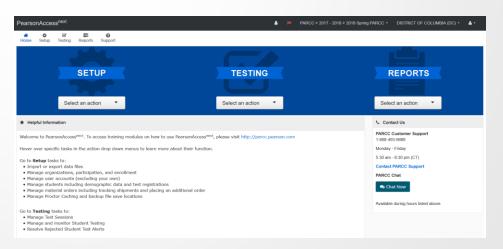


Assign Staff Roles

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.







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Action

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Username

nikki.stewart@dc.gov

michael.craig@dc.gov

chanon.bell@dc.gov

danielle.branson@dc.gov

daniel.alcazar-roman@dc.gov

swea.hart@dc.gov

Copy -

PAGE LAYOUT

FORMULAS

First Name Last Name

Craig

Swea

Michael

Daniel

Chanon

Fmail

nikki.stewart@dc.gov

michael.craig@dc.gov

Alcazar-Rom daniel.alcazar-roman@dc.gov DC

chanon.bell@dc.gov

swea.hart@dc.gov

Authorize Roles

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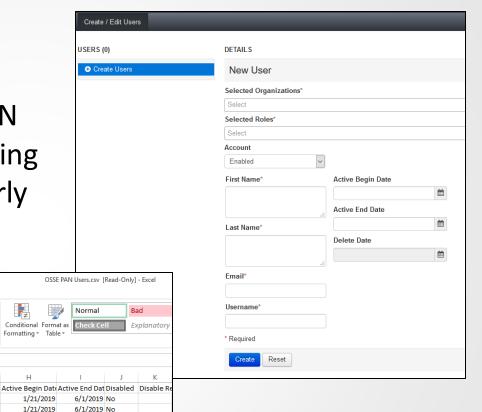
6/1/2019 No

6/1/2019 No

6/1/2019 No

Setting Up Users

Assigning users can be completed by entering each user's information into the PAN system interface, or by importing a list of users through a properly formatted spreadsheet.



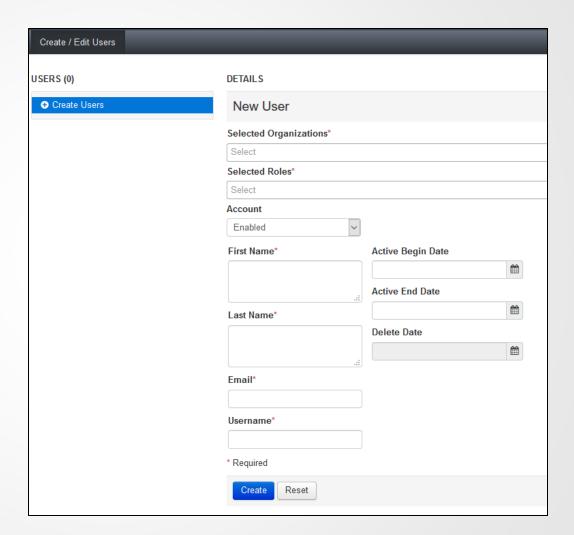
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Setting Up Users – Enter Individually

- Select SETUP
- Select USERS
- Select SELECT TASK
- Select CREATE/EDIT USERS
- Select START
- Complete the relevant fields
- Select CREATE

If a delayed **ACTIVE BEGIN DATE** is not entered, the user will receive immediate access and receive an email that indicates access has been granted. If a delayed **ACTIVE BEGIN DATE** is entered, access will be provided on that date.



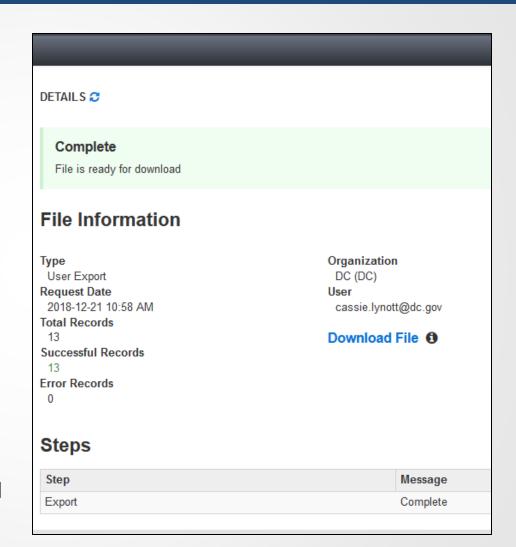


Setting Up Users – Upload File

- Select SETUP
- Select IMPORT/EXPORT DATA
- Select SELECT TASK
- Select IMPORT/EXPORT DATA
- Select START
- Select USER EXPORT
- Select PROCESS

The system will begin to process your request. Refresh the screen with the blue arrow icon at the top of the page. Once the file is ready, select **DOWNLOAD FILE**.

Update the file to include new users and save in CSV format. Reference the User Role Matrix Guide for support.

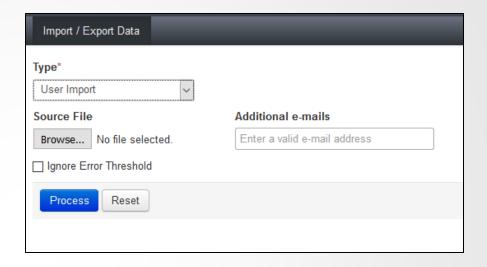




Setting Up Users – Upload File

Beginning on the IMPORT/EXPORT DATA page:

- Select SELECT TASK
- Select IMPORT/EXPORT DATA
- Select START
- Select USER IMPORT
- Select BROWSE and choose your file
- Select PROCESS



The system will begin to process your request. Refresh the screen with the circular blue arrow icon at the top of the page. When the import is complete, the system will alert you to the success of your import, or will notify you of any errors that have occurred.



Registering Students



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

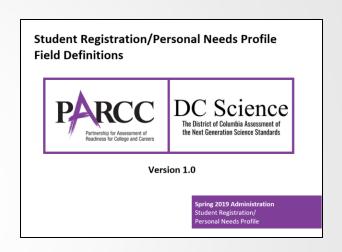
Registration information is uploaded into PearsonAccessNext through a spreadsheet called the **Student Registration and Personal Needs Profile** (SR/PNP).

- 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 in the Student Registration/Personal Needs Profile Field Definitions guide
- OSSE will provide support to LEA Test Coordinators at an <u>SRPNP Workshop</u> on Feb. 11, 2-4 p.m.



Register Students – Upload File

Detailed descriptions of the SRPNP fields can be found in the Student Registration/Personal Needs Profile Field Definitions guide. This document provides names, values, and definitions for each column of the SRPNP file. It also include instructions for creating the file and importing it into the PAN system.



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Register Students – Enter Individually

Students may also be registered individually in the PAN user interface. To register a single student follow the steps below.

- Select SETUP
- Select STUDENTS
- Select SELECT TASK
- Select CREATE/EDIT STUDENTS and REGISTRATION
- Select START
- Complete the relevant fields in the CREATE/EDIT STUDENTS tab
- Select CREATE

- Select the REGISTER STUDENTS tab
- Complete the relevant fields
- Select SAVE
- Select the MANAGE STUDENT TESTS tab
- Complete the relevant fields
- Select SAVE



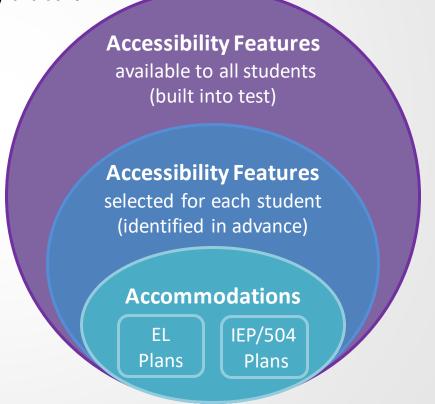
Completing the Personal Needs Profile



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

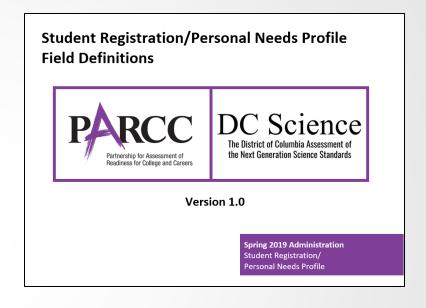
Work with the **Special Education Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

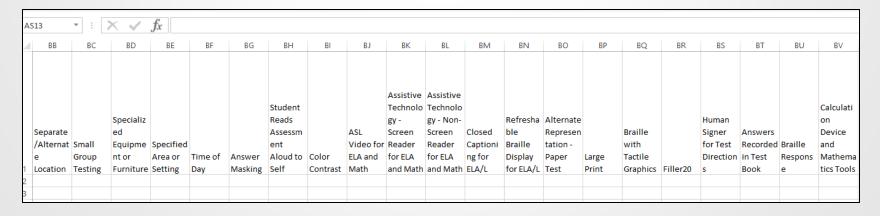
- LEA and school policies should be created to ensure accessibility features are assigned equitably
- Accommodations and accessibility features should be reflective of a student's typical testing experience
- Students should practice using accommodations and accessibility features prior to testing



Completing the Personal Needs Profile

The Personal Needs Profile includes a column for each accommodation and accessibly feature. Reference the Student Registration/Personal Needs Profile Field Definitions guide to find locations within the file and instructions for importing.







Completing the Personal Needs Profile

Student supports may also be added individually in the PAN user interface. To make updates for a single student follow the steps below.

- Select SETUP
- Select STUDENTS
- Locate the student by using the FIND STUDENTS search bar and select the box by the student's name
- Select SELECT TASK

- Select MANAGE STUDENT TESTS
- Select START
- Select the student test on the left side of the screen
- Complete the relevant fields
- Select SAVE



Creating Test Sessions

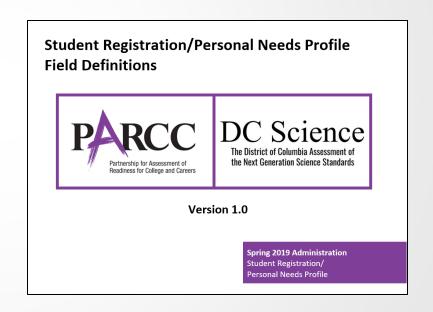


Create Test Sessions

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.

- Select TESTING
- Select SESSIONS
- Select SELECT TASK
- Select CREATE/EDIT SESSIONS
- Select START
- Complete the relevant fields
- Select SAVE

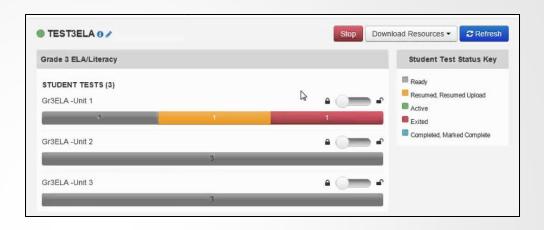


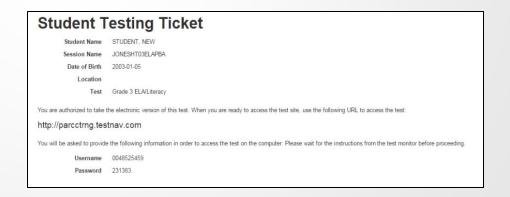


Create Test Sessions

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.







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		

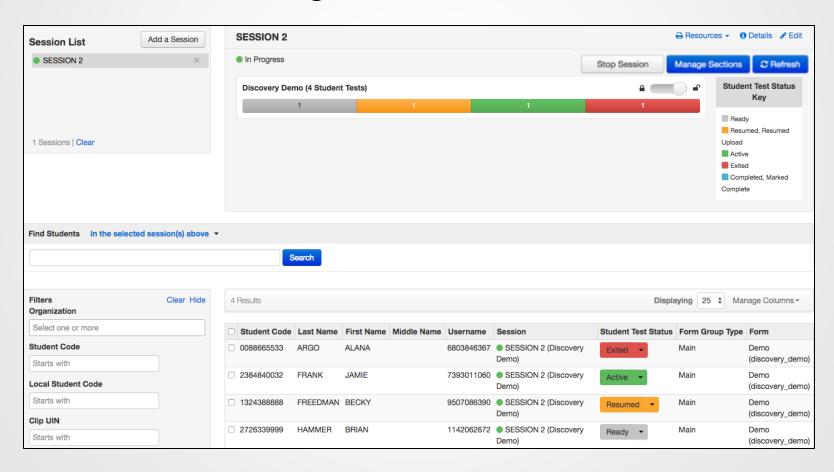


Monitoring Testing



Monitoring Testing

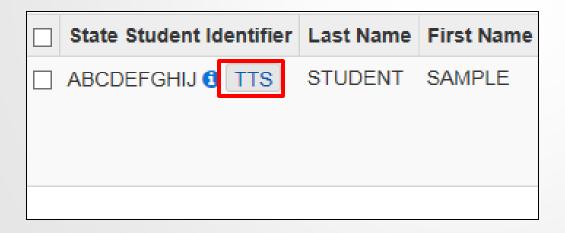
Test Coordinator and Test Administrators can use the PAN system to monitor student testing in the **Students in Session** section.





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.



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.



Closeout Testing

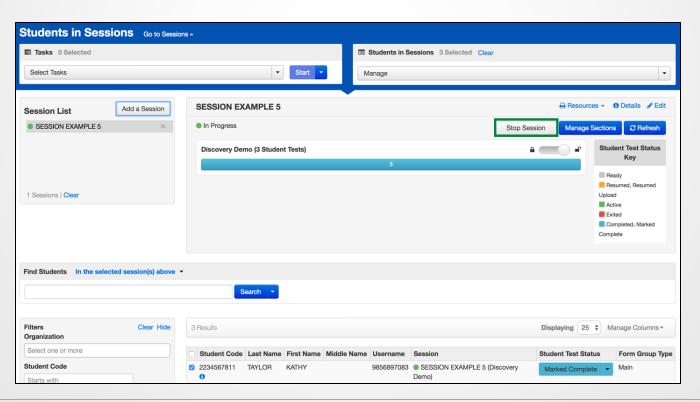


Close Tests and Stop Sessions

Close any tests that remain open at the end of the testing window to submit them for scoring by stopping each test session.

- Select TESTING
- Select STUDENTS IN SESSIONS
- Locate a session in the SESSION LIST

- Click ADD SELECTED
- Ensure all student tests are complete
- Select STOP SESSION

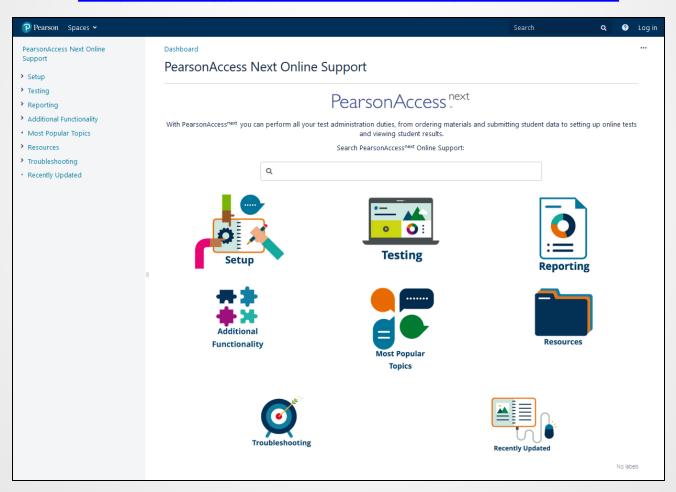




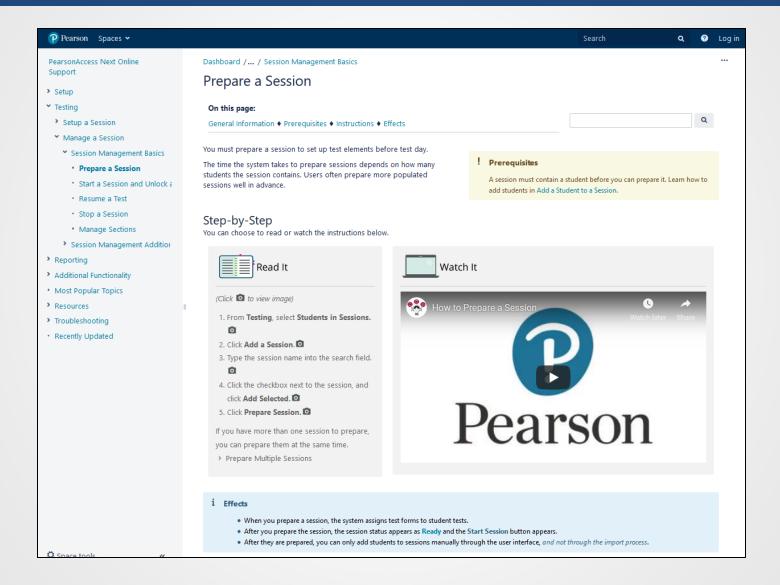


PearsonAccessNext User Guide

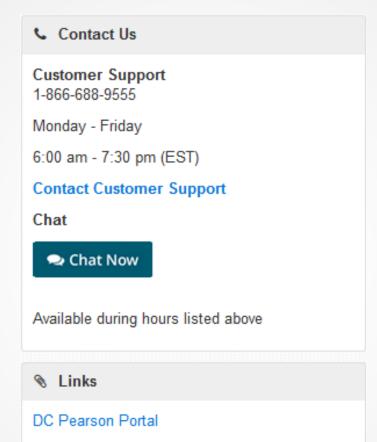
https://support.assessment.pearson.com











PearsonAccess Next Training Site

Practice Tests

PARCC



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)



PARCC & DC Science Training Events

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.
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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			
	Every Student Succeeds Act (ESSA)	Danielle Branson			
Assessment Delien	Data, Reporting, Business Rules	Change Ball			
Assessment Policy	Test Integrity and Security	Chanon Bell			
	Special Populations	Michael Craig			
	NAEP	<u>Swea Hart</u>			
	PARCC	<u>Cassie Lynott</u>			
Test Administration	DC Science	David Alegaer Berner			
Test Administration	DLM Science Alternate	Daniel Alcazar-Roman			
	MSAA	Michael Cucin			
	WIDA ACCESS	Michael Craig			
Assessment Literacy	LEA/School Workshops and Trainings	Nikki Stewart; Cassie Lynott			

Thank you!