



2019 PARCC/DC Science Readiness Recommendations

The following are recommended steps to ensure a successful PARCC/DC Science administration in spring 2019.

February	Feb. 22	<p>PARCC/DC Science Registration Finalized</p> <ul style="list-style-type: none"> High school registration should be uploaded into PearsonAccessNext by the LEA and follow the 2018-19 OSSE Districtwide Assessments Participation Policy Registration for grades 3-8 was uploaded by OSSE in PearsonAccessNext, and should be verified/adjusted by LEAs and follow the 2018-19 OSSE Districtwide Assessments Participation Policy <p>Personal Needs Profile Accommodations Finalized</p> <ul style="list-style-type: none"> Accommodations for each student with an IEP, 504 plan, or EL plan should be entered in PearsonAccessNext to ensure timely delivery of accommodated materials Confirm or update the shipping address and point of contact for your school in PearsonAccessNext (<i>Setup → Organizations → Select Task → Manage Contacts</i>)
		March
March 13	<p>PARCC/DC Science Materials from Pearson Begin to Arrive at Schools</p> <ul style="list-style-type: none"> School PARCC/DC Science Coordinators will begin to receive shipments from Pearson that include accommodated materials that must be securely stored throughout test administration (PARCC materials and DC Science materials may arrive in separate shipments) 	
15 Days prior to the First Day of Testing	<p>Establish a School Test Security File</p> <ul style="list-style-type: none"> Each school must create a maintain a physical school test security file or binder that includes the required information outlined during test security training <p>Create Test Sessions and Assign Test Administrators in PearsonAccessNext</p> <ul style="list-style-type: none"> Students should be organized into testing sessions and each session should be assigned to a staff member serving as a Test Administrator Grades 4 and 7 will take the spring 2018 ELA field test and will have four units of ELA, instead of three <p>School Test Security Plans Due to OSSE</p> <ul style="list-style-type: none"> School PARCC/DC Science Coordinators must submit school test security plans to OSSE via the School Test Security Plan Tool in QuickBase OSSE will request revisions or approve each plan in the School Test Security Plan Tool 	



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April	Prior to Testing	<p>Create Staff User Accounts in PearsonAccessNext</p> <ul style="list-style-type: none"> Prior to training your staff, assure that they have user accounts enabled in PearsonAccessNext that will allow them to complete tasks necessary to their role <p>Provide Test Security Training and Test Security Notification Statement to Staff</p> <ul style="list-style-type: none"> All staff who will support with PARCC testing or enter a testing room during administration must be trained in test security and provided with the Test Security Notification Statement Track attendance at this event and keep it in your school test security file
	APRIL 1	PARCC Testing Window Opens
	APRIL 7	DC Science Testing Window Opens
April	During Testing	<p>Administer the PARCC Assessment, Monitor Testing, and Support Authorized Personnel and Students</p> <ul style="list-style-type: none"> During PARCC administration, LEA and School Test Coordinators should actively monitor and support their authorized personnel and students <p>Contact Pearson and OSSE for assistance</p> <ul style="list-style-type: none"> Request support from the Pearson team (technical) and OSSE's Office of Assessment (administration and policy), as needed during testing <p>Submit Incident Reports to OSSE</p> <ul style="list-style-type: none"> When incidents arise during testing, submit reports to OSSE via the following options: <ul style="list-style-type: none"> OSSE Support Tool (LEAs only) or online Test Security Incident Report Form Email: OSSE.TestIntegrity@dc.gov Phone: (202) 304-3269 <p>Note Minor Deviations in School Test Security Plan</p> <ul style="list-style-type: none"> When scheduling, Test Administrator staffing changes, or other changes occur to the school test security plan, Test Coordinators should note these in the minor deviations section of the school test security plan
	May 17 and May 24	<p>PARCC (May 17) and DC Science (May 24) Paper Accommodations Testing Windows Close</p> <ul style="list-style-type: none"> Students with a paper testing accommodations must complete testing a week prior to the end of the online testing window so materials can be shipped to Pearson (PARCC) or transcribed before shipping (DC Science) in a timely manner
May	MAY 24	PARCC Testing Window Closes
	MAY 31	DC Science Testing Window Closes
	5 Days after the Last Day of Testing	<p>Return Testing Booklets and Accommodated Materials to Pearson</p> <ul style="list-style-type: none"> Testing booklets must be returned to Pearson with the provided shipping labels within five days of testing completion at your school Failure to return testing booklets in a timely manner may cause students not to receive a score Accommodated materials must also be returned to Pearson using the provided shipping labels within five days of testing completion at your school
June	15 Days after the Last Day of Testing	<p>Test Security Affidavits Due to OSSE</p> <ul style="list-style-type: none"> School PARCC Coordinators must submit Test Security Affidavits to OSSE via the OSSE Support Tool within fifteen days of the last day of testing at their school LEA PARCC Coordinators must submit Test Security Affidavits to OSSE via the OSSE Support Tool within fifteen days of the last day of testing at their LEA