



2021 PARCC Readiness Recommendations

The following are recommended steps to ensure a successful PARCC administration in spring 2021.

February	Feb. 26	<p>PARCC Registration Finalized</p> <ul style="list-style-type: none"> High school registration should be uploaded into PearsonAccess^{next} by the LEA and follow the 2020-21 OSSE Districtwide Assessments Participation Policy Registration for grades 3-8 was uploaded by OSSE in PearsonAccess^{next}, and should be verified/adjusted for students taking advanced math assessments by LEAs and follow the 2020-21 OSSE Districtwide Assessments Participation Policy Complete PARCC Materials Shipment Confirmation form to indicate preferences for receiving paper test materials <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 the SR/PNP in PearsonAccess^{next} to ensure timely delivery of accommodated materials Confirm or update the shipping address and point of contact for your school in PearsonAccess^{next} (<i>Setup → Organizations → Select Task → Manage Contacts</i>)
		<p>Administer an Infrastructure Trial (optional)</p> <ul style="list-style-type: none"> School PARCC Coordinators and Technology Coordinators should work together to complete an infrastructure trial to ensure technology is functioning properly and give Test Administrators and students an opportunity to experience the testing environment in a trial setting. Recommended for both in-person and remote administration. <p>Complete PARCC Practice Tests</p> <ul style="list-style-type: none"> Practice tests are available and allow students to experience the TestNav platform and the tools embedded within it Students with accommodations and the Test Administrators they will be working with should be provided with an opportunity to practice the assessment with these accommodations and ask questions about their functionality in TestNav prior to live testing
March	March 24	<p>PARCC Materials from Pearson Begin to Arrive at Schools</p> <ul style="list-style-type: none"> School PARCC Coordinators will begin to receive shipments from Pearson that include accommodated materials that must be securely stored throughout test administration. Shipments will not be sent to schools that indicated by Feb. 26 that they do not want to receive paper materials.
	Prior to Testing	<p>Create Staff User Accounts in PearsonAccess^{next}</p> <ul style="list-style-type: none"> Prior to training your staff, assure that they have user accounts enabled in PearsonAccess^{next} 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 <p>Send Parent Notification Letter and Meet with Students</p> <ul style="list-style-type: none"> Every school is required to send home a notification letter to families letting them know their student will participate in statewide testing. OSSE will be releasing example letters and other communications resources that schools may adapt. Review administration plans and protocols with students prior to testing, including how to ask questions or report issues while testing, especially for those testing remotely

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	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 school test security file or binder that includes the required information outlined during test security training. This file may be kept electronically until access to school buildings becomes available. <p>Create Test Sessions and Assign Test Administrators in PearsonAccess^{next}</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 <p>School Test Security Plans Due to OSSE</p> <ul style="list-style-type: none"> School PARCC 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
APRIL 5 PARCC Testing Window Opens		
April/May	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 Additional administration guidance is available in the Test Coordinator & Test Administrator Manuals and Remote Testing Supplements <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. Support requests to OSSE must be made using the OSSE Support Tool. <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 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	May 21	<p>PARCC Paper Accommodations Testing Window Closes</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 in a timely manner
MAY 28 PARCC Testing Window Closes		
May	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	10 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 Integrity Affidavits to OSSE via the OSSE Support Tool within 10 days of the last day of testing at their school LEA PARCC Coordinators must submit Test Integrity Affidavits to OSSE via the OSSE Support Tool within 10 days of the last day of testing in their LEA