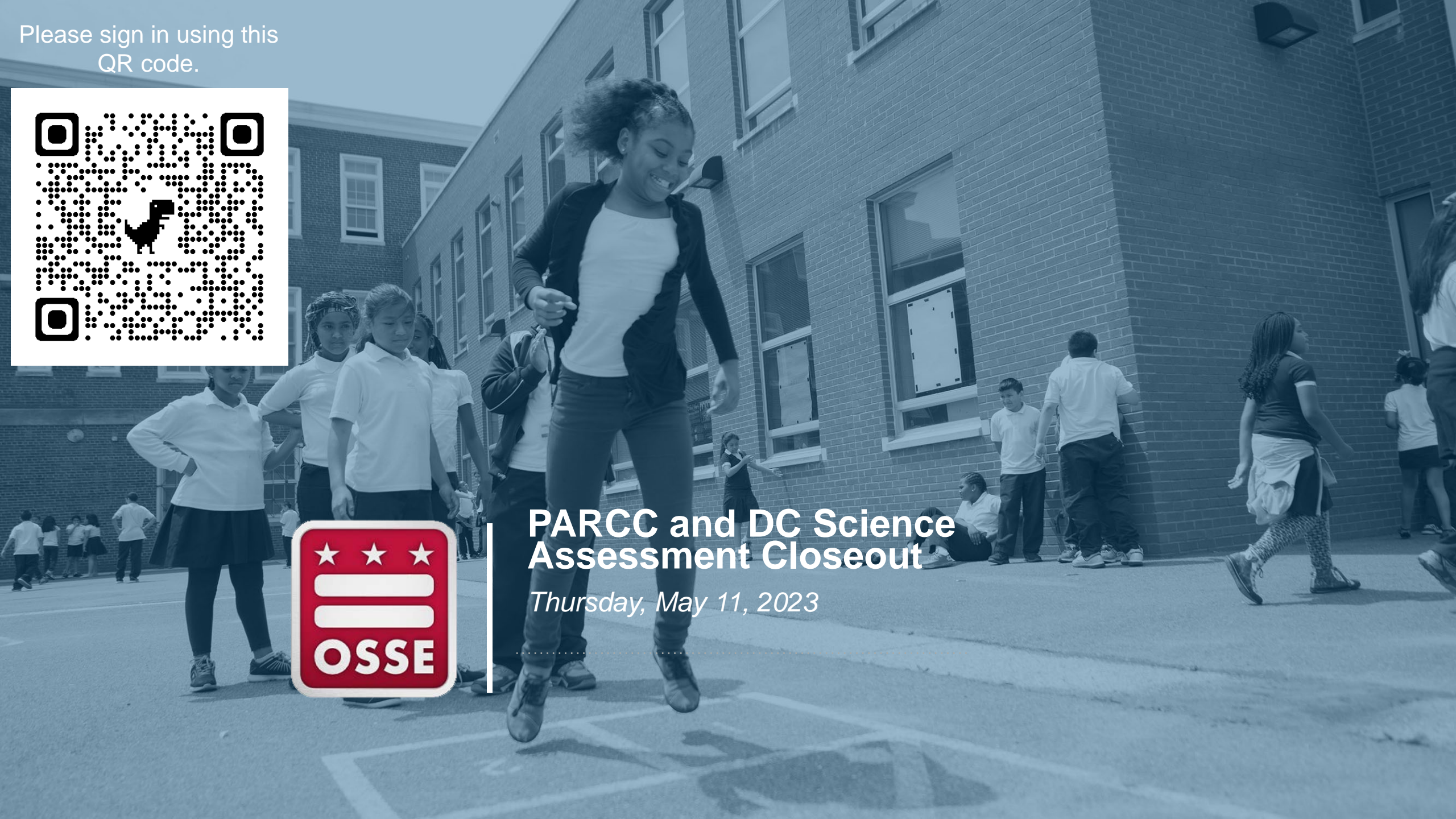


Please sign in using this QR code.



PARCC and DC Science Assessment Closeout

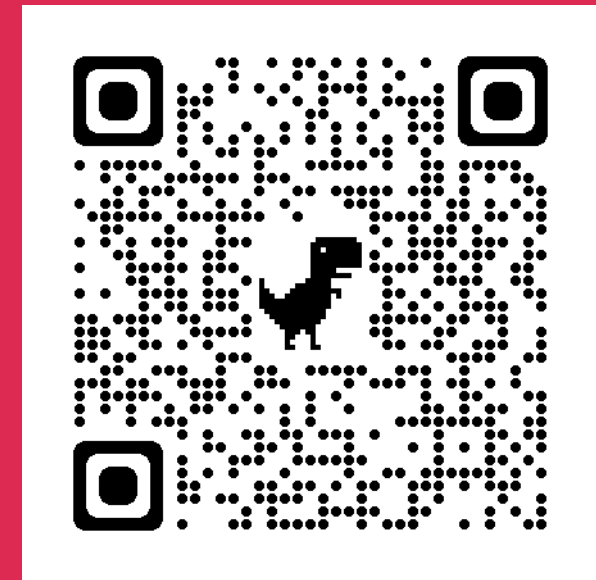
Thursday, May 11, 2023



- We look forward to meeting with you today!
- Please mute your microphone and turn off video if you are not speaking to preserve bandwidth.
- This meeting will be recorded and posted to the OSSE Test Coordinator webpage.
- Please sign-in [here](#).



Welcome!



Please sign in using this QR code.

Agenda

- PARCC and DC Science Assessment Administration Reminders
- PearsonAccess^{Next} Action Items
 - Close tests and stop test sessions
 - Marking students not tested
- Testing Materials
 - Receive, return and shred materials
- Test Security Documents
- Resources
- Q&A



PARCC and DC Science Assessment Administration Reminders

PARCC and DC Science Assessment



The Partnership for Assessment of Readiness for College and Careers (PARCC) is the District of Columbia's annual assessment of math and ELA, based on the [Common Core State Standards \(CCSS\)](#).

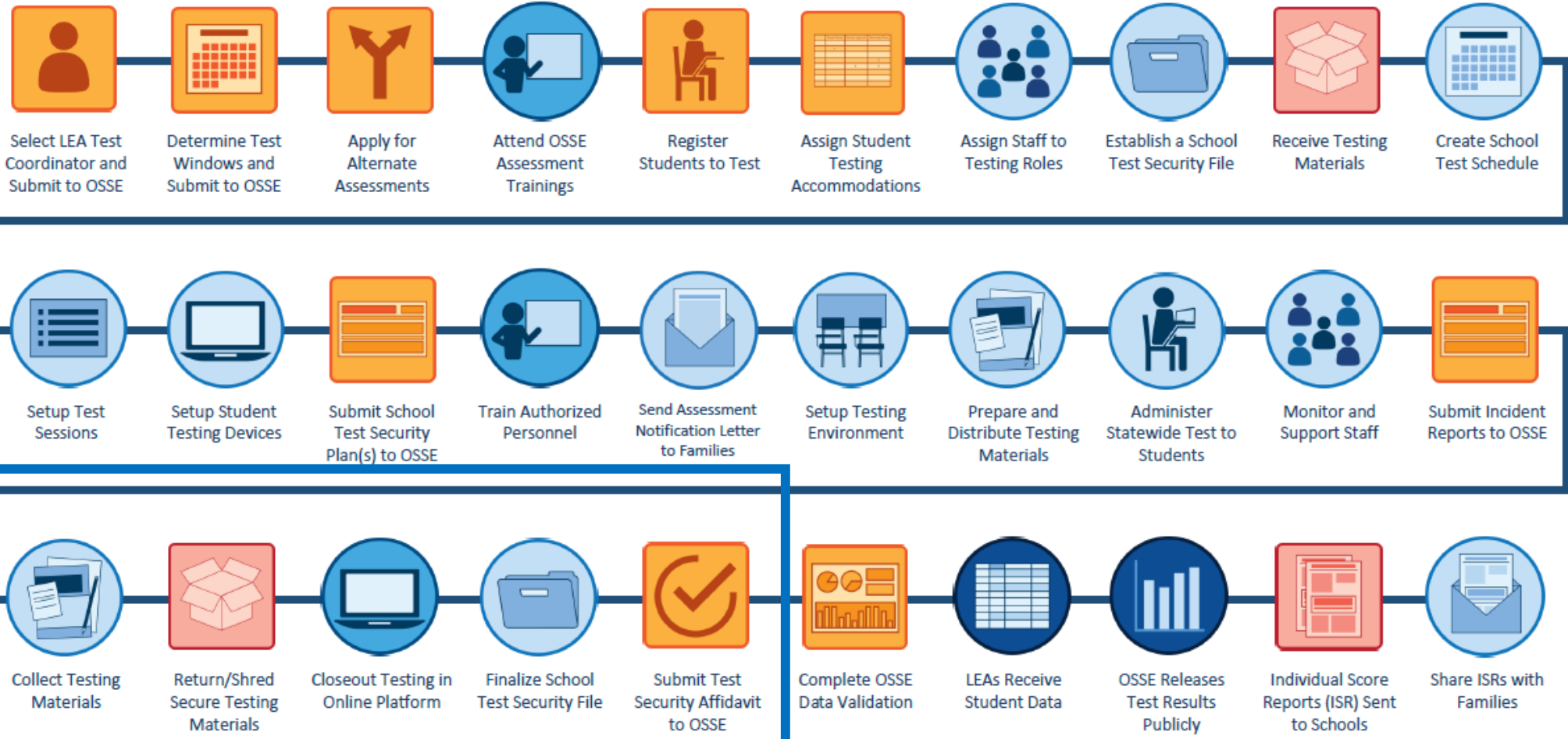


DC Science is the District of Columbia's statewide assessment of the [Next Generation Science Standards \(NGSS\)](#).

2022-23 Statewide Testing Windows

| Assessment | 2022-23 Statewide Test Window |
|-----------------------------|---|
| PARCC and DC Science | April 3 - May 26, 2023 *(April 3 – May 19, 2023; paper accommodation window) |

District of Columbia Assessment Coordination Timeline



PARCC and DC Science Assessment Platforms

TestNav8

Student Testing Platform

Each model equals one whole divided into equal parts. Which models show $\frac{1}{4}$ shaded?
Select the **three** correct answers.

A.

B.

C.

D.

E.

F.

PearsonAccess^{Next} (PAN)

Test Administration Management Platform

2022-2023 Statewide Testing Windows

| | Online Testing | Paper Testing <i>(accommodations only)</i> |
|------------|-------------------------|---|
| PARCC | April 3 – May 26, 2023* | April 3 – May 19, 2023* |
| DC Science | April 3 – May 26, 2023* | April 3 – May 19, 2023* |

*Includes a week for spring break

Key Dates
January 4 – February 15, 2023 - Local Education Agencies load student registration data and complete Personal Needs Profile (PNP)
January 4 – February 21, 2023 - Non-Public Schools load student registration data and complete Personal Needs Profile (PNP)
March 15, 2023 - Accommodated materials begin to arrive at schools

District of Columbia PARCC and DC Science Pearson Portal: <https://dc.mypearsonsupport.com/>

- Test manuals and test administration documents
- Technology setup instructions and system requirements
- Sample tests and tutorials

PearsonAccess^{Next} Training Site: <https://trng-dc.pearsonaccessnext.com>

District of Columbia Office of the State Superintendent of Education: <https://osse.dc.gov/assessments>

- Test coordinator resources and training schedules: <https://osse.dc.gov/page/test-coordinator-resources>
- Accommodations and accessibility information: <https://osse.dc.gov/node/1451>
- Test security policies and documents: <https://osse.dc.gov/service/test-security-and-incident-forms>

PARCC and DC Science Assessment Platforms

PAN Production Site

PAN Training Site

PearsonAccess^{next} Washington DC > 2022 - 2023 > 2023 Spring PARCC & DC Science > District of Columbia (DC)

- Dashboard
- Setup
- Testing
- Reports
- Support

Contact Us

Customer Support
1-866-688-9555

Monday – Friday
6:00 am – 7:30 pm (EST)

Contact Customer Support

Chat

Chat Now

Available during hours listed above

★ Helpful Information

| 2022-2023 Statewide Testing Windows | | |
|-------------------------------------|-------------------------|---|
| | Online Testing | Paper Testing <i>(accommodations only)</i> |
| PARCC | April 3 – May 26, 2023* | April 3 – May 19, 2023* |
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- Test coordinator resources and training schedules: <https://osse.dc.gov/page/test-coordinator-resources>
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- Test security policies and documents: <https://osse.dc.gov/service/test-security-and-incident-forms>

Training PearsonAccess^{next} Washington DC > 2022 - 2023 > 2023 Spring PARCC & DC Science > District of C

- Dashboard
- Setup
- Testing
- Reports
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- Test security policies and documents: <https://osse.dc.gov/service/test-security-and-incident-forms>





PearsonAccess^{next} After Testing Action Items

Close Tests and Stop Test Sessions

Close any test that remains open (a test that was started and not completed) at the end of the testing window and stop all test sessions. This task is completed in PearsonAccess^{next}.

The screenshot displays the 'Students in Sessions' interface in PearsonAccess^{next}. At the top, there are two tabs: 'Tasks 0 Selected' and 'Students in Sessions 3 Selected'. The 'Students in Sessions' tab is active, showing a 'Manage' dropdown menu. Below the tabs, there is a 'Session List' on the left with 'SESSION EXAMPLE 5' selected. The main area shows 'SESSION EXAMPLE 5' with a status of 'In Progress' and a progress bar for 'Discovery Demo (3 Student Tests)' showing 3 tests completed. A 'Stop Session' button is highlighted with a green box. A 'Student Test Status Key' is visible on the right side of the interface.

For more information describing how to [mark student tests complete](#) and [stop a session](#), please see the PearsonAccess^{next} support page [here](#).

Close Tests and Stop Test Sessions

- Test sessions must be stopped in order to be submitted for scoring.
- Test sessions cannot be stopped until:
 - Students in **Ready** status have been moved to a make-up test session in PearsonAccess^{next} or have been removed from the test session.
 - All students are in **Completed** or **Marked Complete** status.
- Student tests that have NOT been started must be removed from the test session in PearsonAccess^{next} before the test session can be stopped.

Close Tests and Stop Test Sessions

Mark student tests complete for students who exited the test and did not resume testing or exited a test instead of clicking Submit.

Do NOT mark a student's test complete if it is in **Ready** status.

*If a student started the test in any capacity, they cannot be marked as not tested.

Students with test registrations who did NOT participate in testing (e.g., absent for the entire testing window), but may need to be accounted for, should be marked as **Not Tested** in

PearsonAccess^{next} **by COB on May 30, 2023.**



Marking Students Not Tested

- This action can only be completed by users with the **LEA Test Coordinator** role in PAN.

Note: If a student is in a session that has a “Prepared” status, the student must be removed from the session prior to applying a Not Tested Code.

- Setup > Students > Select Tasks > Manage Student Tests
 - Not Tested Codes:
 - 01 = 1 – Absent
 - 02 = 2 – Recently Arrived to US EL
 - 03 = 3 – OSSE-Approved Medical Exemption
 - 04 = 4 – Other

Marking Students Not Tested

STUDENT TESTS (6)

[+ Create Student Tests](#)

SAMPLE, SPEECHTOTEXT (0001112223)

- Algebra I Assigned
- Grade HS Biology Assigned

TEST DETAILS

SAMPLE, SPEECHTOTEXT (0001112223) Save Reset

Algebra I Show Student Details
Show Audit Trail

Assigned

Organization* PAN 101 TRAINING HIGH SCHOOL (00... x **Class Name** Select

Student Test UUID 7031F34F-4FAE-4AF0-A6F4-117 **Test Administrator**

Test Format* Online x **Staff Member Identifier**

Grade/Course Repeater **Assessment Type Taken**

Not Tested Code **Summative Flag**

Not Tested Reason

- 1 - Absent
- 2 - Recently Arrived to US EL
- 3 - OSSE-Approved Medical Exemption
- 4 - Other



Testing Materials

Receive Materials

Materials were shipped to the School Test Coordinator at each school in March.

Materials included:

- test manuals
- accommodated test materials
- return shipping materials

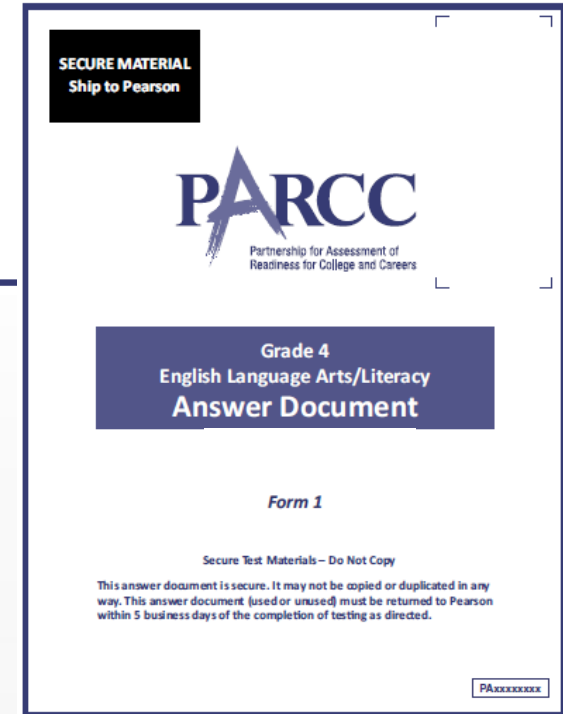
Test Coordinators ensured all ordered materials were provided.

Testing materials were **locked away** in a secure location.



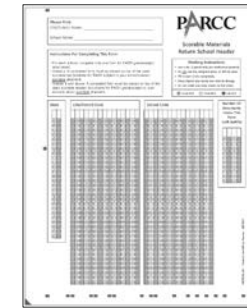
Return Materials

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



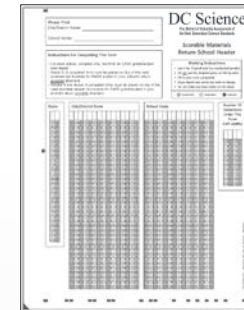
Return—Paper Materials

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



DC Science paper tests must be **transcribed** in to TestNav8 within 48 hours of student completion. Once they are transcribed, DC Science test booklets should be returned to Pearson as “Nonscorable Materials.”

Paper DC Science tests that are returned without being transcribed will not be scored.



Return Materials

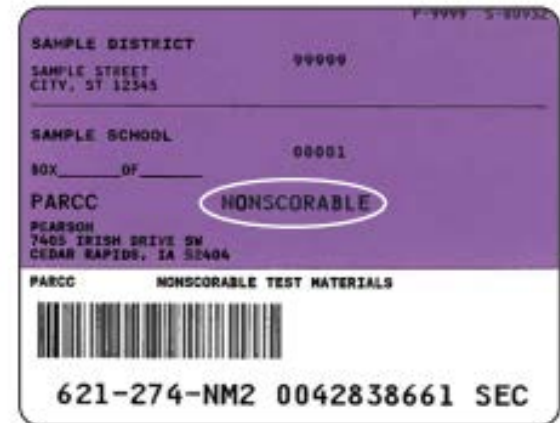
Scorable Materials must be shipped to Pearson within five business days of completing paper-based testing.

PARCC Paper Materials – **May 26, 2023**

Materials shipped after this date may not receive a score

Nonscorable Materials must be shipped to Pearson within five business days of completing computer-based testing.

All PARCC and DC Science Materials – **June 2, 2023**



Directions for shipping materials to Pearson are outlined in the [PARCC and DC Science Test Coordinator Manual](#).

Return Secure Materials

| Nonscorable Materials to RETURN | Scorable Materials to RETURN |
|--|---|
| <ul style="list-style-type: none">• Unused PARCC and DC Science test booklets (including for absent students)• Unused PARCC and DC Science answer documents (grades 4–high school)• Used PARCC test booklets (grade 3) and answer documents (grades 4– high school) that have been marked “Do Not Score”• Used DC Science test booklets (grades 5, 8, high school)• Human Reader scripts• Tactile graphics• Large print test booklets• Braille test booklets | <ul style="list-style-type: none">• Used PARCC test booklets (grade 3)• Used PARCC answer documents (grades 4–high school)• Transcribed PARCC test booklets (grade 3)• Transcribed PARCC answer documents (grades 4–high school) |

Shred or Recycle Test Materials

| Secure Materials to SHRED | Nonsecure Materials to RECYCLE |
|---|---|
| <ul style="list-style-type: none">• Scratch paper written on by students during testing• Printed mathematics reference sheets written on by students during testing• Printed student testing tickets• Any other school-generated reports or documents, which contain personally identifiable student information (i.e., PearsonAccess^{next} generated reports or any school rosters)• All accommodated responses (Do NOT destroy test booklets, answer documents and Human Reader scripts.) | <ul style="list-style-type: none">• Test Coordinator and Test Administrator Manuals• <u>Blank</u> mathematics reference sheets• Rulers and other Pearson-provided paper testing tools (free of student writing) |

Damaged or Missing Materials

For access to the Form to Report Contaminated, Damaged, or Missing Materials, please see the Pearson support page [here](#), or the Test Coordinator Manual.

PARCC DC Science 2022–2023 PARCC and DC Science Assessment
The District of Columbia Assessment of the Next Generation Science Standards **Form to Report Contaminated, Damaged, or Missing Materials**

Instructions:

1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 4.2.3), damaged (Section 4.2.3), or missing (Section 3.10.2).
2. Then report the incident using this form to describe the circumstances.
3. Submit the form to Pearson, OSSE, and your LEA Test Coordinator.

State _____

Contact Name _____ Contact Phone and Ext _____

Contact Person's Role _____

Contact Email _____

School Name _____ School Organization Code _____

LEA/District Name _____

LEA/District Organization Code _____

Complete this form and submit the completed form to Pearson via one of the following methods:

E-Mail PearsonDCAAdminSupport@pearson.com

Mail DC Program Team
Mail Stop B044
2510 North Dodge St., Iowa City, IA 52245

Submit this form to OSSE online, via the OSSE Support Tool.

| Document Type/Subject/Grade | Quantity | Security Barcode or Range of Barcode Numbers | Description of Circumstances |
|-----------------------------|----------|--|--|
| Example | | | Student had a nosebleed on the booklet and it has now been destroyed |



Additional Orders - Important Dates

- The **last day** to order additional materials needed to administer assessments is **May 12, 2023**.
 - Reminder that **Scorable Materials** must be shipped to Pearson within five business days of completing paper-based testing, or by the cutoff date of **May 26, 2023**.
 - ***Materials shipped after this date may not receive a score***
- The **last day** to order return labels needed to ship materials back to Pearson is **June 2, 2023**.



Test Security Documents

New for 2023: Form to Return Secure Materials

Prior to returning secure materials to Pearson, School Test Coordinators will complete a form documenting the items returned, shipment pickup date and tracking information. This form will then be submitted to LEA Test Coordinators and kept in the schools' test security files.

For access to the Form to Return Secure Materials, please see the Pearson support page [here](#), or the Test Coordinator Manual.

Instructions:

1. Follow the instructions in the Test Coordinator Manual to determine which secure test materials must be returned to Pearson.
Note: All secure materials will have either a serial number or security barcode.
2. Complete all sections of this form and maintain a copy in your school records file.
3. Submit this form to your PARCC/DC Science LEA Test Coordinator.

Contact Name: _____ Role: _____
School Name: _____ School Code: _____
LEA Name: _____ LEA Code: _____

| Secure Material/Subject/Grade | Assessment | Quantity | Serial Number/Security Barcode Range | UPS Tracking Number | UPS Pickup Date |
|--------------------------------------|------------|----------|--------------------------------------|---------------------|-----------------|
| Example: Grade 5 Human Reader Script | | 2 | 12345-12346 | 1Z1Y12346789123 | 06/10/23 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |

Test Security Affidavits

- One school-level affidavit is required per submitted plan. One LEA-level affidavit is required, along with the school-level affidavit forms.
- Signed by School Test Coordinators and LEA Test Coordinators/LEA Assessment Managers at the end of all statewide assessments
- Collected by LEAs from schools within **10 business days** after the close of the testing window
- Submitted to OSSE via the [OSSE Support Tool](#) within **15 business days** after the close of the testing window
- Nonpublic schools submit affidavits directly to OSSE
- Test Security Affidavit form can be found on the [OSSE Test Security page](#).
- **OSSE expects all affidavits to be submitted no later than June 16, 2023.**

To upload an affidavit:

1. Open the OST application.
2. Select "Request Support"
3. Select the gray "Create New Issue" button.
4. Select "Issue Type: Assessments – Affidavits"
5. Select "Status Sub-Category: Test Security Affidavit Submission"
6. Under the Issue Description box, include the affidavit as an attachment.
7. Select the green "Save & close" button.

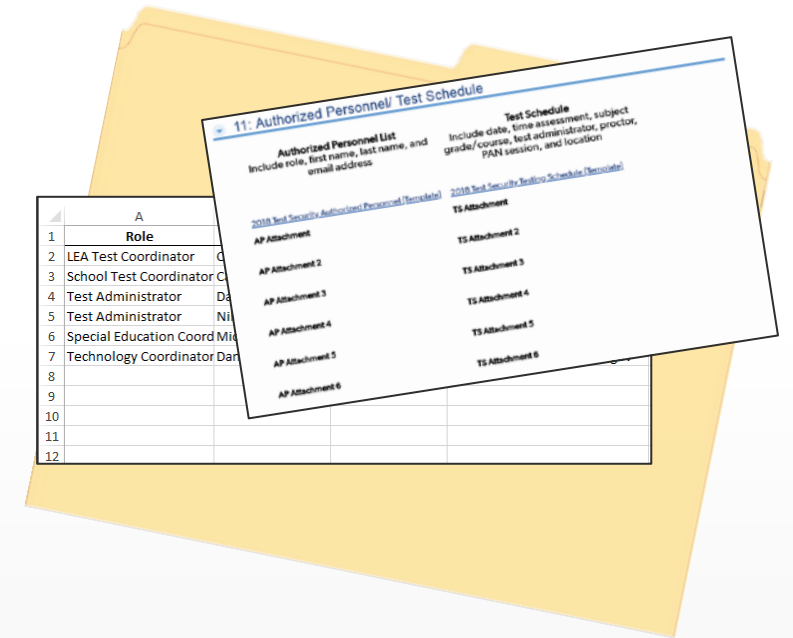
Test Security Files

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, along with the Form to Return Secure Materials and Test Security Affidavits.

Organize any notes, reports and other information.

Maintain the test security file at your school for four years.

Supporting test security documents, including the Test Security File Document Checklist can be found on the [OSSE Test Security page](#).





Resources

2023 PARCC/DC Science Readiness Guide

- The PARCC/DC Science Readiness Guide outlines recommended steps to ensure a successful PARCC and DC Science administration.
 - Recommended steps are grouped chronologically.
- The guide can be accessed on the [OSSE Test Coordinator page](#).
 - The guide was previously shared through the NGA bulletin.

| | | |
|-------|---------------------------------------|---|
| April | During Testing | <p>Administer the PARCC and DC Science Assessments, Monitor Testing, and Support Authorized Personnel and Students</p> <ul style="list-style-type: none"> ● During PARCC/DC Science 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 Assessments (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, follow your school’s procedures for submitting incident reports. Reports may be submitted to OSSE via the following options: <ul style="list-style-type: none"> ○ OSSE Support Tool (LEAs only) or online Test Security Incident Report Form ○ OSSE Assessment Hotline: (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. |
| | | <p>PARCC and DC Science Assessment Paper Accommodations Testing Windows Close</p> <ul style="list-style-type: none"> ● Students with 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 Assessment) in a timely manner. |
| May | May 19 | <p>Paper-Based PARCC and DC Science Testing Window Closes</p> |
| | MAY 19 MAY 26 | <p>Computer-Based PARCC and DC Science Testing Window Closes</p> |
| June | 5 Days after the Last Day of Testing | <p>Return Testing Booklets and Accommodated Materials to Pearson</p> <ul style="list-style-type: none"> ● Complete the Form to Return Secure Materials. ● 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. |
| | 10 Days after the Last Day of Testing | <p>Test Security Affidavits Due to OSSE</p> <ul style="list-style-type: none"> ● School PARCC/DC Science Coordinators must submit Test Security Affidavits to OSSE via the OSSE Support Tool within 10 business days of the last day of testing at their school. ● LEA PARCC/DC Science Coordinators must submit Test Security Affidavits to OSSE via the OSSE Support Tool within 15 business days of the last day of testing in their LEA. |

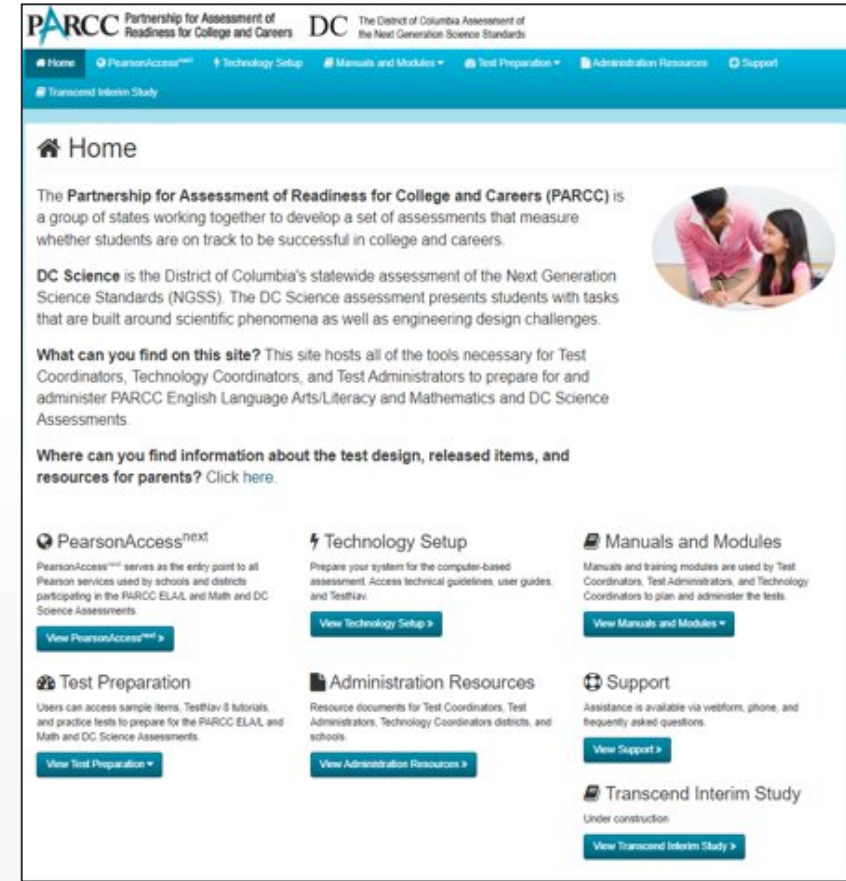


Statewide Assessment Resources

- All test security forms and guidelines are posted at: osse.dc.gov/service/test-security-and-incident-forms
- The 2022-23 Statewide Assessments Participation and Performance Policy is posted at: osse.dc.gov/publication/statewide-assessments-participation-and-performance-policy
- Resources for Test Coordinators, including the assessment windows, overview of assessment roles and responsibilities, training schedule, contact information for administration support and more are posted at: osse.dc.gov/page/test-coordinator-resources

Pearson DC Support Site

- dc.mypearsonsupport.com/
- Manuals and Guides
- Technology Setup
- Test Preparation
- Administration Resources
- PAN/TestNav8 Training Manuals



The screenshot shows the homepage of the Pearson DC Support Site. The header includes the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers" and "DC The District of Columbia Assessment of the Next Generation Science Standards". A navigation bar contains links for Home, PearsonAccess^{next}, Technology Setup, Manuals and Modules, Test Preparation, Administration Resources, and Support. The main content area features a "Home" section with a welcome message and a circular image of two students. Below this, there are several informational blocks: "PearsonAccess^{next}" (entry point for schools), "Technology Setup" (technical guidelines), "Manuals and Modules" (training materials), "Test Preparation" (sample items and tutorials), "Administration Resources" (resource documents), "Support" (assistance via webform, phone, or email), and "Transcend Interim Study" (under construction).

PAN User Guide

PearsonAccess^{next}

[System Basics](#) [Setup](#) [Testing](#) [Reporting](#) [Site Map](#) [Recently Updated](#)



System Basics

[System Features](#)

[System Requirements](#)

[Most Popular Topics](#)

[Password/User ID Help](#)



Setup

[Import and Export Data](#)

[Manage Organizations](#)

[Manage Users](#)

[Manage Students](#)



Testing

[Create a Session](#)

[Edit a Session](#)

[Add a Student to a Session](#)

[Move a Student Test Between Sessions](#)



Recently Updated

[Create a Transcend Test](#)

[View or Edit a Transcend Test](#)

[Access Transcend Reports](#)

support.assessment.pearson.com/PAsup



TestNav8 User Guide

TestNav.

Set Up and Use TestNav

Troubleshooting

Recently Updated

Download TestNav



Set up and Use TestNav

Requirements and Guidelines

Download TestNav

Install and Sign In

Features and Demos



Troubleshooting

Expected Behaviors

Error Codes

Find Saved Response File (SRF) and Log Files

App Check Error Messages



Technical Bulletins

TestNav - Chrome App phase out and the 2021-22 school year

TestNav 1.10 Apps Available 6/14/21

TestNav 2021-2022 School Year System Requirement Changes

TestNav App for Chrome OS version 1.9.109



support.assessment.pearson.com/TN/testnav-8-online-support-16908292.html



Pearson Support

For help with PearsonAccess^{next}, TestNav, shipments, additional orders, related to PARCC or DC Science, contact Pearson:

dc.mypearsonsupport.com/support/

(866) 688-9555

(6 a.m. – 7:30 p.m. EST, Monday–Friday)



Additional Assessment Administration Training

- PARCC and DC Science Assessment Trainings
 - *LEA Test Coordinator Training / PearsonAccess^{next} 101:*
 - *Option 1 in-person: Dec. 14, 2022, 1-3 p.m.*
 - *Option 2 webinar: Jan. 10, 2023, 10 a.m.-12 p.m.*
 - *Assessment Accommodations Training:*
 - *Option 1 in-person: Jan. 24, 2023, 1-3 p.m.*
 - *Option 2 webinar: Jan. 31, 2023, 10 a.m. - 12 p.m.*
 - *SR/PNP Workshop/Office Hours:*
 - *Option 1 in-person: Feb. 8, 2023, 1-3 p.m.*
 - *Option 2 in-person: Feb 14, 2023, 10 a.m. - 12 p.m.*
 - *Technology Coordinator Webinar: Feb. 16, 2023, 1-3 p.m.*
 - *Technical Assistance during Testing Webinar: March 16, 2023, 1-3 p.m.*
 - **TODAY:** *Assessment Closeout Procedures Webinar: May 11, 2023, 10 a.m.-12 p.m.*



To view the complete training schedule, please visit:
osse.dc.gov/page/test-coordinator-resources

For technical assistance, [schedule an appointment](#) with one of our team members.







June Next Generation Assessment (NGA) Meeting

- The last NGA meeting of the 2022-23 school year will be **Tuesday, June 13, 2023.**
 - This is a hybrid meeting. Attendance can be virtual or in-person at the OSSE office.
 - You can register for the meeting and indicate your attendance preference [here](#).
- Topics for this meeting include:
 - Data validation timelines
 - Tentative 2023 assessment results release timeline
 - 2023-24 Draft assessment dates
 - 2023-24 Policy preview



To view the complete training schedule, please visit:
osse.dc.gov/page/test-coordinator-resources

For technical assistance, [schedule an appointment](#) with one of our team members.

| Area | Topic | Point of Contact |
|----------------------------|---|--|
| Assessment Policy | Every Student Succeeds Act (ESSA) & General Assessment Policy | Stephanie Snyder , Director of Assessments Stephanie.Snyder@dc.gov |
| | Data, Reporting, Business Rules | |
| | Test Integrity and Security | Lauren Thompson , Deputy Director of Assessments Lauren.Thompson@dc.gov |
| | Special Populations | Asaad Fulton , Assessment Specialist, Special Populations Asaad.Fulton@dc.gov |
| Test Administration |  | Cassidy Schenley , NAEP State Coordinator Cassidy.Schenley@dc.gov |
| |  | Yolanda Barber , Assessment Specialist, Mathematics Yolanda.Barber@dc.gov Rachel Knaizer , Assessment Specialist, ELA Rachel.Knaizer@dc.gov |
| |   | Chelsea Charland , Assessment Specialist, Science Chelsea.Charland@dc.gov |
| |   | Asaad Fulton , Assessment Specialist, Special Populations Asaad.Fulton@dc.gov |
| Assessment Literacy | LEA/School Workshops and Trainings | Yolanda Barber , Assessment Specialist, Mathematics Yolanda.Barber@dc.gov |





Thank You!
