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code above.



Technical Assistance During PARCC and DC Science Testing

March 16, 2023 | OSSE Office of Assessments

- We look forward to speaking with you today!
- We have muted your microphone and turned off video to preserve bandwidth. In the event this setting is disrupted, please mute your microphone and turn off video.
- Feel free to ask any questions in the chat!
- We will record this meeting.
- Please [sign-in here](#) or use the QR code on the right panel.



Welcome!

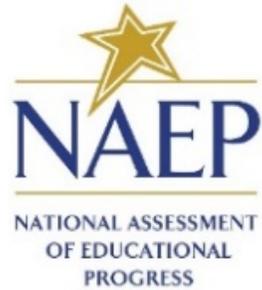


Agenda

- Introduction to Statewide Assessments in DC
- Introduction to PARCC and DC Science
- Test Session Management
 - Creating test sessions
 - Before testing
 - During testing and troubleshooting
 - After testing
- Reporting incidents, concerns and deviations
- Resources
- Q&A



Introduction to Statewide Assessment in DC



Statewide Assessments

NAEP – National Assessment of English language arts (ELA) and math, grades 4 and 8 (select schools)

ACCESS – English language proficiency, grades K-12

PARCC – ELA and math, grades 3-high school

MSAA – Alternate ELA and math, grades 3-8 and 11

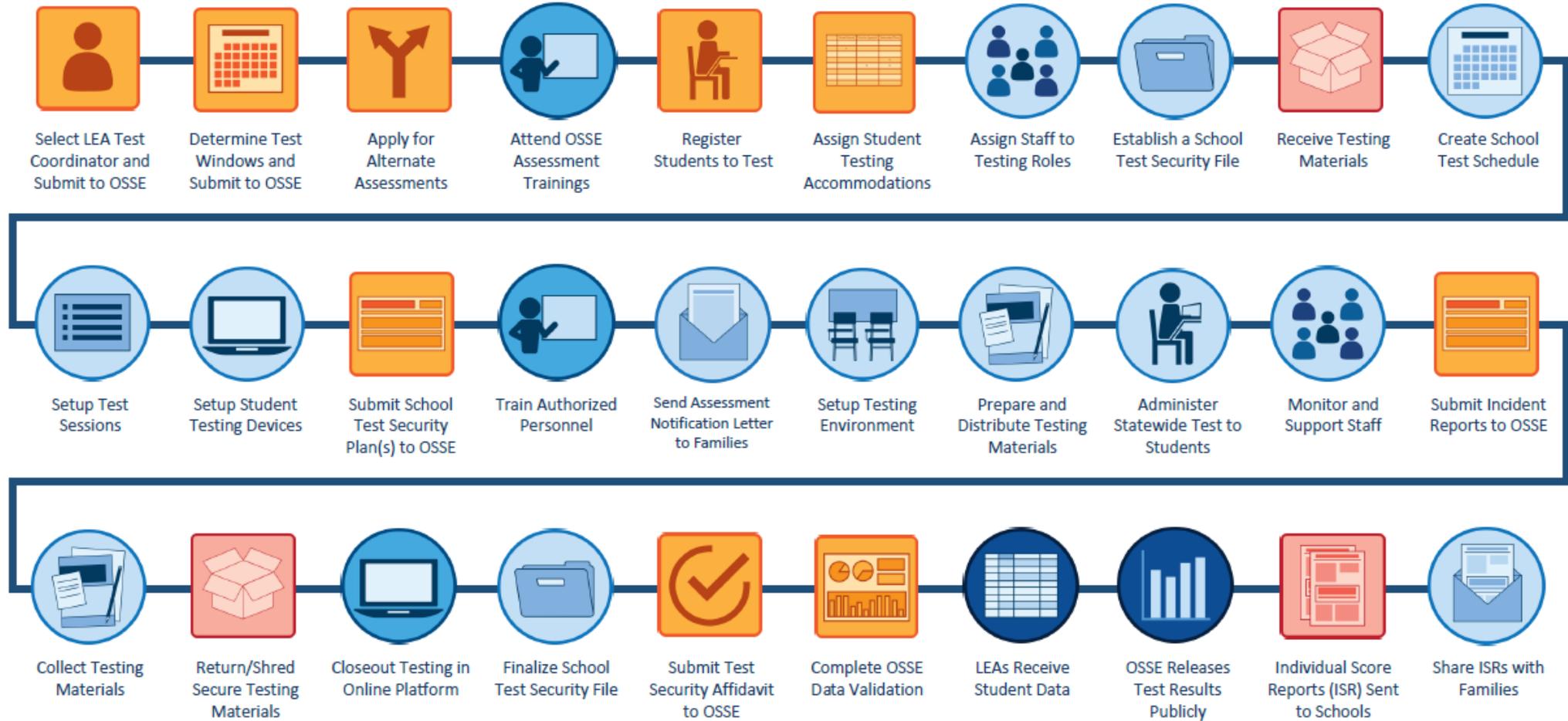
DC Science – Science, grades 5, 8 and high school biology

DLM – Alternate Science, grades 5, 8 and high school biology

2022-23 Statewide Testing Windows

Assessment	2022-23 Statewide Test Window
NAEP (Selected schools only)	March 20 – April 14, 2023
ACCESS for ELLs	Feb. 13 – March 24, 2023
MSAA and DLM	March 13 – April 28, 2023
PARCC and DC Science	April 3 - May 26, 2023* (April 3 – May 19, 2023; paper accommodation window)

District of Columbia Assessment Coordination Timeline



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



Introduction to PARCC & DC Science

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 \(NGSS\)](#).

PARCC and DC Science Assessments

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

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

OSSE's participation policy outlines requirements for student test registration and can be found in the [2022-23 Statewide Assessments Participation & Performance Policy](#) document.

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

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Test Session Creation

What is a Test Session?

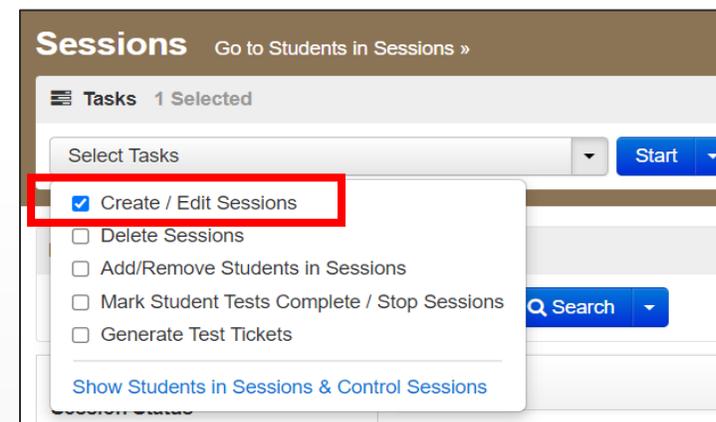
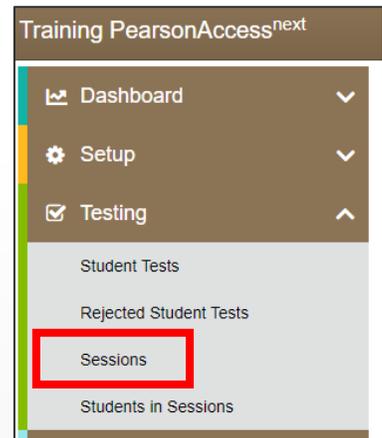
- Test sessions are groupings of students who will take the same test at the same time and place. Students who receive the same accommodations can test in the same location.
 - Nonpublics: Students from different organizations cannot be combined into the same session.
- Students are assigned to test sessions. Test sessions are assigned to test administrators who will oversee that group of students during testing.

Test Session Creation

Test sessions can be created through the SR/PNP template upload

AR	AS	AT	AU	AV	AV
iller17	Session Name	Class Name	Test Administra	Staff Mem	Test C

Test Sessions can also be created manually through the PAN interface



Sessions that are no longer needed or created in error should be deleted manually. SR/PNP imports will **not** override student sessions or test administrators. The SR/PNP Field Definitions Guide provides more guidance on moving students to different sessions.

Test Session Naming Convention

Sessions should be created by following the naming convention listed below:

SR/PNP Field	Naming Convention	Sample Name
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade/course.TAinitials.regular (R)/makeup(M)	ELA.03.JD.R

*If one school has two Test Administrators with the same initials, the naming convention for the session name will also include a numeral after their initials to differentiate between Test Administrators at that school (e.g., SCI.05.JD1.R, ELA.03.JD2.R, MATH.ALG1.JD3.M, etc.).

*For high school math courses use “MATH” followed by “ALG1” for Algebra I, “ALG2” for Algebra II, and “GEO” for Geometry in place of the grade level. For high school science, use “SCI.BIO...” as the beginning of the naming convention for Biology test sessions. All ELA assessments, including high school assessments, will be coded “ELA” followed by the grade of the assessment.

Important Test Session Notes

- If students are currently assigned to a test session, then updating the Session Name field and re-importing the SR/PNP **will not move students to new sessions or update the current session name.**
 - A SR/PNP upload can be used to add students to existing sessions that are not prepared, prepared, or started.
 - The SR/PNP Field Definitions Guide provides more guidance on moving students to different sessions.
- SR/PNP imports will update information in the test administrator column.
- **Test administrators** (column AU) and **session names** (column AS) are required fields that must be complete for OSSE to approve your test security plan.

Makeup Sessions

- Students who are absent for a test must complete the test at a later date within the school test window. Makeup session location and dates should be outlined in your School Test Security Plan.
- Makeup sessions must be grouped by grade and test subject in the PAN system. Students in different grades taking different tests can be in the same makeup testing room if their tests require the same directions, accommodations, and are the same amount of testing time.
 - Test Administrators may use the “Combine Session” view in PAN to monitor multiple test sessions at one time.
- [Makeup session directions](#) and [guidance on student groupings](#) can be found on the Pearson Support Page under [Administration Resources](#).



Test Session Management - Before Testing

PAN Operational Reports

Operational reports allow you to pull specific data sets from your LEA or school account.

Reports include:

- PNP Report - Accessibility Features and Accommodations for Student Tests.
 - Useful for Test Coordinators/Assessment Managers for at-a-glance testing feature compliance.
- Students with Online Test but not assigned to Session.
 - Useful for Test Coordinators to see which students need to have test sessions assigned prior to the day of testing.
- Students Tests that have been Assigned but have not yet Completed.
 - Useful for Test Coordinators/Assessment Managers to determine school and LEA assessment participation.

PAN Test Session Management

- Several session management tasks can be complete in PAN:
 - Manage student tests
 - Start student testing sessions
 - Unlock testing units
 - Restart student tests
 - Stop student tests
 - Lock testing units
 - Transfer a student test
 - Transcribe student tests

Directions for each of these tasks can be found at:
support.assessment.pearson.com/PAsup

Preparing Sessions

Training PearsonAccess^{next}

- Dashboard
- Setup
- Testing
 - Student Tests
 - Rejected Student Tests
 - Sessions
 - Students in Sessions**
- Reports
- Support

This step assigns forms to each student, based on their SR/PNP information.

Accommodation	Indicator	Form Code	Screen Shot/Directions
American Sign Language	ASL	ASL	SPAE
Assistive Technology – Screen Reader	SR	SR	SPRE
Assistive Technology – Non-Screen Reader	Non-SR	Non-SR	SPNE
Closed Captioning	CC	CC	SPCE
Text-to-Speech	TTS	TTS	SPTE
Spanish Text-to-Speech	STTS	STTS	SPTS
Spanish	S	S	SPOS
Human Reader (English)	None		SPHE
Human Reader (Spanish)	None		SPHS

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr9ELA - Unit 1	Gr9ELA - Unit 2	Gr9ELA - Unit 3	Form
PPTEST0021	SAMPLE	ONE		7789228496	GR9 MAIN	Ready	Ready	Ready	16EL09SPOE0101
PPTEST0022	ASL SAMPLE	TWO		7801189688	GR9 MAIN	Ready	Ready	Ready	16EL09SPAED101
PPTEST0024	SAMPLE	THREE		8432681417	GR9 MAIN	Ready	Ready	Ready	16EL09SPOE0101
PPTEST0026	SAMPLE	FOUR		8575029478	GR9 MAIN	Ready	Ready	Ready	16EL09SPOE0101
PPTEST0027	Non-SR SAMPLE	FIVE		8960423385	GR9 MAIN	Ready	Ready	Ready	16EL09SPNE0101
PPTEST0028	SR SAMPLE	SIX		3038856881	GR9 MAIN	Ready	Ready	Ready	16EL09SPRE0101

Accommodations and accessibility features must be accurate and up to date prior to preparing sessions.

Preparing Sessions (Cont.)

The screenshot shows the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks' with '0 Selected' and 'Start' button, and 'Students in Sessions' with '0 Selected' and 'Clear' button. Below these are dropdown menus for 'Select Tasks' and 'Manage'. The main area is split into a 'Session List' on the left and a session details view on the right. The 'Session List' shows 'Combined View' with two sessions: 'ELA.06.CL.R' (selected) and 'MATH.06.CL.R'. The session details view for 'ELA.06.CL.R' shows 'Not Prepared' and options for 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. There are 'Prepare Session' and 'Refresh' buttons. Below this is a 'Find Students' section with a search bar and 'Search' button. At the bottom, there are 'Filters' for 'Organization', 'State Student Identifier', and 'Local Student Identifier'. A table shows '2 Results' with columns for 'State Student Identifier', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', and three 'Gr6ELA - Unit' columns, plus 'Form Group Type'. The table contains two rows of sample data.

State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6ELA - Unit 1	Gr6ELA - Unit 2	Gr6ELA - Unit 3	Form Group Type
<input type="checkbox"/> EFGHIJKLMN	CHILD	SAMPLE		3487576128	<input type="radio"/> ELA.06.CL.R (Grade 06 ELA/Literacy)	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	Main
<input type="checkbox"/> DEFGHIJKLM	PUPIL	SAMPLE		2888887256	<input type="radio"/> ELA.06.CL.R (Grade 06 ELA/Literacy)	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	<input type="button" value="Ready"/>	Main

*The ability to prepare sessions will be available in PAN on March 31, 2023.

A red box highlights the session management controls. It includes a checkbox for 'Ignore Schedule', a 'Resources' dropdown menu, and links for 'Details' and 'Edit'. Below these are two blue buttons: 'Prepare Session' and 'Refresh'.

Printing Test Tickets

- Student test tickets can be printed for each session individually.
- **New:** Coordinators now can print testing tickets for all tests across sessions for a single student.

Students in Sessions 0 Selected Clear

MATH.06.CLR.R

In Progress

MATH.06.CLR.R (2 Student Tests)

Gr6Math - Unit 1

Gr6Math - Unit 2

Gr6Math - Unit 3

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session

Complete

PKAZAIMAAAA PKAZAIMAAAA (20220300000)

Spring 2022

Details Organization Enrollments Test Administration Registration Student Tests Sessions Reporting Groups - Registration

Reporting Groups - Student Tests

Print Student Testing Tickets

Ses1Gr5sci - PKSchool1 (9000100)

Printing Test Tickets (Cont.)

Student testing tickets are **secure testing materials** and must be in a locked drawer or cabinet or in the possession of authorized personnel before and after testing.

STUDENT TESTING TICKET

Student CHILD, SAMPLE (EFGHIJKLMN)

Session MATH.06.CL.R

Date of Birth 2017-01-01

Test Grade 06 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **PARCC Training** in the application or go to <https://parcctrng.testnav.com>

Username 3487576128

Password e5bc49

(OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET

Student PUPIL, SAMPLE (DEFGHIJKLM)

Session MATH.06.CL.R

Date of Birth 2017-01-01

Test Grade 06 Mathematics

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **PARCC Training** in the application or go to <https://parcctrng.testnav.com>

Username 288887256

Password e5bc49

(OPTIONAL) Local Testing Device ID: _____



Test Session Management - During Testing

Starting Sessions

The screenshot displays the 'Students in Sessions' interface. At the top, there are two panels: 'Tasks' (0 Selected) and 'Students in Sessions' (0 Selected). The 'Students in Sessions' panel includes a 'Manage' dropdown and a 'Start Session' button. Below this, the 'Session List' shows 'MATH.06.CLR' selected. The main area displays 'MATH.06.CLR' with a 'Ready' status and 'Start Session' and 'Refresh' buttons. A search bar is present for finding students. A table shows 2 results for students in the 'MATH.06.CLR' session. A red box highlights the 'Ignore Schedule', 'Resources', 'Details', 'Edit', 'Start Session', and 'Refresh' controls.

Students in Sessions Go to Sessions >

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected Clear

Manage

Session List Add a Session

- Combined View
- ELA.06.CLR x
- MATH.06.CLR** x

2 Sessions | Clear

MATH.06.CLR Ready Start Session Refresh

Find Students In the selected session(s) above

Search

Filters Organization Clear Hide

Select one or more

State Student Identifier Starts with

Local Student Identifier

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr6Math - Unit 1	Gr6Math - Unit 2	Gr6Math - Unit 3	Form Group Type
<input type="checkbox"/>	EFGHIJKLMN	CHILD	SAMPLE		3487576128	MATH.06.CLR (Grade 06 Mathematics)	Ready	Ready	Ready	Main
<input type="checkbox"/>	DEFGHIJKLM	PUPIL	SAMPLE		2888887256	MATH.06.CLR (Grade 06 Mathematics)	Ready	Ready	Ready	Main

Ignore Schedule Resources Details Edit

Start Session Refresh

Locking and Unlocking Sessions

The screenshot displays a testing interface for 'MATH.06.CL.R'. At the top, there are options for 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. A 'Stop Session' button and a 'Refresh' button are also visible. The main area shows 'MATH.06.CL.R (2 Student Tests)' with a sub-section for 'Gr6Math - Unit 1'. A 'Student Test Status Key' on the right lists: Ready (grey), Resumed, Resumed (orange), Active (green), Exited (red), Completed, Marked Complete (blue). Below this, a table shows 'AzSCI GRADE 5 Unit 1' with two rows. The first row has a 'Marked Complete' button (blue) and a 'Ready' button (grey). The second row has a 'Resumed Upload' button (orange) with a red arrow pointing to its lock icon, and a 'Ready' button (grey). The background shows a list of tests with progress bars and lock icons.

Unlock the testing unit prior to students logging in.

Only one unit can be unlocked at a time.

Lock the session once all students have submitted their tests.

Process Reminder

Prepare Session

- Confirm accessibility and accommodations in PAN
- Prepare sessions in PAN to assign forms
- Print test tickets

Start Session

- Start the test session in PAN prior to students logging in

Unlock Session

- Unlock the first testing unit in PAN prior to students logging in

Students in Sessions

Session List

● Combined View

● MATH.04.CLR ✕

○ MATH.ALG1.CLR ✕

○ MATH.GEO.CLR ✕

3 Sessions | [Clear](#)

MATH.04.CLR

Ignore Schedule [Resources](#) [Details](#) [Edit](#)

● In Progress
[Stop Session](#) [Refresh](#)

MATH.04.CLR (2 Student Tests)

Gr4Math - Unit 1 🔒 🔊

Gr4Math - Unit 2 🔒 🔊

Gr4Math - Unit 3 🔒 🔊

Gr4Math - Unit 4 🔒 🔊

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above

Filters

[Clear](#) [Hide](#)

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr4Math - Unit 1	Gr4Math - Unit 2	Gr4Math - Unit 3	Gr4Math - Unit 4	Form Group Type	Form Group
<input type="checkbox"/>	1234567890 TTS	SAMPLE	STUDENT		0475445239	● MATH.04.CLR (Grade 04 Mathematics)	🔒 Ready	Main	Gr M Pr Te			
<input type="checkbox"/>	1234567891 TTS	STUDENT	SAMPLE		8699297659	● MATH.04.CLR (Grade 04)	🔒 Ready	Main	Gr M Pr			

31

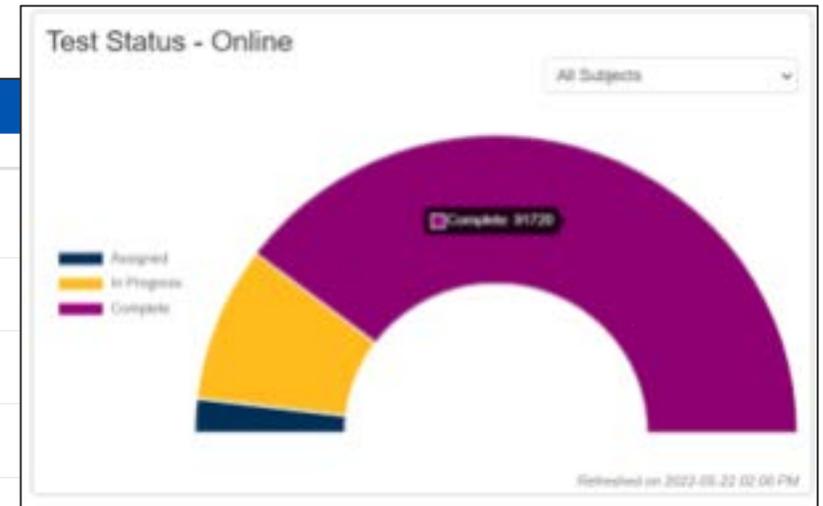
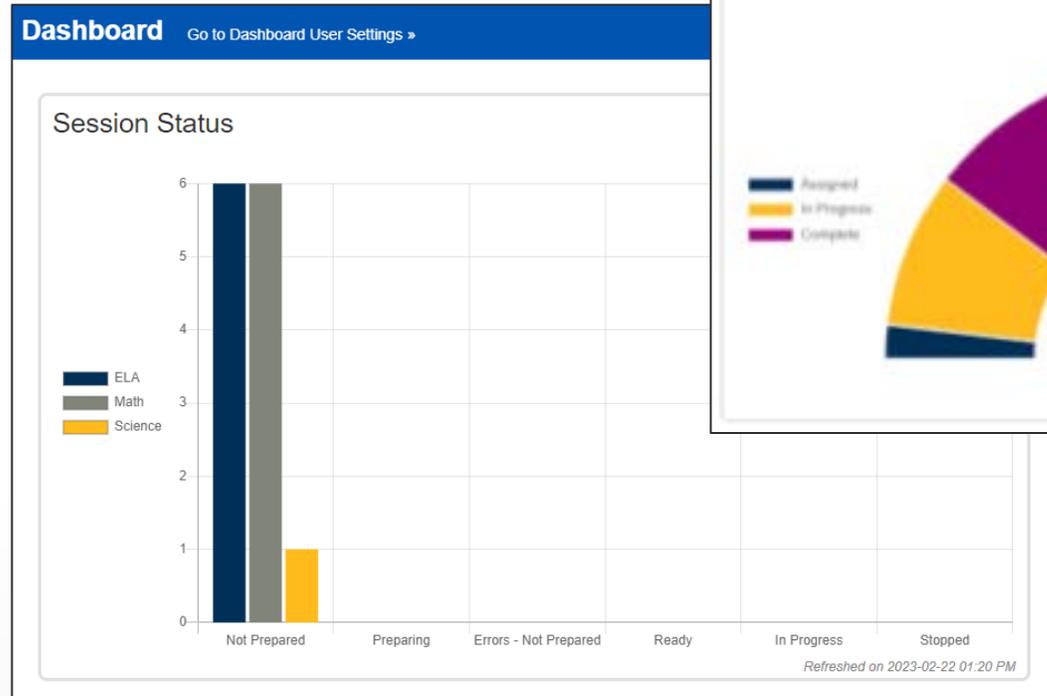
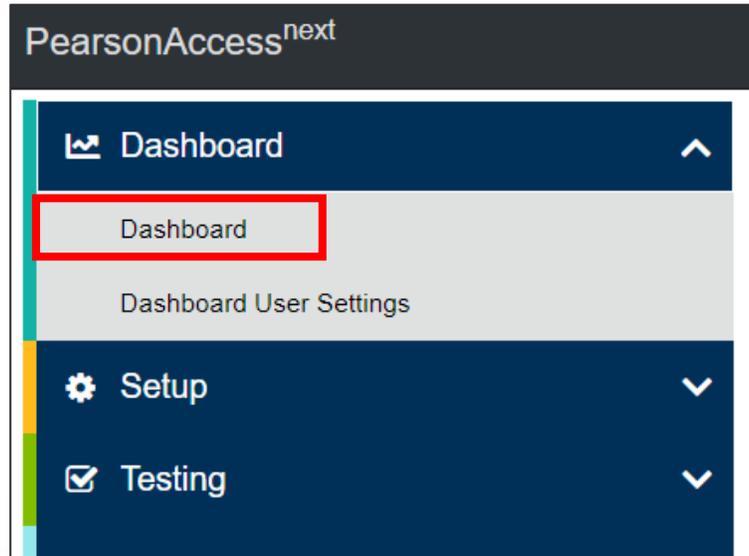
Test Session Status

Status	Description
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav but has not submitted test responses. (Student cannot resume testing unless authorized by Test Administrator.)
Resumed	<p>The student has been authorized to resume testing.</p> <p>Resume a test when a student exits a test (either intentionally or unintentionally), before finishing the test and you want the student to continue the same section.</p> <p>Only students in Active or Exited status can be resumed. Students in Ready, Completed, or Marked Complete statuses cannot be resumed.</p>
Resumed-Upload	The student has been authorized to resume testing, and any responses saved locally can be uploaded when the student is ready to continue testing. The student will be prompted to get assistance from the Test Administrator to upload saved responses.
Completed	The test has been submitted by the student through TestNav and has been processed.
Marked Complete	The Test Administrator or School Test Coordinator must mark a test complete when a student has exited TestNav and will not return.

- NOTE: If a student is unable to complete a unit they have started before the end of the school day, this needs to be documented as an incident and an OSSE Support Tool (OST) ticket must be submitted to OSSE.



PAN Dashboard



- The Dashboard feature in PAN allows for additional oversight during testing.
- Drill-down capabilities exist using tested grade, organization and student test status.



Test Troubleshooting - During Testing

Student Troubleshooting Steps

- Resume the student in PearsonAccess^{next}.
- Have the student log in again on the **same testing device**
- If the same error occurs repeatedly, or if the same error is affecting multiple students, contact your Technology Coordinator

Do not move the student to another testing device unless the student safely exits the test using the log out feature. This is to help prevent student responses from becoming more difficult to retrieve.

9 Results		Displaying 25		Manage Columns						
<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234 ⓘ	STUDENT	NEW		4954931540	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Exited ▾	Ready ▾	Ready ▾	Grade 7 ELA/Lite Practice Test 3
<input type="checkbox"/>	0632536481 ⓘ	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready ▾	Ready ▾	Ready ▾	Grade 7 ELA/Lite Practice Test 4
<input type="checkbox"/>	9355773862 ⓘ	STUDENT	NEW		0412887855	● SAMPLE SESSION	Ready ▾	Ready ▾	Ready ▾	Grade 7 ELA/Lite

Troubleshooting details can be found in section 4.1.3 of the [Test Coordinator Manual](#).



TestNav Expected Behaviors

Not all problems have error messages, and not all problems are technical issues. The [TestNav Expected Behaviors](#) document is designed to help users who encounter behaviors in TestNav that are different than anticipated or do not appear to be working properly, but are non-critical limitations or are expected behaviors:

- The Notepad cannot be resized
- The Exhibit cannot be resized
- Students cannot copy/paste passage text in ELA assessments, only text that they write themselves
- A question still appears as “Not Answered” in the Review menu unless all parts of the question are answered
- The Magnifier tool will not magnify the display on the TI-84 Graphing Calculator
- Error code descriptions can be found on the [TestNav8 Error Code site](#)



Test Session Management - After Testing

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 PAN.

The screenshot shows the 'Students in Sessions' interface. 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 this, there is a 'Session List' on the left with 'SESSION EXAMPLE 5' selected. The main area displays 'SESSION EXAMPLE 5' with a status of 'In Progress' and a progress bar for 'Discovery Demo (3 Student Tests)'. A 'Stop Session' button is highlighted with a green box. A 'Student Test Status Key' legend is visible on the right, showing colors for Ready, Resumed, Upload, Active, Exited, and Completed.

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 (Cont.)

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 PAN 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 PAN before the test session can be stopped.

- 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.
- 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 PAN **by COB on May 30, 2023.**

For more information describing clean-up activities for computer-based tests, please see the PARCC and DC Science [Test Coordinator Manual](#).

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

The screenshot displays the 'Manage Student Tests' interface. On the left, under 'STUDENT TESTS (6)', a tree view shows 'Algebra I' and 'Grade HS Biology', both marked as 'Assigned'. The main area, 'TEST DETAILS', shows information for 'SAMPLE, SPEECHTOTEXT (000112223)'. The 'Not Tested Reason' dropdown menu is open, showing the following options: 1 - Absent, 2 - Recently Arrived to US EL, 3 - OSSE-Approved Medical Exemption, and 4 - Other. The dropdown is highlighted with a red box.



Reporting Incidents, Concerns and Deviations

Reporting Test Irregularities/Incidents

- **School Test Security Plan (Minor Deviations)**
 - Minor deviations from the testing plan (change in authorized personnel, minor timing changes, changes in the information presented in the approved test plan, etc.).
 - Listed in the “Minor Deviations” section of your School Test Security Plan in Quickbase.
 - Changes to testing schedule should be reported by re-uploading a new test schedule into the school’s test security plan.
- **Test Security File**
 - All reported Test Security/Integrity Incidents
 - Additional test administration concerns not resulting in a breach of the security of test materials, test content or testing devices
- **Incident Report (OST, Hotline, or OSSE Website)**
 - All breaches to test security and integrity during test administration
 - Accommodation misadministration

When to Submit an Incident Report

- The following **should be documented** with an incident report:
 - Student becomes ill or injured and cannot complete a testing session they have already started
 - Student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment
 - Students and/or staff take actions that could constitute as cheating/coaching
 - Students and/or staff are in possession of materials that could constitute as cheating
 - Secure testing materials are lost or left unsupervised
 - Student does not receive the appropriate accommodations
 - All students must leave the testing environment due to an emergency or drill
 - A technical issue causes students to not complete an active testing session before the close of a school day
- The following **do not need to be documented** with an incident report:
 - Technical issues that cause minor delays in test timing for a student or group of students (Building file)
 - Assigning a student a different device during testing (Building file)
 - Student behavior that does not disrupt a test session or interfere with that student's, or other students', ability to complete the test session (Building file)
 - Substituting test administrators and/or proctors (Test plan update)

How to Submit an Incident

OSSE Support Tool Quickbase Application (OST)

- LEA Test Coordinators
- Nonpublic school test coordinators

OSSE Incident Reporting Form

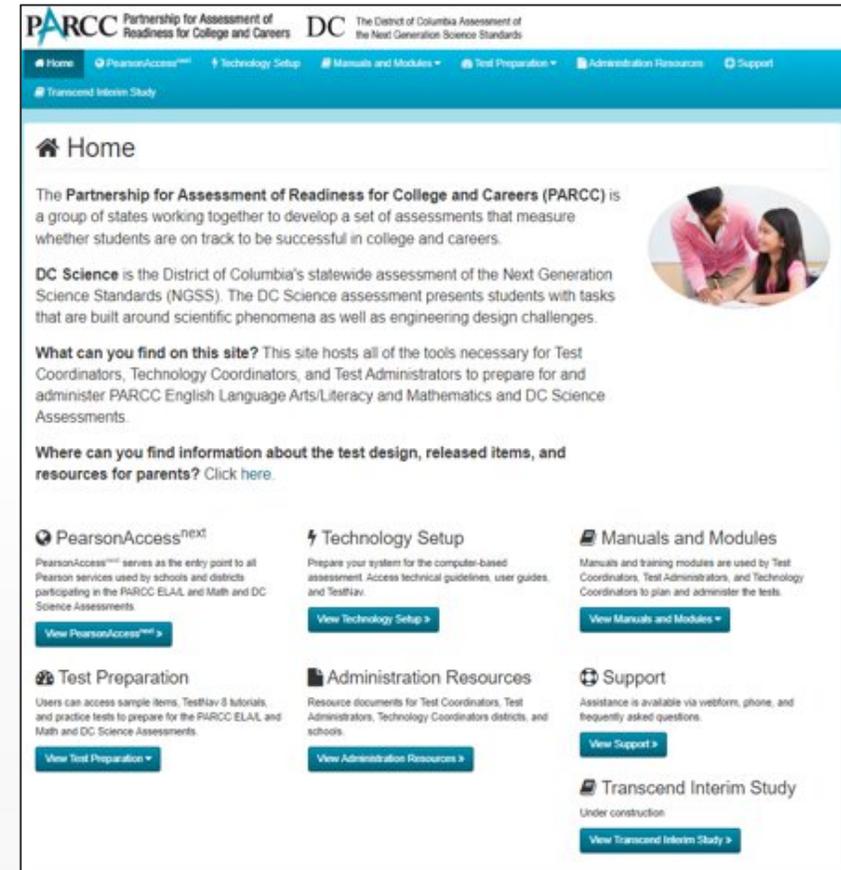
- Authorized personnel
 - Anyone else



Resources

DC Resource Site

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



PAN User Guide



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
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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



PAN 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.*
 - **TODAY: Technical Assistance during Testing Webinar: March 16, 2023, 1-3 p.m.**
 - *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.

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	Lauren Thompson , Deputy Director of Assessments Lauren.Thompson@dc.gov
	Test Integrity and Security	
	Special Populations	Asaad Fulton , Assessment Specialist, Special Populations Asaad.Fulton@dc.gov
Test Administration	 <small>NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS</small>	Cassidy Schenley , NAEP State Coordinator Cassidy.Schenley@dc.gov
	 <small>Partnership for Assessment of Readiness for College and Careers</small>	Yolanda Barber , Assessment Specialist, Mathematics Yolanda.Barber@dc.gov Rachel Knaizer , Assessment Specialist, ELA Rachel.Knaizer@dc.gov
	 <small>DYNAMIC LEARNING MAPS</small>	Chelsea Charland , Assessment Specialist, Science Chelsea.Charland@dc.gov
	 <small>Multi-State Alternate Assessment</small>	Asaad Fulton , Assessment Specialist, Special Populations Asaad.Fulton@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	Stephanie Snyder , Director of Assessments Stephanie.Snyder@dc.gov



Questions?



Thank you!
