



2023 PARCC/DC Science Readiness Guide

The following are recommended steps to ensure a successful PARCC administration in spring 2023.

February	Feb. 21	<p>PARCC & DC Science Student Registration (SR) Finalized</p> <ul style="list-style-type: none">High school registration should be uploaded into PearsonAccess^{Next} (PAN) by the local education agency (LEA) by Feb. 21. Registration for grades 3-8 was uploaded by OSSE in PearsonAccess^{Next}, and should be verified/adjusted by LEAs. Student registration should align to the 2022-23 OSSE Statewide Assessments Participation and Performance Policy.Indicate in PAN if your LEA prefers not to receive paper test manuals (<i>Setup->Organizations->Manage Participation</i>). <p>Personal Needs Profile (PNP) Accommodations Finalized</p> <ul style="list-style-type: none">Accommodations for each student with an individualized education program (IEP), 504 plan, or English learner plan should be entered in PearsonAccess^{Next} to ensure timely delivery of accommodated materials.LEAs should complete the full SR/PNP by Feb. 21, so that nonpublic schools can complete the PNP by Feb. 24.Confirm or update the shipping address and point of contact for your school in PearsonAccess^{Next} (<i>Setup->Organizations->Select Task->Manage Contacts</i>).
March	Prior to Testing	<p>Administer an Infrastructure Trial (optional)</p> <ul style="list-style-type: none">School PARCC/DC Science Coordinators and Technology Coordinators can 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 (optional). <p>Complete PARCC/DC Science Practice Tests (optional, but recommended)</p> <ul style="list-style-type: none">Access practice tests on the PARCC/DC Science website to provide students experience with the TestNav platform and the tools 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. <p>Create Staff User Accounts in PearsonAccess^{Next}</p> <ul style="list-style-type: none">Prior to training your staff, ensure 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/DC Science 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 training and keep it in your school test security file. <p>Send Family 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 provides a template that schools may adapt.Review administration plans and protocols with students prior to testing, including how to ask questions or report issues while testing.
	March 15	<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 and maintain a physical school test security file or binder that includes the required information outlined during test security training. An electronic file may be maintained in addition to the physical file. <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. In spring 2023, grades 5, 8 and 10 will take the ELA field test, totaling three ELA units instead of two. <p>School Test Security Plans Due to OSSE</p> <ul style="list-style-type: none"> 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.
April	APRIL 3	PARCC and DC Science Assessment Testing Window Opens
	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.
May	May 19	<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 19 MAY 26	<p>Paper-Based PARCC and DC Science Testing Window Closes Computer-Based PARCC and DC Science Testing Window Closes</p>
	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.
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/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.