



PARCC Technology Coordinator Training

Feb. 27, 2018 | Pearson and OSSE



Agenda

- Resources
- TestNav8
- PearsonAccessNext
- Technology Setup
- Infrastructure Trials
- Before Testing
- During Testing
- After Testing
- Additional Information



Resources



User Manuals

<http://parcc.pearson.com/technology-setup>

- Technology Guidelines
- User Guides

<http://parcc.pearson.com/manuals/>

- Test Administrator Manuals
- Test Coordinator Manuals
- Accessibility Features and Accommodations Manual (AF&A)



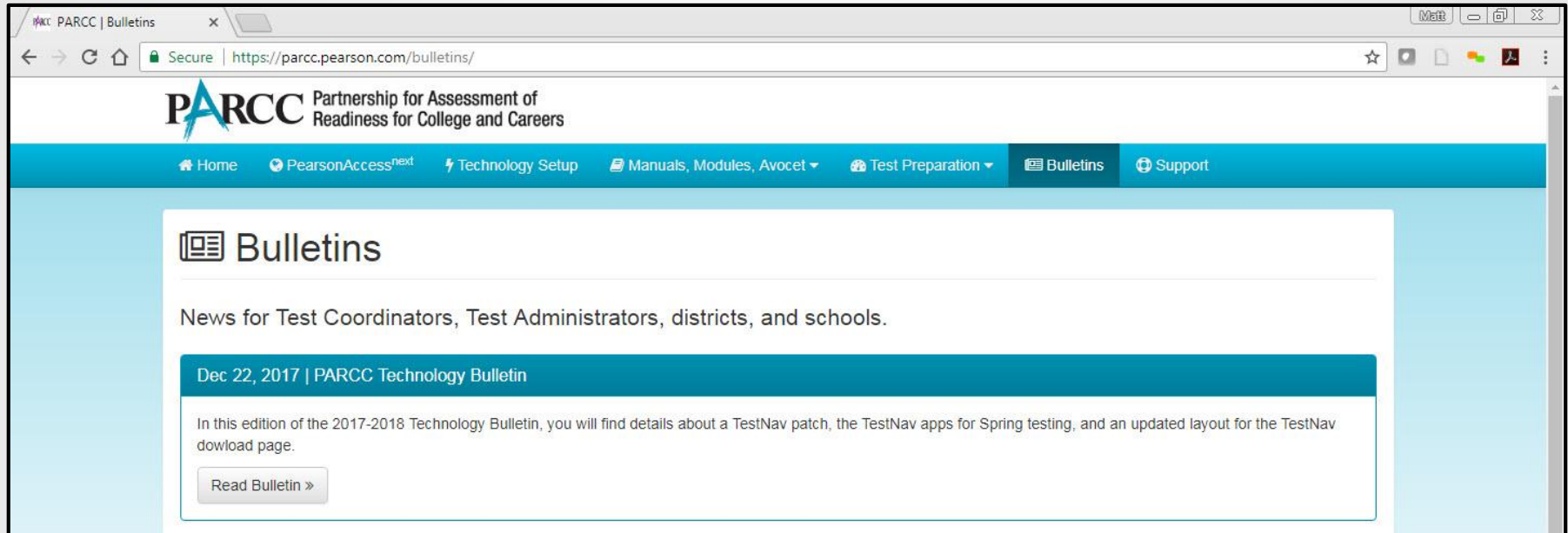
Training Modules

<https://parcc.pearson.com/training-modules/>

- Technology Readiness Training Module
- Create/Edit TestNav Configuration
- Precaching Testing Content
- TestNav App Check



Technology Bulletins



<http://parcc.pearson.com/bulletins/>



| TestNav8



TestNav Browser-Based Requirements

Browser-based TestNav

If your program requires you to use browser-based TestNav, download [Firefox ESR](#) from the table below.

OS	Download browser	Setup Instructions
<ul style="list-style-type: none">• OS X: 10.9, 10.10, 10.11• macOS Sierra 10.12, 10.13³	Firefox ESR 52	Set Up TestNav with Firefox ESR 52
Windows: 7, 8.1, 10	Firefox ESR 52	

Note: In spring 2018, macOS Sierra 10.12 and 10.13 are supported through the TestNav App. This is a change from spring 2017. The supported version of the Firefox browser can be downloaded at <http://download.testnav.com>.

³ Customers may add support for this OS at varying times.



When to Use Browser-Based Testing?

Virtual Desktop Infrastructure (VDI) / Thin-Clients

The TestNav Desktop App **is not** supported on VDI/Thin-Client systems. The Firefox 52 ESR 32-bit browser is recommended for secure testing (Windows and Mac only).



TestNav App Requirements

Installable TestNav

Use the links below to download and set up the app for your supported OS.

⚠ Do not update your OS without verifying supported OS(s) in the table below. Only these listed versions will work with TestNav.

OS	Download Installable TestNav	Setup Instructions
Android 7.0	From Google Play	Set Up TestNav on Android
Chrome OS 57 - 63	From Chrome Web Store	Set Up TestNav on Chrome OS
iOS 10.2, 10.2.1, 10.3.1 - 10.3.3, 11.2.5 <i>For information on iOS 11, see technical bulletin, TestNav - iOS 11.2.5 Required Update for Secure Testing</i>	From the App Store	Set Up TestNav on iOS
Linux Fedora 24 (64-bit); Ubuntu 16.04 (64-bit)	From TestNav downloads	Set Up TestNav on Linux
OS X: 10.9, 10.10, 10.11; macOS Sierra 10.12, 10.13 ³	From TestNav downloads	Set Up TestNav on OS X, macOS
Windows: 7, 8.1, 10 (includes Windows Store app)	From TestNav downloads	Set Up TestNav on Windows

³ Customers may add support for this OS at varying times.



Changes to Technology Requirements

TestNav 8 Requirements Documentation

- [TestNav 8 User Guide](#)

New Operating Systems Supported

- iOS 10.2, 10.2.1, 10.3.1 - 10.3.3, 11.2.5, and 11.2.6
- Chrome OS 57-63
- Mac OS X 10.12 and 10.13 (Sierra and High Sierra)
 - Browser based - Firefox ESR 52
 - Now Supported via TestNav App
- Windows 10
 - Browser based - Firefox ESR 52
 - TestNav Desktop App supported on touchscreen devices



TestNav - iOS 11.2.5 Required Update

What is happening?

Apple recently released iOS 11.2.5 with the latest fixes and important updates that address a test security issue with iOS versions 11 - 11.2.2

Pearson is requiring iOS 11.2.5 as the minimum version for customers testing on iOS 11 and will block iOS versions 11 - 11.2.2

What needs to be done?

Customers using iOS 11 should update all iPads to iOS 11.2.5



iOS: Automatic Assessment Configuration

Steps required when students are testing with iPads:

- Allow Microphone (One-time prompt)
- Allow App Self-Lock prompt
 - Guided Access Mode or managing device security via an MDM are no longer used for TestNav. **Using either of these processes will prevent students from accessing their tests.**
 - When signing into the test, students will be prompted to lock down the device. Once they click “Yes” the device will be locked down until they either submit their test or log out. **If a student clicks “No” they will need to sign in again.**



TestNav Desktop

The TestNav Desktop App

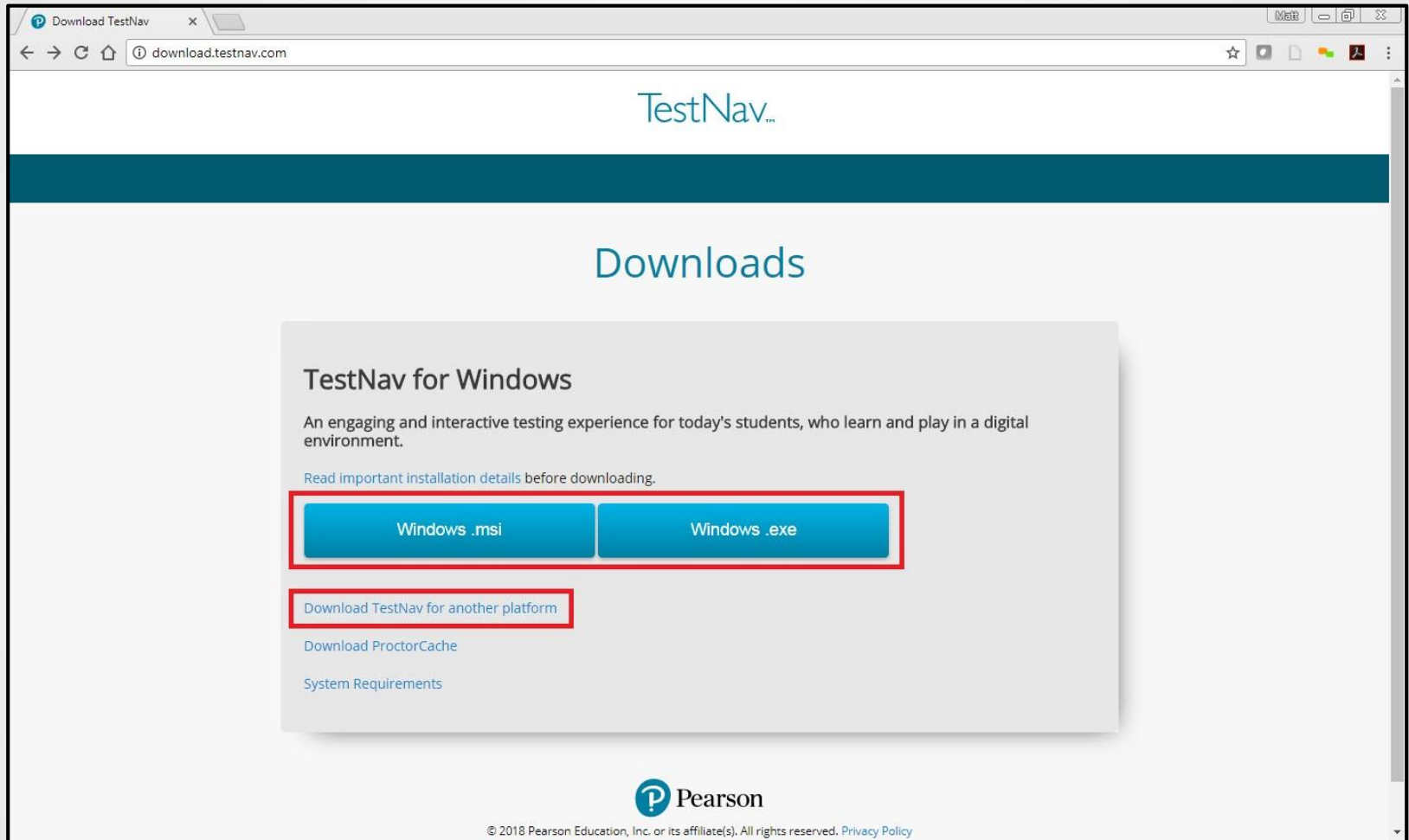
- Available at <http://download.testnav.com/>
- Runs on specific versions of Windows, Android, Chrome OS, iOS, mac OS, macOS Sierra and Linux Operating Systems
 - For specific Operating System versions, review: [TestNav System Requirements](#)
- No Java dependencies
- No Pop-Up Blocker settings required
- Identical student login experience on Chromebooks and iPads
- Compatible with touchscreen devices

Additional Notes

- The TestNav Desktop App is now compatible with Assistive Technology (AT)
- Browser-based testing is no longer required for use with AT
- Always test for AT compatibility by completing an Infrastructure Trial
- Review [PARCC Assistive Technologies Guidelines](#)



TestNav Downloads Page



<http://download.testnav.com/>



What's New This Year?

TestNav 8 Updates: Applied in Fall 2017

- Added audio/video playback speed options in video content
- Added a close option to the ASL pop up screen
- Added verification capability to Primary and Secondary Save locations
 - Configuration Error 1017 and 1018
- Added speed options in audio and video player content
- Updated protractor tool to single degree markings (previously every 5 degrees)
- Improvements to zoom number line and number line Item functionality
 - Update to honor PNP color contrast settings



What's New This Year?

TestNav 8 Updates: Applied in Spring 2018

- New Layout to the TI-84 Graphing Calculator
- Volume control settings in Text-to-Speech tool
- Added auto-scroll functionality to Text-to-Speech tool
- New error messages 3020 and 3020-display when TestNav user is entering either “ctrl-alt-del” or “Command+Option+Esc”
- Improvements to Answer Eliminator tool
 - Honors PNP color contrast settings
 - Eliminator lines in tool no longer entirely cover response options



What's New This Year?

App versions for Spring 2018

Tool	Version
TestNav Desktop App	1.6.5
<u>ChromeOS App (Chromebooks)</u>	1.6.92
iOS App (iPads)	1.6.3
Android App	1.6.5
Proctor Caching Software	2016.17



| PearsonAccessNext




PearsonAccess^{next} Login

PARCC

Partnership for Assessment of
Readiness for College and Careers

★ Program Information



PARCC Assessment Program

PARCC states have committed to building a K-12 student assessment system that:

- Builds a pathway to college and career readiness for all students
- Creates high-quality assessments that measure the full range of the Common Core State Standards
- Supports educators in the classroom
- Makes better use of technology in assessments, and advances accountability at all levels

Features

PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment.

Sign In

Sign In

[Forgot Username](#) | [Forgot Password](#)

Contact Us

PARCC Customer Support
1-888-493-9888
Monday - Friday
5:30 am - 6:30 pm (CT)
[Contact PARCC Support](#)

Related Links

PearsonAccess^{next} Training
Site: <http://trng.pearsonaccessnext.com>
PARCC/Pearson Portal: <http://parcc.pearson.com>
Practice Tests: <http://parcc.pearson.com/practice-tests/>
PARCC: <http://parcconline.org>

[Privacy Policy](#) | [Terms of Use](#)

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PearsonAccess^{next} Home Page

PearsonAccess^{next}

PARCC > 2017 - 2018 > 2018 Spring PARCC ▾ PARCC (parcc) ▾

Home Setup Testing Reports Test Config Support

SETUP

Select an action ▾

TESTING

Select an action ▾

REPORTS

Select an action ▾

★ Helpful Information

Welcome to PearsonAccess^{next}. To access training modules on how to use PearsonAccess^{next}, please visit <http://parcc.pearson.com>

Hover over specific tasks in the action drop down menus to learn more about their function.

Go to **Setup** tasks to:

- Import or export data files
- Manage organizations, participation, and enrollment
- Manage user accounts (excluding your own)
- Manage students including demographic data and test registrations
- Manage material orders including tracking shipments and placing an additional order
- Manage Proctor Caching and backup file save locations

Go to **Testing** tasks to:

- Manage Test Sessions
- Manage and monitor Student Testing
- Resolve Rejected Student Test Alerts

Contact Us

PARCC Customer Support
1-888-493-9888

Monday - Friday
5:30 am - 6:30 pm (CT)

[Contact PARCC Support](#)

PARCC Chat

Chat Now!

Available during hours listed above

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What's New This Year?

- Auto-generated emails will include the URL from the PAN site it originated from (i.e., Training or Production)
- Delay email notifications of new user accounts if active start date is in the future
- Improve sorting on Move Students Between Sessions task page
- Ability to exclude Deleted User Accounts from User File Export



Technology Setup



Configure the Network

TestNav 8 Domains and Ports:

- *.testnav.com:80, 443
- *.pearsonusercontent.com
- *.thawte.com
- *.usertrust.com
- *.comodoca.com
- *.google-analytics.com (Optional)

Pre-caching Local Network Ports:

- 4480, 4481

PearsonAccess^{next} Domain and Ports:

- *.pearsonaccessnext.com:80, 443

PearsonAccess^{next} emails:

- @support.pearson.com



Proctor Caching for TestNav

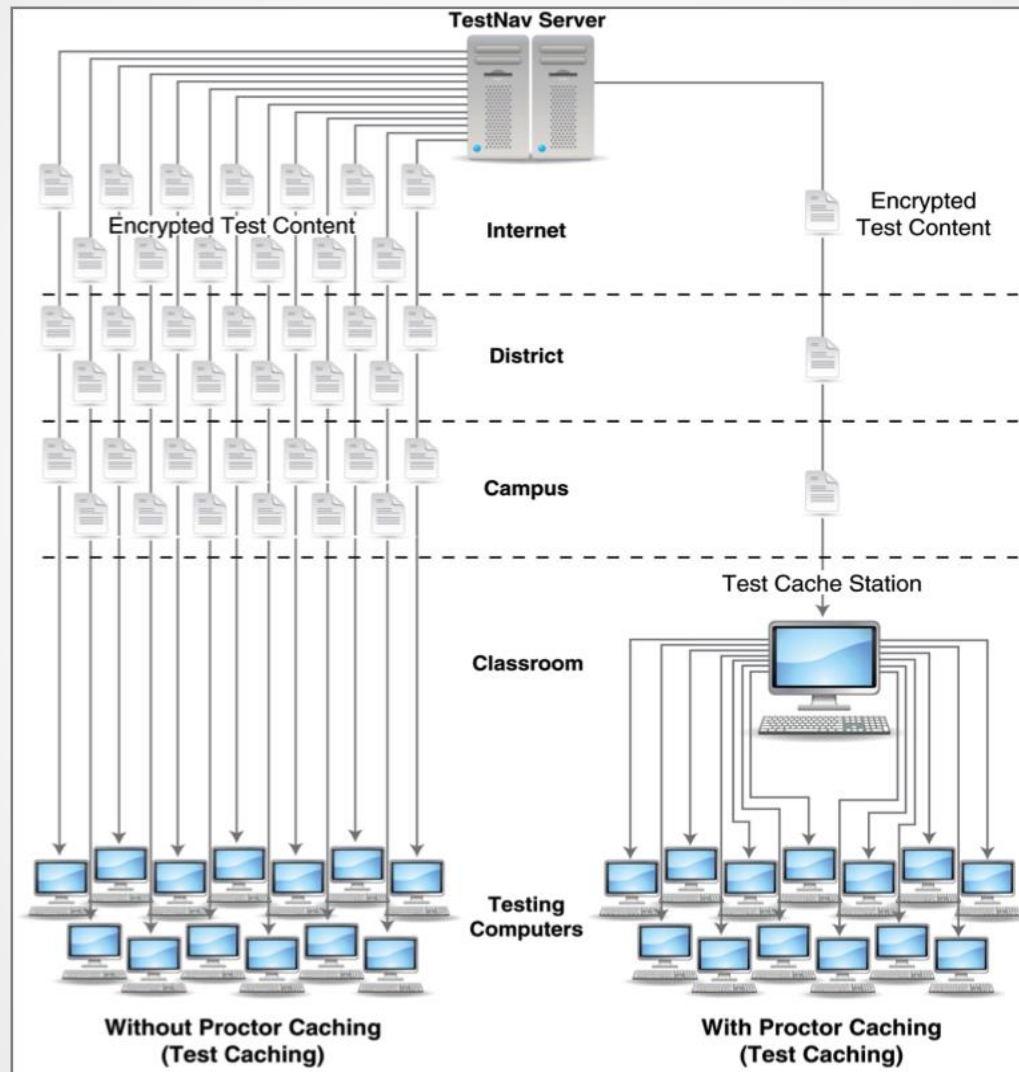
Proctor Caching is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.



Proctor Caching:

- allows you to precache test content to your local network before a test
- reduces the burden on your Internet Service Provider (ISP) by eliminating redundancy in requests for test content
- stores an encrypted local copy of all precached tests

Proctor Caching – The Network





Proctor Caching Requirements

- Proctor Caching runs on Windows and Mac OS X
- It does not require an underlying server-based operating system
- Proctor Caching hardware requirements can be found at <http://parcc.pearson.com/technology-setup/>
- TCP Ports include: 80 (Internet), 4480, and 4481 (Local Network).
- Proctor Caching requires a fixed (static) internal IP address
- Utilize the App Check feature within the TestNav Apps to verify connection to the ProctorCache device



What's New for ProctorCache?

ProctorCache enhancements include:

- Improvements to republished content
- Improvements to user interface on reloading and refreshing functionalities

For Spring 2018, PARCC requires that schools upgrade to the latest version of the ProctorCache tool. The most recent version of ProctorCache is 2017.16 and can be downloaded available via download.testnav.com





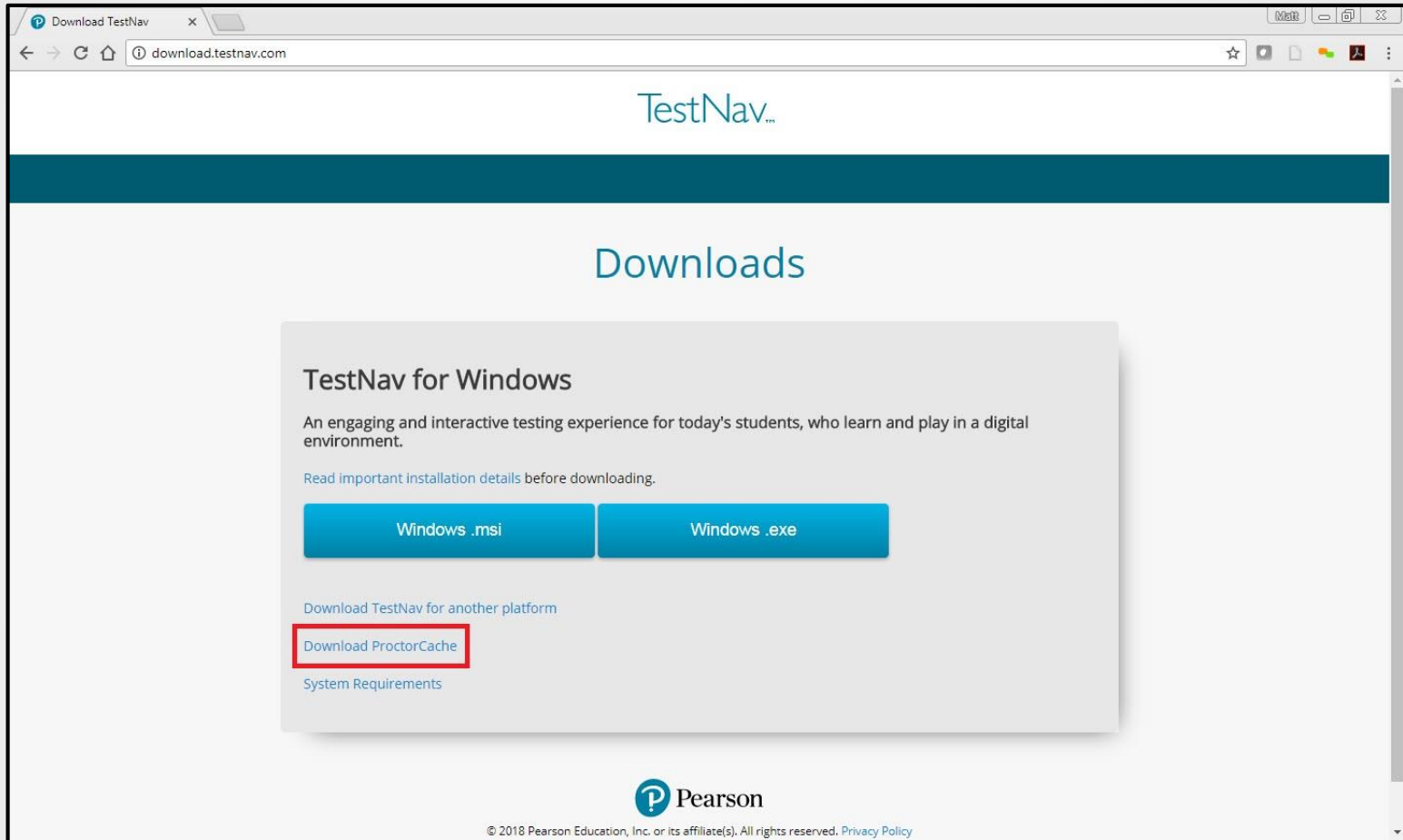
Proctor Caching Setup

- Download the Proctor Caching installer
- Run the installer and **Start the Proctor Caching Service** if it is not already started by the installer
- Add a Proctor Caching computer to the TestNav Configuration within PearsonAccess^{next} at the district or school level
- Use App Check with a Configuration Identifier from the TestNav Configuration in PearsonAccess^{next} on a client computer to verify that Proctor Caching is functional

Note: To configure an upstream proxy, refer to the Windows or Mac “Upstream Proxy Configuration” section in the [*Proctor Caching User Guide*](#).



Download & Install ProctorCache

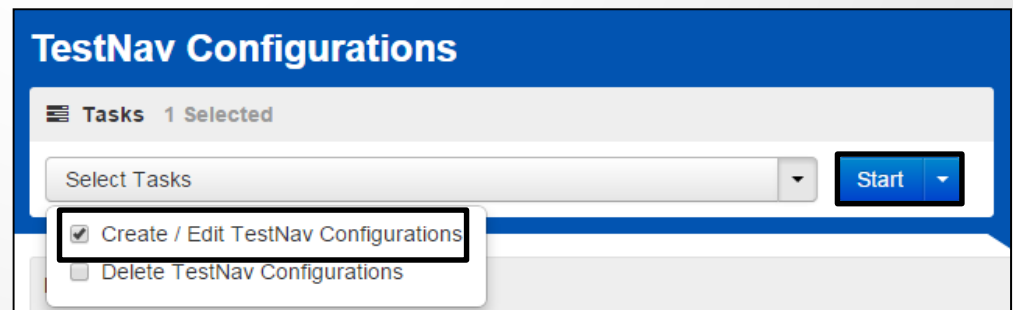
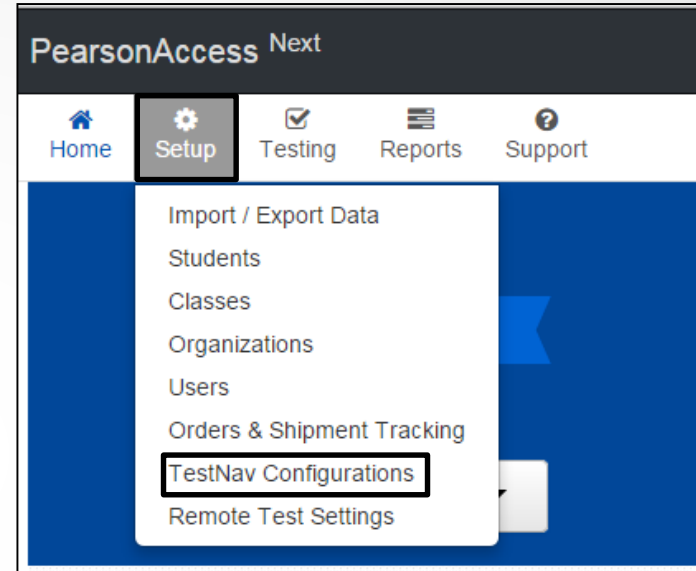


<http://download.testnav.com/>



Create TestNav Configuration

1. Sign in to the [PARCC PearsonAccess^{next} Training Center](#) or the [PARCC DC PearsonAccessnext](#) website.
2. Once you have selected the correct administration in the top right drop-down menu, Select **Setup > TestNav Configurations**.
3. Select **Create/Edit Configurations**; click **Start** to launch the configuration.





Create TestNav Configuration

4. Enter a ***Configuration Name***.
5. Using the ***Organizations*** dropdown menu, select your school or district.

Tasks for Proctor Caching

Create / Edit TestNav Configurations

CONFIGURATIONS (0)

+ Create Configurations

DETAILS

New Cache Configuration

Configuration Name*

☐ Precaching Computer Override ⓘ

Organizations*

Select



Create TestNav Configuration

6. Enter the ***Computer Name***, ***IP Address***, and ***Port***, and check ***“Uses Pearson Precaching Software.”***
7. Then specify student response file backup locations, and click ***Create.***

Precaching Computers (1) Add

PC Demo

Computer Name*

PC Demo

☒ Default computer used for sessions

IP Address

127.0.0.1

Port

4480

Configuration Identifier ⓘ

Q9CH8HEA3S

☒ Uses Pearson Precaching Software

Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.

Test Connection

Response File Backup Locations

Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path

Windows, Primary Location ⓘ

Use default user directory

Windows, Secondary Location ⓘ

MAC, Primary Location ⓘ

Use default user directory

MAC, Secondary Location ⓘ

Android, ChromeOS, and iOS Secondary Location ⓘ

Linux, Primary Location ⓘ

Use default user directory

Linux, Secondary Location ⓘ



Completed TestNav Configuration(s)

Tasks for Proctor Caching

Add Task

< Previous Task

Next Task >

Exit Tasks

Create / Edit TestNav Configurations

Success

Changes saved

CONFIGURATIONS (1)

Create Configurations

PC Training Demo

DETAILS

New Cache Configuration

Create

Reset

Configuration Name*

Organizations*

Select



TestNav Configuration Details

Configuration Details allows you to:

- edit the configuration name,
- add additional organizations to the configuration,
- edit settings,
- and add Precaching computers to configuration

The screenshot shows the 'CONFIGURATIONS (1)' sidebar on the left with 'PC Training Demo' selected and highlighted by a red rectangle. The main 'DETAILS' panel for 'PC Training Demo' includes a 'Save' button and a 'Reset' button. The 'Configuration Name*' field contains 'PC Training Demo'. There is a checkbox for 'Precaching Computer Override' which is unchecked. The 'Organizations*' section shows a list with one entry: 'SAMPLE SCHOOL 2 (NJ-111112-112)'. The 'Precaching Computers (1)' section has an 'Add' button and shows a table with one entry: 'PC Demo'. The 'Response File Backup Locations' section includes a yellow warning box with the format: 'Please use the following format for SFTP file backup location: sftp://<userid>:<password>@<address>:<port>/path'. Below this are fields for 'Windows, Primary Location' (containing 'Use default user directory') and 'Windows, Secondary Location'.

Precaching Computers (1)								
<table><tr><td>Computer Name*</td><td>PC Demo</td></tr><tr><td><input checked="" type="checkbox"/> Default computer used for sessions</td><td></td></tr><tr><td>IP Address</td><td>127.0.0.1</td></tr><tr><td>Port</td><td></td></tr></table>	Computer Name*	PC Demo	<input checked="" type="checkbox"/> Default computer used for sessions		IP Address	127.0.0.1	Port	
Computer Name*	PC Demo							
<input checked="" type="checkbox"/> Default computer used for sessions								
IP Address	127.0.0.1							
Port								



TestNav Configuration Details

- With multiple TestNav settings, note that you can now:
- change the default configuration by checking or unchecking “***Default computer used for sessions***”
 - delete configurations

DETAILS

PC Training Demo

Configuration Name*

PC Training Demo

☐ Precaching Computer Override ⓘ

Organizations*

✕ SAMPLE SCHOOL 2 (NJ-111112-112)

Precaching Computers (1) Add

PC Demo

Computer Name*

PC Demo

☒ Default computer used for sessions ⓘ

IP Address

127.0.0.1

Port

4480

Configuration Identifier ⓘ

Q9CH8HEA3S

☒ Uses Pearson Precaching Software ⓘ

Note: Confirm that firewall or content filtering software is open for both ports 4480 and 4481 of the proctor caching computer.

Test Connection

Response File Backup Locations

Please use the following format for SFTP file backup locations

Windows, Primary Location ⓘ

Use default user directory

Windows, Secondary Location ⓘ

MAC, Primary Location ⓘ

Use default user directory

MAC, Secondary Location ⓘ

Android, ChromeOS, and iOS Secondary Location ⓘ

Linux, Primary Location ⓘ

Use default user directory

Linux, Secondary Location ⓘ

Note: Depending on your browser settings, your connection test could fail to complete due to a script error to restore the default settings.

* Required

Save Reset



Precaching Computer Override

The screenshot shows a web interface for configuring a 'PC Training Demo'. On the left, under 'CONFIGURATIONS (1)', there is a button 'Create Configurations' and a selected item 'PC Training Demo'. The main area is titled 'DETAILS' and contains the following fields:

- Configuration Name***: A text box containing 'PC Training Demo'.
- Precaching Computer Override**: A checkbox that is currently unchecked. This checkbox is highlighted with a red rectangular box.
- Organizations***: A dropdown menu showing 'SAMPLE SCHOOL 2 (NJ-111112-112)'.
- Precaching Computers (1)**: A section with an 'Add' button. It contains:
 - PC Demo**: A sub-header.
 - Computer Name***: A text box containing 'PC Demo'.
 - Default computer used for sessions**: A checked checkbox.
 - IP Address**: A text box containing '127.0.0.1'.
 - Port**: A text box (empty).

The “Precaching Computer Override” option should be used with caution

When this option is selected, all TestNav clients will bypass a ProctorCache that is unavailable and send all traffic out to the Internet (WAN) until logged out of the session

For districts with limited bandwidth, this can cause widespread network connectivity issues



PearsonAccess^{next} and Precaching Setups

TestNav configurations work from school to district. A school Precaching machine will take precedence over a district. If a school does not have a setup, then the district setup will apply.

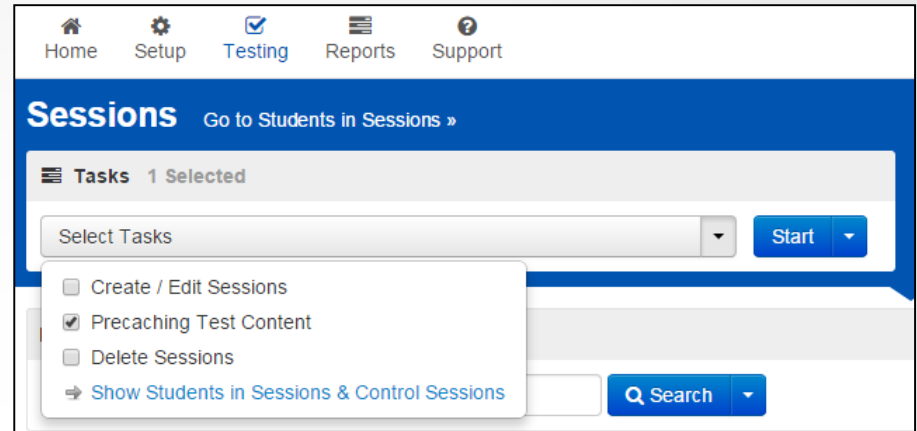
The Precaching server option in *Session Details* will display only if there are two or more Precaching machines to choose from at the school or district (this can be used to override the default district/school TestNav configuration).



Precaching Test Content

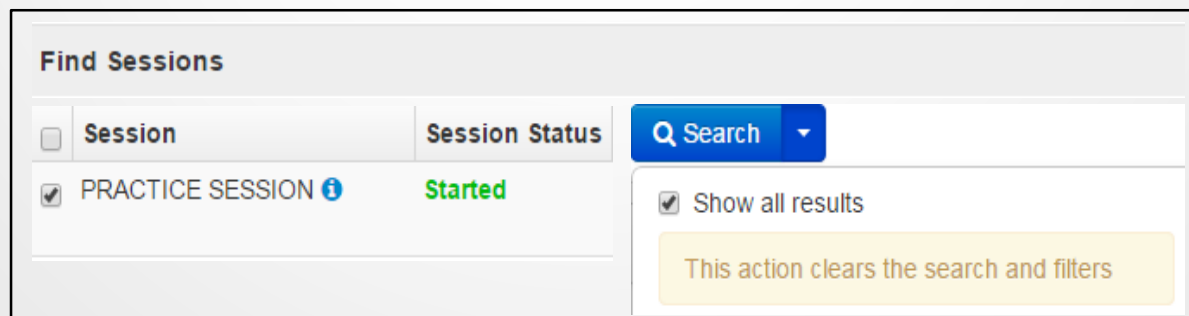
Option 1:

- Choose ***Precache By Test*** under the ***Setup*** tab
- Select the grades and subjects needed, then select the Precache Server and click ***Precache***



Option 2:

- Choose ***Sessions*** under the ***Testing*** tab
- Select ***“Precaching Test Content”*** from the Tasks menu and click ***“Start”***





Precaching Test Content (By Test)

Click “***Precache***” on the ***Precache By Test*** screen.

Organization	Test (select one or more)	Precache Servers (select one)	
PARCC (parcc)	<input checked="" type="checkbox"/> Algebra I <input checked="" type="checkbox"/> Algebra II <input checked="" type="checkbox"/> Geometry <input type="checkbox"/> Grade 10 ELA/Literacy <input type="checkbox"/> Grade 11 ELA/Literacy <input type="checkbox"/> Grade 3 ELA/Literacy <input type="checkbox"/> Grade 3 Mathematics <input type="checkbox"/> Grade 4 ELA/Literacy <input type="checkbox"/> Grade 4 Mathematics <input type="checkbox"/> Grade 5 ELA/Literacy <input type="checkbox"/> Grade 5 Mathematics <input type="checkbox"/> Grade 6 ELA/Literacy <input type="checkbox"/> Grade 6 Mathematics <input type="checkbox"/> Grade 7 ELA/Literacy <input type="checkbox"/> Grade 7 Mathematics <input type="checkbox"/> Grade 8 ELA/Literacy <input type="checkbox"/> Grade 8 Mathematics <input type="checkbox"/> Grade 9 ELA/Literacy	<input checked="" type="checkbox"/> PC Demo (Pearson supplied) ⓘ <input type="checkbox"/> None (Thirdparty) ⓘ	<div>Precache</div>



Precaching Test Content (By Session)

Click “***Precache***” on the ***Proctor Caching Test Content*** screen.

Proctor Caching Test Content

[<Previous Task](#)[Next Task>](#)[Exit Tasks✕](#)

1 Proctor Caching Test Content [+](#)

Caching Servers (1)

* Stopped sessions will not be precached

Server Name	Session Name	Download Detail
iMac (Pearson supplied)	• PRACTICE SESSION (Started) i	Forms: 9 Elements: 504 Size: 169923KB

[Precache](#)
[View Status](#)



Precaching Test Content

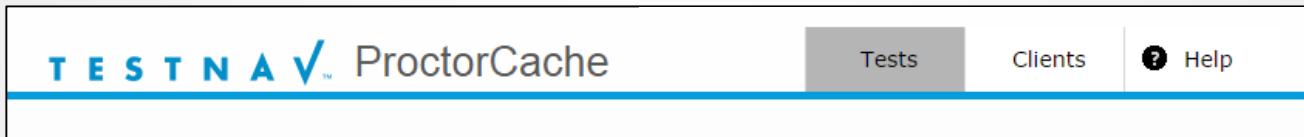
Proctor Cache - Tests Screen will appear in a second window. If you do not see this window, re-attempt the Precaching Test Content process

TESTNA✓ ProctorCache						
Tests						
<div><div>Refresh</div><div>Reload</div><div>Purge</div></div> <div><input type="text"/></div> <div>Test</div> <div>Search</div> <div>Clear</div>						
<input type="checkbox"/>	TEST	FORM	STATUS	ENTRIES	CACHE DATE	
<input type="checkbox"/>	Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 014PO	OK	63	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 4 ELA/Literacy	Grade 4 ELA/Literacy - 014PO	OK	64	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 014PO	OK	46	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 9 ELA/Literacy	Grade 9 ELA/Literacy - 014PO	OK	44	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 014PO	Loading...	60	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 7 ELA/Literacy	Grade 7 ELA/Literacy - 014PO	Loading...	64	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 6 ELA/Literacy	Grade 6 ELA/Literacy - 014PO	Waiting...	66	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 11 ELA/Literacy	Grade 11 ELA/Literacy - 014PO	Waiting...	44	Oct 13, 2014	10:19 AM
<input type="checkbox"/>	Grade 10 ELA/Literacy	Grade 10 ELA/Literacy - 014PO	Waiting...	53	Oct 13, 2014	10:19 AM

Note: You must either disable pop-up blocker or add an exception to allow pop-ups from your precaching URL.



Proctor Caching Diagnostics



- Select the **Tests** tab for information about test content and caching status
- Select the **Clients** tab to monitor client connectivity



Tests Tab

TEST	FORM	STATUS	ENTRIES	CACHE DATE
Geometry	Geometry - 014PO	OK	117	Sep 12, 2014 11:01 AM
Grade 8 Mathematics	Grade 8 Mathematics - 014PO	OK	106	Sep 12, 2014 11:01 AM
Grade 7 Mathematics	Grade 7 Mathematics - 014PO	OK	116	Sep 12, 2014 11:01 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 014PO	OK	88	Sep 12, 2014 11:01 AM
Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 014PO	OK	82	Sep 12, 2014 11:01 AM
Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 014PO	OK	63	Sep 12, 2014 11:01 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 014PO	OK	6	Sep 12, 2014 11:01 AM
Grade 4 ELA/Literacy	Grade 4 ELA/Literacy - 014PO	OK	64	Sep 15, 2014 11:57 AM
Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 014PO	OK	46	Sep 15, 2014 11:57 AM
Grade 9 ELA/Literacy	Grade 9 ELA/Literacy - 014PO	OK	44	Sep 15, 2014 11:57 AM
Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 014PO	OK	60	Sep 15, 2014 11:57 AM
Grade 7 ELA/Literacy	Grade 7 ELA/Literacy - 014PO	OK	64	Sep 15, 2014 11:57 AM
Grade 6 ELA/Literacy	Grade 6 ELA/Literacy - 014PO	OK	66	Sep 15, 2014 11:57 AM
Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 014PO	OK	68	Sep 12, 2014 11:01 AM
Grade 11 ELA/Literacy	Grade 11 ELA/Literacy - 014PO	OK	44	Sep 15, 2014 11:57 AM
Grade 10 ELA/Literacy	Grade 10 ELA/Literacy - 014PO	OK	53	Sep 15, 2014 11:57 AM
was not preloaded	was not preloaded	OK	230	

- Content is displayed at the Test and Form level
- Functionality is available to purge selected test content. Purging is not required when re-caching test content
- When clicking **Purge** a password will be required
- Do not use **Refresh**, this action does not function on PARCC Content
- Clicking on a test name will display individual items in a test, which are encrypted

URL	STATUS	CONTENT LENGTH
http://rat-parcc-testnav.com/api/8.0/Item/8119/Flavor/1	OK	4.5 KB
http://s3.amazonaws.com/tm1parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8132/1333-M21540_1.svg	OK	10.0 KB
http://s3.amazonaws.com/tm1parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8132/PARCCGrade8MathReferenceSheet.svg	OK	480.0 KB
http://s3.amazonaws.com/tm1parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8135/1230_1.svg	OK	163.5 KB
http://s3.amazonaws.com/tm1parccratcontent/pc/1349ace625757f2ee39f2632cea854855ab9cf9/1047/8140/PARCCGrade8MathReferenceSheet.svg	OK	480.0 KB



Tests Tab – Status



OK – Content is cached



Not Loaded – Content is not cached

Waiting... – Preparing to download the content in queue

Loading... – Downloading the content



Failed to load content – There was a failure to download content

MD5 Check Invalid – MD5 comparison failed

MD5 Mismatch – MD5 comparison was successful but files did not match

In general, any **status in red** is a critical problem.



Clients Tab

TESTNAV ProctorCache

Tests Clients ? Help

Clients Computer Name

	COMPUTER NAME	STATUS	IP ADDRESS	PLATFORM	TEST	FORM	ACTIVITY
<input type="checkbox"/>	10.25.97.83	Idle	10.25.97.83				9:50 AM
<input type="checkbox"/>	10.25.99.66	OK	10.25.99.66				9:57 AM

<< 1/1 >> 50 Per Page

TestNav ProctorCache 2014.1.13, Build Date: 09.10.2014 11:41
Copyright © 1998-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.

- Clients that have connected to TestNav are listed by IP address.
- Clicking on a computer name will display the **Client Details** screen, which displays information regarding a particular computer connecting to Proctor Caching.



Clients List Tab – Status



Ok – Client is active



Idle – 5 to 30 minutes since client was active

Long Idle – 30 minutes to 12 hours since client was active

Clients are removed from the list after 12 hours of inactivity.



Settings Tab – Change Password

- While logged into the Proctor Caching machine use the url:
<http://localhost:4480/>
- The Settings Tab will be available to change the password used to Purge the test content
- **For guidance on the ProctorCache password settings, please review the ProctorCache Password Settings section of the [Set Up and Use ProctorCache](#) page**

The screenshot shows the TestNav ProctorCache web interface. At the top, there is a navigation bar with the TestNav logo and the text 'ProctorCache'. To the right of the logo are four tabs: 'Tests', 'Clients', 'Settings' (which is highlighted), and 'Help' (with a question mark icon). Below the navigation bar, the main content area is titled 'Settings'. Under this title, there is a section labeled 'CHANGE PASSWORD:'. This section contains three input fields: 'Type old password:', 'Type new password:', and 'Re-type new password:'. Below these fields is a 'Submit' button. At the bottom right of the page, there is small text indicating the version and build date: 'TestNav ProctorCache 2015.1.21, Build Date: 12.04.2015 13:32' and a copyright notice: 'Copyright © 1998-2015 Pearson Education, Inc. or its affiliate(s). All rights reserved.'



Infrastructure Trial



Infrastructure Trial

The purpose of an infrastructure trial is to confirm that:

- testing devices are setup correctly
- network will bear the full load
- Proctor Caching is working
- participating staff know what to do for PARCC computer-based assessments
- students are familiar with the computer-based tools and format



Infrastructure Trial Preparation

Prior to the Infrastructure Trial, there is technology setup that needs to be completed by Technology Coordinators, and a set of tasks in PearsonAccess^{next} that need to be completed by Test Coordinators. The duration of these setup tasks can vary from school to school.

The Infrastructure Trial should take approximately **60 minutes to administer**. Schools are encouraged to provide any feedback on the Infrastructure Trial to their DTC. DTCs should contact the appropriate State PARCC Test Lead with feedback and/or concerns regarding software or hardware issues.



Who Should Be Involved?

You should involve all district and school personnel responsible for participating in computer-based assessments. The infrastructure trial provides the opportunity to collectively evaluate the test environment and identify/resolve potential issues prior to testing. Student participation is recommended but not required.

District and/or School?

It is up to districts and schools to decide if the Infrastructure Trial needs to be completed at the district level or at the school level.



Infrastructure Trial - Where To Start

The Infrastructure Trial is conducted using the PearsonAccess^{next} Training site at <http://parcc.pearson.com/pearsonaccess/>.

Verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess^{next} Training site. Also have staff members review the manuals and training modules.

Refer to the ***Spring 2018 PARCC Infrastructure Trial Readiness Guide*** via [Avocet](#) for complete instructions.



Technology Setup

Complete Technology Setup prior to Infrastructure Trial:

- Configure the Network
- Proctor Caching
- Device Readiness
- TestNav and Proctor Caching Configurations



PearsonAccess^{next} Setup

Districts/schools will need to complete the following in PearsonAccess^{next} prior to the Infrastructure Trial:

- Create Sample Students
- Create Sessions
- Prepare Sessions
- Print Student Testing Tickets



Create Sample Students

- Log into the PearsonAccess^{next} Training Site
- Choose the Test Administration
- Click **Setup** and select **Students**
- Select **Generate Sample Students** from the Tasks menu
- Click **Start** to continue

A screenshot of the PearsonAccessnext 'Students' page. The page has a brown header with the title 'Students'. Below the header, there is a 'Tasks' section with a '1 Selected' indicator. A dropdown menu is open, showing a list of tasks with checkboxes. The 'Generate Sample Students' task is checked and highlighted with a black border. Other tasks include 'Create / Edit Students', 'Registration', 'Enroll Students', 'Register Students', 'Manage Student Tests', 'Manage Classes', 'Merge Students (max 2 students)', and 'Delete Students'. To the right of the dropdown, there is a 'Start' button. Below the tasks list, there is a search bar with a 'Search' button and a 'No Results' message. At the bottom, there is a 'State Student Identifier' dropdown set to 'Local' and a search filter instruction.



Create Sample Students

- Complete the ***Generate Sample Students*** screen
- Add the Sample Students to a ***Class*** (recommended)
- Click **Generate** to complete the process

Generate Sample Students

1 Generate Sample Students

Generate Students

Organization*

Select

[Create New Class](#)

Existing Class Name

Select

Grade Level When Assessed* ⓘ

Test*

Select

Test Format*

Number Of Students (1 to 99)*

* Required

Generate Reset



Create Sessions

- Go to the **Testing** tab and click **Sessions**
- From the Select Tasks dropdown menu, select **Create/Edit Sessions**, and click **Start**

A screenshot of the 'Sessions' interface. At the top, the word 'Sessions' is displayed in a large, bold, white font on a brown background, followed by a link 'Go to Students in Sessions »'. Below this, there is a section titled 'Tasks 1 Selected' with a hamburger menu icon. A dropdown menu is open, showing four options: 'Create / Edit Sessions' (which is checked and highlighted with a red box), 'Precaching Test Content', 'Delete Sessions', and 'Show Students in Sessions & Control Sessions' (which has a right-pointing arrow icon). To the right of the dropdown is a blue 'Start' button with a small downward arrow. At the bottom right, there is a blue 'Search' button with a magnifying glass icon and a small downward arrow.



Create Sessions

Complete Session Details

Create/Edit Session

<Previous TaskNext Task>Exit Tasks✕

1 Create / Edit Sessions

Sessions (0)

Create Session

Details

Session Name*

SESSION NAME

Organization*

Add

Test & Form

Test Assigned*

Test

☐ Proctor Reads Aloud

Form Group Type*

Add

Use Custom TestNav Settings

If one or more precaching computer configurations are available, this field is required.

Precaching Computer*

Add

Find by Name or ID ▾**Students**

Add students to session

Scheduling

Scheduled Start Date*

Scheduled Start Time

01:00 AM

CDT ⌚

Lab Location

* Required

CreateReset



Create Sessions

Add Sample Students to a Session by Class

Find by Class in PRACTICE SCHOOL (ZZ-111000-1234) ▾

SAMPLECLASS

PRACTICE SCHOOL (ZZ-111000-1234)

* Required

Create

Reset



Prepare a Session

A session must be prepared before students can log in and take their tests. This can be done at any time the training site is available for spring Infrastructure Trials.

A screenshot of a web application interface for managing student sessions. The main heading is 'SAMPLE STUDENT SESSION'. Below it, there is a radio button labeled 'Not Prepared'. To the right of this section, there are several links: 'Ignore Schedule', 'Resources', 'Details', and 'Edit'. A large red arrow points from the 'Ignore Schedule' link area towards a 'Prepare Session' button and a 'Refresh' button. At the bottom of the interface, there is a search bar with a 'Search' button.

SAMPLE STUDENT SESSION

☐ Not Prepared

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

[Prepare Session](#) [Refresh](#)

[Search](#)



Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests.

This can be done at any time before testing once the session has been prepared.

The screenshot shows the 'Start Sessions' interface. On the left, the 'Session List' panel shows '1 Selected | Clear' and a 'SAMPLE SESSION' entry. The main panel displays 'SAMPLE SESSION' with a red arrow pointing to the 'Start' button. Other buttons include 'Download Resources', 'Update Cache', and 'Refresh'. Below this is a 'Find Students' section with a search bar and a 'Search' button. The bottom section shows 'Filters' for Organization, State Student Identifier, and Local Student Identifier. The main table displays 10 results, showing student information and session status.

<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)	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	
<input type="checkbox"/>	5009291556	STUDENT	NEW		1854396273	● SAMPLE SESSION	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready	



Download Resources

Print Student Testing Tickets

Session List

ADD A SESSION

CAT TEST CASE 2

1 Sessions | [Clear](#)

CAT TEST CASE 2

In Progress

CAT TEST CASE 2 (1 Student Test)

Gr6Math - Unit 1

1

Gr6Math - Unit 2

1

Gr6Math - Unit 3

1

Find Students

In the selected session(s) above

Search

Resources

Seal Codes

Scheduled Sessions

Session Student Roster

STUDENT TESTING TICKETS

Print all for this session

Print selected for this session



Before Testing



Student Registration and Personal Needs Profile

SR/PNP data is combined into one file that is used to register students for the PARCC assessments and to customize the assessment to the student's unique accessibility and accommodations requirements.

Note: The SR/PNP can be used before testing, during testing, and after testing.



Student Registration - Methods of Data Input

Data for all students must be loaded into PearsonAccess^{next} through either an SR/PNP file upload or the user interface.

- **File Upload**

- Create/export and import a .csv file with all student registration and PNP information
- This process is more commonly used when creating or editing a large number of students

- **User Interface**

- Complete the necessary tasks within PearsonAccess^{next} to register the students, assign them tests, and define their PNP requirements

Both methods use PearsonAccess^{next} to update the same student data fields; they require understanding of the Field Definitions and File Layout documents. More details on this information can be found by selecting **Documentation** under the **Support** heading in PearsonAccess^{next}.



Import SR/PNP File

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Test Config](#) [Support](#)

Support

Categories [All Clear](#)

☒ Training
☒ Templates
☒ Manuals and Documents
☒ Communications

File Type [All Clear](#)

☒ Archive
☒ Excel
☒ Web Page
☒ Other
☒ PDF
☒ PowerPoint
☒ Word

[Search](#)

Hardware and Software Guidelines for Proctor Caching

[Hardware and Software Guidelines for Proctor Caching](#)
Feb 23, 2017

Hardware and Software Guidelines for TestNav 8

[Hardware and Software Guidelines for TestNav 8](#)
Sep 7, 2017

PARCC Technology Guidelines

[PARCC Technology Guidelines](#)
Sep 7, 2017

Default ProctorCache Password

[Default ProctorCache Password](#)
Feb 14, 2017

Organization File Field Definition

[Organization File Field Definition](#)
Sep 5, 2017

PARCC Spring 2018 Student Registration PNP Field Definitions

[PARCC Spring 2018 Student Registration PNP Field Definitions](#)
Jan 3, 2018

Top Resources

[PARCC Technology Guidelines](#)
[Hardware and Software Guidelines for TestNav 8](#)
[Hardware and Software Guidelines for Proctor Caching](#)
[Organization File Sample Layout](#)
[User Role Matrix](#)
[User File Field Definitions](#)
[PearsonAccess Next Online User Guide](#)
[Download TestNav and Proctor Caching Software](#)
[Training Modules](#)

Contact Us

PARCC Customer Support
1-888-493-9888
Monday - Friday
5:30 am - 6:30 pm (CT)
[Contact PARCC Support](#)
PARCC Chat

Available during hours listed above



Import SR/PNP File

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Test Config](#) [Support](#)

SETUP

Select an action

- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Published Report Access
- Work Requests
- Feature Dates
- Notifications
- Review / Send Emails
- Orders & Shipment Tracking
- TestNav Configurations
- Precache By Test

TESTING

Select an action

REPORTS

Select an action

★ Helpful Information

Welcome to PearsonAccess^{next}. For training modules on how to use PearsonAccess^{next}, please visit <http://parcc.pearson.com>

Hover over specific items in the left-hand menu to learn more about their function.

Go to **Setup** tasks

- Import or export data
- Manage organizations
- Manage users
- Manage student data and test registrations
- Manage materials and shipments and placing an additional order
- Manage Procurement

Go to **Testing** tasks

- Manage Test Sessions
- Manage and monitor Student Testing
- Resolve Rejected Student Test Alerts

📞 Contact Us

PARCC Customer Support
1-888-493-9888

Monday - Friday
5:30 am - 6:30 pm (CT)

[Contact PARCC Support](#)

PARCC Chat

[Chat Now!](#)

Available during hours listed above



Import SR/PNP File

PearsonAccess^{next}

Home Setup Testing Reports Test Config Support

PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Students

Tasks 0 Selected

Select Tasks Start

- Create / Edit Students
- Registration
 - Register Students
 - Manage Student Tests
 - Manage Classes
 - Manage Enrollments
- Students - Move Test
- Delete Students

Starts with (minimum 4 character)

Local Student Identifier

Starts with (minimum 4 character)

PARCC Student Identifier

Starts with (minimum 4 characters)

[Toggle secondary filters](#)

Students 0 Selected Clear

Manage

2018 Spring PARCC

(maximum 2 characters) Search

No Results

Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*	Birthdate*	Sex*
Search or select a filter to view results.						

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ALWAYS LEARNING

PEARSON



Import SR/PNP File

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Tasks for Importing and Exporting + Add Task < Previous Task Next Task > Exit Tasks ✕

Import / Export Data

Type*

- Enrollment Transfer Export
- Enrollment Transfer Import
- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- PARCC Summative Update File Processing
- Registration Reporting Group Export
- Registration Reporting Group Import
- Student Registration Delete
- Student Registration Export
- Student Registration Import
- Student Test Reporting Group Export
- Student Test Reporting Group Import
- Student Test Update Export
- Student Test Update Import
- Summative File Import
- User Export
- User Import

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ALWAYS LEARNING PEARSON



Create a New Student

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC TRAINING DISTRICT (ZZ-123456)

Home Setup Testing Reports Support

Students

Tasks 5 Selected

Select Tasks Start

- ☒ Create / Edit Students
- ☒ Registration
 - ☒ Register Students
 - ☒ Manage Student Tests
 - ☒ Manage Classes
 - ☒ Manage Enrollments
- ☐ Students - Move Test
- ☐ Delete Students

Starts with

Local Student Identifier

Starts with

PARCC Student Identifier

Starts with

Students 0 Selected Clear

Manage

2018 Spring PARCC

Search

No Results Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*	Birthdate*	Sex*
Search or select a filter to view results.						

<https://md.pearsonaccessnext.com/customer/index.action>



Create/Edit Students

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC TRAINING DISTRICT (ZZ-123456)

Tasks for Students Add Task < Previous Task Next Task > Exit Tasks ✕

Create / Edit Students Register Students Manage Student Tests Manage Classes Manage Enrollments

STUDENTS (0) Create Students

DETAILS

New Student Create Reset

Organization*
✕ TRAINING SCHOOL A (ZZ-123456-1122)

State Student Identifier* Local Student Identifier

Last or Surname* First Name*

Birthdate* Middle Name

Sex* State Field 1

PARCC Student Identifier

Note: Creating student does not register student.

* Required

Create Reset



Register Students

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC TRAINING DISTRICT (ZZ-123456)

Tasks for Students Add Task Previous Task Next Task Exit Tasks

Create / Edit Students Register Students Manage Student Tests Manage Classes Manage Enrollments

STUDENTS (1)

SAMPLE, SAMPLE (0000011111)

Save Reset

☒ Registered [Show Student Details](#)

Grade Level When Assessed*

Responsible (Accountable) School Code*

Ship Report School Code

Ethnicity

Hispanic or Latino Ethnicity

Federal Race/Ethnicity

Race - At least one of the following fields must be selected:

Asian

American Indian or Alaska Native

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or More Races



Manage Student Tests

Tasks for Students

+ Add Task

< Previous Task

Next Task >

Exit Tasks x

Create / Edit StudentsRegister Students**Manage Student Tests**Manage ClassesManage Enrollments

Test Filter

Add

Filter by Test Status

☐ Complete☐ Assigned

Apply

STUDENT TESTS (1)

Create Student Tests

TEST DETAILS

New Student Test

CreateReset

Student*

SAMPLE, SAMPLE (0000011)

Test*

Grade 09 ELA/Literacy x

Organization*

TRAINING SCHOOL A (ZZ-123456-1122) x

Class Name ⓘ

Select

Student Test UUID ⓘ

Test Administrator ⓘ

☐ Void Test Score Code

Void Test Score Reason

Test Format*

Online x

Staff Member Identifier ⓘ

☐ Unsubmitted

74



Delete Students

Students - New Jersey A: X

Secure | https://nj.pearsonaccessnext.com/customer/student/list.action

PearsonAccess^{next}

PARCC > 2017 - 2018 > 2018 Spring PARCC

PARCC (parcc)

Home Setup Testing Reports Test Config Support

Students

Tasks 1 Selected

Select Tasks

Start

Students 2 Selected Clear

Manage

2018 Spring PARCC

Search

No Results

Displaying 25 Manage Columns

State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*	Birthdate*	Sex*
Search or select a filter to view results.					

Starts with (minimum 4 character)

Local Student Identifier

Starts with (minimum 4 character)

PARCC Student Identifier

Starts with (minimum 4 characters)

Toggle secondary filters

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Create a Session

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Tasks for Sessions Add Task Previous Task Next Task Exit Tasks

Create / Edit Sessions

SESSIONS (1)

- Create Session
- MRS. ROGERS ELA GRADE 5

DETAILS

New Session Create Reset

Session Name*
ELA-5-SMITH--301B-A.M.

Organization*
TRAINING RTW SCHO...

Test & Form

Test Assigned*
Grade 5 ELA/Literacy

☐ Proctor Reads Aloud

Form Group Type*
Main

Scheduling

Scheduled Start Date*
2016-02-16

Scheduled Start Time
01:00 AM CST

Lab Location

Session Users

Use Custom TestNav Settings

Precaching Computer*
Middle School Main

A pre-caching computer is required when there is one or more available.



Create a Session

SESSIONS (1)

[+ Create Session](#)

MRS. ROGERS ELA GRADE 5

DETAILS

New Session

CreateReset

Session Name*

ELA-5-SMITH--301B-A.M.

Organization*

TRAINING RTW SCHO... x v

Test & Form

Test Assigned*

Grade 5 ELA/Literacy x v

☐ Proctor Reads Aloud

Form Group Type*

Main x v

[Use Custom TestNav Settings](#)

Precaching Computer*

Middle School Main x v

Find by Class in TRAINING RTW SCHOOL (ZZ-998877-6611) v

x ROGERS

Scheduling

Scheduled Start Date*

2016-02-16

Scheduled Start Time

01:00 AM CST

Lab Location

Session Users

* Required

77



Add Students to Sessions

PearsonAccess^{next}

PARCC > 2017 - 2018 > 2018 Spring PARCC

PARCC (parcc)

Tasks for Students in Sessions

Add Task

< Previous Task

Next Task >

Exit Tasks ✕

Add Students to Sessions

Add Students to Sessions

Add

Reset

Session

ELA-5-SMITH-301B-A.M. (Grade 5 E)

Find available students within TRAINING MODULE DISTRICT

Last or Surname starts with

Search

6 available student(s) found

	Student	Organization	Class
<input checked="" type="checkbox"/>	EXAMPLE, DANNY (12121205) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, JENNIFER (12121203) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, MATT (12121204) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	ROGERS
<input type="checkbox"/>	EXAMPLE, SARAH (12121201) ⓘ	TRAINING MODULE SCHOOL (ZZ-998877-6655)	MRS. JOHNSON
<input checked="" type="checkbox"/>	EXAMPLE, STUDENT 1 (21325235) ⓘ	TRAINING RTW SCHOOL (ZZ-998877-6611)	
<input type="checkbox"/>	EXAMPLE, TOM (12121202) ⓘ	TRAINING MODULE SCHOOL (ZZ-998877-6655)	MRS. JOHNSON

< 1 >

* Required

Add

Reset



Print Student Testing Tickets

Student test tickets contain the log in and TestNav URL that students need in order to access their assigned tests. **Test tickets are secure materials and can only be printed by the District/School Test Coordinator.**

The screenshot displays the PearsonAccess^{test} web application interface. The top navigation bar includes links for Home, Setup, Testing, Reports, and Support. The main header shows the current session: PARCC > 2017 - 2018 > 2018 Spring PARCC. The page title is "Students in Sessions".

On the left, the "Session List" shows "CAT TEST CASE 2" with a status of "In Progress". The main content area displays details for "CAT TEST CASE 2 (1 Student Test)", listing three units: "Gr5Math - Unit 1", "Gr5Math - Unit 2", and "Gr5Math - Unit 3". Each unit has a corresponding progress bar and a toggle switch.

A red box highlights the "Resources" dropdown menu in the top right corner. The menu options are:

- Seal Codes
- Scheduled Sessions
- Session Student Roster
- STUDENT TESTING TICKETS**
 - Print all for this session
 - Print selected for this session



Prepare Sessions

This step can be completed 1 school day prior to starting a test session

- Allows for the starting of multiple test sessions at one time
- Can only be done by users with LEA or STC roles (Test Coordinators)


This step will assign forms to each student in the test session

- **Prior** to completing this step, ensure that the appropriate accommodations are assigned to students
- If accommodations are not accurately indicated prior to this step, the student will need to be removed from the test session, have their PNP updated, and then be added back to the test session

Once this step is completed, and the testing window is open, the test session can start.



Prepare Sessions

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC ▾ PARCC (parcc) ▾ 

[Home](#) [Setup](#) [Testing](#) [Reports](#) [Support](#)

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks ▾ [Start](#) ▾

Students in Sessions 0 Selected [Clear](#)

Manage ▾

Session List [Add a Session](#)

- ① Combined View
- ALG01_GENERAL ×
- CAT TEST CASE 2 ×
- ELA04_GENERAL ×
- ELA07_GENERAL ×

14 Sessions | [Clear](#)

ELA10_GENERAL ☐ Ignore Schedule [Resources ▾](#) [Details](#) [Edit](#)

Not Prepared

[Prepare Session](#) [Refresh](#)

Find Students [In the selected session\(s\) above ▾](#)

[Search](#)



Accommodation Indicators

A marker appears next to the Student ID on the Students in Session screen if an accommodation was identified for a student record on the Manage Student Test Screen or through an SR/PNP import

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology— Screen Reader
Non-SR	Assistive Technology— Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

These forms are independent forms and cannot be combined.

Use these indicators to identify errors in accommodation settings.



Start Sessions

A session must be started and a unit must be unlocked before students can log in and take their tests. This can be done at any time before testing once the testing window is open and the session has been prepared.

The screenshot shows the 'Start Sessions' interface. On the left, the 'Session List' panel shows '1 Selected | Clear' and a 'SAMPLE SESSION' entry. The main panel displays 'SAMPLE SESSION' with an 'Ignore Testing S' checkbox. A red arrow points to the 'Start' button. Other buttons include 'Download Resources', 'Update Cache', and 'Refresh'. Below this is a 'Find Students' section with a search bar and a 'Search' button. The bottom left contains 'Filters' for 'Organization', 'State Student Identifier', and 'Local Student Identifier'. The bottom right shows '10 Results' and a table of student data.

	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)	Ready	Ready	Ready	
<input type="checkbox"/>	5009291556	STUDENT	NEW		1854396273	SAMPLE SESSION	Ready	Ready	Ready	



Operational Reports



Operational Reports can be found by going to **Reports** and then selecting **Operational Reports**. Reports that are useful for pre-administration activities:

- Student Counts: Display the number of enrolled and registered students
- Students Registered but not Assigned to a Test
- PNP/Accommodations for Student tests: List of students and tests for specific accommodations
- Sessions Roster: List of all students for all sessions
- Students with ELA but no Math
- Students with Online Test but not Assigned to a Session
- **Students where Responsible District/School is different from Testing District/School (also for responsible organization)**



Student Transfers Between Organizations

When students transfer between organizations (LEAs) OSSE can assist with transferring student records. Submit an OST ticket with student names and USIs to request a transfer.

If students transfer within your LEA follow the steps below to transfer their accounts:

1. Remove the student from his/her assigned Test Session (for online testing, if applicable)
2. Change Student Organization in **Create/Edit Students**
3. Change Student Organization in **Manage Student Tests**
4. Add the moved student to a test session



| During Testing



Session Management

Administrators will need to **lock** and **unlock** units of the test for students to access units.

Only one unit of a student's test can be **unlocked** at a time in a session. That unit will need to be **locked** before unlocking the next unit.

Students can only log in to tests if they are in a Ready or Resumed status in PearsonAccess^{next}



Lock/Unlock Units

Session List

1 Selected | [Clear](#)

- SAMPLE SESSION ×

SAMPLE SESSION

ⓘ ☐ Ignore Testing Schedule Stop Download Resources Update Cache Refresh

Grade 7 ELA/Literacy

STUDENT TESTS (10)

Gr7ELA -Unit 1

10

Gr7ELA -Unit 2

10

Gr7ELA -Unit 3

10

Student Test Status Key

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

Find Students In the selected session(s) above

Search

Filters

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

Organization

State Student Identifier

Local Student Identifier

10 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Surname	Gr7ELA -Unit 1	Gr7ELA -Unit 2	Gr7ELA -Unit 3	Form
<input type="checkbox"/>	0625946234 ⓘ	STUDENT	NEW						Grade 7 ELA/Lite Practice Test 3
<input type="checkbox"/>	5009291556 ⓘ	STUDENT	NEW		1854396273				Grade 7 ELA/Lite





Monitor Testing

Student Test & Item Progress



STUDENT, NEW (052788165783051181340640561761)

[Refresh](#)

as of 2015-01-10 07:36 PM

Session Name: TEMPLE
Test Name: Algebra II
Test Status: Exited - 68%

Total Items (25)



■ - Answered ■ - No Reponse Required ■ - Visited ■ - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1		✓	01/10/2015 06:14:38 PM

Close



Monitor Testing

Student Test & Item Progress



■ - Answered ■ - No Response Required ■ - Visited ■ - Remaining

#	Section	Sequence	Visited	Answered	Last Update
1	1	1	👤	✓	01/10/2015 06:14:38 PM
2	1	2	👤	✓	01/10/2015 06:15:11 PM
3	1	3			
4	1	4	👤	✓	01/10/2015 06:15:22 PM
5	1	5	👤	✓	01/10/2015 06:15:27 PM
6	1	6	👤	✓	01/10/2015 06:15:38 PM
7	1	7	👤		01/10/2015 06:15:45 PM
8	1	8	👤	✓	01/10/2015 06:15:48 PM
9	2	1	👤	✓	01/10/2015 06:16:00 PM

Close



Student Status

Student Test Status Key

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

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



Resume Students

Option 1 to Resume Students:

<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/Literacy Practice Test 3
<input type="checkbox"/>	5009291556 ⓘ	STUDENT	NEW		1854396273	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Resume ▾	Ready ▾	Ready ▾	Grade 7 ELA/Literacy Practice Test 3
<input type="checkbox"/>	0632536481 ⓘ	STUDENT	NEW		2537762617	● SAMPLE SESSION (Grade 7 ELA/Literacy)	Lock ▾	Ready ▾	Ready ▾	Grade 7 ELA/Literacy Practice Test 4

Option 2 to Resume Students:

The screenshot shows the 'Students in Sessions' interface. A red arrow points to the 'Resume Student Tests' option in the 'Tasks' menu. The interface includes a 'Go to Sessions »' link, a 'Tasks' section with '0 Selected', and a 'Students in Sessions' section with '1 Selected'. The 'Tasks' menu is open, showing options like 'Mark Student Tests Complete', 'Resume Student Tests', 'Undo Student Test Submissions', 'Add Students to Sessions', 'Remove Students from Sessions', 'Move Students between Sessions', and 'Manage Student Tests'. The 'Students in Sessions' section shows a 'SAMPLE SESSION ⓘ' with a 'Start' button, 'Download Resources ▾', 'Update Cache', and 'Refresh' button. Below this, there is a table for 'STUDENT TESTS (1)' with a single row. A legend at the bottom indicates status colors: Ready (orange), Resumed, Resumed Upload (green), Active (green), Exited (red), and Completed, Marked Complete (blue).



Change Students

In the event that an incorrect PNP has been assigned to a student and the test session has been prepared:

- PNP options will require that the student be removed from the session before the PNP can be updated. The student can be re-added to the session after changing a student's PNP.
 - The Accommodation Indicators on the ***Students in Sessions*** screen can be used to verify that an accommodated form has been assigned to a student
 - Re-caching is not necessary when changing form assignments or adding new students to a session



Make-up Testing

Important Notes for Make-Up Testing:

- Schools can choose to move students who miss a day of testing into separate make-up sessions, or they can leave students in their original sessions and manage their make-up testing using the **Combined View**
- Units can be taken out of order for make-up testing only
- **Documentation:** The *Make-Up Testing Directions for Computer-Based Testing* guide can be found on [Avocet](#)



Make-Up Testing Session Checklist

Keep the original testing session:

- ☐ Unlock the unit that the student will be testing.
- ☐ Use the original Student Testing Ticket to log in.
- ☐ Administer the test.
- ☐ Have the student submit the unit when finished.

Create a new make-up testing session:

- ☐ Create a make-up test session and add the students.
- ☐ Unlock the unit that the student will be testing.
- ☐ Print and use the new Student Testing Ticket.
- ☐ Administer the test.
- ☐ Have the student submit the unit when finished.



Mark Test Complete

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

- ☐ Student Test Statuses
 - ☐ Mark Student Tests Complete
 - ☐ Resume Student Tests
 - ☐ Undo Student Test Submissions
- ☐ Students
 - ☐ Add Students to Sessions
 - ☐ Remove Students from Sessions
 - ☐ Move Students
 - ☐ Manage Students

Students in Sessions 1 Selected

SAMPLE SESSION [i](#)

STUDENT TESTS (1)

Tasks for Students in Sessions

Mark Student Tests Complete

Reason*

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (1)	DETAILS			
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	<input checked="" type="checkbox"/> Gr7ELA -Unit 1	<input type="checkbox"/> Gr7ELA -Unit 2	<input type="checkbox"/> Gr7ELA -Unit 3
STUDENT, NEW (0625946234) i	● SAMPLE SESSION (Grade 7 ELA/Literacy)	<input checked="" type="checkbox"/> Exited	<input type="checkbox"/> Ready	<input type="checkbox"/> Ready

This action is not reversible.

* Required



Operational Reports



Operational Reports can be found by navigating to **Reports > Operational Reports** in PearsonAccess^{next}.

Reports that are useful during assessment administration activities:

- Students Currently Testing Online
- Students With Multiple Tests



Technical Troubleshooting During Testing

Common Error Codes

1001: *“Your test has been saved. Please notify your test administrator.”*

Early Warning System initial message, does not indicate the issue, another error code will follow.

1009: *“Unable to download test content.”*

Network connection issue between the testing device and Pearson servers.

3005: *“TestNav has detected that another application attempted to become the active window.”*

This could be caused by pop-ups in the background.

5032: *“TestNav has detected a blacklist application running...”*

Close the specified application in the error message and have the student sign in again.



Technical Troubleshooting During Testing

Common Error Codes

8026: *“Unable to connect to the proctor caching computer. Please contact your administrator.”*

Network connection issue between the testing device and the local Proctor Caching device.

3020 (*new*): *“TestNav has detected that **Command+Option+Esc** has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.”*

TestNav exits the test and displays this error when a user types **Command+Option+Esc** while testing. The proctor must resume the test before the student can sign in to TestNav again.



Technical Troubleshooting During Testing

Common Error Codes

3022 (*new*): *“TestNav has detected that **Ctrl+Alt+Del** has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.”*

TestNav exits the test and displays this error when a user types **Ctrl+Alt+Del** while testing. The proctor must resume the test before the student can sign in to TestNav again.



Technical Troubleshooting During Testing

9059: *“The username or password you entered is incorrect.”*

This is common when students are using the TestNav Apps


If the username/password being used is accurate, the student may be on the incorrect login page.

To get on the correct login page click the User icon in the top right and select “Choose a different customer.” Then pick the correct page from the Apps Home Screen

Note: The student testing ticket will list the correct site to use the sign-in credentials (for browser-based testing).


District of Columbia

Sign In

 Username

 Password

 Sign In

 Test Audio



Technical Troubleshooting

Troubleshooting Steps for Test Administrators:

- 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.

If the school has set up secondary save locations in the TestNav Configuration for all of the device-types, TestNav will always look in the primary and secondary save locations for a Student Response File when the student logs into the test.



TestNav Early Warning System and Error Codes

TestNav Error Documentation:

TestNav 8 Online Support:

<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>

EWS Triggers:

<https://support.assessment.pearson.com/display/TN/Early+Warning+System+Triggers>

TestNav Error Codes:

<https://support.assessment.pearson.com/display/TN/Error+Codes>

SRF and Log Files:

<https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files>



TestNav Expected Behaviors

Not all problems have error messages, and not all problems are technical issues.

The [TestNav Expected Behaviors](#) document is available on Avocet. It 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

Examples:

- 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



After Testing



Stop Sessions

PearsonAccessnext

PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Home Setup Testing Reports Support

Students in Sessions

Go to Sessions

Tasks: 0 Selected

Select Tasks Start

Students in Sessions: 2 Selected Clear

Manage

Session List

Add

1 Selected | Clear

DEMO

DEMO

Stop Download Resources Update Cache Refresh Ignore Testing Schedule

STUDENT TESTS (3)

3

Ready Resumed, Resumed Upload Active Exited Completed, Marked Complete

Find Students In the selected session(s) above

Last or Surname starts with Search

Filters Clear Hide

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

Starts with

Class

Select one or more

3 Results

Displaying 25 Manage Columns

	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Sta
	3452342112	STUDENT	STUDENT		2602105166	DEMO (Grade 9 ELA/Literacy)	Marked Comple
	1231231111	STUDENT	STUDENT		3976100533	DEMO (Grade 9 ELA/Literacy)	Marked Comple
	2340982304	STUDENT	STUDENT		4243793921	DEMO (Grade 9 ELA/Literacy)	Marked Comple

Sessions must be stopped before student tests can be scored.

Students must be in a **Marked Complete** or **Completed** status in order to stop a session.

Students in **Ready** status can be removed from the session.

Students in **Exited** or **Resumed** status can be moved to other sessions.



Mark Student Tests Complete

Students cannot be marked complete while in **Ready** status.

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Tasks for Students in Sessions Add Task < Previous Task Next Task > Exit Tasks x

Mark Student Tests Complete

Mark Student Tests Complete Mark Complete Reset

Reason*

☒ Use the same Reason for checked Students in Sessions

STUDENTS IN SESSIONS (2)	DETAILS				
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	<input type="checkbox"/> Gr5Math - Unit 1	<input type="checkbox"/> Gr5Math - Unit 2	<input type="checkbox"/> Gr5Math - Unit 3	<input type="checkbox"/> Gr5Math - Unit 4
EXAMPLE, SEVENTH (12121296)	● XYZ GRADE 5 MATH (Grade 5 Mathematics)	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready
EXAMPLE, THIRD (12121233)	● UVW GRADE 5 MATH (Grade 5 Mathematics)	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready	<input checked="" type="radio"/> Ready

This action is not reversible.

* Required

Mark Complete Reset



Remove Students from Sessions

PearsonAccess^{next} PARCC > 2017 - 2018 > 2018 Spring PARCC PARCC (parcc)

Tasks for Students in Sessions + Add Task < Previous Task Next Task > Exit Tasks ✕

Remove Students from Sessions

Remove Students from Sessions Remove Reset

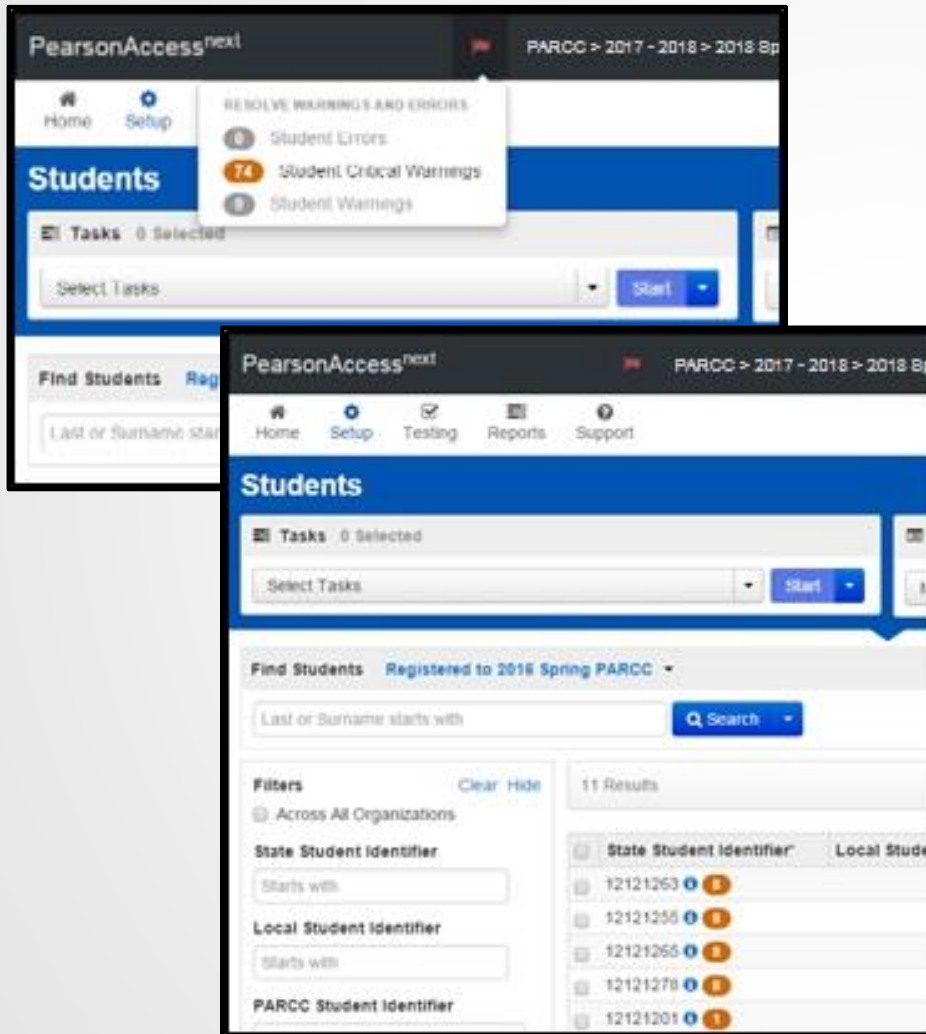
<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION	STUDENT TEST	Gr5Math - Unit 1	Gr5Math - Unit 2	Gr5Math - Unit 3	Gr5Math - Unit 4
<input type="checkbox"/>	EXAMPLE, SEVENTH (12121296)	● XYZ GRADE 5 MATH	Grade 5 Mathematics	Ready	Ready	Ready	Ready
<input type="checkbox"/>	EXAMPLE, THIRD (12121233)	● UVW GRADE 5 MATH	Grade 5 Mathematics	Ready	Ready	Ready	Ready

* Required

Remove Reset



Resolve Critical Warnings



If the flag at the top of the page is red, there may be students with warnings and errors that should be resolved before the test administration closes.

Click on the warning or errors to go to the Students page.

Select the students who have warnings and use the “Register Students” task to view/resolve.



Resolve Critical Warnings

The Register Students task will display the student's warnings and errors. In this example, the student's warnings are within their Ethnicity and Student Status fields.

Tasks for Students

Register Students

STUDENTS (3)

2016 SPRING PARCC

NONSECREENREADER, GR7 (PGTEST9052) **7 Critical Warnings**

Save Reset

Registered

Show Student Details

Show Audit Trail

Grade Level When Assessed: Tenth Grade

Responsible School Code: BIEDERMAN SCHOOL...

Ship Report District Code

Ship Report School Code

Ethnicity

Hispanic or Latino Ethnicity

Critical Warning! The Ethnicity value is missing

Race - At least one of the following fields must be selected: Asian

Critical Warning! At least one race value must be selected

You will need to fill in these fields and click **Save** to remove the Critical Warnings.

Student Status

English Learner (EL)

Critical Warning! The English Learner value is missing

Gifted and Talented

Critical Warning! The Gifted and Talented value is missing

Economic Disadvantage Status

Critical Warning! The Economic Disadvantage Status is missing

Title III Limited English Proficient Participation Status

Critical Warning! The Title III Limited English Proficient Participation Status value is missing

Migrant Status

Critical Warning! The Migrant Status value is missing

Student with Disabilities

IEP

Primary Disability Type

OHI - Other Health Impairment



Purge Proctor Caching Content

After the test administration is over, it is a best practice to purge (delete) the test content from the proctor caching computers.

The screenshot shows the TestNav ProctorCache interface. At the top, there are tabs for Tests, Clients, and Settings. Below the tabs, there is a section for Tests with a Refresh button and a Purge button (highlighted with a red box). To the right of the buttons is a search bar and a Test dropdown menu. Below this is a table with columns: TEST, FORM, STATUS, ENTRIES, and CACHE DATE. The table contains two rows of test data.

TEST	FORM	STATUS	ENTRIES	CACHE DATE
<input type="checkbox"/> Algebra I - Unit 3	Algebra I - Unit 3 - 17A1HSSFTE02010303	OK	646	Jan 24, 2018 11:33 AM
<input type="checkbox"/> Algebra I - Unit 3	Algebra I - Unit 3 - 17A1HSSFTS02010303	OK	616	Jan 24, 2018 11:33 AM



Operational Reports



Operational Reports can be found by going to **Reports > Operational Reports**

Reports that are useful for post-administration activities:

- Online Student Tests Marked Test Complete
- Students with Ship Report District/School that is not valid organization
- Students with Warnings
- Students Tests That Have Been Assigned But Have Not Yet Completed
- Students Where Responsible District/School is Different From Testing District/School



Additional Information



Student Readiness

Practice Tests:

Practice tests are available for all accessibility features and accommodations including TTS, ASL, Screen Reader, Closed Captioning, Large Print, and Braille at:

<http://parcc.pearson.com/practice-tests/>

Tutorials:

Tutorials for TestNav 8, paper, online, and TTS, ASL and Closed Captioning with functionality guides are located at:

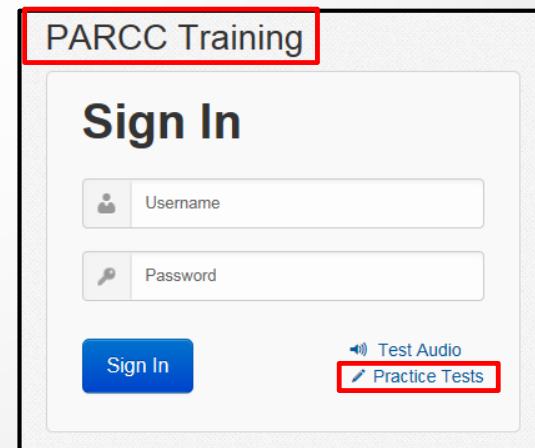
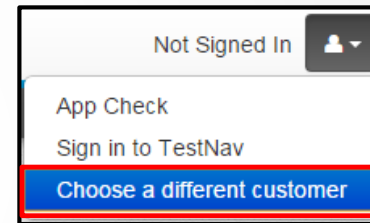
<http://parcc.pearson.com/tutorial/>



Student Readiness

Non-secure Practice Tests and Tutorials are also available in the TestNav Apps. This applies to Chromebooks, iPads, Androids, and the TestNav Desktop App.

- Navigate to the App Home Screen and choose “PARCC Training”
 - If you’re already on a login screen click the User icon in the top right and select “Choose a different customer” to return to the App Home Screen
- Click the Practice Tests link to access Practice Tests and Tutorials
- Note: The Practice Tests link is not available on the DC login page





OnDemand Reports

OnDemand reports will be available in PearsonAccess^{next}

- OnDemand reports can be used for planning related to graduation and Summer PARCC testing
- Specific dates for the availability of OnDemand reports will be announced at a later date via a PARCC bulletin



PearsonAccess^{next} Support

PearsonAccess^{next}

Home

Setup

Testing

Reports

Test Config

Support

PARCC > 2017 - 2018 > 2018 Spring PARCC ▾ PARCC (parcc) ▾

Support

Categories [All Clear](#)

☒ Training

☒ Templates

☒ Manuals and Documents

☒ Communications

File Type [All Clear](#)

☒ Archive

☒ Excel

☒ Web Page

☒ Other

☒ PDF

☒ PowerPoint

☒ Word

[Search](#)

PARCC High School Mathematics Reference Sheet

PARCC High School Mathematics Reference Sheet

Oct 20, 2014

User File Sample Layout

User File Sample Layout

Jan 9, 2017

Training Modules

Training Modules

Aug 8, 2017

Download TestNav and Proctor Caching Software

Download TestNav and Proctor Caching Software

Sep 12, 2016

TestNav 8 Online User Guide

TestNav 8 Online User Guide

Oct 17, 2014

PearsonAccess Next Online User Guide

PearsonAccess Next Online User Guide

Jul 26, 2016

Top Resources

[PARCC Technology Guidelines](#)

[Hardware and Software Guidelines for TestNav 8](#)

[Hardware and Software Guidelines for Proctor Caching](#)

[Organization File Sample Layout](#)

[User Role Matrix](#)

[User File Field Definitions](#)

[PearsonAccess Next Online User Guide](#)

[Download TestNav and Proctor Caching Software](#)

[Training Modules](#)

Contact Us

PARCC Customer Support

1-888-493-9888

Monday - Friday

5:30 am - 6:30 pm (CT)

[Contact PARCC Support](#)

PARCC Chat

Chat Now!

Available during hours listed above

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PearsonAccess^{next} Support

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

<http://PARCC.Pearson.com/Support>

(888) 493-9888

(6:30 a.m. – 5:30 p.m. ET, Mon.–Fri.)



Resources – Training Module

<http://parcc.pearson.com/training-modules>

A screenshot of the PARCC website's training modules page. The page has a blue header with the PARCC logo and navigation links. A red box highlights the 'Manuals, Modules, Avocet' link in the header. Below the header, the main content area is titled 'Training Modules' and contains a paragraph about training resources. At the bottom, there are two columns: 'Test Administration Modules' and 'Technology Coordinator Modules', each with a dropdown menu.

PARCC Partnership for Assessment of Readiness for College and Careers

Home PearsonAccess^{next} Technology Setup **Manuals, Modules, Avocet ▼** Test Preparation ▼ Bulletins

Support

▶ Training Modules

Additional training resources are available for Test Coordinators, Test Administrators, and Technology Coordinators. They can be used to supplement information found in the Test Coordinator Manual and the Test Administrator Manuals.

Test Administration Modules

Test Administration Modules ▼

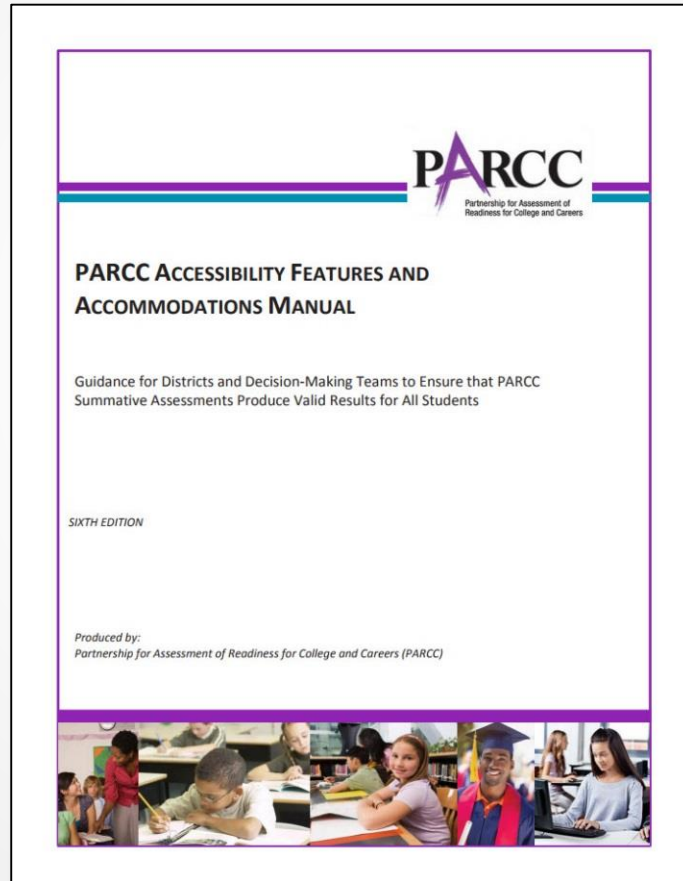
Technology Coordinator Modules

Technology Coordinator Modules ▼



Accessibility Features and Accommodations

[PARCC Accessibility Features and Accommodations Manual](#)

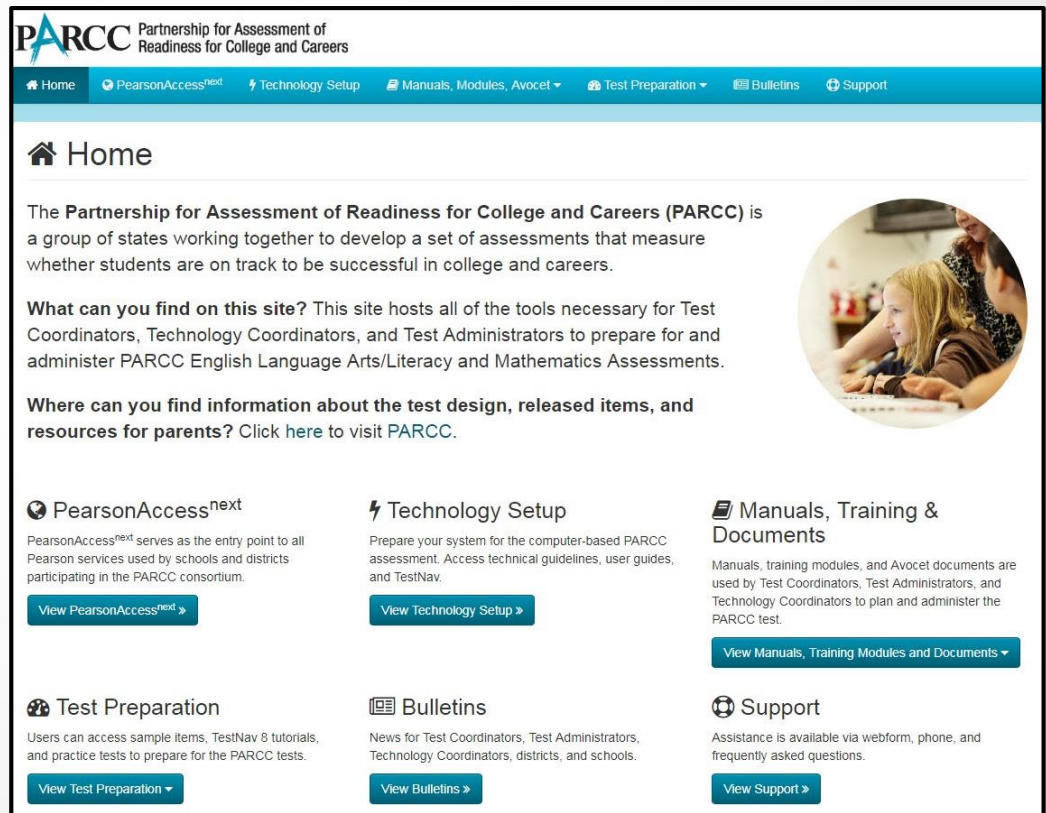




PARCC Portal

<http://parcc.pearson.com>

- Bulletins
- Manuals & Guides
- Technology Setup
- Test Preparation



The screenshot shows the PARCC Portal website. At the top is the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers". Below this is a navigation bar with links: Home, PearsonAccess^{next}, Technology Setup, Manuals, Modules, Avocet, Test Preparation, Bulletins, and Support. The main content area starts with a "Home" section featuring a house icon. It contains a paragraph about PARCC, a section titled "What can you find on this site?" describing the tools available, and another section titled "Where can you find information about the test design, released items, and resources for parents?" with a link to "here". Below this are six service tiles arranged in a 2x3 grid. Each tile has an icon, a title, a brief description, and a "View" button with a right-pointing arrow. The tiles are: PearsonAccess^{next} (globe icon), Technology Setup (lightning bolt icon), Manuals, Training & Documents (book icon), Test Preparation (person at computer icon), Bulletins (document icon), and Support (headset icon).

PARCC Partnership for Assessment of Readiness for College and Careers

Home PearsonAccess^{next} Technology Setup Manuals, Modules, Avocet Test Preparation Bulletins Support

Home

The **Partnership for Assessment of Readiness for College and Careers (PARCC)** is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and careers.

What can you find on this site? This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer PARCC English Language Arts/Literacy and Mathematics Assessments.

Where can you find information about the test design, released items, and resources for parents? Click [here](#) to visit **PARCC**.

PearsonAccess^{next}
PearsonAccess^{next} serves as the entry point to all Pearson services used by schools and districts participating in the PARCC consortium.
[View PearsonAccess^{next}](#)

Technology Setup
Prepare your system for the computer-based PARCC assessment. Access technical guidelines, user guides, and TestNav.
[View Technology Setup](#)

Manuals, Training & Documents
Manuals, training modules, and Avocet documents are used by Test Coordinators, Test Administrators, and Technology Coordinators to plan and administer the PARCC test.
[View Manuals, Training Modules and Documents](#)

Test Preparation
Users can access sample items, TestNav 8 tutorials, and practice tests to prepare for the PARCC tests.
[View Test Preparation](#)

Bulletins
News for Test Coordinators, Test Administrators, Technology Coordinators, districts, and schools.
[View Bulletins](#)

Support
Assistance is available via webform, phone, and frequently asked questions.
[View Support](#)



Q&A



| Thank you!