



PARCC & DC Science Test Coordinator & PAN 101 Training

Dec. 14, 2022 & Jan. 10, 2023 | OSSE Assessment Team

- We look forward to speaking with you today!
- Please mute your microphone and turn off video if you are not speaking to preserve bandwidth.
- We will record this meeting.
- Please sign-in [here](#).



Welcome!



Objectives and Agenda

Objectives

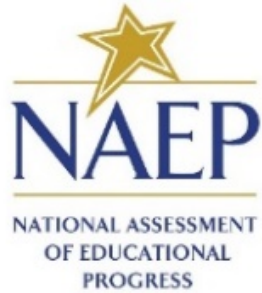
- Familiarize LEA Assessment Manager and the Test Coordinator with PARCC administration requirements and Pearson Access^{NEXT} (PAN)
- Establish an understanding of a testing schedule, test security plan and test security file.
- Prepare LEAs to manage information in PAN

Agenda

- Introduction to Statewide Assessment in DC
- Introduction to PARCC & DC Science
- Before Test Administration
 - Plan Test Administration
 - Creating a Testing Schedule
 - School Test Security Plans
 - Setting Up Users
- During Test Administration
 - Administer Test
- After Test Administration
 - Closeout Testing
- PearsonAccessNext (PAN) Supports
- Questions and Closing



Introduction to Statewide Assessment in DC



DC Science
The District of Columbia Assessment of
the Next Generation Science Standards



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

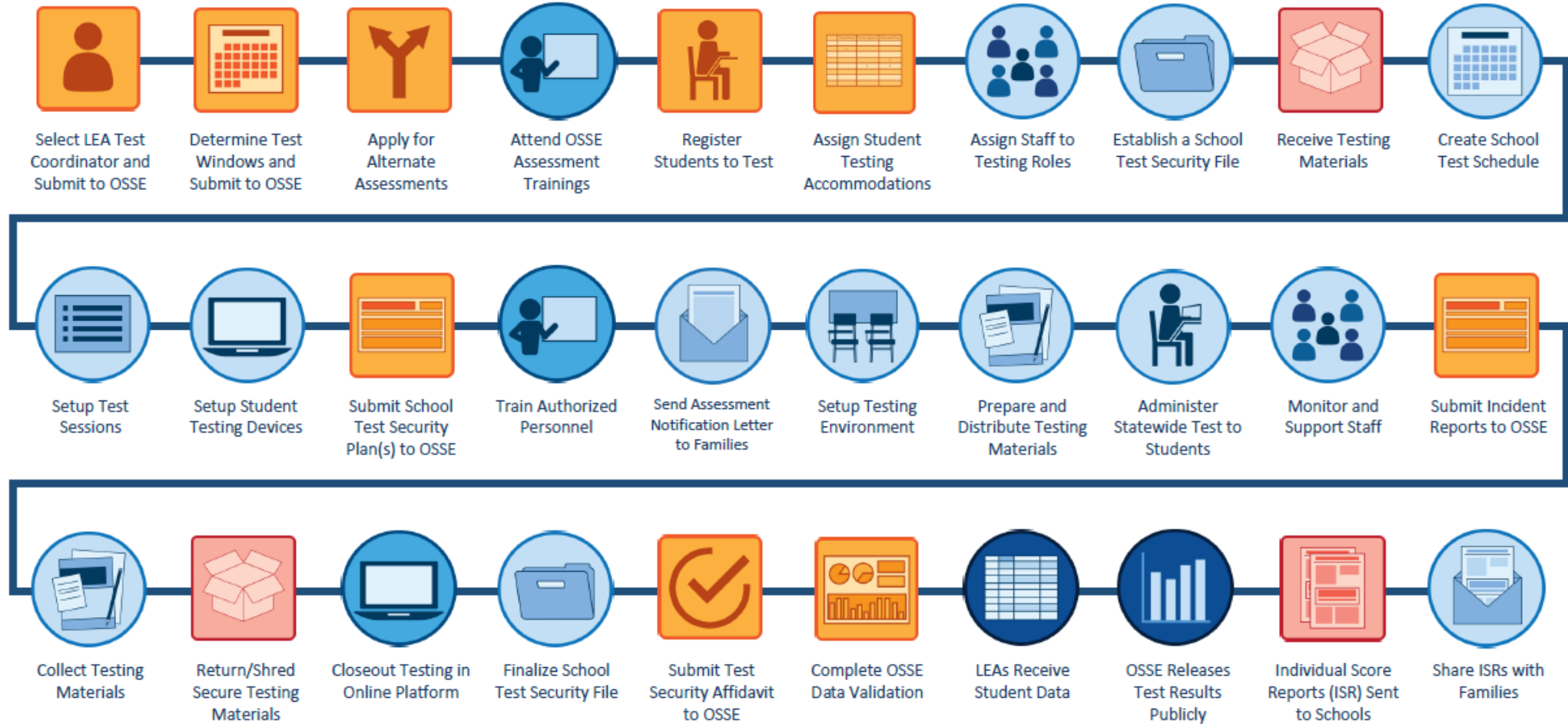
DC Science – science, grades 5, 8, and high school biology

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 & DLM	March 13 – April 28, 2023
PARCC & 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 & 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 & 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

Navigation Menu:

- Dashboard
- Setup
- Testing
- Reports
- Support

Helpful Information

2022-2023 Statewide Testing Windows		
	Online Testing	Paper Testing <i>(accommodations only)</i>
PARCC	April 3 – May 26, 2023*	April 3 – May 19, 2023*
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>

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

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

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PARCC & DC Science Test Security

OSSE requires each school, including nonpublic schools, to submit a **school test security plan** via Quickbase prior to testing.

- School test security plans provide OSSE with important details about test administration and test security at your school
- School test security plans are due **15 business days prior to the first day of testing** at each school
- Schools may not begin testing until their school test security plan is approved by OSSE
- The Quickbase application is schedule to open for the 2022-23 school year in mid-January; schools should input testing dates in draft plans by **Feb. 13, 2023**



Before Test Administration



Plan Test Administration

Plan Test Administration

Steps for Planning Test Administration:

- Attend Training
- Document Test Security Plans
 - Create and Submit a School Test Security Plan
 - Setup a School Test Security File
- Create a Testing Schedule
- Register Students
 - Document Accommodations and Accessibility Features
 - Receive Materials
- Assign Staff Roles
- Setup Technology for Testing
- Create Test Sessions
- Train Authorized Personnel

Attend Training

Training Event <i>Recommended training attendance is highly encouraged. Multiple sessions are listed. If multiple sessions are offered, only attend one session.</i>		Date	Time	Location	Registration	Assessment Role								
						LEA				School				
						LEA Assessment Manager	ACCESS Coordinator	MISAA/DLM Coordinator	PARCC & DC Science Coordinator	Nonpublic School Test Coordinator	ACCESS Coordinator	MISAA/DLM Coordinator	PARCC/DC Science Coordinator	Technology Coordinator
October 2022	October Next Generation Assessments (NGA) Meeting	Friday, Oct. 7, 2022	1-3 p.m.	Hybrid	Register	X	X	X	X					
	New LEA Test Coordinator Orientation (Option 1 of 2)	Thursday, Oct. 27, 2022	10 a.m. - 12 p.m.	In-Person	Register	X	X	X	X					
November 2022	New LEA Test Coordinator Orientation (Option 2 of 2)	Monday, Nov. 7, 2022	1-3 p.m.	In-Person	Register	X	X	X	X					
	Test Security Training Modules for Returning LEA Test Coordinators	November 2022	asynchronous	Online Modules	TBD	X	X	X	X					
December 2022	December Next Generation Assessment (NGA) Meeting	Tuesday, Dec. 6, 2022	1-3 p.m.	Hybrid	Register	X	X	X	X					
	Test Security Training and School Test Security Plan Overview (Option 1 of 3)	Tuesday, Dec. 13, 2022	1-4 p.m.	Hybrid	Register	X	X	X	X	X				
	PARCC & DC Science LEA Test Coordinator Training/ PearsonAccessNext (PAN) 101 (Option 1 of 2)	Wednesday, Dec. 14, 2022	1-3 p.m.	In-Person	Register	X			X				^	0

[Online training schedule](#) found on the [Test Coordinators Resources](#) webpage.



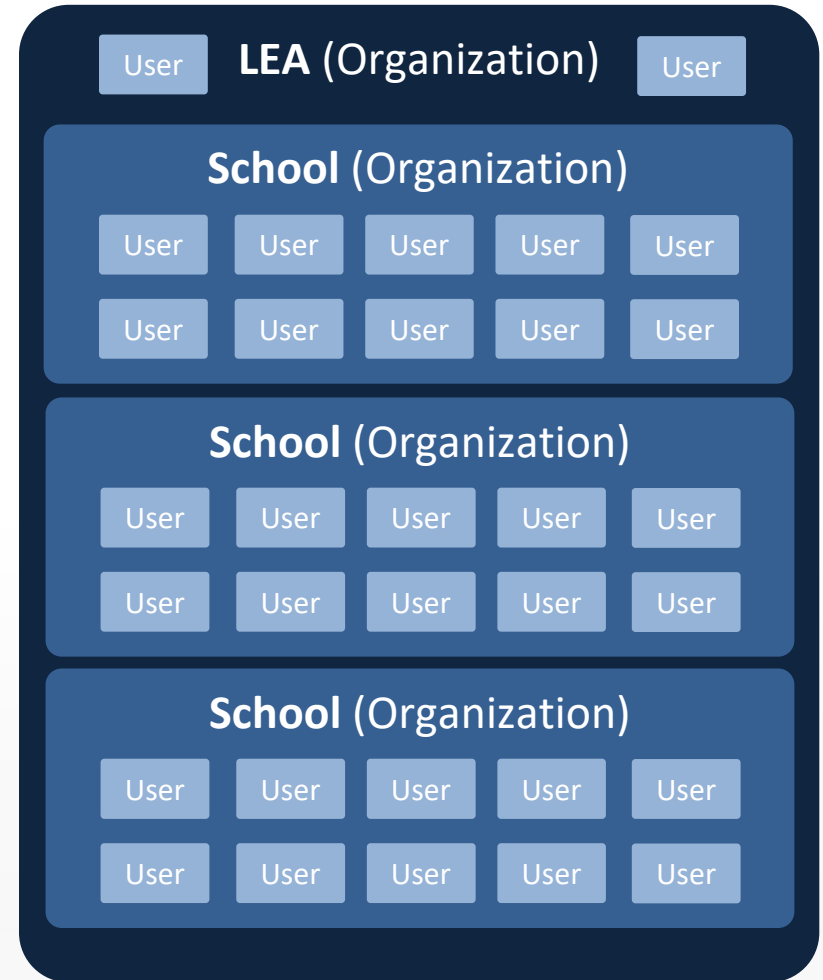
	Role	Responsibilities
LEA Roles	LEA Assessment Manager	<ul style="list-style-type: none"> Attend Next Generation Assessment (NGA) meetings Train LEA staff on OSSE policies and protocols and coordinate with all LEA Test Coordinators Ensure LEA compliance with OSSE's requirements for test administration and test security Coordinate communication with Nonpublic School Test Coordinators around registration
	LEA Test Integrity Coordinator	<ul style="list-style-type: none"> Ensure that policies in the Test Security Guidelines, Test Integrity Act, and associated protocols are implemented the LEA and school(s), and serve as the primary liaison to OSSE on test security Participate in required OSSE Test Security Training and ensure that all appropriate authorized personnel are trained at the LEA and school(s) Oversee the development of, collect, and submit to OSSE the school test security plans for all schools or campuses under the LEA's control, and submit final affidavits Monitor test security at schools or campuses and participate in any investigations as needed Designate up to three LEA test integrity coordinators: (1) PARCC/DC Science, (2) ACCESS for ELLs/Alternate ACCESS, and (3) MSA/DLM
	LEA PARCC and DC Science Coordinator	<ul style="list-style-type: none"> Manage the LEA administration of PARCC and DC Science Ensure test security Provide test security training for School Test Coordinators Submit required documentation to OSSE before, during, and after testing

Assign Staff Roles

	Role	Responsibilities
School Roles	School PARCC & DC Science Coordinator/ School Test Monitor	<ul style="list-style-type: none"> • Manage the school administration of PARCC and DC Science • Ensure test security at the school • Provide test security training for authorized personnel • Create a school test security plan and maintain a school test security file
	Technology Coordinator	<ul style="list-style-type: none"> • Prepare technology for test administration • Provide technical support during testing
	Special Education Coordinator	<ul style="list-style-type: none"> • Manage the assignment/administration of accommodations and accessibility features to students
	Test Administrator	<ul style="list-style-type: none"> • Administer a test to a student or group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
	Proctor	<ul style="list-style-type: none"> • Support test administration to a group of students in compliance with test integrity guidelines and LEA, school, and test manual policies
	Authorized Personnel	<ul style="list-style-type: none"> • Any individual (other than a student) who is trained on test security and has permission to enter a secure testing environment

Managing LEA and School Accounts in PAN

- Each LEA and each school is set up by OSSE as an organization in the PAN system.
- OSSE creates user accounts for LEA Test Coordinators and nonpublic School Test Coordinators. LEAs are responsible for setting up accounts for all other users in their LEAs and schools.
- Staff members can be assigned to organizations through user accounts.
- Students are assigned to organizations when they are registered to test.



Managing LEA and School Accounts in PAN

Each year, LEA and School Test Coordinators should ensure that all organization information is accurate.

- Points of contact
- Shipping addresses
- Contact information

Accurate organization information will ensure messages and materials are sent to the appropriate individuals.

The screenshot displays the 'Manage Contacts' interface in the PAN system. The top navigation bar includes 'Create / Edit Organizations' and 'Manage Contacts'. The main content area is titled 'CONTACTS (1)' and features a 'Create Contacts' button. The 'CONTACT DETAILS' section is titled 'New Contact' and contains the following fields:

- Organization***: A dropdown menu.
- Contact Type***: A dropdown menu.
- Contact Title**: A text input field.
- Address Street Number and Name***: A text input field with a warning message 'PO BOX INFO NOT ALLOWED'.
- Contact Name***: A text input field.
- Address Suite / Building Site Number**: A text input field with a warning message 'PO BOX INFO NOT ALLOWED'.
- Address City***: A text input field.
- Primary Electronic Mail Address***: A text input field.
- State Abbreviation**: A dropdown menu.
- Alternate Electronic Mail Address**: A text input field.
- Country**: A dropdown menu.
- Telephone Number***: A text input field containing '1234567890'.
- Address Postal Code***: A text input field containing '12345-1234'.
- Phone Extension**: A text input field.
- Fax Number**: A text input field containing '1234567890'.

At the bottom of the form, there is a legend for '* Required' and two buttons: 'Save' and 'Reset'.



Creating a Testing Schedule

Create Testing Schedule

What You Should Know:

- The **assessment requirements**: set-up, unit testing time, number of units
- The **test setting**: such as requirements for all students, number of faculty, number of support staff, absenteeism rate
- The **academic calendar**: holidays, conferences, field trips, scheduled drills and other activities
- The **space limitations**: the number of buildings, the number of rooms and the size of rooms
- The **technological resources**: the number of computers, wireless access points, technology points of contact

Create Testing Schedule

To continuously supply new test items, **field test items** are integrated into assessments. The field test items provide data that allows decisions to be made about their potential future use on the assessment.

PARCC mathematics and DC Science field test items are embedded throughout each assessment.

- The PARCC ELA field test is taken as a separate unit of the assessment and is administered to select grades in the District of Columbia each year.
 - This year, students in grades **5, 8, and English II** will take the PARCC ELA field test and complete three units of ELA, rather than two.
 - The field test units are randomly placed, and all units should be treated equally by staff and students.
 - The field test units will impact how test schedules are created.

PARCC & DC Science Testing Times and Field Test Units: Grades 3-5

Subject(s)	Unit	Section	Unit Testing Time (Minutes)
Mathematics Grade 3 Mathematics Grade 4 Mathematics Grade 5	Unit 1	Non-calculator	60
	Unit 2	Non-calculator	60
	Unit 3	Non-calculator	60
ELA/Literacy Grade 3	Unit 1		75
	Unit 2		75
ELA/Literacy Grade 4	Unit 1		90
	Unit 2		90
ELA/Literacy Grade 5*	Unit 1		90
	Unit 2		90
	Unit 3		90
Science Grade 5	Unit 1		45
	Unit 2		45
	Unit 3		45
	Unit 4		45

*Contains field test unit

Note: PARCC math field test items will be embedded throughout the units. **ELA will have an additional field test unit in grades 5, 8 and 10 (ELA II).**

PARCC & DC Science Testing Times and Field Test Units: Grades 6-8

Subject(s)	Unit	Section	Unit Testing Time (Minutes)
Mathematics Grade 6 Mathematics Grade 7	Unit 1	Non-calculator/ Calculator	60
	Unit 2	Calculator	60
	Unit 3	Calculator	60
Mathematics Grade 8	Unit 1	Non-calculator	60
	Unit 2	Calculator	60
	Unit 3	Calculator	60
ELA/Literacy Grade 6 ELA/Literacy Grade 7	Unit 1		90
	Unit 2		90
ELA/Literacy Grade 8*	Unit 1		90
	Unit 2		90
	Unit 3		90
Science Grade 8	Unit 1		45
	Unit 2		45
	Unit 3		45
	Unit 4		45

*Contains field test unit

Note: PARCC math field test items will be embedded throughout the units. **ELA will have an additional field test unit in grades 5, 8 and 10 (ELA II).**



PARCC & DC Science Testing Times and Field Test Units: High School

Subject(s)/Course(s)	Unit	Section	Unit Testing Time (Minutes)
Algebra I, Geometry, Algebra II	Unit 1	Non-calculator/ Calculator	90
	Unit 2	Calculator	90
ELA/Literacy Grade 9 (ELA I)	Unit 1		90
	Unit 2		90
ELA/Literacy Grade 10 (ELA II)*	Unit 1		90
	Unit 2		90
	Unit 3		90
Biology	Unit 1		45
	Unit 2		45
	Unit 3		45
	Unit 4		45

*Contains field test unit

Note: PARCC math field test items will be embedded throughout the units. **ELA will have an additional field test unit in grades 5, 8 and 10 (ELA II).**

Create a Testing Schedule

Requirements for School Test Security Plan Test Schedule:

- Date
- Time
- Grade/course
- Assessment
- Subject
- Unit
- Test administrator
- Proctor
- PAN Session Code (if applicable)
- Location

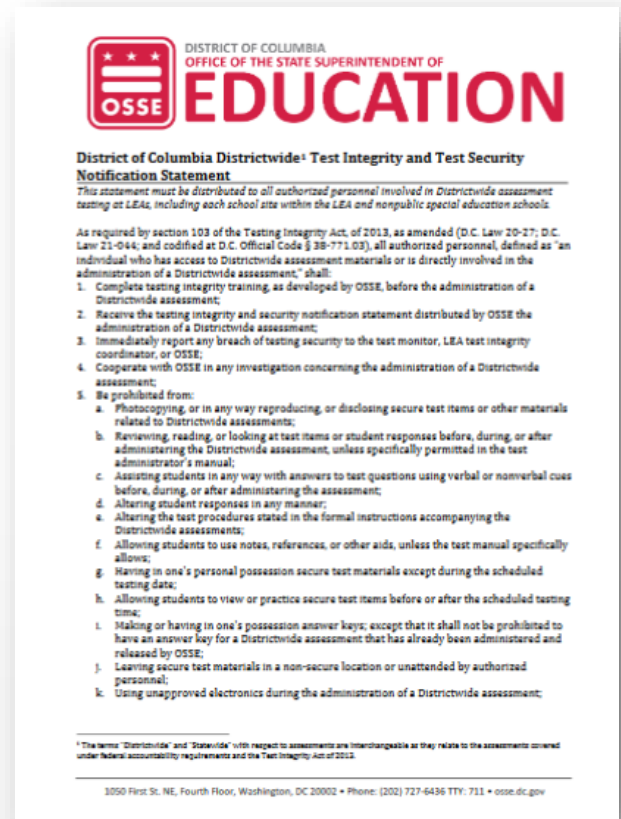
Date	Time	Assessment	Grade/Course	Subject	Unit #	Test Administrator	Proctor (if applicable)	PAN Session Code (if applicable)	Test Administration Location

Train Authorized Personnel

The role of all authorized personnel is to ensure a **secure testing environment** during test administration. LEA Assessment Managers, LEA Test Integrity Coordinators, LEA Test Coordinators, and Nonpublic School Test Coordinators are required to complete the [OSSE Test Security Training Modules](#) and then train all authorized personnel.

School Test Coordinators are responsible for training all school staff that will be supporting with test administration. This training should include test security policies, staff role assignments, test administration procedures and testing schedules.

All authorized personnel must receive a **Test Security Notification Statement** and their attendance at test security training must be documented.





School Test Security Plans

Document Test Security Plans

OSSE, LEAs and schools communicate about test security prior to testing to ensure each school is prepared to test.

- School Test Coordinators create a test security file and a school test security plan
- Test security files are physical files kept at the school that are updated throughout testing season
- School test security plans are submitted to the LEA Test Coordinator for review
- LEA Test Coordinators submit final school test security plans to OSSE for approval
- OSSE review plans and provides revision requests or approvals

PARCC & DC Science Test Security

OSSE requires each school, including nonpublic schools, to submit a **school test security plan** via [Quickbase](#), prior to testing.

- School test security plans provide OSSE with important details about test administration and test security at your school
- School test security plans are due to OSSE **15 business days prior to the first day of testing** at each school
- Schools may not begin testing until their school test security plan is approved by OSSE
- PARCC and DC Science can be included the same plan, or separate plans. If they are in the same plan, logistics for both assessments must be addressed

Create & Submit School Test Security Plan (STSP)

School test security plans include the following sections:

- Assessments Start and End Dates
- General Information/ School Demographics
- Secure Materials Management
- Reporting Irregularities
- Irregularities Investigations
- Prohibited Actions
- Logistics
- Assurances
- PAN Test Sessions and Test Administrators
- Authorized Personnel
- Testing Schedule
- OSSE Feedback & Approvals
- Minor Deviations from School Test Security Plan
- Plan to Improve School Policies & Procedures

Details about school test security plan submission are provided in the [Test Security Training Modules](#) (required for all LEA Test Coordinators).

Setting Up a School Test Security File

Each school is required to create and maintain a **school test security file** to document testing policies, staff involvement, testing schedules and incidents that arise.

Include the following items in your school test security file:

- school test security plan
- staff test security training attendance sheet
- signed test security affidavits
- incident reports and notes on irregularities
- notes on test schedule changes

Maintain a school test security file in hard copy, onsite at each school for **four years**.



Setting Up Users

Assign Staff Roles

PARCC and DC Science staff roles will be documented in your school test security plan, school test security file and PAN.

Assigning roles in PAN will allow staff to complete needed tasks before, during, and after testing.

See [PAN Tutorials linked here](#) for support.

The screenshot displays the PearsonAccessnext web application interface. At the top, a document titled '11. Authorized Personnel/ Test Schedule' is shown, containing an 'Authorized Personnel List' and a 'Test Schedule' section. Below this, a table lists staff roles and their contact information:

	A	B	C	D
	Role	First Name	Last Name	Email Address
1	LEA Test Coordinator	Chanon	Bell	chanon.bell@dc.gov
2	School Test Coordinator	Cassie	Lynott	cassie.lycott@dc.gov
3	Test Administrator	Danielle	Branson	danielle.branson@dc.gov
4	Test Administrator	Nikki	Stewart	nikki.stewart@dc.gov
5	Special Education Coord	Michael	Craig	michael.craig@dc.gov
6	Technology Coordinator	Daniel	Alcazar-Roman	daniel.alcazar-roman@dc.gov
7				
8				
9				
10				
11				
12				

The interface also features a navigation menu on the left with options: Dashboard, Setup, Testing, Reports, and Support. A 'Helpful Information' section on the right provides details on testing windows:

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Setting Up Users in PAN

Assigning users can be completed by entering each user's information into the PAN system interface, or by importing a list of users through a properly formatted spreadsheet.

User Import/Export update: New fields have been added to the file layout to accommodate both deleted and disabled users. The import file also can restore a deleted user through the import.

	A	B	C	D	E	F	G	H	I	J	K
1	Action	Username	First Name	Last Name	Email	Authorize	Roles	Active Begin Date	Active End Date	Disabled	Disable Reason
2	c	nikki.stewart@dc.gov	Nikki	Stewart	nikki.stewart@dc.gov	DC	STC	1/21/2019	6/1/2019	No	
3	c	swea.hart@dc.gov	Swea	Hart	swea.hart@dc.gov	DC	STC	1/21/2019	6/1/2019	No	
4	c	michael.craig@dc.gov	Michael	Craig	michael.craig@dc.gov	DC	TA	1/21/2019	6/1/2019	No	
5	c	danielle.branson@dc.gov	Danielle	Branson	danielle.branson@dc.gov	DC	TA	1/21/2019	6/1/2019	No	
6	c	daniel.alcazar-roman@dc.gov	Daniel	Alcazar-Rom	daniel.alcazar-roman@dc.gov	DC	TA	1/21/2019	6/1/2019	No	
7	c	chanon.bell@dc.gov	Chanon	Bell	chanon.bell@dc.gov	DC	LEATC	1/21/2019		No	
8											
9											
10											
11											
12											
13											
14											

Setting Up Users – Enter Individually

- Select **SETUP**
- Select **USERS**
- Select **SELECT TASK**
- Select **CREATE/EDIT USERS**
- Select **START**
- Complete the relevant fields
- Select **CREATE**

If a delayed **ACTIVE BEGIN DATE** is not entered, the user will receive immediate access and receive an email that indicates access has been granted. If a delayed **ACTIVE BEGIN DATE** is entered, access will be provided on that date.

The screenshot displays the 'Create / Edit Users' interface. On the left, under 'USERS (0)', there is a 'Create Users' button. The main area is titled 'DETAILS' and contains a 'New User' form. The form includes the following fields: 'Selected Organizations*' (dropdown), 'Selected Roles*' (dropdown), 'Account' (dropdown set to 'Enabled'), 'First Name*' (text input), 'Last Name*' (text input), 'Email*' (text input), 'Username*' (text input), 'Active Begin Date' (calendar icon), 'Active End Date' (calendar icon), and 'Delete Date' (calendar icon). A legend at the bottom indicates that an asterisk (*) denotes a required field. At the bottom of the form are 'Create' and 'Reset' buttons.

Setting Up Users – Upload File

- Select **SETUP**
- Select **IMPORT/EXPORT DATA**
- Select **SELECT TASK**
- Select **IMPORT/EXPORT DATA**
- Select **START**
- Select **USER EXPORT**
 - “Include Deleted Users” can be selected
- Select **PROCESS**

The system will begin to process your request. Refresh the screen with the blue arrow icon at the top of the page. Once the file is ready, select **DOWNLOAD FILE**.

Update the file to include new users and save in CSV format. Reference the User Role Matrix Guide for support.

DETAILS ↻

Complete
File is ready for download

File Information

Type	User Export	Organization	DC (DC)
Request Date	2018-12-21 10:58 AM	User	cassie.lycott@dc.gov
Total Records	13	Download File ⓘ	
Successful Records	13		
Error Records	0		

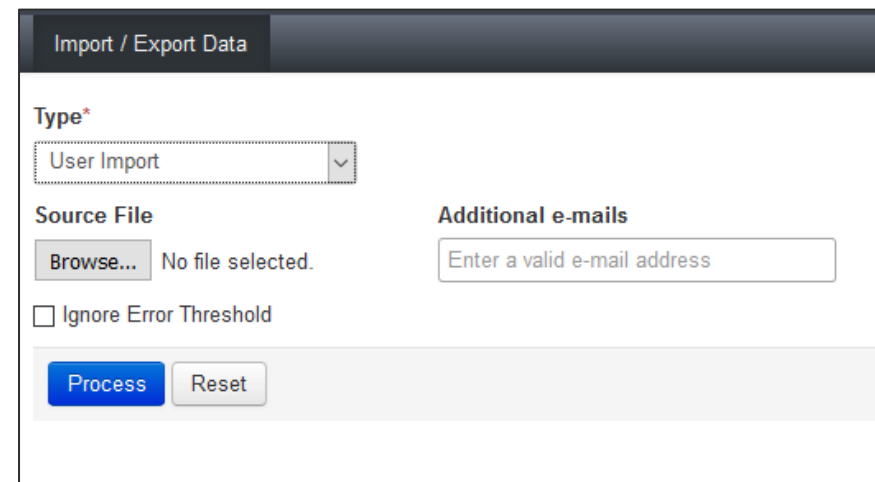
Steps

Step	Message
Export	Complete

Setting Up Users – Upload File

Beginning on the **IMPORT/EXPORT DATA** page:

- Select **SELECT TASK**
- Select **IMPORT/EXPORT DATA**
- Select **START**
- Select **USER IMPORT**
- Select **BROWSE** and choose your file
- Select **PROCESS**



The screenshot shows a web interface titled "Import / Export Data". It features a dropdown menu for "Type*" with "User Import" selected. Below this is a "Source File" section with a "Browse..." button and the text "No file selected.". To the right is an "Additional e-mails" section with a text input field containing the placeholder "Enter a valid e-mail address". At the bottom, there is a checkbox for "Ignore Error Threshold" and two buttons: "Process" and "Reset".

The system will begin to process your request. Refresh the screen with the circular blue arrow icon at the top of the page. When the import is complete, the system will alert you to the success of your import or will notify you of any errors that have occurred.

NOTE: It is useful to export site user information first to have information already generated on a template file for import.



Registering Students

Register Students

OSSE Actions	LEA/School Actions
<ul style="list-style-type: none">• OSSE registers all students in grades 3-8 for PARCC• OSSE registers all students in grades 5 and 8 for DC Science	<ul style="list-style-type: none">• LEAs verify registration for grades 3-8 and make adjustments for students in grade 7 and 8 taking advanced mathematics courses• LEAs register all high school students for PARCC and DC Science, based on course enrollment• LEAs need to verify and complete registration data by Feb. 21, 2023.• Nonpublics need to verify and complete registration data by Feb. 24, 2023.

Register Students

Registration information is uploaded into PAN through a spreadsheet called the **Student Registration & Personal Needs Profile** (SR/PNP).

- SR/PNP fields include:
 - LEA and school code
 - student name and unique student identifier (USI)
 - birthdate and current grade
 - other demographic information

Directions and supporting resources for completing the SR/PNP file can be found in PAN

Register Students – Upload File

Detailed descriptions of the SR/PNP fields can be found in the **Student Registration/Personal Needs Profile Field Definitions Guide**. This document provides names, values, and definitions for each column of the SR/PNP file. It also includes instructions for creating the file and importing it into the PAN system.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	AC	AD	AS	AT	AU	AV	AW	AX
1	Filler1	Testing Di	Testing Sc	Responsit	Responsit	State Stud	Local Stud	Unique In	Last or Sur	First Nam	Middle N	Birthdate	Sex	Filler2	Grade Lev	Student V	Primary D	Session N	Class Nam	Test Admi	Staff Men	Test Code	Test For
2		0000	0000			1234567890			Sample	Student		2010-11-30	F		4	IEP	SLD	MATH.04.CL.R		Lynott.Cassie		MAT04	o
3		0000	0000			1234567890			Sample	Student		2010-11-30	F		4	IEP	SLD	ELA.04.NS.R		Stewart.Nikki		ELA04	o
4		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			MATH.ALG1.CL.R		Lynott.Cassie		ALG01	o
5		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			ELA.08.NS.R		Stewart.Nikki		ELA08	o
6		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			SCIENCE.08.DA.R		Alcazar-Roman.Dani		SCI08	o
7		0000	8888			2345678901			Training	Child		2004-05-01	M		10			MATH.GEO.CL.R		Lynott.Cassie		GEO01	o
8		0000	8888			2345678901			Training	Child		2004-05-01	M		10			ELA.10.NS.R		Stewart.Nikki		ELA10	o
9		0000	8888			2345678901			Training	Child		2004-05-01	M		10			SCIENCE.BIO.DA.R		Alcazar-Roman.Dani		BIO10	o
10																							
11																							
12																							

These documents can be found in PAN under “Support” → “Documentation”

Register Students – Enter Individually

Students may also be registered individually in the PAN user interface. To register a single student, follow the steps below.

- Select **SETUP**
- Select **STUDENTS**
- Select **SELECT TASK**
- Select **CREATE/EDIT STUDENTS** and **REGISTRATION**
- Select **START**
- Complete the relevant fields in the **CREATE/EDIT STUDENTS** tab
- Select **CREATE**
- Select the **REGISTER STUDENTS** tab
- Complete the relevant fields
- Select **SAVE**
- Select the **MANAGE STUDENT TESTS** tab
- Complete the relevant fields
- Select **SAVE**

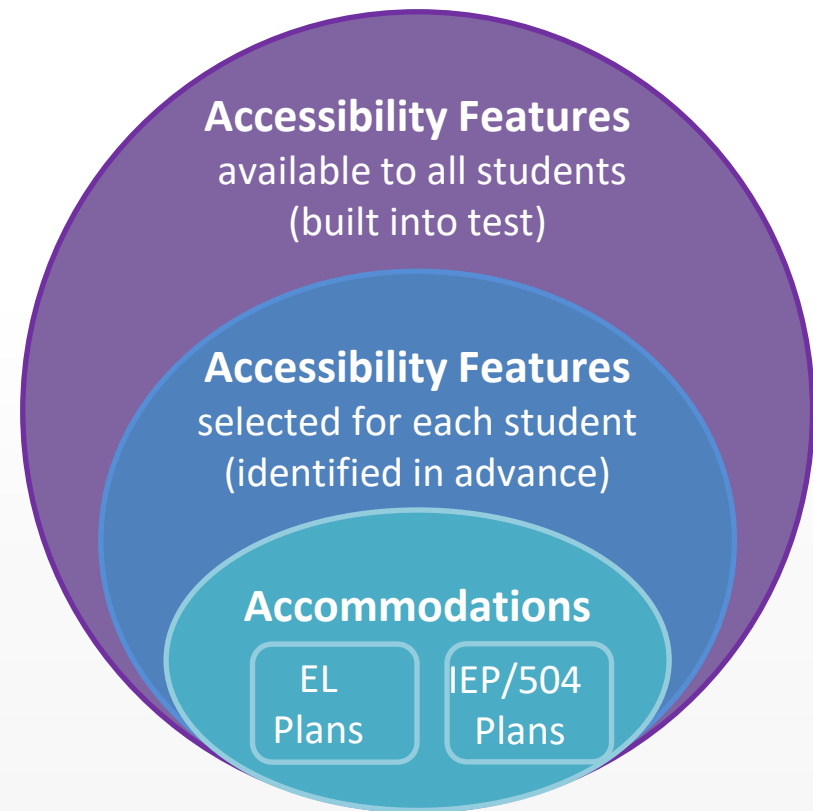


Completing the Personal Needs Profile (PNP)

Document Accommodations & Accessibility Features

Accommodations and accessibility features are identified for each student in the **Personal Needs Profile (PNP)** section of the SR/PNP.

- Accommodations require an individualized education program (**IEP**), **504 plan**, or English learner (**EL**) plan
- Accessibility features can be assigned to any student, based on the policies established by the LEA or school



Document Accommodations & Accessibility Features

Work with the **Special Populations Coordinators** at your schools to create policies and assign accommodations and accessibility features effectively.

- LEA and school policies should be created to ensure accessibility features are assigned **equitably**
- Accommodations and accessibility features should be reflective of a student's typical instructional and testing experience
- Students should **practice** using accommodations and accessibility features prior to testing

Document Accommodations & Accessibility Features

Information in the SR/PNP is used by Pearson to provide **testing materials** to schools.

- The SR/PNP should be completed by Feb. 21, 2023 for any required paper materials to automatically ship to schools
 - Nonpublic deadline for SR/PNP completion is Feb. 24, 2023
- If students' accommodations change, due to changes in their IEP, 504 or EL plans, **additional orders** for materials can be placed prior to testing
 - Additional order window opens on March 20, 2023.
- Accessibility features do not require materials from Pearson and can be completed any time before you submit your school test security plan

Completing the Personal Needs Profile

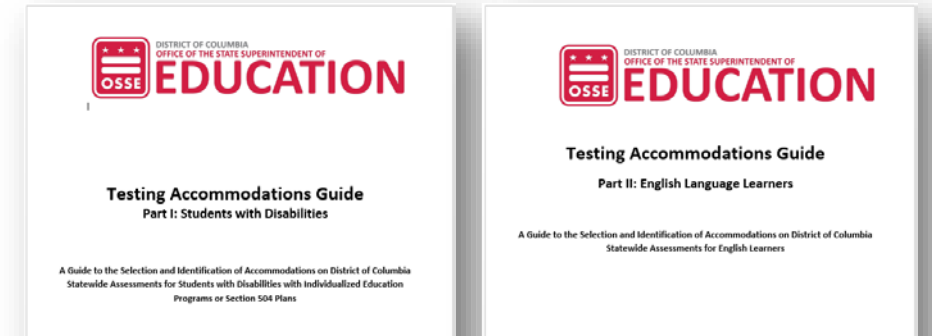
The PNP includes a column for each accommodation and accessibility feature. Reference the Student Registration/Personal Needs Profile (SR/PNP) Field Definitions guide to find locations within the file and instructions for importing.



	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV
1	Separate/Alternate Location	Small Group Testing	Specialized Equipment or Furniture	Specified Area or Setting	Time of Day	Answer Masking	Student Reads Aloud to Self	Color Contrast	ASL Video for ELA and Math	Assistive Technology - Screen Reader for ELA and Math	Assistive Technology - Non-Screen Reader for ELA and Math	Closed Captioning for ELA/L	Refreshable Braille Display for ELA/L	Alternate Representation - Paper Test	Large Print	Braille with Tactile Graphics	Filler20	Human Signers for Test Directions	Answers Recorded in Test Book	Braille Response	Calculation Device and Mathematics Tools

PARCC & DC Science Accommodations Resources

- Resources to assist LEAs in completing the Personal Needs Profile (PNP) have been updated for the 2022-23 school year
 - The OSSE Testing Accommodations Guides are linked here: osse.dc.gov/service/testing-accommodations
 - The SR/PNP template and Field Definitions Guide will be posted in PAN and sent in an NGA Bulletin.
 - The eighth edition of the Accessibility Features & Accommodations (AF&A) Manual is be posted here: dc.mypearsonsupport.com/manuals/



Setting Accommodations						
SEDS Statewide Testing Accommodations	PARCC ELA	PARCC Mathematics	DC Science	MSAA ELA & Mathematics	DLM	ACCESS for ELLs (ELs with disabilities)
						L R S W ¹
01. Specialized Equipment, Furniture, or Lighting	Adaptive and Specialized Equipment or Furniture (<i>administrative consideration</i>) Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat). SR/PNP Field Definitions Guide Reference ² : BD					

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes and Validations	Expected Values	AF&A Manual Reference	OSSE Testing Accommodations Guide Reference
BA	Frequent Breaks CBT PBT ELA Math	N	1	Student is allowed to take breaks, at their request, during the testing session.	Proctor/School Provided Administration Considerations	Y = Yes Blank	2f	09
BB	Separate/Alternate Location CBT PBT ELA Math	N	1	Student tested in <u>specialty-assigned</u> location.	Proctor/School Provided Administration Considerations	Y = Yes Blank	2c	04
BC	Small Group Testing CBT PBT ELA Math	N	1	Student is tested in a separate location with a small group of students with matching accessibility features or accommodations/testing needs as appropriate.	Proctor/School Provided Administration Considerations	Y = Yes Blank	2a	05 / 06
BD	Specialized Equipment or Furniture CBT PBT ELA Math	N	1	Student is provided specialized equipment or furniture needed for a successful testing environment (e.g., low lighting; adaptive seat).	Proctor/School Provided Administration Considerations	Y = Yes Blank	2e	01

Completing the Personal Needs Profile – File Import

Detailed descriptions of the SR/PNP fields can be found in the **Student Registration/Personal Needs Profile Field Definitions Guide**. This document provides names, valid values, and definitions for each column of the SR/PNP file. It also include instructions for creating the file and importing it into the PAN system.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	AC	AD	AS	AT	AU	AV	AW	AX
1	Filler1	Testing Di	Testing Sc	Responsi	Responsi	State Stud	Local Stud	Unique In	Last or Sur	First Nam	Middle N	Birthdate	Sex	Filler2	Grade Lev	Student V	Primary D	Session N	Class Nam	Test Admi	Staff Men	Test Code	Test For
2		0000	0000			1234567890			Sample	Student		2010-11-30	F		4	IEP	SLD	MATH.04.CL.R		Lynott.Cassie		MAT04	o
3		0000	0000			1234567890			Sample	Student		2010-11-30	F		4	IEP	SLD	ELA.04.NS.R		Stewart.Nikki		ELA04	o
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5		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			ELA.08.NS.R		Stewart.Nikki		ELA08	o
6		0000	9999			9876543210			Practice	Scholar		2008-09-10	F		8			SCIENCE.08.DA.R		Alcazar-Roman.Dani		SCI08	o
7		0000	8888			2345678901			Training	Child		2004-05-01	M		10			MATH.GEO.CL.R		Lynott.Cassie		GEO01	o
8		0000	8888			2345678901			Training	Child		2004-05-01	M		10			ELA.10.NS.R		Stewart.Nikki		ELA10	o
9		0000	8888			2345678901			Training	Child		2004-05-01	M		10			SCIENCE.BIO.DA.R		Alcazar-Roman.Dani		BIO10	o
10																							
11																							
12																							

These documents can be found in PAN under “Support” → “Documentation”

Completing the Personal Needs Profile – File Import

Detailed instructions as well as a step-by-step video showing how to import/export data can also be found on the [PearsonAccess^{Next} support site](https://support.assessment.pearson.com).

LEAs with larger student registration needs can *import* or *export/re-import* files that contain large amounts of data. Users can then access this data to update existing records and/or add new records.

PearsonAccess Next Online Support

- Setup
 - System Basics
 - Import and Export Data**
 - Manage Organizations and Use
 - Manage Student and Test Data
- Testing
- Reporting
- Additional Functionality
- Most Popular Topics
- Resources
- Troubleshooting
- Recently Updated

Pearson recommends *importing* or *exporting/re-importing* files that contain large amounts of data. Users can, then, access this data to update existing records and/or add new records.

*Data files and fields may vary by program. For details, see **Data File Descriptions** and **Data Field Descriptions**.*

! Prerequisites
Your program works with Pearson to clearly define data file content and layout. Authorized users import data files using organization-specific instructions on file formats and data.

Step-by-Step
You can choose to read or watch the instructions below.

Read It
(Click to view image)

- From **Setup**, select **Import / Export Data**.
- Click **Start** and select **Import / Export Data**.
- Select the type of file you want to import or export.
- Type or select the necessary details that apply. *Depending on the file type, you may see options to extract specific data in the reports. You can see the selected export options in the **Parameter** section of the view file details.*
- Click **Choose File**, and navigate to the file you want to import. You may select **Ignore Error Threshold** (when available).
- Click **Process**.

Watch It

How to Import and Export Data

Pearson

support.assessment.pearson.com/display/PAsup/Import+and+Export+Data

Reminder: LEAs need to verify and complete SR/PNP data by Feb. 21, 2023 (Nonpublics need to verify and complete SR/PNP data by Feb. 24, 2023)

Completing the Personal Needs Profile - Enter Individually

Student supports may also be added individually in the PAN user interface. To make updates for a single student follow the steps below.

Select **SETUP**

Select **STUDENTS**

Locate the student by using the **FIND STUDENTS** search bar and select the box by the student's name

Select **SELECT TASK**

Select **MANAGE STUDENT TESTS**

Select **START**

Select the student test on the left side of the screen

Complete the relevant fields

Select **SAVE**

Receive Materials

Materials will be shipped to the School Test Coordinator at each school. Materials will arrive at each location between March 13 and March 20, 2023.

- Materials include:
 - test manuals
 - accommodated test materials
 - return shipping materials
- Check to ensure all ordered materials have been provided. Inventory Management Procedures should be followed as outlined in the [Test Coordinator Manual](#).
- Keep testing materials **locked away** in a secure location prior to testing



Receive Materials - Manuals

Each school will receive a Test Coordinator Manual and Test Administrator Manuals.

Manuals will arrive with your school's assessment materials shipments. Review the contents of the manuals and share the Test Administrator Manuals with your staff members, so they are aware of their responsibilities.

Test Coordinator and Test Administrator manuals will be available online starting in January. If you'd like to review information prior to receiving your materials shipment, you can download and print copies at that time.

*There is an option in PAN where LEAs may decide not to receive paper copies of testing manuals.



Setting Up Technology

Setting Up Technology for Testing - PAN

PAN is used by LEA and school staff to manage the administration of the PARCC and DC Science assessments.

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

- Dashboard
- Setup
- Testing
- Reports
- Support

Contact Us

Customer Support
1-866-688-9555

Monday – Friday
6:00 am – 7:30 pm (EST)
[Contact Customer Support](#)

Chat
[Chat Now](#)

Available during hours listed above

★ Helpful Information

2022-2023 Statewide Testing Windows		
	Online Testing	Paper Testing <i>(accommodations only)</i>
PARCC	April 3 – May 26, 2023*	April 3 – May 19, 2023*
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>

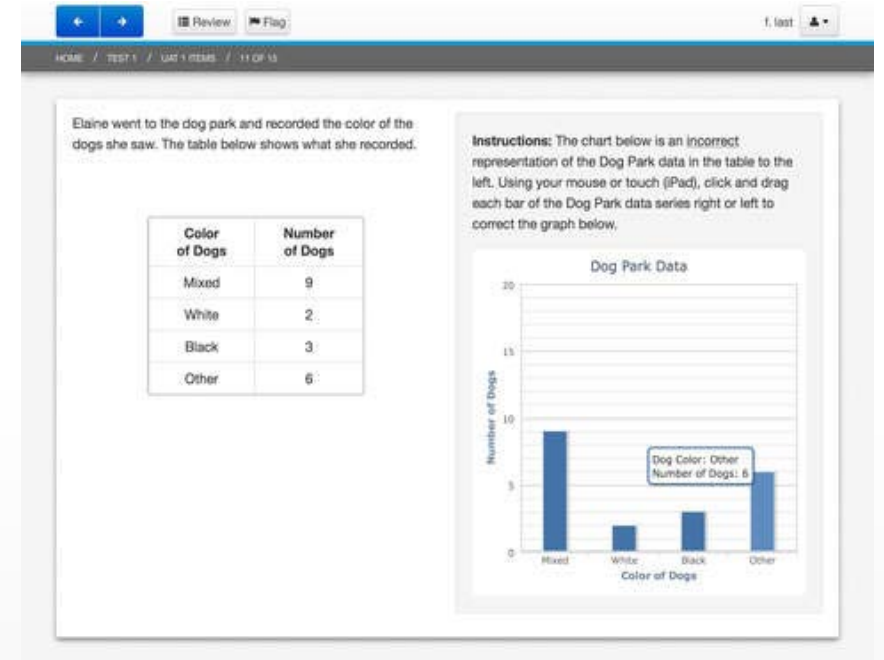
Setting Up Technology for Testing – TestNav8

TestNav8 is the student assessment platform for PARCC and DC Science. It is [available](#) as an app and must be downloaded to student testing devices.

- The most recent version of TestNav8 can be downloaded from the [Pearson support site](#).

Technology coordinators can support with the setup of TestNav8.

It is recommended that students have an opportunity to practice with TestNav8 before testing begins.



Setting Up Technology for Testing – Infrastructure Trial

Infrastructure trials help schools ensure they have a bandwidth and technology setup that supports effective test administration.

Follow the [PARCC Technology Guidelines](#) to be sure that your school's technology is prepared for a successful administration.

Infrastructure trials are run through the [PAN training site](#). They allow students to take sample assessments and allow staff to manage testing in the PAN platform.

Setting Up Technology for Testing - Accommodations

- Students within your LEA or school may need assistive technology as a component of their accommodations. Share these needs with your technology coordinator and test the assistive technology to be sure the student is aware of how to use it and that it will function properly during the assessment.
- Reminder that accommodations and accessibility features should be reflective of a student's typical instructional and testing experience.
- Reminder that students should **practice** using accommodations and accessibility features prior to testing.



Creating Test Sessions

Create Test Sessions in PAN

Test sessions are created in PAN.

Test sessions can be created manually within a student account or for large groups of students through an SR/PNP file upload.

DETAILS

New Session Create Reset

Session Name*
SESSION NAME

Organization*
Add

Test & Form **Scheduling**

Test Assigned*
Test

Proctor Reads Aloud

TestNav Connect

Form Group Type*
Add

Use Custom TestNav Settings

Scheduled Start Date*

Scheduled Start Time
01:00 AM EST

Lab Location

Precaching Computer*
Add

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

Find by Name or ID
Students
Add students to session

* Required

Create Test Sessions in PAN

Test sessions are created in PAN.

Test sessions can be created manually within a student account or for large groups of students through an SR/PNP file upload.

- Select **TESTING**
- Select **SESSIONS**
- Select **SELECT TASKS**
- Select **CREATE/EDIT SESSIONS**
- Select **START**
- Complete the relevant fields
- Select **SAVE**

Student Registration/Personal Needs Profile
Field Definitions



Create Test Sessions

Test sessions group students for management by a Test Administrator during testing. Students must be associated with a test session to begin testing.

From the test session in PAN, student testing tickets can be printed by test coordinators and tests can be activated, monitored, and closed.

The screenshot shows the TEST3ELA interface. At the top, there is a 'TEST3ELA' header with a green dot, a 'Stop' button, a 'Download Resources' dropdown, and a 'Refresh' button. Below this is a section for 'Grade 3 ELA/Literacy'. Underneath, there is a 'STUDENT TESTS (3)' section. It lists three units: 'Gr3ELA -Unit 1', 'Gr3ELA -Unit 2', and 'Gr3ELA -Unit 3'. Each unit has a progress bar and a lock icon. The progress bar for 'Gr3ELA -Unit 1' is divided into three segments: grey (Ready), yellow (Resumed, Resumed Upload), and red (Exited). The progress bar for 'Gr3ELA -Unit 2' is grey (Ready) and has the number '3' below it. The progress bar for 'Gr3ELA -Unit 3' is grey (Ready) and has the number '3' below it. To the right of the student tests is a 'Student Test Status Key' legend with five items: 'Ready' (grey square), 'Resumed, Resumed Upload' (yellow square), 'Active' (green square), 'Exited' (red square), and 'Completed, Marked Complete' (blue square).

The screenshot shows a 'Student Testing Ticket' form. It contains the following information:

- Student Name: STUDENT, NEW
- Session Name: JONESHT03ELAPBA
- Date of Birth: 2003-01-05
- Location: Grade 3 ELA/Literacy

Below the form, there is a message: 'You are authorized to take the electronic version of this test. When you are ready to access the test site, use the following URL to access the test: <http://parcctrng.testnav.com>'

Below that, another message: 'You will be asked to provide the following information in order to access the test on the computer. Please wait for the instructions from the test monitor before proceeding.'

At the bottom, there are two fields:

- Username: 0048525459
- Password: 231383

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.



During Test Administration



Secure Testing Environment

Secure Testing Environment

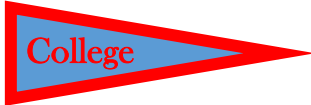
OSSE's goal is for schools and LEAs to deliver a **uniform and equitable statewide assessment program**. For assessments to yield fair and accurate results, the assessments must be administered under **consistent and standardized conditions**.

Setting Up Classrooms

Unit and testing time and information must be clearly posted for student reference during testing. Requirements for this information are presented in the PARCC & DC Science Test Administrator Manual.

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

Setting Up Classrooms: Unprepared for Testing



Washington DC School

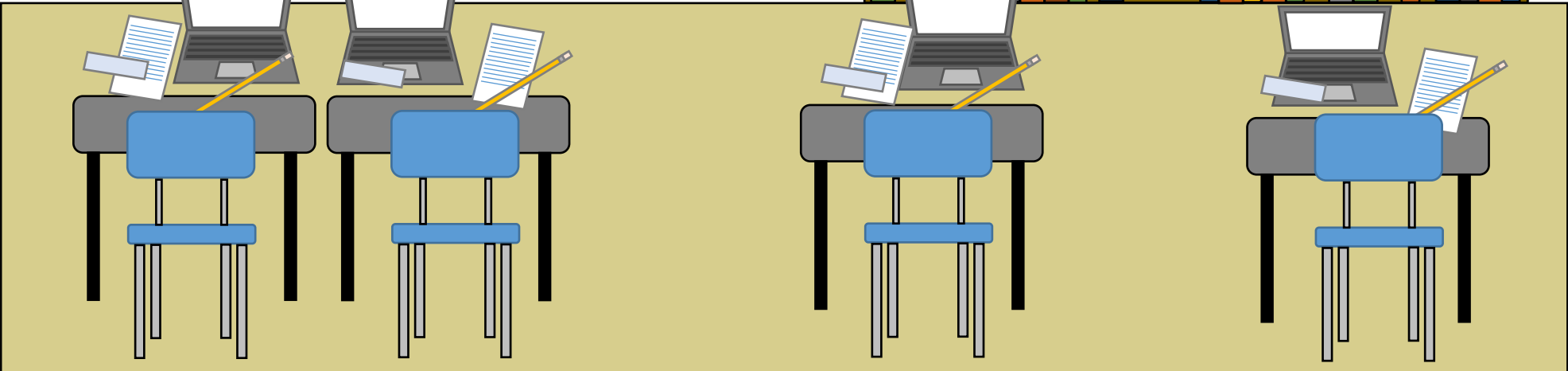
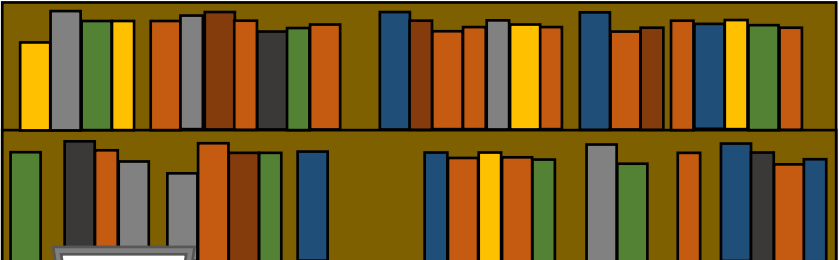
Daily Schedule
 8:00 – ELA Class
 10:00 – Math Class
 12:00 – Lunch
 2:00 – Science Class
 3:30 - Dismissal

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1

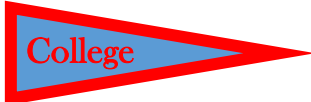
$a^2 + b^2 = c^2$
100% Tests

Math Equations 100% $3x + 12 = 7$ $4y - 22y = 7$ $189x + 42 =$ $92,000 - 1458 + 7$ $27,345 + 903, 8 + 7$	Math Equations 100% $4x - 22x = 7$ $4y - 22y = 7$ $189x + 42 =$ $92,000 - 1458 + 7$ $27,345 + 903, 8 + 7$	Math Equations 100% $3x + 12 = 7$ $4y - 22y = 7$ $189x + 42 =$ $92,000 - 1458 + 7$ $27,345 + 903, 8 + 7$
Math Equations 100% $3x + 12 = 7$ $4y - 22y = 7$ $189x + 42 =$ $92,000 - 1458 + 7$ $27,345 + 903, 8 + 7$	Math Equations 100% $4x - 22x = 7$ $4y - 22y = 7$ $189x + 42 =$ $92,000 - 1458 + 7$ $27,345 + 903, 8 + 7$	Math Equations 100% $3x + 12 = 7$ $4y - 22y = 7$ $189x + 42 =$ $92,000 - 1458 + 7$ $27,345 + 903, 8 + 7$

- Steps for Success!**
- Read the question
 - Find evidence
 - Select an answer
 - Check your work



Setting Up Classrooms: Unprepared for Testing



Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

Washington DC School

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
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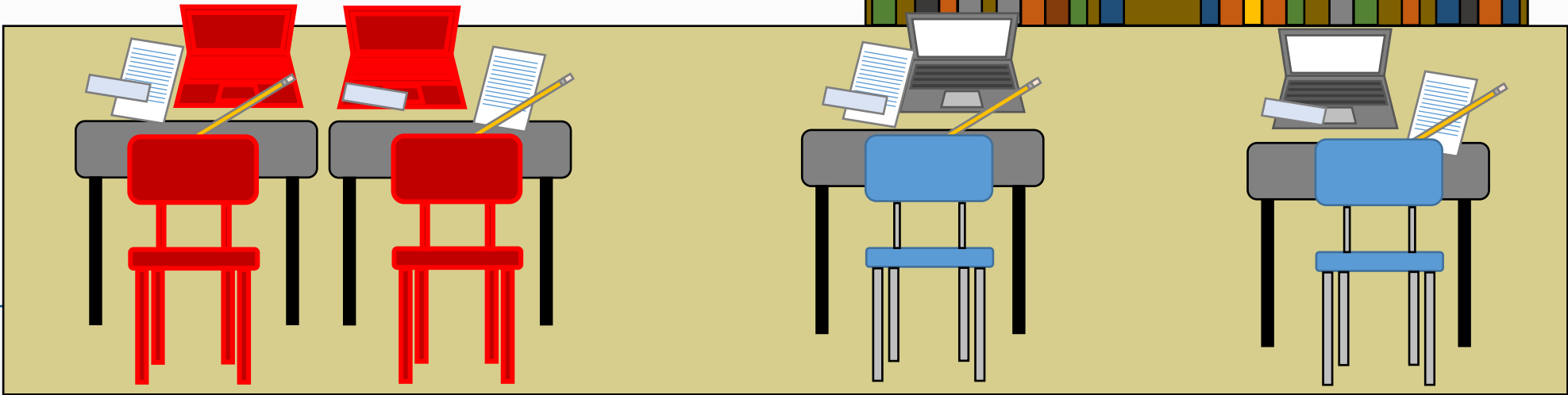
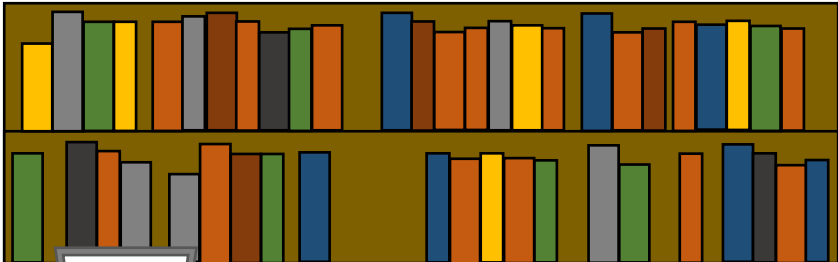
$$a^2 + b^2 = c^2$$

100% Tests

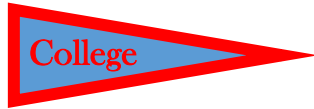
- Steps for Success!**
- Read the question
 - Find evidence
 - Select an answer
 - Check your work

World History Timeline

Animal Life Cycles



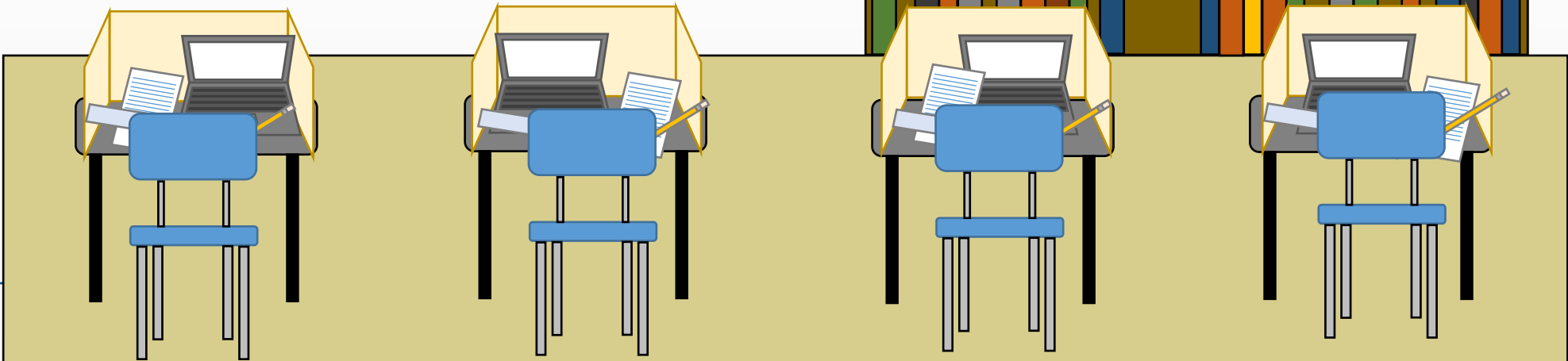
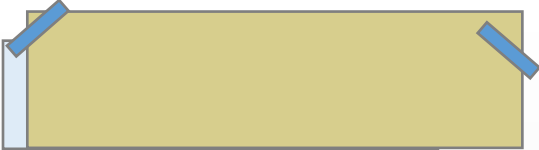
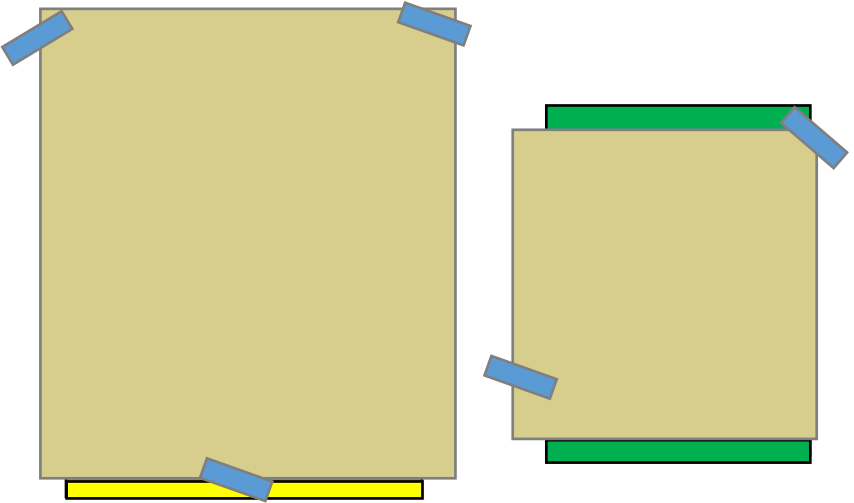
Setting Up Classrooms: Cover Prohibited Materials



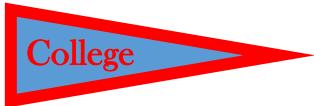
Washington DC School

Daily Schedule
8:00 – ELA Class
10:00 – Math Class
12:00 – Lunch
2:00 – Science Class
3:30 - Dismissal

Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1



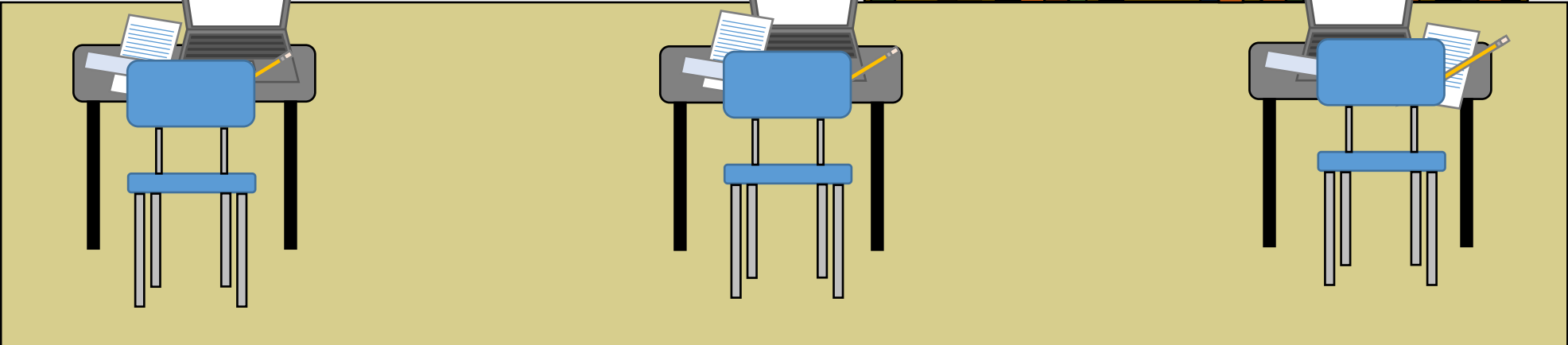
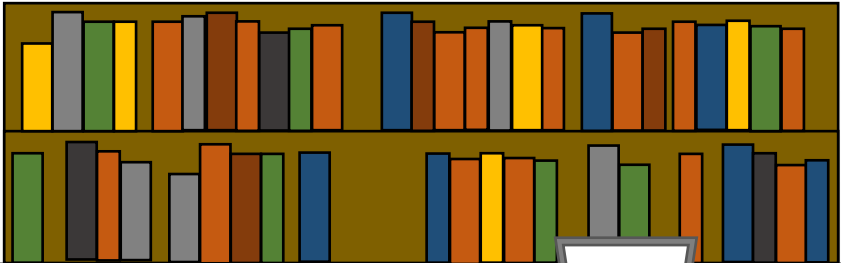
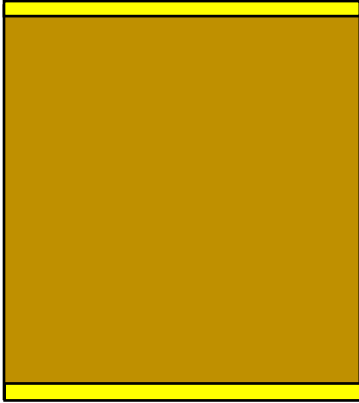
Setting Up Classrooms: Remove Prohibited Materials



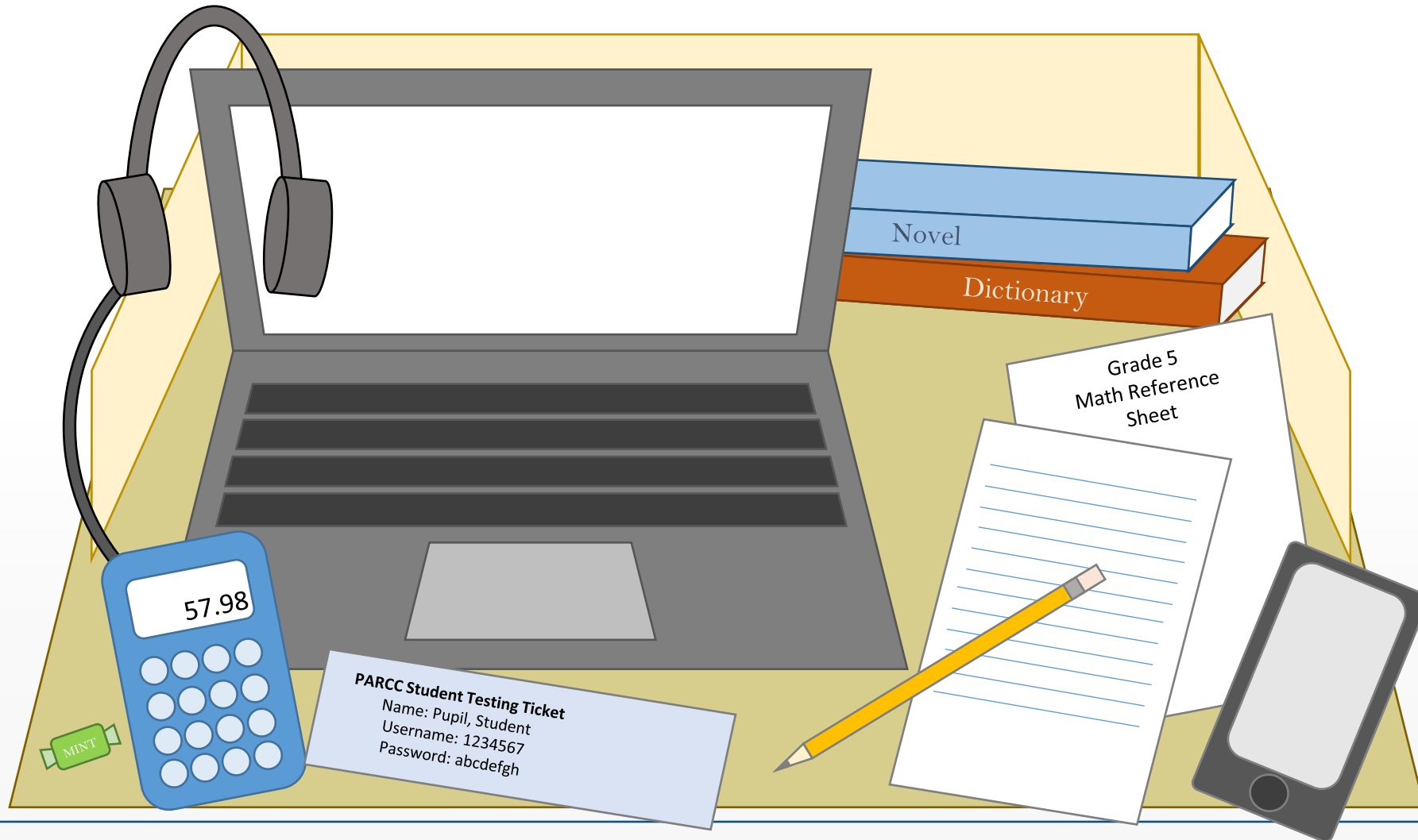
Washington DC School

Daily Schedule
8:00 – ELA Class
10:00 – Math Class
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2:00 – Science Class
3:30 - Dismissal

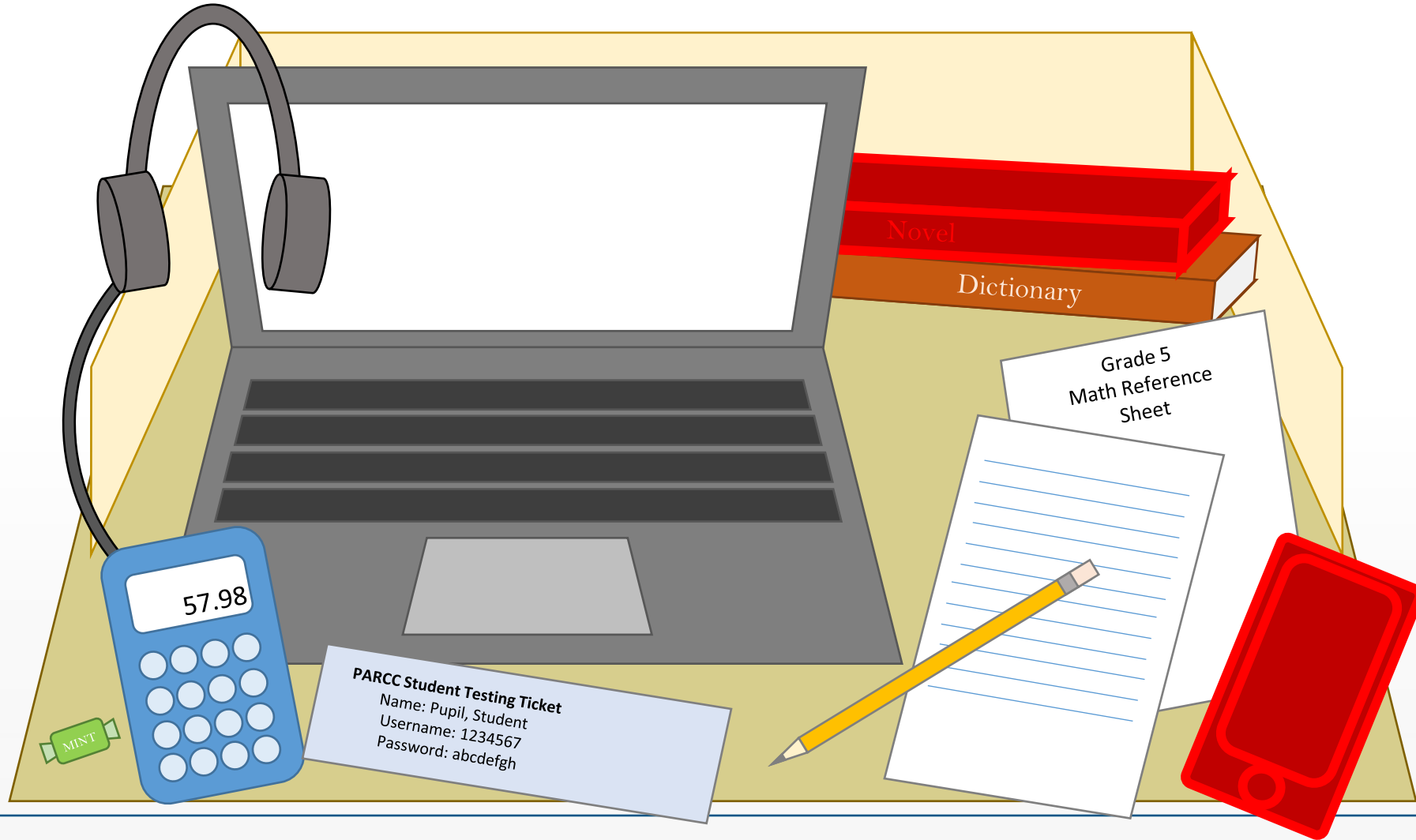
Unit Name: Unit 2
Unit Testing Time: 90 minutes
Starting Time: 10:15 a.m.
Stopping Time: 11:45 a.m.
Number of Sections: 1



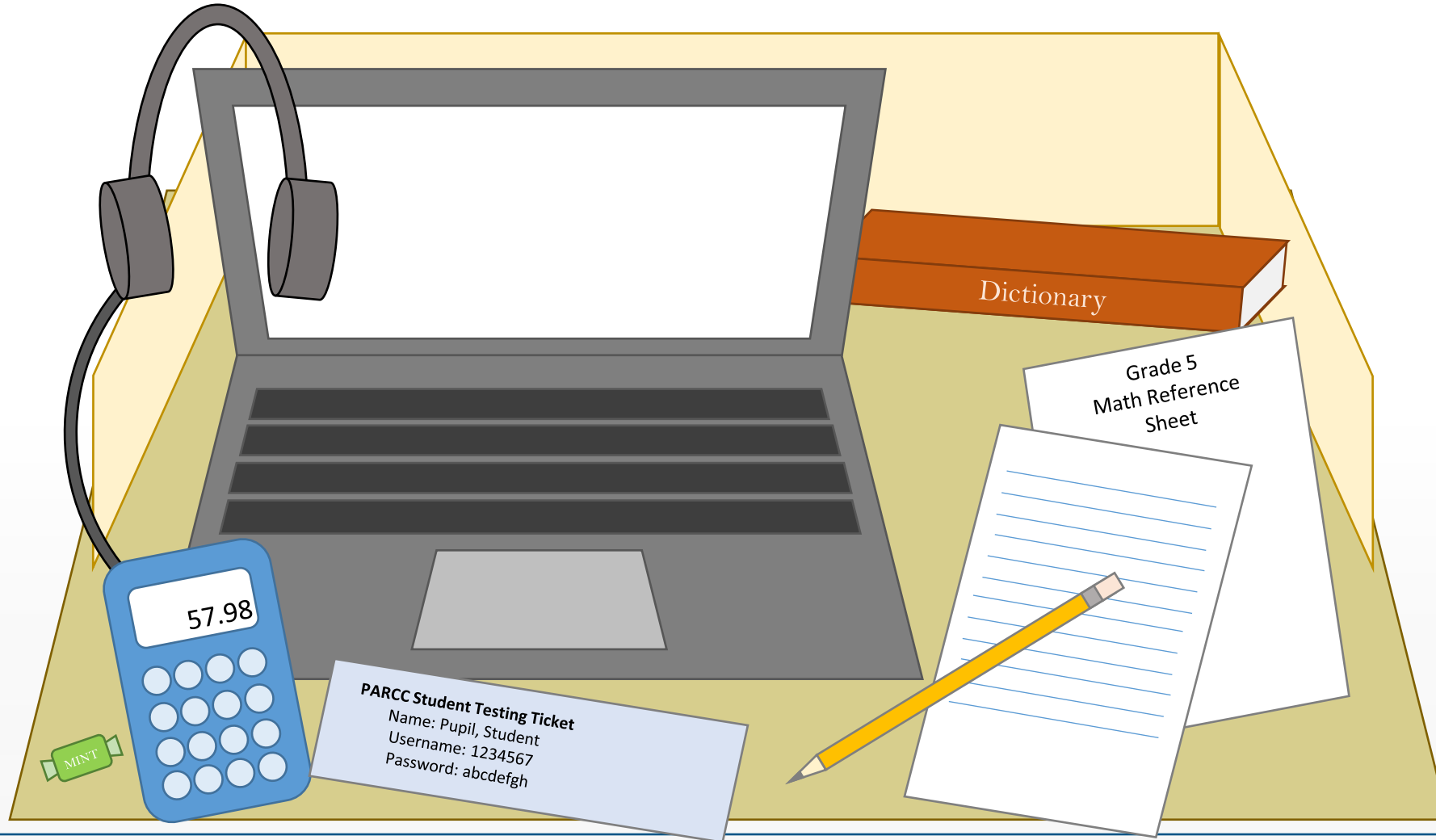
Setting Up Classrooms: Prohibited Materials



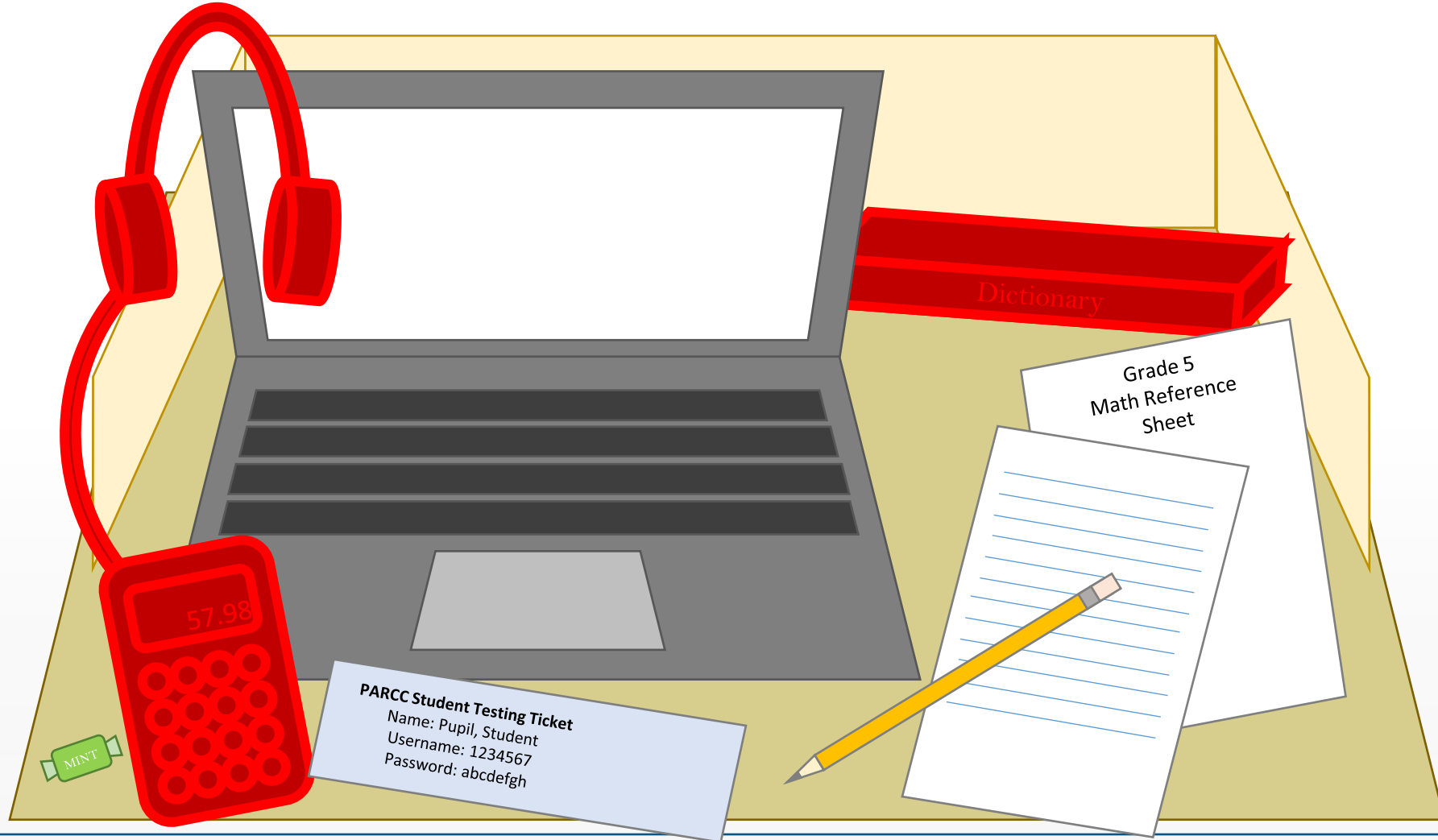
Setting Up Classrooms: Prohibited Materials



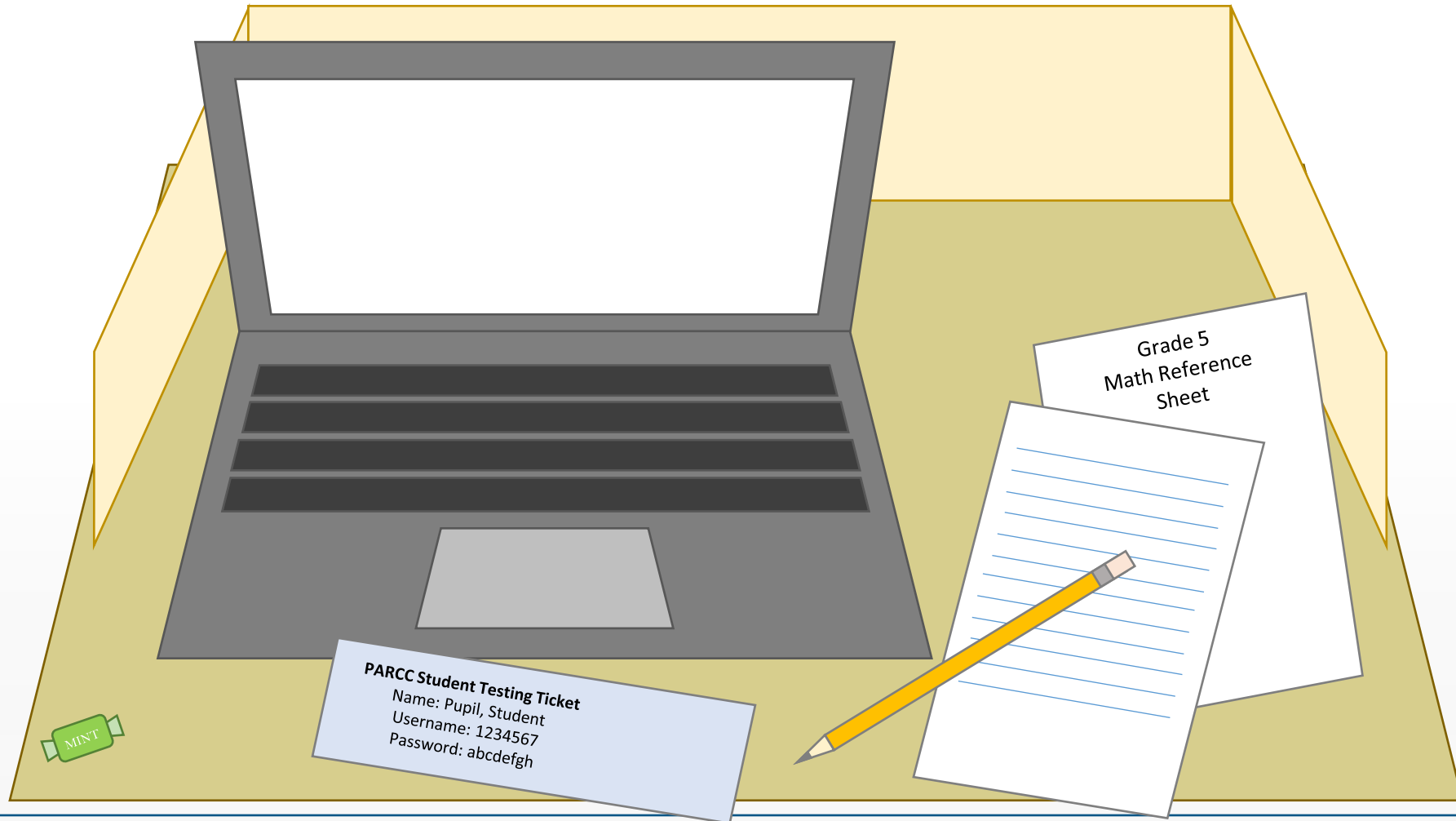
Setting Up Classrooms: Accessibility Features and Accommodated Materials (AF&A)



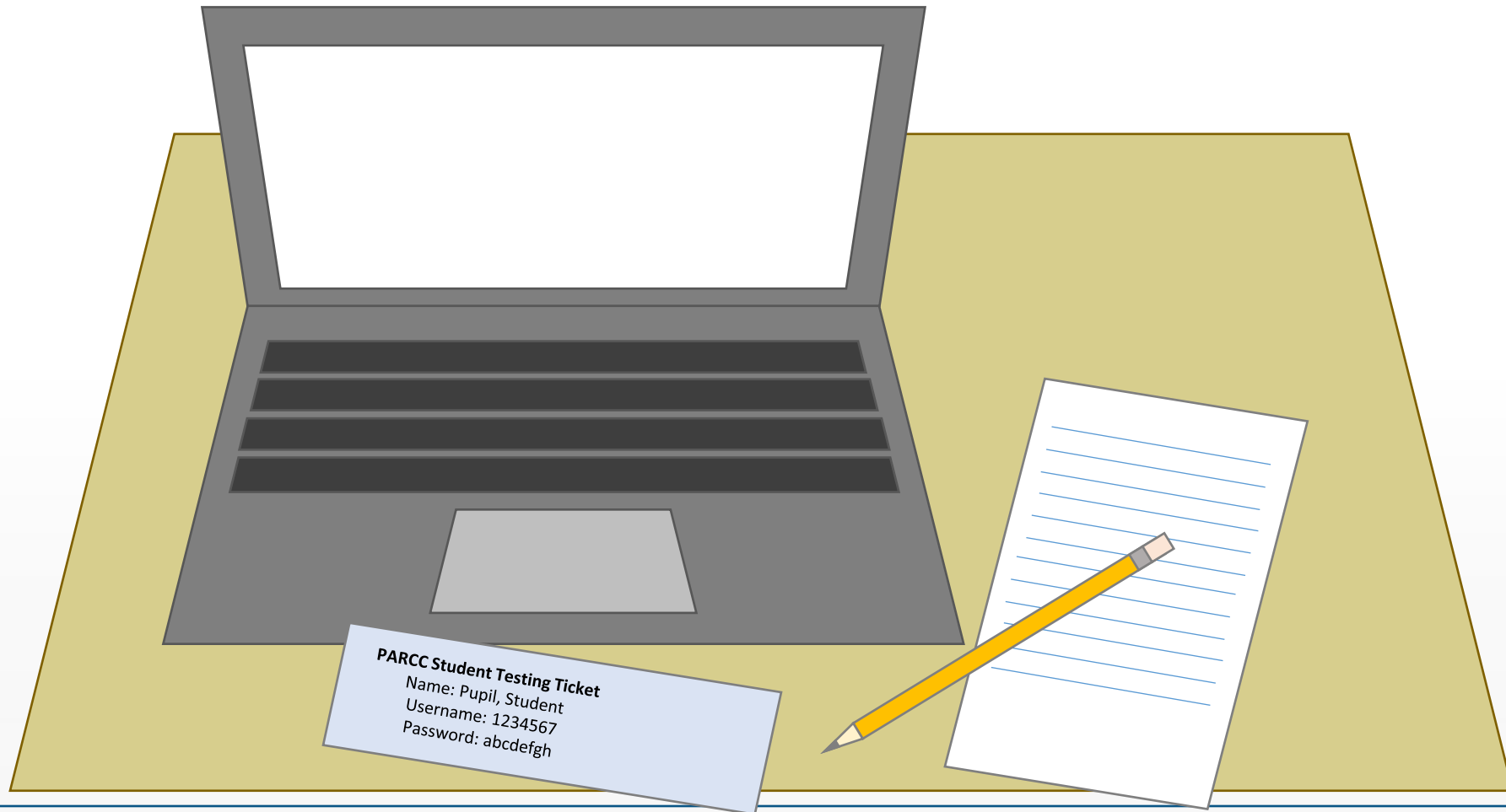
Setting Up Classrooms: AF&A Materials



Setting Up Classrooms: Optional Materials



Setting Up Classrooms: Required Materials



Administer Test to Students

Follow policies and guidance in the PARCC/DC Science manuals to administer the assessment to students.

- Testing scripts must be read verbatim to students.
- Test Administrators and Proctors must be actively monitoring students throughout testing.
- Test Administrators may not view student assessments, unless they are providing accommodations that require them to do so.
- Test Administrators may not coach students during testing.
- Conversations between authorized personnel and students during testing should only occur when they are essential and brief.
- Policies for student breaks are outlined in the Test Administrator Manual.

Administer Test to Students

LEA and School Test Coordinators, Technology Coordinators and Special Populations Coordinators should monitor and provide support to Test Administrators during testing:

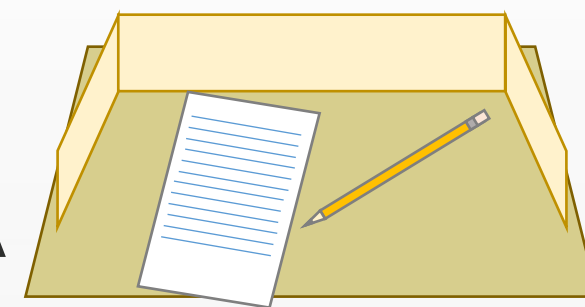
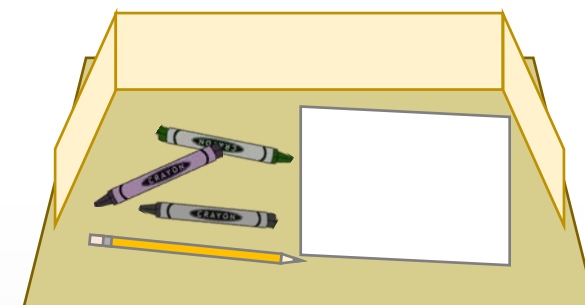
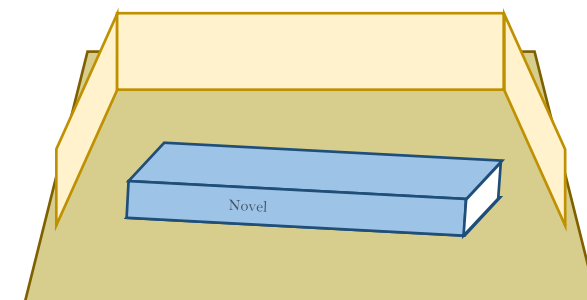
- Monitor testing to ensure test security policies and administrative procedures are followed.
- Document irregularities and incidents for your records and to submit to OSSE, when appropriate.
- Test Coordinators and Technology Coordinators are the only authorized personnel who are allowed to have a cell phone on or out in any testing environment. It may only be used to contact Pearson or OSSE for testing support.

Administer Test to Students

When students have completed their tests, their testing materials must be collected by a Test Administrator.

Test Administrators must follow the closeout protocol detailed in the PARCC/DC Science assessment manual, reading the scripted closeout instructions verbatim. Test Administrators are not permitted to tell/ask students to check their work.

Student may then complete a silent activity unrelated to testing content or exit the room. Activities may include reading a book, drawing or completing a worksheet that is unrelated to testing content. Please refer to individual LEA policies for allowed activities.





Monitoring Testing

Monitoring Testing

Test Coordinator and/or Test Administrators can use the PAN system to monitor student testing in the **Students in Sessions** section.

Session List Add a Session

- SESSION 2

1 Sessions | Clear

SESSION 2 In Progress Resources Details Edit

Stop Session **Manage Sections** Refresh

Discovery Demo (4 Student Tests)

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 Select one or more

Student Code Starts with

Local Student Code Starts with

Clip UIN Starts with

4 Results Displaying 25 Manage Columns

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group	Type	Form
<input type="checkbox"/>	0088665533	ARGO	ALANA		6803846367	SESSION 2 (Discovery Demo)	Exited	Main		Demo (discovery_demo)
<input type="checkbox"/>	2384840032	FRANK	JAMIE		7393011060	SESSION 2 (Discovery Demo)	Active	Main		Demo (discovery_demo)
<input type="checkbox"/>	1324388888	FREEDMAN	BECKY		9507086390	SESSION 2 (Discovery Demo)	Resumed	Main		Demo (discovery_demo)
<input type="checkbox"/>	2726339999	HAMMER	BRIAN		1142062672	SESSION 2 (Discovery Demo)	Ready	Main		Demo (discovery_demo)

Ensure Accommodations & Accessibility Features are Accurately Provided

Prior to testing, Test Administrators should review codes in PAN to ensure the system is prepared to provide each student with the appropriate accommodations, accessibility features, materials and supports they are entitled to receive during testing.

<input type="checkbox"/>	State Student Identifier	Last Name	First Name
<input type="checkbox"/>	ABCDEFGHIJ ⓘ	TTS	STUDENT SAMPLE

Confirming Accessibility Features and Accommodations
Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

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

Note: Students utilizing a Human Reader must be placed in a Human Reader session.
If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.

Ensure Accommodations & Accessibility Features are Accurately Provided

Test Administrators providing accommodations must be trained to administer these accommodations prior to testing and should be monitored during testing to ensure accommodations are administered appropriately.

Misadministration of accommodations can result in a student test being invalidated and must be submitted as a test incident via the OSSE Support Tool.

More detail and instructions on administering accommodations can be found in the [Accessibility Features and Accommodations Manual](#).

Document Issues & Irregularities

Issues and irregularities that occur during testing should be documented and may need to be reported to OSSE.

Any individual may report a testing incident to OSSE.

Test security training will cover details about when to document issues for your test security file, and when and how to report an incident to OSSE.

Information about how to report an incident to OSSE can be found here: osse.dc.gov/service/test-security-and-incident-forms

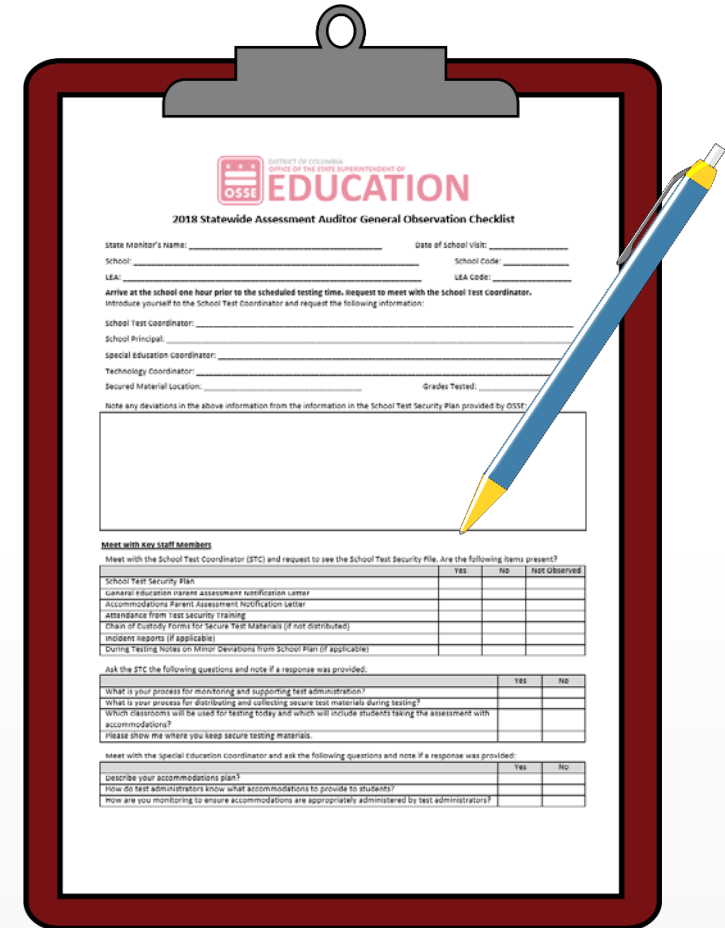
OSSE Monitoring

Both OSSE and the LEA Test Coordinator are responsible for monitoring test security for all statewide assessments throughout the testing window.

OSSE will visit schools and monitor PARCC and DC Science testing to ensure compliance with testing policies and regulations. OSSE will also review test security incidents, fact finding inquiries and plans to improve as a means of auditing during test administration.

OSSE monitors do not provide notice prior to their visit and are not able to provide guidance or feedback while they are at schools. Any questions about monitoring visits should be directed to OSSE’s Office of Assessments.

Monitoring checklists will be posted on the [OSSE Test Security and Test Integrity](#) website.





After Test Administration



Closeout Testing

Close Tests & Stop Sessions

Close any tests that remain open at the end of the testing window and stop all test sessions. This task can be completed in PAN.

The screenshot shows the PearsonAccessnext interface. The top navigation bar includes the PearsonAccessnext logo, a notification bell, a flag icon, and the breadcrumb path: Washington DC > 2022 - 2023 > 2023 Spring PARCC & DC Science > District of Columbia (DC). A left-hand navigation menu contains: Dashboard, Setup, Testing, Reports, and Support. Below the menu is a 'Contact Us' section with customer support details: 1-866-688-9555, Monday-Friday, 6:00 am - 7:30 pm (EST), and a 'Chat Now' button. The main content area is titled 'Helpful Information' and features a table for '2022-2023 Statewide Testing Windows'.

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>

Close Tests & Stop Sessions

Close any tests that remain open at the end of the testing window to submit them for scoring by stopping each test session.

- Select **TESTING**
- Select **STUDENTS IN SESSIONS**
- Locate a session in the **SESSION LIST**
- Click **ADD SELECTED**
- Ensure all student tests are complete
- Select **STOP SESSION**

The screenshot shows the 'Students in Sessions' interface. At the top, there are tabs for 'Tasks' (0 Selected) and 'Students in Sessions' (3 Selected). Below the tabs, there are search and filter options. The main area is divided into two sections: 'Session List' on the left and 'SESSION EXAMPLE 5' on the right. The 'Session List' shows a single session 'SESSION EXAMPLE 5'. The 'SESSION EXAMPLE 5' section shows a progress bar for 'Discovery Demo (3 Student Tests)' and a 'Stop Session' button highlighted in green. Below the session details, there is a 'Find Students' search bar and a table of results.

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
2234567811	TAYLOR	KATHY		9856897083	SESSION EXAMPLE 5 (Discovery Demo)	Marked Complete	Main

Shred, Recycle & Return Materials

Non-Secure Materials to **RECYCLE**

- Test Coordinator and Test Administrator Manuals
- Blank Math Reference Sheets
- Rulers and other Pearson-provided paper testing tools



Shred, Recycle, & Return Materials

Secure Materials to SHRED

- Student Testing Tickets
- Used Scratch Paper
- PARCC Math Reference Sheets with Student Writing

Secure Materials to RETURN

- Student Answer Documents & Third Grade Test Booklets
(**Transcribe DC Science answer sheets into TestNav8 prior to shipping back to Pearson or students will not receive a score**)
- Student Test Booklets
(Grades 4 through high school, including paper, large print, braille and all accommodated test booklet types)
- Human Reader Scripts
- Tactile Graphics

SECURE MATERIAL
Ship to Pearson

Shred, Recycle & Return Materials

- Prior to returning secure materials to Pearson, School Test Coordinators will complete the Form to Return Secure Materials, documenting the items returned, shipment pickup date and tracking information. This form will then be submitted to LEA Test Coordinators and kept in the schools' testing files.



The District of Columbia Assessment of the Next Generation Science Standards **2022-2023 Form to Return Secure Test Materials**

Instructions:

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

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

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

Shred, Recycle, & Return Materials

Directions for shipping materials to Pearson are outlined in the PARCC and DC Science Test Coordinator Manual.

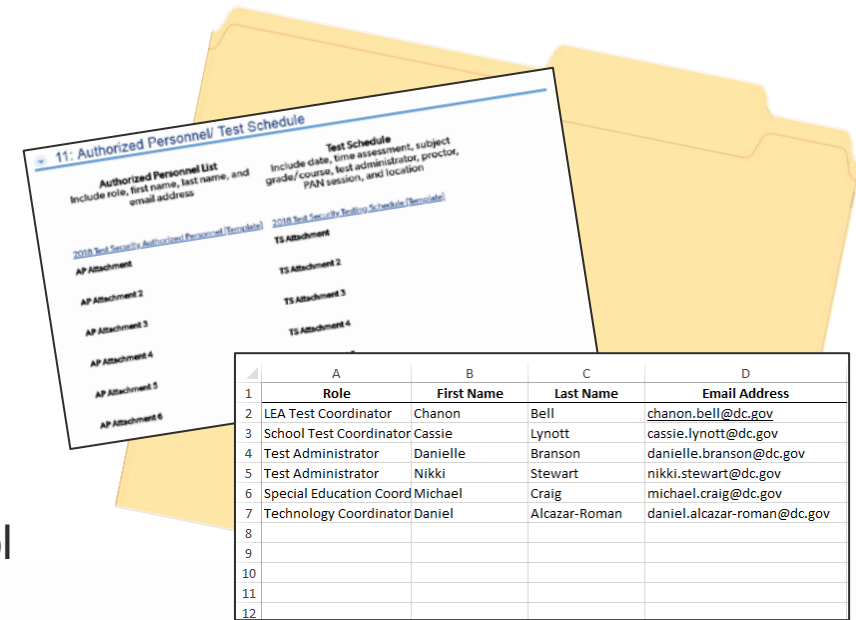
- All scorable and nonscorable paper-based materials must be shipped to Pearson no later than **May 26, 2023**. Materials shipped after this date may not receive a score.
- All nonscorable secure computer-based PARCC and DC Science materials must be shipped to Pearson no later than **June 2, 2023**.



Submit Documentation

Test Security Affidavits

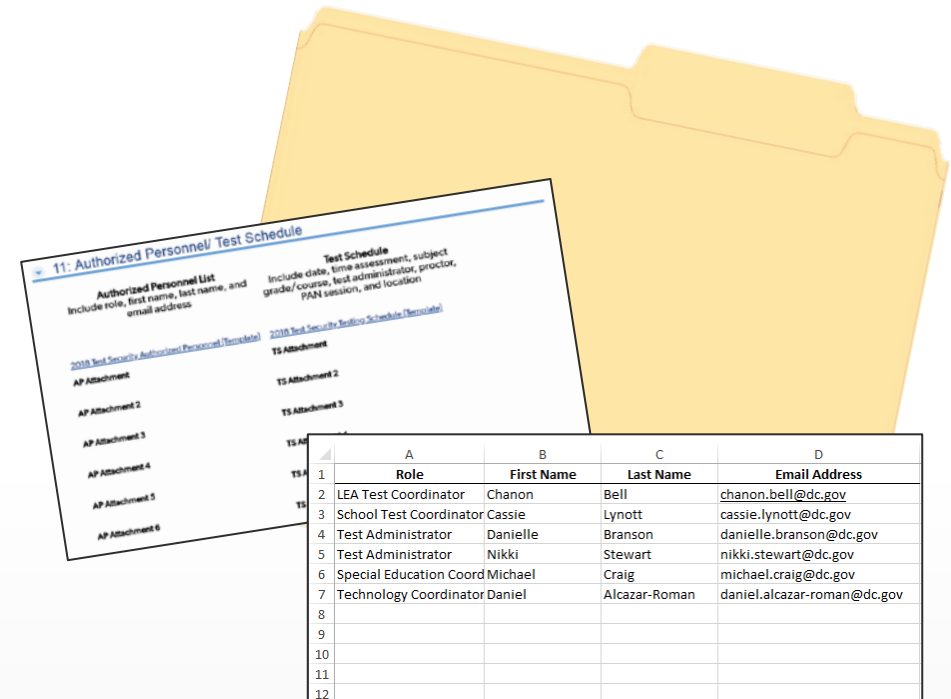
- Within **10 business days** after the close of each statewide assessment window, the LEA Test Integrity Coordinator must obtain signed affidavits from the School Test Coordinator for each approved test security plan.
- Within **15 business days** after the close of each statewide assessment window, LEAs must submit all school affidavits and one LEA-level affidavit for each assessment program (ACCESS/Alt ACCESS; MSAA/DLM; and PARCC/DC Science) to OSSE via the OSSE Support Tool (OST).
- Nonpublic School Test Coordinators must sign affidavits and submit them directly to OSSE via the OST.



Submit Documentation

Test Security Files

- Print any final online documentation, such as incident reports and school test security plans and place them in your test security file at the end of testing.
- Organize any notes, reports, secure materials inventory and other information.
- Maintain a hard copy of the test security file at your school for four years. An electronic copy may be maintained in addition.



Submit Documentation

Test Integrity Investigations

Once testing is complete, schools and LEAs may be asked to participate in test integrity investigations. OSSE will provide notice and details about how these investigations will be conducted to LEAs that have schools identified for investigation. Investigations occur each fall and final determinations are made each winter.

Submit Documentation

Test Integrity Investigations

Schools may be identified for investigation based on one or more of the following sources:

- anonymous tip/whistleblower
- media monitoring (breach of security)
- data forensics flagging
- monitoring reports
- violation of test security through a review of test administration practices (incident reports, OSSE support tickets, etc.)
- random identification



Questions?



PearsonAccess^{next}
Support

PearsonAccess^{next} User Guide Support

PearsonAccess^{next} User Guide support.assessment.pearson.com

Dashboard

Welcome to Pearson Assessment Support
Here you will find support documentation for the Pearson assessment products.

Pearson Access
Pearson Access is our next generation assessment management system for both paper and online testing.

PearsonAccess^{next}
PearsonAccess^{next} provides assessment management services for both paper and online testing.

TestNav
TestNav delivers online test items securely and reliably.

Parent Portal
Parent Portal provides direct access to assessment information and test results for parents and guardians.

Understand Scoring
Understand Scoring is an online training system for scoring assessment items.

Digital Item Library
The Digital Item Library provides access to thousands of released items.

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Includes access to TestNav8 Support Site

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

TestNav. Set Up and Use TestNav Troubleshooting Recently Updated Download TestNav

TestNav 8 Online Support

Search

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 - Review and Prepare for 2022-23 School Year
TestNav - Update: Chrome App extended for use
TestNav - Disable all applications for secure testing
TestNav - Chrome OS 100 (beta) and secure testing
→



PearsonAccess^{next} Online Training & Customer Support

The screenshot shows the PearsonAccess Next Online Training & Customer Support website. The main content area is titled "Prepare a Session" and includes a search bar, a "On this page:" section with links to "General Information", "Prerequisites", "Instructions", and "Effects", and a search input field. Below this, there is a paragraph explaining that users must prepare a session before testing and that the time taken depends on the number of students. A yellow callout box titled "Prerequisites" states that a session must contain at least one student. The "Step-by-Step" section offers options to "Read It" or "Watch It". The "Read It" section provides a five-step process: 1. From Testing, select Students in Sessions. 2. Click Add a Session. 3. Type the session name into the search field. 4. Click the checkbox next to the session, and click Add Selected. 5. Click Prepare Session. Below the steps, it notes that multiple sessions can be prepared simultaneously. The "Watch It" section features a video player titled "How to Prepare a Session" with the Pearson logo. A sidebar on the left contains a navigation menu with categories like Setup, Testing, Manage a Session, Reporting, and Additional Functionality. The top navigation bar includes the Pearson logo, Spaces dropdown, Search, and Log in.

This section provides contact information for customer support. It includes a "Contact Us" header, the phone number 1-866-688-9555, and operating hours from Monday to Friday, 6:00 am to 7:30 pm (EST). A "Contact Customer Support" link is provided, along with a "Chat" section featuring a "Chat Now" button. Below this, it states "Available during hours listed above". A "Links" section contains four links: "DC Pearson Portal", "PearsonAccess Next Training Site", "Practice Tests", and "PARCC".

PearsonAccess^{next} Support: support.assessment.pearson.com/



PARCC & DC Science Administration Resources

[PearsonAccess^{next}](#): Test Management Platform

PearsonAccess^{next} Support: support.assessment.pearson.com/

[PARCC & DC Science Assessment Manuals](#)

[Pearson Training Modules](#): Watch “How To” Presentations

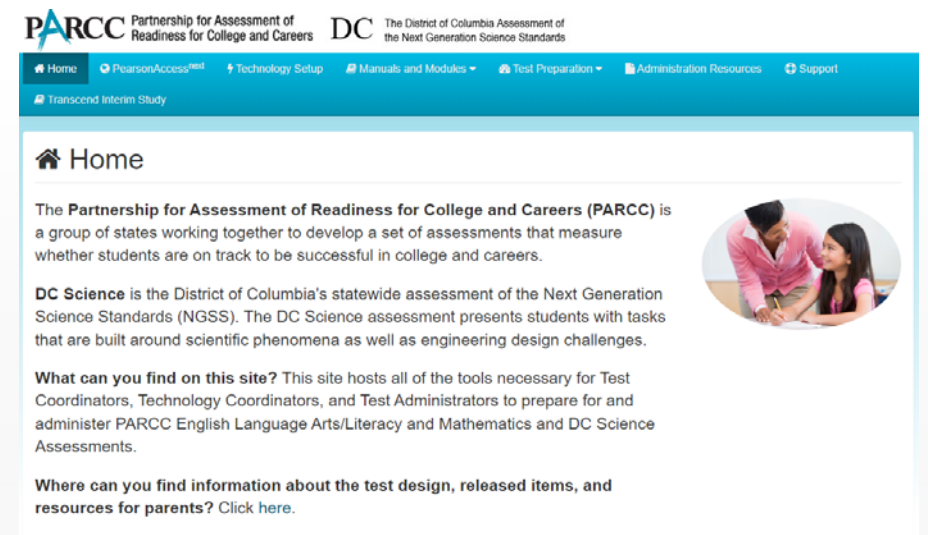
Pearson DC Portal: dc.mypearsonsupport.com/

DC Science Website: osse.dc.gov/science

PARCC/Pearson Customer Support: (866) 688-9555

OSSE Support Hotline: (202) 304-3269

[OSSE Support Tool \(OST\)](#)

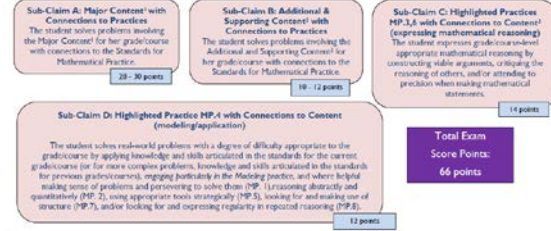


PARCC Assessment Resources

- **Standards:** [Common Core State Standards](#)
- **PARCC Design: Evidence Tables, Claim Structures and Blueprints:**
 - [PARCC ELA](#)
 - [PARCC Mathematics](#)
- **Released PARCC Items:** [PARCC ELA and Mathematics](#)
- **PARCC Practice Tests:**
 - [PARCC ELA Practice Tests](#)
 - [PARCC Math Practice Tests](#)
- Additional Resources can be found on the [PARCC webpage](#) and the [Test Coordinators Resources webpage](#).

Claims Structure*: Grade 3

Master Claim: On-Track for college and career readiness. The degree to which a student is college and career ready (or "on track" to being ready) in mathematics. The student solves grade level/course level problems in mathematics as set forth in the Standards for Mathematical Content with connections to the Standards for Mathematical Practice.



¹ For the purposes of the PARCC Mathematics assessments, the Major Content (a grade/course) is determined by that grade level's Major Claims as identified in the PARCC Model Course Frameworks v.1.0 for the Mathematics. Note that tasks on PARCC assessments providing evidence for this claim will sometimes require the student to apply the knowledge, skills, and understandings from across several Major Claims.

² The Additional and Supporting Content in a grade/course is determined by that grade level's Additional and Supporting Claims as identified in the PARCC Model Course Frameworks v.1.0 for the Mathematics.

³ For Grades 3 & 4, Sub-Claim C includes only Major Content.

**Grade 8
English Language Arts/Literacy
Literary Analysis Task**

2019 Released Items

Grade 3 ELA/L Blueprint

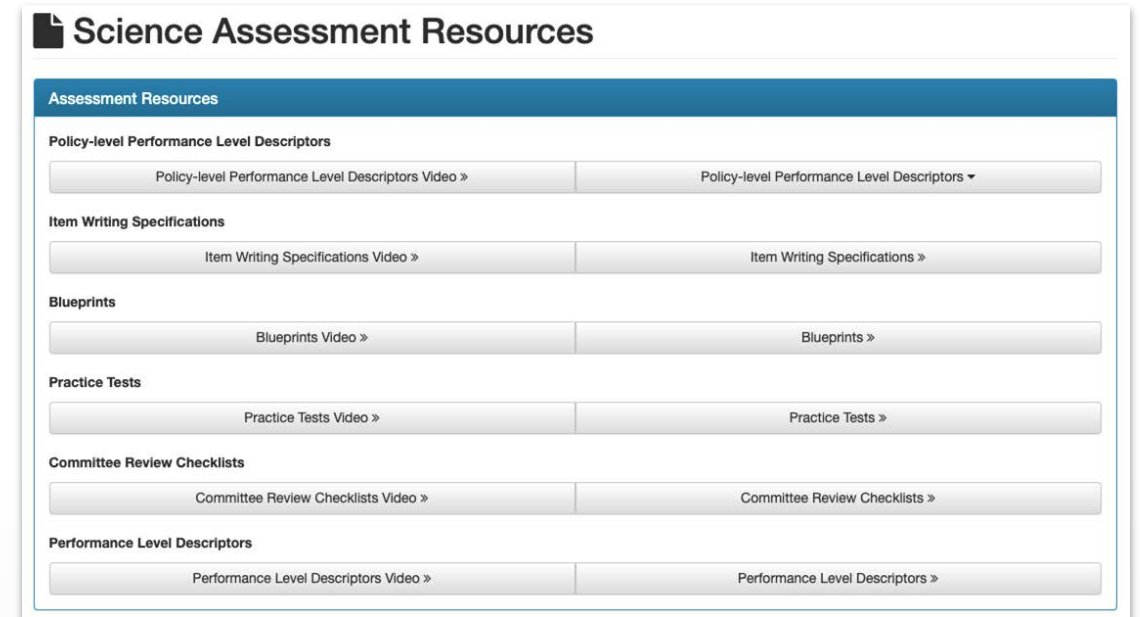
Unit	Task/Item Set	# of Passages	Claims/Sub-Claims	Max # of Points from EBSR/TECR Items	Max # of Points from PCRs
Unit 1	Literary Analysis Task	2	Reading: Literary Text	8	3
			Reading: Vocabulary	4	0
Unit 2	Research Simulation Task	2	Writing: Written Expression	0	9
			Writing: Knowledge of Language and Conventions	0	3
			Reading: Informational Text	8	3
			Reading: Vocabulary	4	0
Unit 3	Narrative Writing Task	1	Writing: Written Expression	0	9
			Writing: Knowledge of Language and Conventions	0	3
			Reading: Literary text	8	0
			Reading: Vocabulary	0	0
	Short Passage Set	1	Reading: Informational Text	6	N/A
			Reading Vocabulary	2	
Totals		6		40 Reading	6 Reading 36 Writing

*An additional field test unit will sometimes be embedded in the assessment. PARCC states will determine the implementation of the embedded field test unit.

DC Science Assessment Resources

Each includes an introductory video with a brief description of the resource and its intended use:

- Policy-level Performance Level Descriptors
- Item Writing Specifications
- Blueprints
- Practice Tests
- Committee Review Checklists
- Performance Level Descriptors
- Classroom Assessment Guides



The screenshot displays the 'Science Assessment Resources' webpage. It features a blue header with the title 'Science Assessment Resources'. Below the header, there is a section titled 'Assessment Resources' with a blue background. Underneath, several resource categories are listed, each with two buttons: one for a video and one for the resource itself. The categories and their corresponding buttons are:

- Policy-level Performance Level Descriptors**: Policy-level Performance Level Descriptors Video » and Policy-level Performance Level Descriptors ▾
- Item Writing Specifications**: Item Writing Specifications Video » and Item Writing Specifications »
- Blueprints**: Blueprints Video » and Blueprints »
- Practice Tests**: Practice Tests Video » and Practice Tests »
- Committee Review Checklists**: Committee Review Checklists Video » and Committee Review Checklists »
- Performance Level Descriptors**: Performance Level Descriptors Video » and Performance Level Descriptors »

dc.mypearsonsupport.com/scienceAssessmentResources/



Questions?






Additional Assessment Administration Training

- PARCC & DC Science Assessment Trainings
 - LEA Test Coordinator Training / PearsonAccess^{next} 101:
 - Option 1 in-person: Dec. 14, 2022, 1-3 p.m.
 - Option 2 webinar: Jan. 10, 2023, 10 a.m.-12 p.m.
 - Assessment Accommodations Training:
 - Option 1 in-person: Jan. 24, 2023, 1-3 p.m.
 - Option 2 webinar: Jan. 31, 2023, 10 a.m. - 12 p.m.
 - SR/PNP Workshop/Office Hours:
 - Option 1 in-person: Feb. 8, 2023, 1-3 p.m.
 - Option 2 in-person: Feb 14, 2023, 10 a.m. - 12 p.m.
 - Technology Coordinator Webinar: Feb. 16, 2023, 1-3 p.m.
 - Technical Assistance during Testing Webinar: March 16, 2023, 1-3 p.m.
 - 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		Cassidy Schenley , NAEP State Coordinator Cassidy.Schenley@dc.gov
		Yolanda Barber , Assessment Specialist, Mathematics Yolanda.Barber@dc.gov Rachel Knaizer , Assessment Specialist, ELA Rachel.Knaizer@dc.gov
	 	Chelsea Charland , Assessment Specialist, Science Chelsea.Charland@dc.gov
	 	Asaad Fulton , Assessment Specialist, Special Populations Asaad.Fulton@dc.gov
Assessment Literacy	LEA/School Workshops and Trainings	Stephanie Snyder , Director of Assessments Stephanie.Snyder@dc.gov



Thank you!
