



Technical Assistance During PARCC and DC Science Testing

March 15, 2022 | 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!

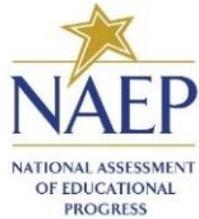


Agenda

- Introduction to State Assessments in DC
- Test Session Information for PARCC and DC Science
 - Managing test sessions
 - Printing test tickets
 - Troubleshooting TestNav8
- OSSE Test Administration Support
- Reporting Incidents, Concerns, and Deviations
- Resources
- Q&A



Introduction to Statewide Assessments in DC



Statewide Assessments

NAEP – National Assessment of ELA and Math, grades 4 and 8 (select schools)

ACCESS – English Language Proficiency, grades K-12

PARCC – ELA and Mathematics, grades 3-high school

MSAA – Alternate ELA and Mathematics, 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

2021-22 School Year Statewide Testing Windows

Assessment	2021-22 Statewide Test Window
NAEP (Selected schools only)	Jan. 24 – March 4, 2022
ACCESS for ELLs	Feb. 14 – March 25, 2022
MSAA & DLM	March 14 – April 29, 2022
PARCC & DC Science	April 4 – May 27, 2022* (April 4 – May 20, 2022; paper accommodation window)

Statewide Assessment Resources

- All test security forms and guidelines are posted at: osse.dc.gov/service/test-security-and-incident-forms
- The 2021-22 school year DC Statewide Assessment Participation and Performance policy are 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



Test Session Information



PARCC & DC Science

PARCC and DC Science are managed through the **PearsonAccessNext (PAN)** online system.

Students take the PARCC and DC Science assessments online in **TestNav8**.

iOS 15.2 and higher is supported
(Note: current release is 15.3.1)

Supported devices and operating system requirements found on [this site](#)

The screenshot shows the PearsonAccessNext interface for Washington DC. The top navigation bar includes the PearsonAccessNext logo, a notification bell, a flag icon, and the breadcrumb "Washington DC > 2021 - 2022 > 2022 Spring PARCC & DC Science".

The left sidebar contains a navigation menu with the following items:

- Dashboard
- Setup
- Testing
- Reports
- Support

Below the sidebar is a "Contact Us" section with the following information:

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

The main content area is titled "Helpful Information" and features a table for "2021-2022 Statewide Testing Windows":

2021-2022 Statewide Testing Windows		
	Online Testing	Paper Testing (accommodations only)
PARCC	April 4 – May 27, 2022*	April 4 – May 20, 2022*
DC Science	April 4 – May 27, 2022*	April 4 – May 20, 2022*

*Includes a week for spring break

Key Dates
January 5 – February 16, 2022 - Local Education Agencies load student registration data and complete Personal Needs Profile (PNP)
January 5 – February 22, 2022 - Non-Public Schools load student registration data and complete Personal Needs Profile (PNP)
March 16, 2022 - Accommodated materials begin to arrive at schools
March 21, 2022 - Proctor caching (optional) available

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

PearsonAccessNext 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>



What is a Test Session?

Test sessions are groupings of students who will take the same test at the same time and place. Students who receive the same accommodations can test in the same location.

Students are assigned to test sessions. Test sessions are assigned to test administrators who will oversee that group of students during testing.

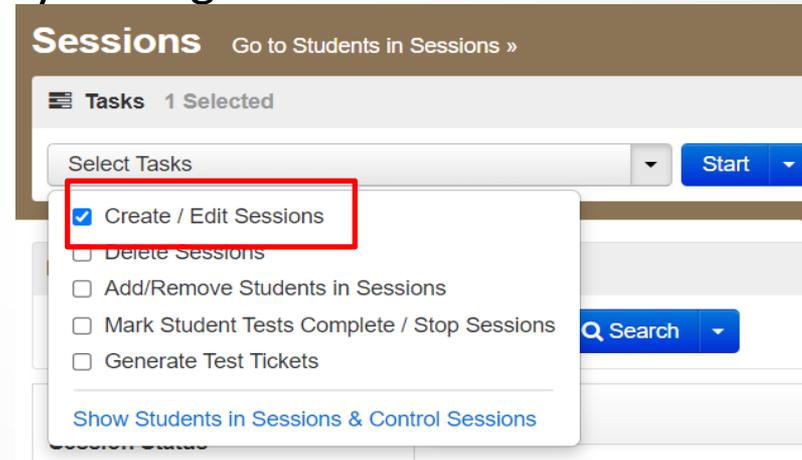
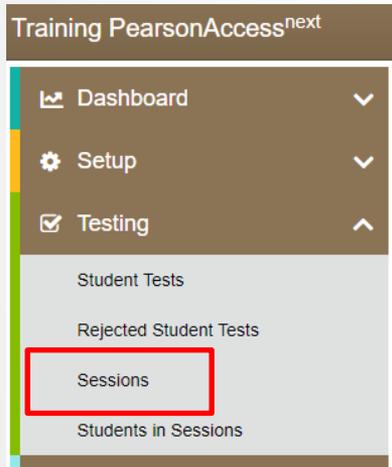


Test Session Creation

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

AR	AS	AT	AU	AV	AV
Miller17	Session Name	Class Name	Test Administra	Staff Mem Test C	

Test sessions can also be created manually through the PAN interface



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



Naming a Test Session

Sample Naming Convention:

SR/PNP Field	Naming Convention	Sample Code
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade.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.).

Test administrators (column AU) and **session names** (column AS) are required fields that must be complete for OSSE to approve your test security plan.



Naming a Test Session - High School

Sample Naming Convention:

SR/PNP Field	Naming Convention	Sample Code
Test Administrator	Lastname.Firstname	Doe.Jane
Session Name	SUBJECT.grade.TAinitials. regular(R)/makeup(M)	MATH.ALG1.JD.R

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.



Makeup Sessions

Students who are absent for a test must complete the test at a later date within the school test window. Makeup session location and dates should be outlined in your School Test Security Plan.

Makeup sessions must be grouped by grade and test subject in the PAN system. Students in different grades taking different tests can be in the same makeup testing room if their tests require the same directions, accommodations, and are the same amount of testing time.

[Makeup session directions](#) and [guidance on student groupings](#) can be found on the Pearson Support Page under [Administration Resources](#).



PAN Test Session Management

- Manage student tests
 - Start student testing sessions
 - Unlock testing units
 - Restart student tests
 - Stop student tests
 - Lock testing units
- Transfer a student test
- Transcribe student tests

Directions for each of these tasks can be found at:

support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support



Preparing Sessions

Training PearsonAccess^{next} Washington DC > 2021 - 2022

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

★ Helpful Information

2021-2022 Statewide Testing Windows		
	Online Testing	Paper Testing <i>(accommodations only)</i>
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District of Columbia PARCC and DC Science Pearson Portal: <https://dc.mypearson.com>

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

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

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



Preparing Sessions

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

Tasks 0 Selected [Start](#)

Students in Sessions 0 Selected [Clear](#)

Session List [Add a Session](#)

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

2 Sessions | [Clear](#)

ELA.06.CLR Ignore Schedule [Resources](#) [Details](#) [Edit](#)

Not Prepared [Prepare Session](#) [Refresh](#)

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

[Search](#)

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

Organization

State Student Identifier

Local Student Identifier

2 Results Displaying 25 [Manage Columns](#)

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

*The ability to prepare sessions will be available in PAN on March 30th.

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

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



Printing Test Tickets

Students in Sessions 0 Selected Clear

Start Manage

MATH.06.CL.R Ignore Schedule Resources Details Edit

In Progress

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

Gr6Math - Unit 1 Lock Complete

Gr6Math - Unit 2 Lock Complete

Gr6Math - Unit 3 Lock Complete

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

Search



Printing Test Tickets

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

STUDENT TESTING TICKET

Student CHILD, SAMPLE (EFGHIJKLMN)
Session MATH.06.CL.R
Date of Birth 2017-01-01
Test Grade 06 Mathematics

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

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

Username 3487576128
Password e5bc49

(OPTIONAL) Local Testing Device ID: _____

STUDENT TESTING TICKET

Student PUPIL, SAMPLE (DEFGHIJKLM)
Session MATH.06.CL.R
Date of Birth 2017-01-01
Test Grade 06 Mathematics

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

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

Username 2888887256
Password e5bc49

(OPTIONAL) Local Testing Device ID: _____



Starting Sessions

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

Tasks 0 Selected [Start](#)

Students in Sessions 0 Selected [Clear](#)

Session List [Add a Session](#)

- Combined View
- ELA.06.CL.R [x](#)
- MATH.06.CL.R [x](#)

2 Sessions | [Clear](#)

MATH.06.CL.R Ignore Schedule [Resources](#) [Details](#) [Edit](#)

Ready [Start Session](#) [Refresh](#)

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

[Search](#)

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

Organization

State Student Identifier

Local Student Identifier

2 Results Displaying 25 [Manage Columns](#)

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

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

[Start Session](#) [Refresh](#)



Students in Sessions

Session List

[Add a Session](#)

- Combined View
- MATH.04.CLR x
- MATH.ALG1.CLR x
- MATH.GEO.CLR x

3 Sessions | [Clear](#)

MATH.04.CLR

● In Progress

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

[Stop Session](#)
[Refresh](#)

MATH.04.CLR (2 Student Tests)

Gr4Math - Unit 1

2

Gr4Math - Unit 2

2

Gr4Math - Unit 3

2

Gr4Math - Unit 4

2

Student Test Status Key

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

Find Students In the selected session(s) above

Filters

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

Organization

Select one or more

State Student Identifier

Starts with

Local Student Identifier

Starts with

UIN

2 Results Displaying 25 Manage Columns

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



Locking and Unlocking Sessions

MATH.06.CL.R Ignore Schedule [Resources](#) [Details](#) [Edit](#)

● In Progress

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

Unit	Count	Lock Status
Gr6Math - Unit 1	2	Locked (indicated by a red box around the lock icon)
Gr6Math - Unit 2	2	Unlocked
Gr6Math - Unit 3	2	Unlocked

Student Test Status Key

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

Unlock the testing unit prior to students logging in.

Only one unit can be unlocked at a time.

Lock the session once all students have submitted their tests.



Test Session Status

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



Student Test Troubleshooting Steps

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

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

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



TestNav Expected Behaviors

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

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



Operational Reports

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

Reports include:

- PNP Report - Accessibility Features and Accommodations for Student Tests
- Students with Online Test but not assigned to Session
- Students Tests that have been Assigned but have not yet Completed



OSSE Test Administration Support



OSSE Support

- Participation questions
- School test security plan updates
- Request a medical exemption
- Request an emergency accommodation
- Reopen a student test
- Reissue a test that began with the wrong accommodations
- Report large-scale testing issues
- Report an incident



OSSE Support

OSSE Support Tool

octo.quickbase.com/

OSSE Assessment Hotline

(202) 304-3269

Issues Add Issue
▸ Reports & Charts

▼ **OSSE Support Request**

Issue ID#

Issue Type*

Status Sub-Category:*

If Other, Please Specify:

▼ **Student Information**

First Name <input type="text"/>	Last Name <input type="text"/>	DOB (MM/DD/YYYY) <input type="text" value="mm-dd-yyyy"/>
USI <input type="text"/>	Gender <input type="text"/>	
<input type="checkbox"/> USI unavailable?	<input type="checkbox"/> Age 22 at Fall Start (Aug. 1)	<input type="checkbox"/> Age 22 at Spring Start (Jan. 1)
Attending School <input type="text"/>		

▼ **LEA Information**

Requestor's LEA/School:
(Select YOUR LEA. If you work at a non-public school, select your school from the drop-down menu)*

▼ **Issue Description**

Issue Description



OSSE Monitoring

OSSE staff visit schools and monitor PARCC and DC Science testing to ensure compliance with testing policies and regulations. **OSSE monitors 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 Assessment.

Monitoring forms can be found on the [OSSE Test Security Site](#)

**DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION**

2018 Statewide Assessment Auditor General Observation Checklist

State Monitor's Name: _____ Date of School Visit: _____
 School: _____ School Code: _____
 LEA: _____ LEA Code: _____

Arrive at the school one hour prior to the scheduled testing time. Request to meet with the School Test Coordinator. Introduce yourself to the School Test Coordinator and request the following information:

School Test Coordinator: _____
 School Principal: _____
 Special Education Coordinator: _____
 Technology Coordinator: _____
 Secured Material Location: _____ Grades Tested: _____

Note any deviations in the above information from the information in the School Test Security Plan provided by OSSE:

Meet with Key Staff Members

Meet with the School Test Coordinator (STC) and request to see the School Test Security File. Are the following items present?

	Yes	No	Not Observed
School Test Security Plan			
General Education Parent Assessment Notification Letter			
Accommodations Parent Assessment Notification Letter			
Attendance from Test Security Training			
Chain of Custody Forms for Secure Test Materials (if not distributed)			
Incident Reports (if applicable)			
During Testing Notes on Minor Deviations from School Plan (if applicable)			

Ask the STC the following questions and note if a response was provided:

	Yes	No
What is your process for monitoring and supporting test administration?		
What is your process for distributing and collecting secure test materials during testing?		
Which classrooms will be used for testing today and which will include students taking the assessment with accommodations?		
Please show me where you keep secure testing materials.		

Meet with the Special Education Coordinator and ask the following questions and note if a response was provided:

	Yes	No
Describe your accommodations plan?		
How do test administrators know what accommodations to provide to students?		
How are you monitoring to ensure accommodations are appropriately administered by test administrators?		



Reporting Incidents, Concerns and Deviations



Reporting Test Irregularities/Incidents

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



When to Submit an Incident Report

The following **should be documented** with an incident report:

- Student becomes ill or injured and cannot complete a testing session they have already started
- Student or staff member is in possession of a cell phone/unauthorized device or uses said device in an active testing environment
- Students and/or staff take actions that could constitute as cheating/coaching
- Students and/or staff are in possession of materials that could constitute as cheating
- Secure testing materials are lost or left unsupervised
- Student does not receive the appropriate accommodations
- All students must leave the testing environment due to an emergency or drill
- A technical issue causes students to not complete an active testing session before the close of a school day

The following **do not need to be documented** with an incident report:

- Technical issues that cause minor delays in test timing for a student or group of students (Building file)
- Assigning a student a different device during testing (Building file)
- Student behavior that does not disrupt a test session or interfere with that student's, or other students', ability to complete the test session (Building file)
- Substituting test administrators and/or proctors (Test plan update)



How to submit an Incident

- **OSSE Support Tool Quickbase Application (OST)**
 - LEA Test Coordinators
- **OSSE Incident Reporting Form**
 - Authorized personnel
 - Anyone else



Updates or Deviations to School Test Plan

- **Minor Deviations from the Plan**

- Listed (log-style) in the “Minor Deviations” section of the School Test Plan

- **Plan to Improve Test Plan Document***

- Required document that explains your school’s plan for correcting issues described in initial Incident Report.

- **Fact- Finding Inquiry Document***

- Required document that provides OSSE with additional information about the incident reported to determine if any additional steps are required.

* Forms requested by OSSE for incidents that require additional review. Must be completed and reuploaded within 24 hours of request.



Resources



PARCC and DC Science Resources

[Pearson Access Next](#): Testing platform

<https://dc.mypearsonsupport.com/>: PARCC and DC Science Assessment resources

[PARCC & DC Science Assessment Manuals](#): Test coordinator, test administrator, and accessibility and accommodations manuals

[Pearson Training Modules](#): Watch “how to” presentations

[OSSE PARCC webpage](#): Assessment design resources and released items

DC Science website: osse.dc.gov/science

PARCC/Pearson Customer Support: (888) 688-9555

OSSE Support Hotline: (202) 304-3269

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

[Microsoft Bookings with a member of OSSE Staff](#)



DC Pearson Assessment Portal



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

- Home
- PearsonAccess^{next}
- Technology Setup
- Manuals and Modules
- Test Preparation
- 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.

DC Science is the District of Columbia's statewide assessment of the Next Generation Science Standards (NGSS). The DC Science assessment presents students with tasks that are built around scientific phenomena as well as engineering design challenges.

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 and DC Science Assessments.

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



dc.mypearsonsupport.com



Training Modules

Pearson [training modules](#) for test administrators and technology coordinators available on the Pearson Support site.

The screenshot shows the PARCC & DC Science Administration website. The header includes the PARCC logo (Partnership for Assessment of Readiness for College and Careers) and the DC logo (The District of Columbia Assessment of the Next Generation Science Standards). The navigation bar contains links for Home, PearsonAccess^{next}, Technology Setup, Manuals and Modules, Test Preparation, Administration Resources, and Support. The main content area is titled "Training Modules" and includes a sub-header "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." Below this, there are two dropdown menus: "Test Administration Modules" and "Technology Coordinator Modules".

Previous OSSE trainings can be found on the [OSSE test coordinator resource page](#).

Upcoming Trainings for Spring 2022 PARCC & DC Science Administration:

*For details on timing and links to register for the trainings below, please reference [this training schedule](#).

- Dec. 14, 2021/Jan. 13, 2022: New PARCC & DC Science LEA Test Coordinator Training and PearsonAccessNext (PAN) 101 | [PDF](#) | [Webinar](#)
- Jan. 20, 2022: PARCC & DC Science Accommodations Webinar | [PDF](#) | [Webinar](#)
- Feb. 3, 2022: PARCC & DC Science Student Registration & Personal Needs Profile (SR/PNP) Workshop
- Feb. 18, 2022: PARCC & DC Science Technology Coordinator Training | [PDF](#) | [Webinar](#)
- Mar. 10, 2022: PARCC & DC Science Test Session Workshop
- Mar. 15, 2022: Technical Assistance during PARCC & DC Science Testing
- May 12, 2022: PARCC & DC Science Assessment Closeout Procedures

An overview of OSSE trainings and links to sign up for future trainings can be found [here](#).



PearsonAccessNext User Guide

PearsonAccess^{next} System Basics Setup Testing Reporting Site Map Recently Updated

PearsonAccess Next Online Support

Q

<p>System Basics</p> <ul style="list-style-type: none">System FeaturesSystem RequirementsMost Popular TopicsPassword/User ID Help <p style="text-align: center;">→</p>	<p>Setup</p> <ul style="list-style-type: none">Import and Export DataManage OrganizationsManage UsersManage Students <p style="text-align: center;">→</p>	<p>Testing</p> <ul style="list-style-type: none">Create a SessionEdit a SessionAdd a Student to a SessionMove a Student Test Between Sessions <p style="text-align: center;">→</p>	<p>Recently Updated</p> <ul style="list-style-type: none">Create a Transcend TestView or Edit a Transcend TestAccess Transcend Reports
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support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+Support



TestNav8 User Guide

TestNav

Set Up and Use TestNav

Troubleshooting

Recently Updated

Download TestNav

TestNav 8 Online Support

Set up and Use TestNav

Requirements and Guidelines

Download TestNav

Install and Sign In

Features and Demos

→

Troubleshooting

Expected Behaviors

Error Codes

Find Saved Response File (SRF) and Log Files

App Check Error Messages

→

Technical Bulletins

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

TestNav 1.10 Apps Available 6/14/21

TestNav 2021-2022 School Year System Requirement Changes

TestNav App for Chrome OS version 1.9.109

→

support.assessment.pearson.com/display/TN/TestNav+8+Online+Support



Manuals

Manuals

Manuals are used by Test Coordinators and Test Administrators to plan, administer, and complete the PARCC ELA/L and Math and DC Science test; they contain administration procedures, policies, and scripts.

Manuals

Test Coordinator and Test Administrator manuals contain administration procedures, policies, and scripts.

Test Administrator Manuals

The Test Administrator Manuals provide instructions necessary for the paper-based and computer-based administration of the PARCC ELA/L and Math and DC Science assessment, as well as the tasks for the Test Administrator to follow before, during, and after test administration. These manuals also contain the protocols that Test Administrators and Proctors must follow related to test security and test administration. All administration instructions are contained within each script.

[Download Test Administrator Manuals](#) ▼

Test Coordinator Manual

The Test Coordinator Manual provides instructions for Local Education Agency and School Test Coordinators to coordinate the administrations of the paper-based and computer-based versions of the PARCC ELA/L and Math and DC Science assessments, as well as the tasks for the School Test Coordinator to follow before, during, and after administration. This manual also contains the protocols related to test security and test administration that all school staff must follow.

[Download Test Coordinator Manual](#) ▼

Accessibility Features and Accommodations Manual (AF&A)

The sixth edition of the PARCC Accessibility Features and Accommodations Manual is a comprehensive policy document that provides guidance to districts and decision-making teams to ensure that the PARCC assessments provide valid results for all participating students. Use this manual to understand how to assign and deliver these accommodations and accessibility features to students.

dc.mypearsonsupport.com/manuals/



Q&A



| Thank you!