



Welcome to Pearson's On-site Training

Resources – Support Page

PearsonAccess Next

PARCC > 2014 - 2015 > Fall Block - EOY ▾ PARCC (parcc) ▾

- Home
- Setup
- Testing
- Reports
- Support**

Support

Search Filters All Clear Hide

Resource Categories

- Training (1)
- Templates (13)
- Manuals and Documents (8)
- Communications (0)


File Format

- Other (0)
- .html (6)
- .xls (3)
- .pdf (8)
- .csv


Add keywords to search with selected search filters

Search


Spring Organization Participation File Field Definitions

 [Spring Organization Participation File Field Definitions](#)
Last updated: Oct 17, 2014


Spring Organization Participation File Sample Layout

 [Spring Organization Participation File Sample Layout](#)
Last updated: Oct 17, 2014


Spring Student Registration File Field Definitions

 [Spring Student Registration File Field Definitions](#)
Last updated: Oct 17, 2014


Spring Student Registration File Sample Layout

 [Spring Student Registration File Sample Layout](#)
Last updated: Oct 17, 2014

Fall/Winter Block Organization Participation File Field Definitions

 [Fall/Winter Block Organization Participation File Field Definitions](#)
Last updated: Oct 17, 2014











Fall/Winter Block Organization Participation File Sample Layout

 [Fall/Winter Block Organization Participation File Sample Layout](#)
Last updated: Oct 17, 2014

Fall/Winter Block Student Registration File Field Definitions



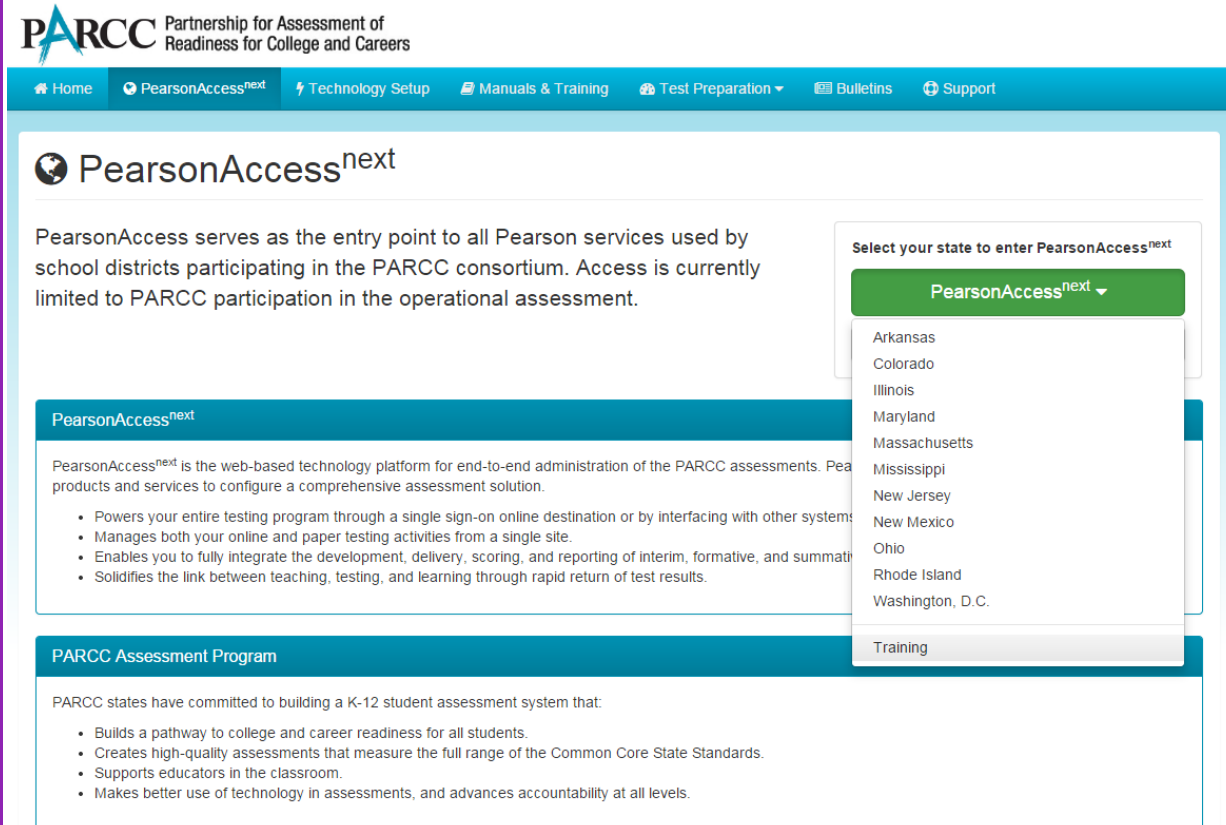
Top Resources

-  [PearsonAccess Next Online User Guide](#)
-  [TestNav 8 Online User Guide](#)
-  [2014 Fall/Winter Block ELA Test Administrator Manual](#)
-  [2014 Fall/Winter Block Test Coordinator Manual](#)
-  [2104 Fall/Winter Block Math Test Administrator Manual](#)
-  [Training Modules](#)
-  [User Role Matrix](#)
-  [PARCC High School Mathematics Reference Sheet](#)
-  [Proctor Caching for Mac OS X Computers](#)
-  [Proctor Caching for Windows Computers](#)

Contact Us

Call Center
1-888-493-9888

Resources – Training Center



The screenshot shows the PearsonAccessnext website interface. At the top, there is a navigation bar with links for Home, PearsonAccessnext, Technology Setup, Manuals & Training, Test Preparation, Bulletins, and Support. Below the navigation bar, the PearsonAccessnext logo is displayed. A main heading reads: "PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium. Access is currently limited to PARCC participation in the operational assessment." To the right of this text is a dropdown menu titled "Select your state to enter PearsonAccessnext". The dropdown menu is open, showing a list of states: Arkansas, Colorado, Illinois, Maryland, Massachusetts, Mississippi, New Jersey, New Mexico, Ohio, Rhode Island, and Washington, D.C. Below the dropdown menu, there is a section titled "PearsonAccessnext" with a description and a list of bullet points. Another section titled "PARCC Assessment Program" is visible at the bottom of the screenshot.

PEARCC Partnership for Assessment of Readiness for College and Careers

Home PearsonAccessnext Technology Setup Manuals & Training Test Preparation Bulletins Support

PearsonAccessnext

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

Select your state to enter PearsonAccessnext

PearsonAccessnext

PearsonAccessnext is the web-based technology platform for end-to-end administration of the PARCC assessments. PearsonAccessnext provides products and services to configure a comprehensive assessment solution.

- Powers your entire testing program through a single sign-on online destination or by interfacing with other systems.
- Manages both your online and paper testing activities from a single site.
- Enables you to fully integrate the development, delivery, scoring, and reporting of interim, formative, and summative assessments.
- Solidifies the link between teaching, testing, and learning through rapid return of test results.

PARCC Assessment Program

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

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

The Training Center is found at:

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

- Select the green PearsonAccessnext dropdown menu and select Training.
- Enter your user ID and password, and then click **Sign In** to go to the Training Center.

Resources

The screenshot shows the PARCC website interface. At the top, the browser address bar displays "parcc-test.pearson.com". The website header includes the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers". A navigation bar contains links for Home, PearsonAccess Next, Technology Setup, Manuals & Training, Test Preparation, Bulletins, and Support. The "Test Preparation" dropdown menu is open, showing options for Sample Items, Tutorial, and Practice Tests. The main content area features a large introductory paragraph about PARCC, followed by six resource cards: PearsonAccess Next, Technology Setup, Manuals & Training, Test Preparation, Bulletins, and Support. Each card includes a brief description and a "View" button. At the bottom, there are three boxes: Customer Support (with contact info), Sitemap (with navigation links), and Quick Links (with service links).

PARCC Partnership for Assessment of Readiness for College and Careers

Home PearsonAccess Next Technology Setup Manuals & Training Test Preparation Bulletins Support

Sample Items
Tutorial
Practice Tests

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 their careers.

These high quality K–12 assessments in Mathematics and English Language Arts/Literacy give teachers, schools, students, and parents better information whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs.

PearsonAccess Next
PearsonAccess serves as the entry point to all Pearson services used by school districts participating in the PARCC consortium.
[View PearsonAccess Next »](#)

Technology Setup
Prepare your system for the computer-based PARCC assessment. Access System Check, Proctor Caching information, technical user guides and TestNav.
[View Technology Setup »](#)

Manuals & Training
Manuals and training modules are used by Test Coordinators and Administrators to plan and administer the PARCC test.
[View Manuals & Training »](#)

Test Preparation
Want to see PARCC items in action? Would you like to know how PARCC is different from previous tests?
[View Test Preparation »](#)

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

Support
Assistance is available via e-mail, phone, and frequently asked questions.
[View Support »](#)

Customer Support
parcc@support.pearson.com
(888) 493-9888
Monday - Friday
5:00 am - 7:00 pm (CST)

Forgot PANext Username
Forgot PANext Password

Sitemap
Home
PearsonAccess Next
Technology Setup
Manuals & Training
Sample Items
Tutorial
Practice Tests
Bulletins

Quick Links
Customer Service FAQs
PearsonAccess Next
PARCC System Status
Service Now (State Education Office Use Only)

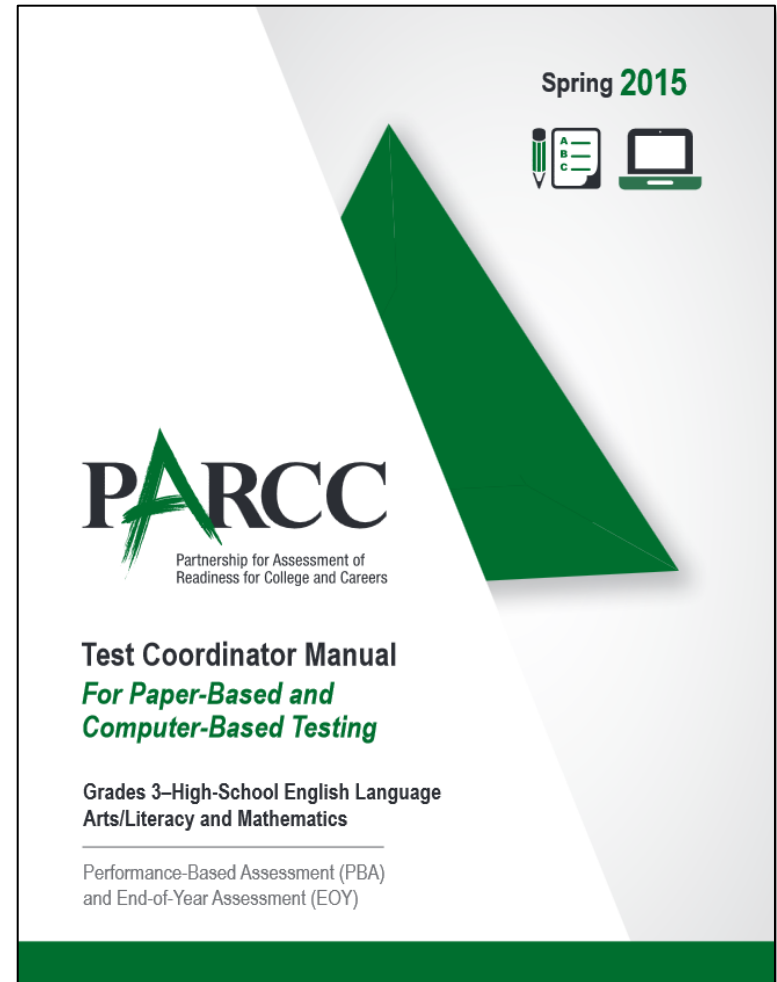
Resources – TAM and TCM

Test Coordinator Manual (TCM) Paper-based and Computer-based Testing

<http://parcc.pearson.com>

(Under “Manuals and Documents”)

- Appendix C: State Policy Addendum



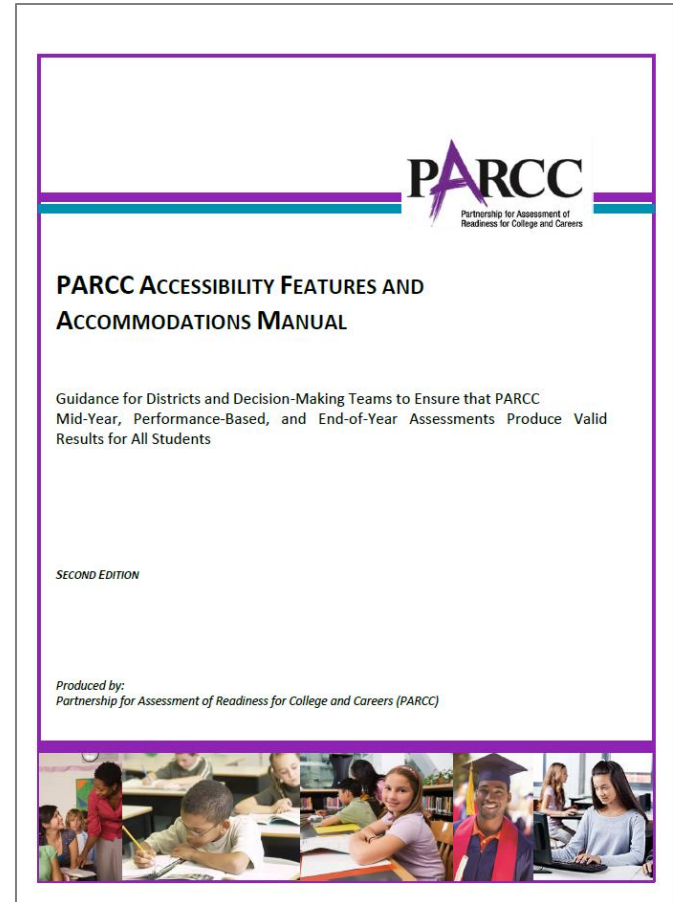
Resources – Accessibility Features and Accommodations

Accessibility Features and Accommodations Manual

<http://www.parcconline.org/parcc-accessibility-features-and-accommodations-manual>

Accessibility Features and Accommodations Training Module:

<https://parcc.tms.pearson.com>





High Level Agenda Topics

Morning:

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials



Tasks to Complete Before Testing

Prepare for a Test Administration

1. As soon as possible before testing:
 - Register students in PearsonAccess^{next} and resolve critical warnings/alerts.
 - View applicable training modules at <https://parcc.tms.pearson.com>.
 - Establish a testing schedule.
2. Approximately six weeks before testing:
 - Prepare to administer accommodated tests, if necessary.
 - Schedule practice tests and student tutorials (recommended).
 - Develop a test security plan.
 - Develop a logistics plan.
 - Develop a training plan for Test Administrators and Proctors.
 - Meet with and train Technology Coordinator(s).
 - Complete technology setup.
 - Conduct an Infrastructure Trial (optional).



Tasks to Complete Before Testing (continued)

Prepare for a Test Administration (continued)

3. One month before testing:

- Review the Test Coordinator Manual and recommended online training modules to prepare for Test Coordinator responsibilities.
- Notify students and parents about the PARCC assessment.

4. Two weeks before testing:

- Finalize the testing schedule and submit school security plans.
- Finalize the security, logistics, and training plan.
- Update Student Registration*.
- If applicable, order additional test materials.



Before Testing: Training Test Administrators and Proctors

Prepare and Train Test Administrators and Proctors

- Present and discuss the security and training plan with Test Administrators and Proctors, discuss content of Test Administration Manual, including timing and directions.
- Make sure Test Administrators understand policies and procedures on guidance for redirecting students and clarifying directions during testing, and administering any accommodations.
- Review day of test activities and Pearson Access Next test administration.
- Inform Test Administrators how they can obtain additional materials needed during test administration, such as extra scratch paper, and procedures for troubleshooting technology.
- Make sure all authorized personnel are trained on DC Test Integrity Act and sign security agreements.



Tasks to Complete Before Testing (continued)

Prepare for a Test Administration (continued)

5. One week before testing:

- Meet with Test Administrators and Proctors.
- Receive, document, and store materials.
 - Apply Student Labels to Test Booklets, if applicable.
 - Prepare Chain of Custody Forms.
- Setup test sessions in PearsonAccess^{next}.
 - Confirm Test Administrator accounts are active.
 - Proctor Cache Operational Tests.
 - Print Student Testing Tickets and Seal Codes.
- Check for test administration updates at parcc.pearson.com/bulletins.

6. On the day of testing:

- Make final preparations.



Tasks to Complete During Testing

On the Day of Testing:

1. Distribute test materials.
2. Ensure Test Administrators have a computer or tablet available.
3. Monitor test activity.
4. Ensure accessibility features and accommodations are being applied to appropriate students.
5. Create make-up tests in PearsonAccess^{next} and supervise make-up testing.
6. Be available to Test Administrators and Proctors.
7. Investigate security breaches and testing irregularities.
8. Follow protocol for contaminated or damaged test materials, safety threats and severe weather.
9. Respond to all technology related issues.
10. Collect materials from Test Administrators after each test unit.



During Testing: Security Breaches

Monitoring and Reporting Security Breaches and Testing Irregularities

1. All instances of security breaches and testing irregularities (e.g. loss of materials, failure to account for materials, or any other deviation from the test security plan) must be reported to the School Test Coordinator (STC), LEA Test Coordinator, or OSSE immediately.
2. Reports may be made anonymously by calling 202-741-5991 or via email to osse.assessments@dc.gov or visiting <http://osse.dc.gov/service/communicating-test-security-violations>.
3. LEA will complete and submit the Form to Report a Testing Irregularity or Security Breach within 24 hours to OSSE.



During Testing: Contaminated & Damaged Materials

Contaminated or damaged test materials must be replaced. After testing, the Test Coordinator must:

1. Place Student ID label on replacement document.
2. Record security barcode number of the damaged and new documents.
3. Submit the Form to Report Contaminated Damaged, or Missing Materials via email to osse.assessments@dc.gov.
4. If possible, transcribe responses from contaminated test material into the replacement. If not, the student must be given a retake opportunity.
5. Destroy contaminated material according to local biohazards protocols.
6. Compile a list of contaminated/damaged Test Booklets and maintain the list for 4 years and notify your state.



During Testing: Safety Threats and Severe Weather

Create a Plan and Train Staff for Safety Threats and Severe Weather

Test Administrators and Proctors must:

1. Note the time of the disruption.
2. Secure test materials as specified in your School Security Plan and follow applicable building safety plan procedures.
3. When able to return, prepare students for the continuation of the unit and resume students' tests.
4. Document the situation in writing.

* Check your state policy in the *PARCC Test Coordinator Manual* for state-specific procedures for reporting Safety Threats and Severe Weather.



Tasks to Complete After Testing

After the PARCC Assessment

1. The day of testing:
 - Collect materials.
 - Ensure Test Sessions have been completed.
 - Purge the cached test content.
2. Within the final week of testing:
 - Organize and return paper test materials (if applicable).
 - Identify and mark specific test materials as “Do Not Score.”
 - Destroy/Shred used scratch paper and Mathematics Reference Sheets.
 - Recycle unused test material (after EOY).
 - Keep records according to your state’s policy.
 - Resolve critical warning/alerts in PearsonAccess^{next}.
3. Within the 10 days of testing:
 - Test Monitors and Test Integrity Coordinators should sign and submit DC Test Integrity Affidavits.



High Level Agenda Topics

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials
- PearsonAccess^{next}
- Support

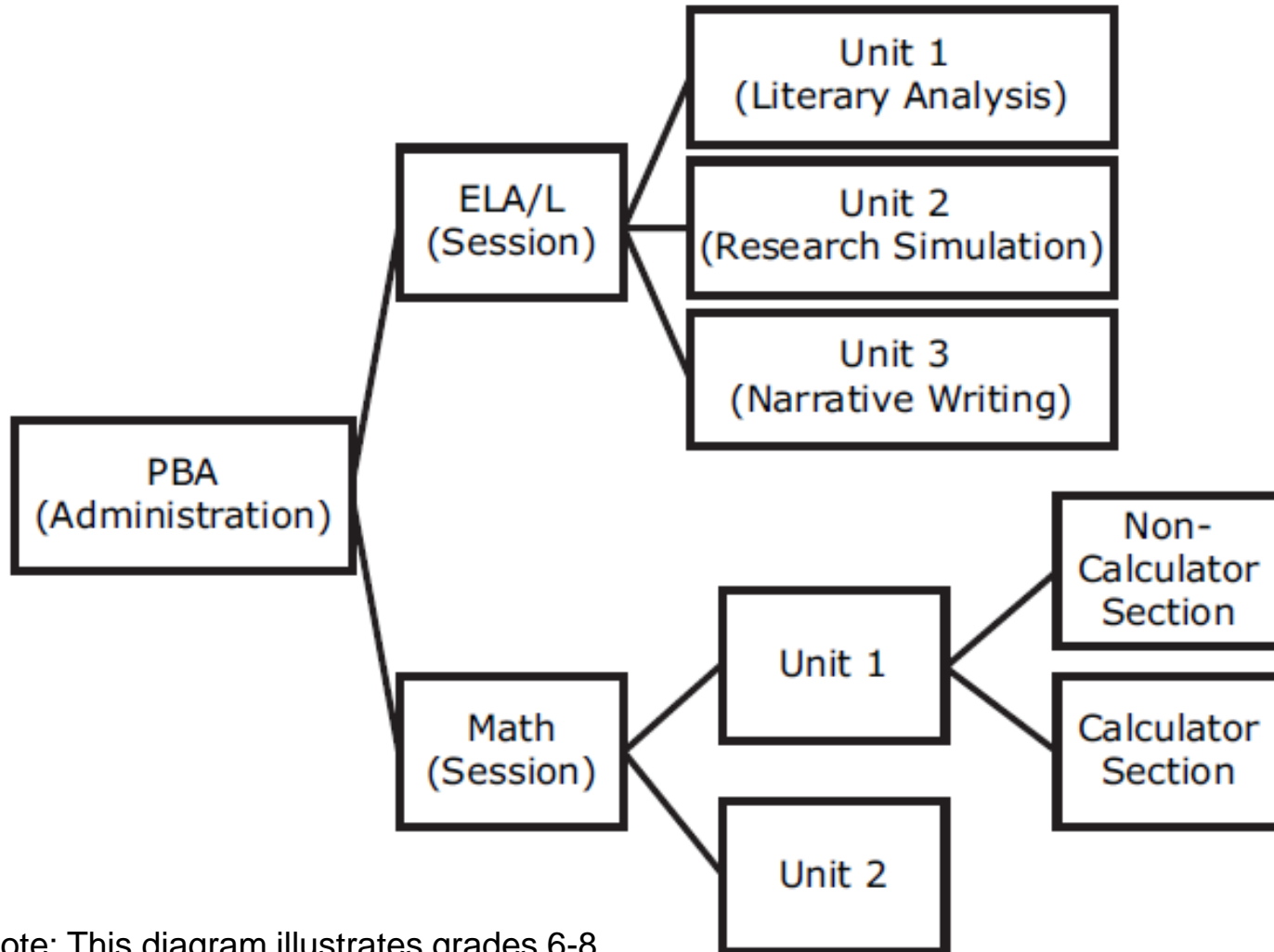


PBA Test Administration Flowchart

PBA
(Administration)

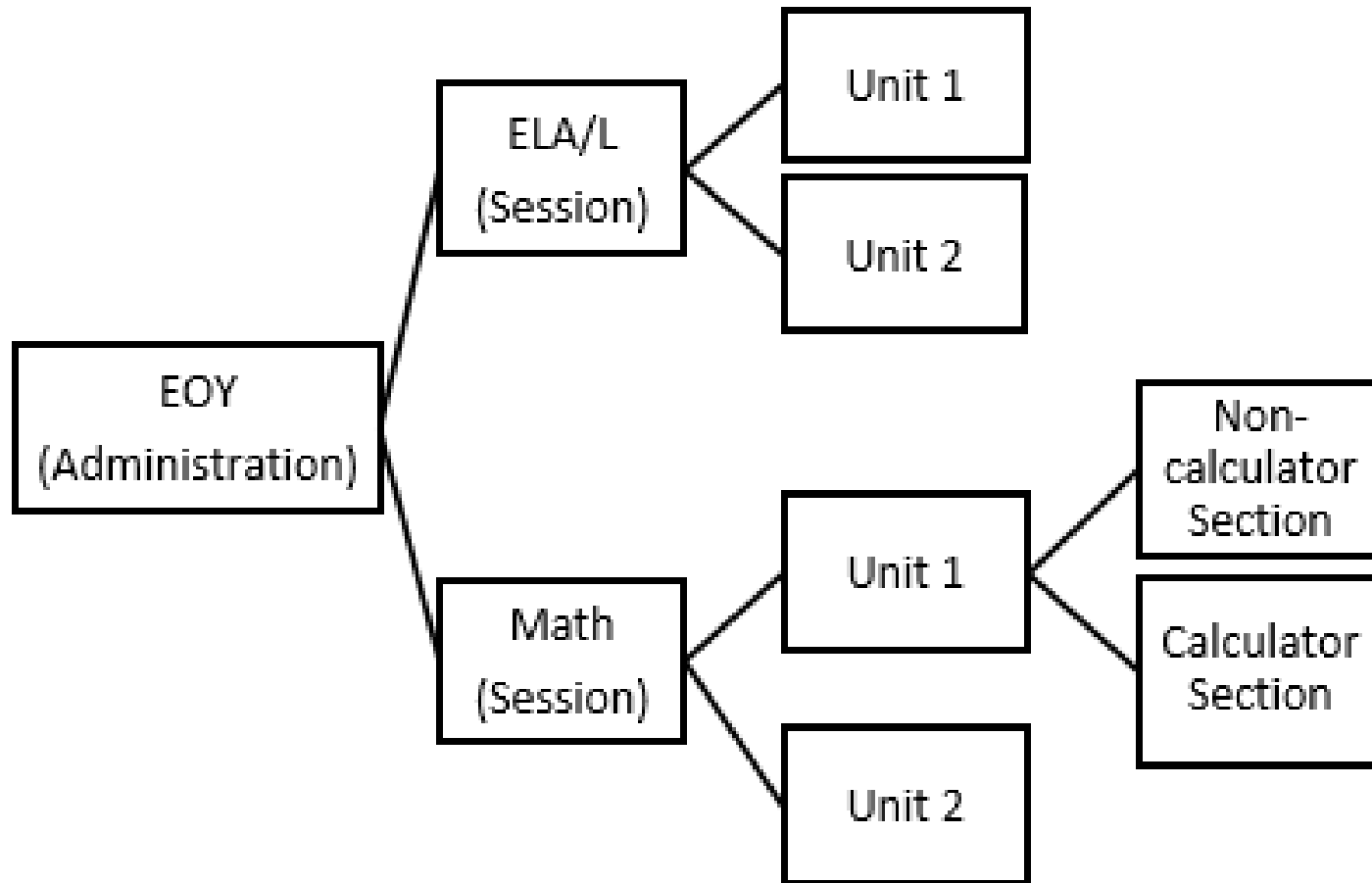
EOY
(Administration)

PBA Test Administration Flowchart



Note: This diagram illustrates grades 6-8.

EOY Test Administration Flowchart





Test Schedule

2015 — Spring Testing Windows

Component	Administration Dates
Performance-Based Assessment (PBA)	March 2, 2015 through May 8, 2015
End-of-Year (EOY)	April 13, 2015 through June 5, 2015

* If your district was approved for an early testing window, these dates may be slightly different.



Guidelines for Administration Time

Guidelines for Administration Time

Task	Time to be Allotted for an Administration
Preparing for testing (includes reading instructions to students and answering questions)	10 minutes
Distributing test material	5 minutes
Unit testing time	60-90 minutes*
Completing end-of-unit activities, including closing units, collecting test materials, and administering a student survey (after EOY)	5–15 minutes

*Depending on unit and subject—refer to *Unit Guidelines and Schedule* table in the *Test Coordinator Manual* for each Unit Time.

Example of Unit Testing Times

Unit Testing Times for Grades 3–5

PBA			
Subject and Grade	Unit	Section	For Scheduling/ Testing Purposes
			Unit Testing Time (Minutes)
Mathematics Grade 3 PBA	Unit 1	Non-calculator	75
	Unit 2	Non-calculator	75
Mathematics Grade 4 PBA	Unit 1	Non-calculator	80
Mathematics Grade 5 PBA	Unit 2	Non-calculator	70
ELA/Literacy Grade 3 PBA	Unit 1 (Literary Analysis)		75
	Unit 2 (Research Simulation)		75
	Unit 3 (Narrative Writing)		60
ELA/Literacy Grade 4 PBA ELA/Literacy Grade 5 PBA	Unit 1 (Literary Analysis)		75
	Unit 2 (Research Simulation)		90
	Unit 3 (Narrative Writing)		60
EOY			
Subject and Grade	Unit*	Section	Unit Testing Time (Minutes)
Mathematics Grade 3 EOY	Unit 1	Non-calculator	75
Mathematics Grade 4 EOY Mathematics Grade 5 EOY		Non-calculator	75
ELA/Literacy Grade 3 EOY ELA/Literacy Grade 4 EOY ELA/Literacy Grade 5 EOY	Unit 1		75

*Grades 3-5 ELA/L have only one unit for EOY.

Find up-to-date manuals and information at: <http://avocet.pearson.com/PARCC/Home>



Guidelines for Administration Time

Guidelines for Administration Time (continued)

- Provide all students with the entire amount of Unit Testing Time.
- Once the Unit Testing Time has elapsed, the unit must end.
- A student may be allowed an extended time accommodation **only if** listed in his or her IEP, 504 Plan, or EL Plan.
- If students complete and submit their tests before unit testing time is complete, schools or LEAs may choose from options below:
 - After student has checked and submitted his or her work, the Test Administrator dismisses the student, and/or
 - After student has checked and submitted his or her work, the student may sit quietly and use allowable materials below.



Guidelines for Administration Time

Guidelines for Administration Time (continued)

- No materials in the testing environment before or after testing should compromise test validity and integrity. Recommended allowable materials include:
 - Recreational books (subject matter of recreational books to be unrelated to content being assessed).
 - Pens or colored pencils and blank paper.
- Test materials must be collected by Test Administrator prior to student having the above materials. Any paper used after testing should be collected by the Test Administrator before students leave the testing environment.



Make-Up Testing

Make-Up Testing

- Students who are absent or who can no longer test because of classroom, school, or technical interruptions during original units, may utilize make-up testing.
- Test security and administration protocols apply.
- School Test Coordinators will establish the make-up testing schedules for their schools.
- Units may be taken out of order for make-up testing only.
- State specific guidelines:
 - Schools may schedule make-up tests for different grade levels/subject areas at the same time and in the same room. In this case, special attention must be paid to variations in unit testing times and administration scripts.
 - Students with a documented and valid medical emergency will receive a medical exemption.



Guidelines for Breaks

Breaks

- Between units, scheduled breaks should occur.

Example EOY (ELA/L Administration):

8:00 a.m. – 10:00 a.m.	Unit 1
10:00 a.m. – 10:15 a.m.	Scheduled Break
10:15 a.m. – 12:15 p.m.	Unit 2

- During a unit, short “stand-and-stretch” breaks may be permitted at the discretion of the Test Administrator.



High Level Agenda Topics

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials
- PearsonAccess^{next}
- Support

Introduction

By the end of this section, educators will have an understanding of the different test preparation options:

- TestNav 8 Tutorial
- Student Tutorials
- Sample Items
- Practice Tests
- Resources

	Paper	Online	Duration	Scored
TestNav 8 Tutorial	No	Yes	30 Minutes	No
Student Tutorials	Yes	Yes	30 Minutes	No
Sample Items	No	Yes	N/A	No
Practice Tests	Yes	Yes	60 Minutes	In December (Web-based)

Reference

← → ↻ 🏠 📄 parcc.pearson.com/tutorial/



- Home
- PearsonAccess^{next}
- Technology Setup
- Manuals & Training
- Test Preparation ▾
- Bulletins
- Support

- Sample Items
- Tutorials
- Practice Tests

Tutorials

The purpose of these tutorials is to demonstrate the navigation and tools available for Computer-Based Assessments and the use of the Test Booklet and Answer Documents for Paper-Based Assessments. The items appearing in these tutorials are samples used to allow students and educators to gain familiarity with the technology platform and paper-based format that will be used for PARCC assessments.

Wait! Before you start, does your computer, laptop, or tablet have what it takes? The PARCC assessment works with many devices and browsers, but not all. **Find out the technology guidelines here.**

TestNav 8 Tutorial

This tutorial should be used to familiarize students with how to navigate the TestNav 8 computer-based environment (advancing, going back, tool bar, embedded supports and accommodations).

[View TestNav 8 Tutorial »](#)

Published 1/17/2014

Equation Editor

These quick reference guides will help familiarize students with how to use the Equation Editor Tool.

[Equation Editor \(EE\) Quick Reference Guide ▾](#)

Published 3/26/2014

Text to Speech

Graphing Calculator



Tutorial Options

Tutorials Available to Review:

- TestNav 8 Tutorial – Overview of the testing environment
- Equation Editor – Quick Reference Guide for certain grade bands
- Text to Speech – available for both ELA/L* and Math
- Graphing Calculator – Windows and Mac
- Printable Paper-Based Student Tutorials (available in grade bands)
- Online Student Tutorials

* ELA/L text-to-speech test edition is only available for students with disabilities meeting the requirements for this accommodation

Name	Available Format	Grades			
TestNav8 (TN8) Tutorial Instruction students on navigation through the TestNav8 testing environment	Web-based	3-11			
Student Tutorials Provides instruction on how to use each item type in the selected testing environment (info on item types)	Paper-based Web-based	<u>Paper-based</u> <i>ELA</i> 3-5 6-8 High School		<u>Web-based</u> <i>ELA</i> 3-5 6-8 High School	
Sample Items Provides additional practice. This option does not include instructions on how to answer items	Web-based	<u>ELA</u> 3-5 6-8 High School		<u>Math</u> 3-5 6-8 High School	
Name	Available Format	PBA		EOY	
		Grade Band for ELA	Grade Band for Mathematics	Grade Band for ELA	Grade Band for Mathematics
Practice Tests Provides a hand-on experience to the PARCC assessment. The PearsonAccess ^{next} format can be during a school's Infrastructure Trail.	Paper-based Web-based PearsonAccess ^{next}	3 4 5 6 7 8 9 10 11	Coming (January)	Coming (January)	3 4 5 6 7 8 Algebra I Algebra II Geometry



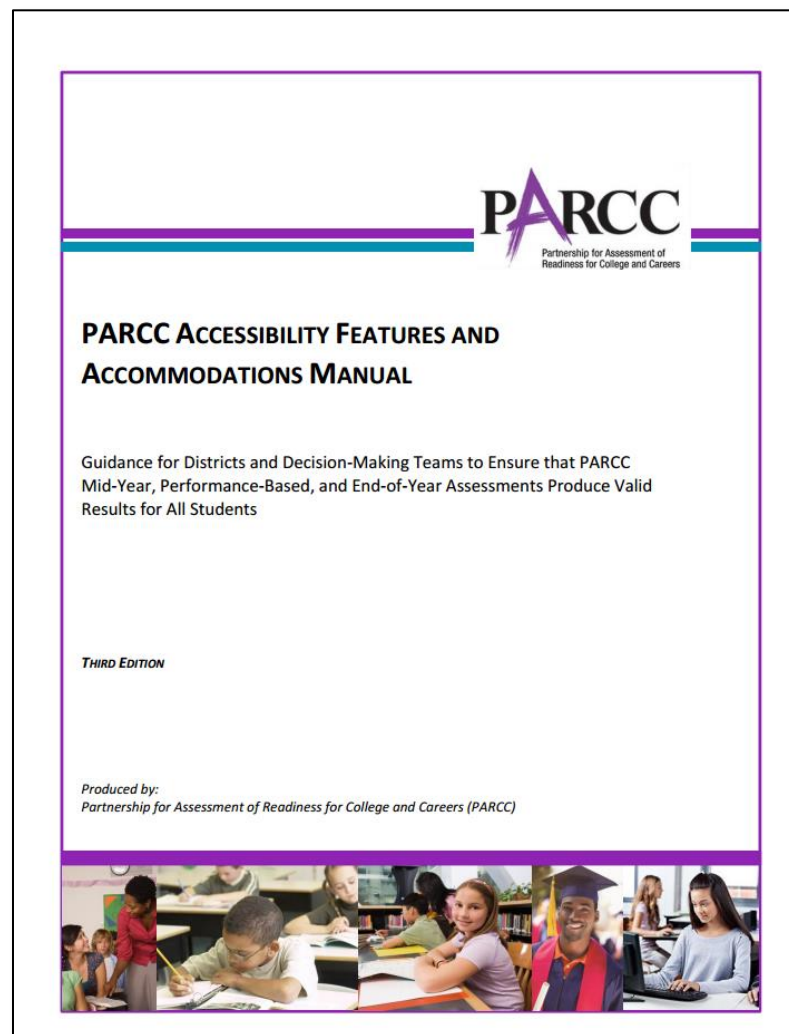
High Level Agenda Topics

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials
- PearsonAccess^{next}
- Support

PARCC Accessibility Features and Accommodations Manual

PARCC Accessibility Features and Accommodations Manual

<http://www.parcconline.org/parcc-accessibility-features-and-accommodations-manual>



PARCC Accessibility Features and Accommodations

State-specific Procedures for Accessibility and Accommodation

- Further guidance and resources on Accessibility and Accommodations in DC is available at <http://osse.dc.gov/service/testing-accommodations>

The screenshot displays the OSSE DC.gov website. At the top right, there are links for '311 Online', 'Agency Directory', 'Online Services', and 'Accessibility'. The DC.gov logo is on the left, and a search bar is in the center. Below the logo is the text 'Office of the State Superintendent of Education'. A navigation menu includes 'OSSE Home', 'Services', 'Programs', 'Resources', 'Newsroom', 'Events', 'LearnDC', 'SBOE', 'Assessments', and 'About OSSE'. The 'Programs' sidebar lists categories like 'Adult and Family Education', 'Assessment and Accountability', and 'Assessments', with 'Assessments' expanded to show 'ACCESS for ELLs', 'Accommodations', 'Alternate Assessments', 'DC CAS', 'Formative Assessments', 'National Assessment of Educational Progress (NAEP)', and 'Next Generation Assessment Meetings'. The main content area is titled 'Testing Accommodations' and features a 'Listen' icon, 'ADD THIS' button, and 'Text Resize' options. The text describes the 'PARCC Accommodations and Accessibility Features' manual, stating it provides guidance for districts and decision-making teams. A 'One-Stop Education Resource' sidebar on the right features the 'LEARN DC' logo and a link to 'LearnDC'.



Administrative Considerations

School-based teams (including IEP, 504, or EL teams as appropriate) may determine if any student requires any of the following test administration considerations:

- Small group testing
- Frequent breaks
- Time of day
- Separate or alternate location
- Specified area or seating
- Adaptive and specialized equipment or furniture

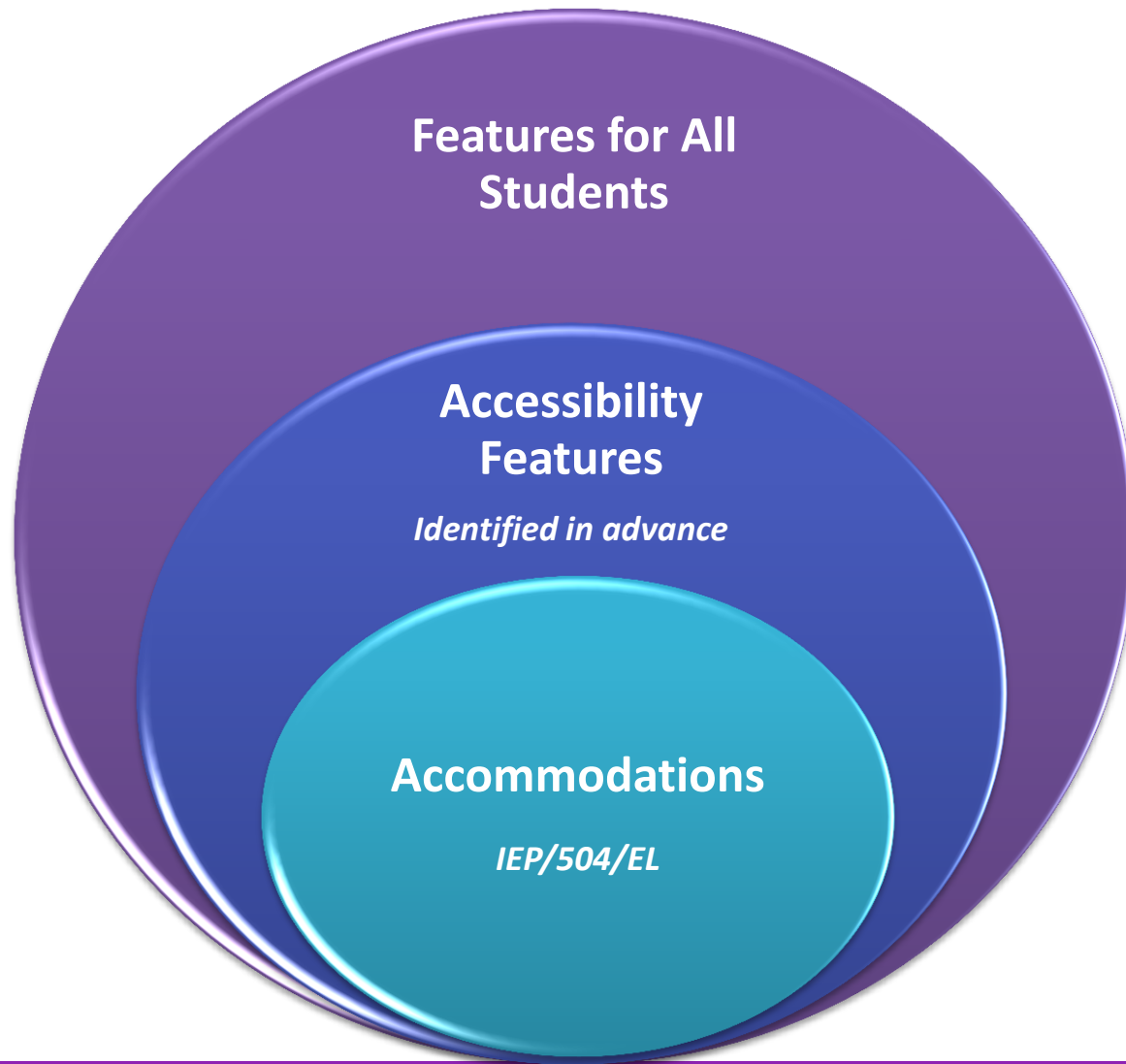


Accessibility Features and Accommodations for Students

- Accessibility Features for All Students
- Accessibility Features Identified in Advance
- Accommodations:
 - Students with Disabilities (SWD)
 - English Learners (EL)
 - English Learners with Disabilities



Types of Accessibility Features and Accommodations





Accessibility Features for All Students

Accessibility Features for All Students

Computer-Based Testing

Audio Amplification

Blank Paper

Eliminate Answer Choices

Flag Items for Review

General Administration Directions Clarified

General Administration Directions Read Aloud and Repeated as Needed

Highlight Tool

Headphones or Noise Buffers

Line Reader Tool

Magnification/Enlargement Device

Paper-Based Testing

Auditory Aids

Blank Paper

Visual Aids/Organizers

Visual Aids/Organizers

General Administration Directions Clarified

General Administration Directions Read Aloud and Repeated

Highlighter

Headphones or Noise Buffers

Line Reader (Straight Edge)

Magnification/Enlargement Device



Accessibility Features for All Students

Accessibility Features for All Students

Computer-Based Testing

NotePad

Pop-Up Glossary

Redirect Student to Test

External Spell Check

Writing Tools in TestNav: Bold, Italicize, Underline, Bullet

Paper-Based Testing

Scratch Paper

Glossary in Footnotes

Redirect Student to Test

External Spell Check Device

Bold, Italicize, Underline, Bullet with Writing Instrument



Accessibility Features *Identified in Advance*

Accessibility Features (for all Grades/Courses)

Answer Masking

Color Contrast

Text-to-Speech for the Mathematics Assessments (CBT only)*

**Human Reader or Human Signer
for the Mathematics Assessments***

* Information on the selection of this accommodation & the notation is available in the Accessibility Features and Accommodations Manual..

Note: these accessibility features must be identified in advance and enabled in PearsonAccess^{next} for the computer-based administration, and prepared in advance for paper-based testing.



Accommodations for Students

Accommodations for Students with Disabilities (SWD)

- Presentation Accommodations
- Response Accommodations
- Timing and Scheduling Accommodations



Students With Disabilities – Presentation Accommodations

Presentation Accommodations for Students with Disabilities

Assistive Technology

Screen Reader Version for Mathematics

**Refreshable Braille Display
with Screen Reader Version for ELA/Literacy**

Hard Copy Braille Edition

Tactile Graphics

Large Print Edition

Paper-Based Edition

**Closed-Captioning of Multimedia
for ELA/Literacy Assessments**



Students With Disabilities – Presentation Accommodations

Presentation Accommodations for Students with Disabilities (continued)

**Text-to-Speech for the ELA/Literacy Assessments,
including items, response options, and passages**

**Screen Reader Version for ELA/Literacy,
including items, response options, and passages**

**ASL Video for the ELA/Literacy Assessments,
including items, response options, and passages**

**Human Reader/Human Signer for the ELA/Literacy Assessments,
including items, response options, and passages**

* More information is available in the Accessibility Features and Accommodations Manual for selection implementation and notation.

ASL Video for the Mathematics Assessments

Human Signer for Test Directions

Student Reads Assessment Aloud to Themselves*



Students With Disabilities – Response Accommodations

Response Accommodations for Students with Disabilities

Assistive Technology

Braille Note-taker

Braille Writer

**Calculation Device and
Mathematics Tools
(on Calculator Sections of Mathematics Assessments)**

**Calculation Device and
Mathematics Tools
(on Non-Calculator Sections of Mathematics Assessments)***

* Information on the selection of this accommodation & the notation is available in the Accessibility Features and Accommodations Manual..



Students With Disabilities – Response Accommodations

Response Accommodations for Students with Disabilities (continued)

ELA/Literacy Selected Response Speech-to-Text

ELA/Literacy Selected Response Human Scribe

ELA/Literacy Selected Response Human Signer

ELA/Literacy Selected Response External Assistive Technology Device

Mathematics Response Speech-to-Text

Mathematics Response Human Scribe

Mathematics Response Human Signer

Mathematics Response Assistive Technology Device



Students With Disabilities – Response Accommodations

Response Accommodations for Students with Disabilities (continued)

ELA/Literacy Constructed Response Speech-to-Text*

ELA/Literacy Constructed Response Human Scribe*

ELA/Literacy Constructed Response Human Signer*

ELA/Literacy Constructed Response Assistive Technology Device*

Word Prediction External Device

Monitor Test Response

Answers Recorded in Test Book

* More information is available in the Accessibility Features and Accommodations Manual for selection implementation and notation.



Students With Disabilities – Timing and Scheduling

Timing and Scheduling Accommodations for Students with Disabilities

Extended Time



Accommodations for English Learners

- Accessibility Features for All Students
- Accessibility Features Identified in Advance
- Accommodations for Students with Disabilities (SWD)
- **Accommodations for English Learners (EL)**



Accommodations for English Learners

Accommodations for English Learners

Extended Time

**Word-to-Word Dictionary
(English/Native Language)**

**Mathematics Response Speech-to-Text
Mathematics Response Human Scribe**

**General Administration Directions Read Aloud and Repeated
in Student's Native Language (by test administrator)**

**General Administration Directions Clarified
in Student's Native Language (by test administrator)**

**Online Translation of the Mathematics Assessment
in Spanish (or other translated languages as needed)**



Accommodations for English Learners

Accommodations for English Learners (Continued)

Paper-Based Edition of the Mathematics Assessment in Spanish (or other translated languages as needed)

Large Print Edition of the Mathematics Assessments in Spanish (or other translated languages as needed)

Text-to-Speech for the Mathematics Assessments in Spanish (or other translated language as needed)*

Human Reader for the Mathematics Assessments in Spanish (or other translated language as needed)*

* Information on the selection of this accommodation & the notation is available in the Accessibility Features and Accommodations Manual..



Personal Needs Profile (PNP)

What is a Personal Needs Profile?

The Personal Needs Profile (PNP) is used to gather information regarding a student's testing condition, materials, or accessibility features and accommodations that are needed to take a PARCC assessment.



Personal Needs Profile (PNP)

What student information is collected and where?

1. Embedded Accessibility features, identified in advance, that need to be enabled (via PNP File Layout/User Interface).
2. Embedded Accommodations that need to be enabled (via PNP File Layout/User Interface).
3. Externally-provided accessibility features, identified in advance, and accommodations (via PNP File Layout/User Interface).
4. Hard copy accommodated editions that required advance shipping (via Student Registration File).



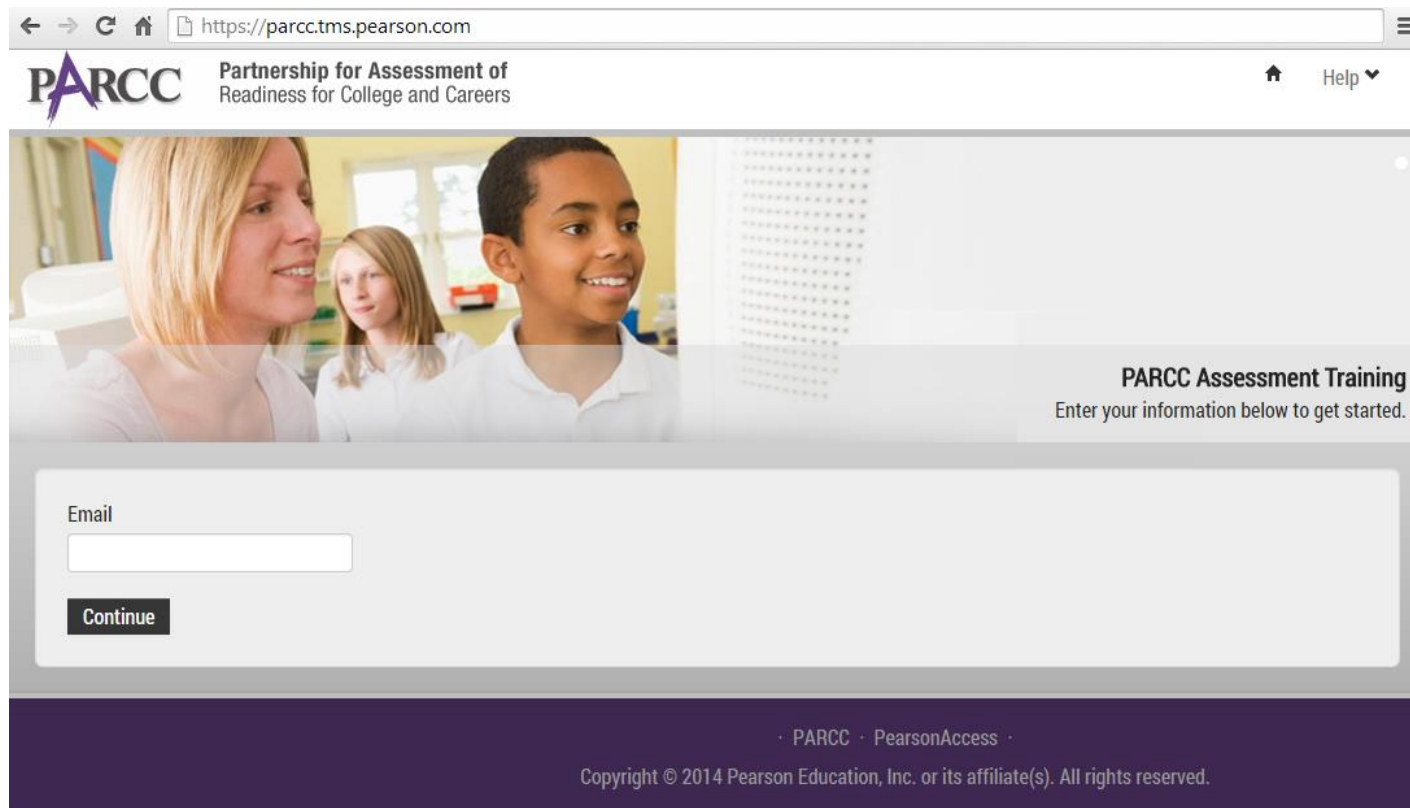
Personal Needs Profile (PNP)

- Frequent Breaks
- Separate/Alternate Location
- Small Testing Group
- Specialized Equipment of Furniture
- Specified Area or Setting
- Time of Day
- Answer Masking
- Color Contrast
- Text-to-Speech for Mathematics
- Human Reader or Human Signer for Mathematics
- ASL Video
- Assistive Technology (AT) Screen Reader Application
- Closed Captioning for ELA/L
- Human Reader or Human Signer for ELA/L
- Refreshable Braille Display for ELA/L
- Tactile Graphics
- Text-to-Speech for ELA/L
- Answers Recorded in Test Book
- Braille Response
- Calculation Device and Mathematics Tools
- ELA/L Constructed Response
- ELA/L Selected Response or Technology Enhanced Items
- Mathematics Response
- Monitor Test Response
- Word Prediction
- General Administration Directions Clarified in the student's Native Language (by test administrator)
- General Administration Directions Read Aloud and Repeated as Needed in the student's Native Language (by test administrator)
- Mathematics Response – EL
- Translation of the Mathematics Assessment in Text-to-Speech
- Translation of the Mathematics Assessment Online
- Word to Word Dictionary (English/Native Language)
- Extended Time

Personal Needs Profile (PNP) - Training


Personal Needs Profile Training Module

<https://parcc.tms.pearson.com>



← → ↻ 🏠 ☰

PARCC Partnership for Assessment of
Readiness for College and Careers 🏠 Help ▾



PARCC Assessment Training
Enter your information below to get started.

Email

Continue

· PARCC · PearsonAccess ·
Copyright © 2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.



Student Registration

Which fields in the Student Registration indicate Accessibility Features and Accommodations?

Column	Field Name	PARCC Definitions and Notes	Expected Values
AQ	Assessment Accommodation: English learner (EL)	English learner accommodations needed for a given assessment.	Y = Yes Blank
AR	Assessment Accommodation: 504	504 accommodations needed for a given assessment.	Y = Yes Blank
AS	Assessment Accommodation: Individualized Educational Plan (IEP)	Individualized Educational Plan accommodations needed for a given assessment.	Y = Yes Blank



Student Registration

Column	Field Name	PARCC Definitions and Notes	Expected Values
AT	Alternate Representation – Paper Test	Student requires paper and pencil test format as an approved accommodation.	Y = Yes Blank
AU	Translation of the Mathematics Assessment in Paper (Spanish)	Used to assign the form administered for paper testing based on another language other than English.	SPA = Spanish Blank
AV	Human Reader or Human Signer	The paper test is read aloud or signed to the student by the test administrator (Human Reader).	HumanReadAloud HumanSigner Blank
AW	Large Print	PARCC to provide Large Print Booklet for student to read. Answer Document will be the standard edition so that a Proctor can transcribe the student's responses.	Y = Yes Blank
AX	Braille with Tactile Graphics	A hard copy Braille test booklet is provided with embedded tactile graphics.	Y = Yes Blank


Unique Accommodations

- For the PARCC Assessment, unique accommodation requests must be submitted to OSSE no later than February 13, 2015.
- Refer to **Appendix F** of the PARCC Accessibility Features and Accommodations Manual, online: Unique Accommodation Request Form.
- Nonstandard accommodations requests must:
 - Be individualized for each student.
 - Be based on a student need as documented on the student's current IEP or 504 Plan as an accommodation for both instruction and assessment, and the plan must not expire prior to the assessment window.
 - Be submitted annually.
 - Be signed by the LEA Test Integrity Coordinator and LEA Special Education Director.





Emergency Accommodation

- A case where a student needs a new accommodation immediately due to unforeseen circumstances.
 - Cases could include students who have a recently-fractured limb (e.g., arm, wrist, or shoulder); whose only pair of eyeglasses have broken; or a student returning from a serious or prolonged illness or injury.
- Emergency accommodation form must be completed.
- See your state policy on approval of emergency accommodations.
- Refer to **Appendix G** of the PARCC Accessibility Features and Accommodations Manual, online: Use of an Emergency Accommodation on a PARCC Assessment. 



High Level Agenda Topics

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials
- PearsonAccess^{next}
- Support



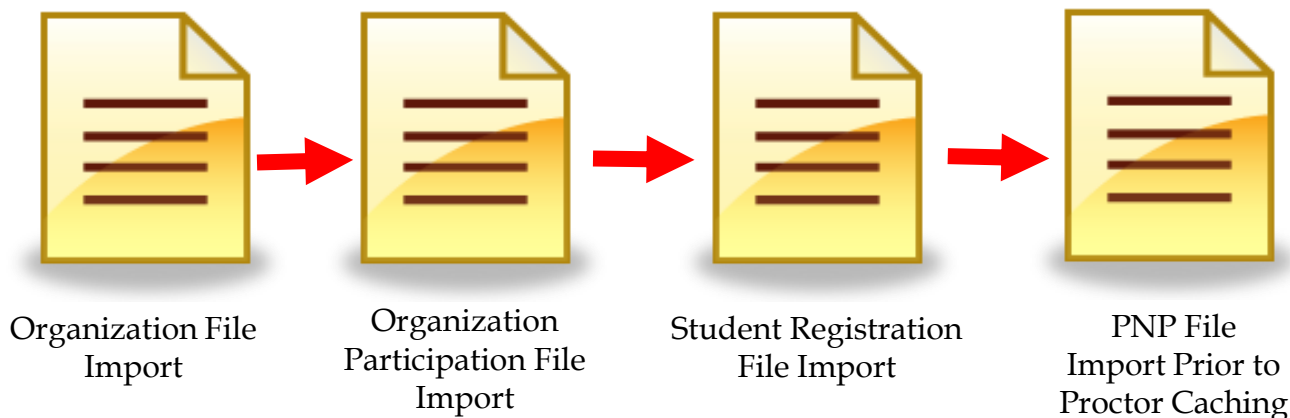
PearsonAccess^{next}: LEA and School Responsibilities

- LEA Responsibilities
 - Carried out for entire LEA
 - Oversees school testing coordinators
 - Pearson Access User setup
- School Responsibilities
 - Day-of-testing procedures
 - Test administration
 - Maintain test security
 - Trains Test Administrators
 - Pearson Access session setup

PearsonAccess^{next}: LEA and School Responsibilities

Steps Your State, LEA and School Test Coordinators Will Do to Prepare for PARCC Computer-based Tests*:

1. The LEA and School Test Coordinator must import the Student Registration File for both the PBA and EOY Administrations.
2. Import student's Personal Needs Profile (PNP) information.
3. Create additional users accounts for district/school staff.



PearsonAccess^{next}: LEA and School Responsibilities

Steps to Prepare for PARCC Computer-based Tests:

1. Create, manage, and edit test sessions.
2. Train Test Administrators on how to manage and monitor Test Sessions in PearsonAccess^{next}.
3. Pre-cache test content.
 - <https://parcc.tms.pearson.com>





High level Agenda Topics

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials
- PearsonAccess^{next}
- Support



Initial Materials Order

How Is It Generated and What Is Included in an Initial Order:

1. Import your Student Registration*
2. You will receive test materials including paper-based accommodations for paper-based accommodated student, if indicated in SRI.
3. Tactile graphics for computer-based testing will not be included in your initial order.

* If your district was approved for an early testing window, these dates may be slightly different.



Missed Initial Order Submission

Late Student Registration Submissions for Spring Assessments:

If you missed the deadline for the initial administration orders or have new students to register, follow these steps:

1. Add student registration information for students not yet registered in PearsonAccess^{next}.
2. Submit an order for additional materials.

Note: Your LEA may choose to do this process at the LEA or school level, please check with your LEA Test Coordinator.



Steps to Order Additional Materials

Orders Can Be Submitted by Users with the Following Roles*:

- LEA Test Coordinator
- Non-School/Institution Test Coordinator
- School/Institution Test Coordinator

*Note that an “add-on role” must be added for the user account to import files.

An additional materials order is a three-step process on the *Orders & Shipments* page of PearsonAccess^{next}.

1. Verify the shipping information.
2. Enter a quantity.
3. Review and complete the ordering process.



Key Information to Order Additional Materials

Keep in mind when ordering additional material:

- Do not submit additional orders prior to receiving your initial shipment of test materials. All test materials should be inventoried prior to any additional order.
- Once an additional order is approved, please allow 4-5 business days for shipment delivery
- Test Booklets will be shipped in packs of 5.
- Additional orders are packaged by school and shipped to the school.



Quantity Guideline for Additional Materials

Additional Material Guidelines

- Test Coordinator Manuals – 1 per School
- Test Administrator Manuals – 1 per 25 students
- School Header Sheet – 1 per grade/subject testing
- Scorable Return Label – 1 per 25 students
- Nonscorable Return labels – 1 per 25 students
- UPS Return labels – 1 per 25 students
- Paper Bands – 1 per 20 students
- Math Reference Sheets – 1 per Math student (grades 5-8 and high school)



Additional Materials Window

2015-Spring Additional Order Windows:

- Please order at least 5 days prior to the test administration.
- It is the Test Coordinator's responsibility to understand the additional order window.

Component	Additional Materials Window
Performance-Based Assessment (PBA)	February 16 to March 27, 2015
End-of-Year (EOY)	March 30 to May 22, 2015

Requesting an Additional Order

Select the appropriate Administration at the top of the screen and organization if needed. You only need to do this process for Paper-Based materials.

The screenshot displays the PearsonAccess Next user interface. At the top, the breadcrumb navigation shows the path: PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015. Below this is a navigation bar with icons and labels for Home, Setup, Testing, Reports, and Support. The main content area features three large blue buttons labeled SETUP, TESTING, and REPORTS, each with a 'Select an action' dropdown menu. A dropdown menu is open over the TESTING button, listing the following options: 2014 - 2015 (selected), Fall Block - PBA, Fall Block - EOY, PARCC Op Spring PBA 2015, and PARCC Op Spring EOY 2015.

Requesting an Additional Order

Under the Setup, select Orders and Shipment Tracking.

The screenshot displays the PearsonAccess Next web application interface. At the top, the breadcrumb navigation shows 'PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015' and the user is logged in as 'SAMPLE DISTRICT (ZZ-654321)'. The main navigation bar includes 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The 'Setup' menu is expanded, showing options: 'Import / Export Data', 'Students', 'Classes', 'Organizations', 'Users', 'Orders & Shipment Tracking', 'TestNav Configurations', and 'Remote Test Settings'. Below the navigation bar, there are two large blue panels. The left panel is labeled 'TESTING' and features a 'Select an action' dropdown menu. The right panel is labeled 'REPORTS' and also features a 'Select an action' dropdown menu.

Requesting an Additional Order

Under the Select Tasks dropdown menu check Create/Edit Orders and click the Start button.

The screenshot displays the 'Orders & Shipment Tracking' dashboard. At the top, there are navigation links for Home, Setup, Testing, Reports, and Support. The main header is 'Orders & Shipment Tracking'. Below this, there are two tabs: 'Tasks 1 Selected' and 'Orders 0 Selected'. The 'Tasks' tab is active, and its dropdown menu is open, showing a list of tasks: 'Orders' (checked), 'Create / Edit Orders' (checked), 'Approve Orders', 'Reject Orders', 'Cancel Orders', 'Shipments', and 'Report / Resolve Issues'. A 'Start' button is visible next to the 'Select Tasks' dropdown. The 'Orders' tab has a 'Manage' dropdown. Below the tabs, there is a search bar with a 'Search' button. The main content area shows 'No Results' and a 'Displaying 25' dropdown. A table with columns 'Order #', 'Sales Order # / Line #', 'Type', 'Status', 'Receiving Organization (Code)', and 'Dates' (sub-columns: 'Ordered', 'Last Delivery') is visible. A message at the bottom of the table says 'Search or select a filter to view results'.

Requesting an Additional Order

Fill out the Details and Ship To sections.

Create / Edit Orders

< Previous Task Next Task > Exit Tasks ✕

1 Create / Edit Orders



Additional Orders (0)

+ Create Additional Order

Details

Organization (Code)

TRAINING DISTRICT (RI-14)

Reason

Enrollment Increase

Date Needed*

Special Instruction

Ship To

Use a Stored Contact

Select..



Contact Information

Full Name*

MAILING CONTACT

Job Title

Email

MailingContact@district.org

Phone

Ext

Fax

Shipping Address

Address 1*

1111 Maple Lane

Address 2

City*

Springfield

State*

RI



Zipcode*


12345


Requesting an Additional Order


Next click the **Edit** button that is located on the lower part of this screen.

Ship To

Use a Stored Contact

Select... 

Contact Information	Shipping Address
Full Name* <input type="text" value="MAILING CONTACT"/>	Address 1* <input type="text" value="1111 Maple Lane"/>
Job Title <input type="text"/>	Address 2 <input type="text"/>
Email <input type="text" value="MailingContact@district.org"/>	City* <input type="text" value="Springfield"/>
Phone <input type="text"/>	State* <input type="text" value="RI"/> 
Ext <input type="text"/>	Zipcode* <input type="text" value="12345"/>
Fax <input type="text"/>	

Materials Order (0 items)* 

Click the Edit button to add materials to this order.

* Required

Create

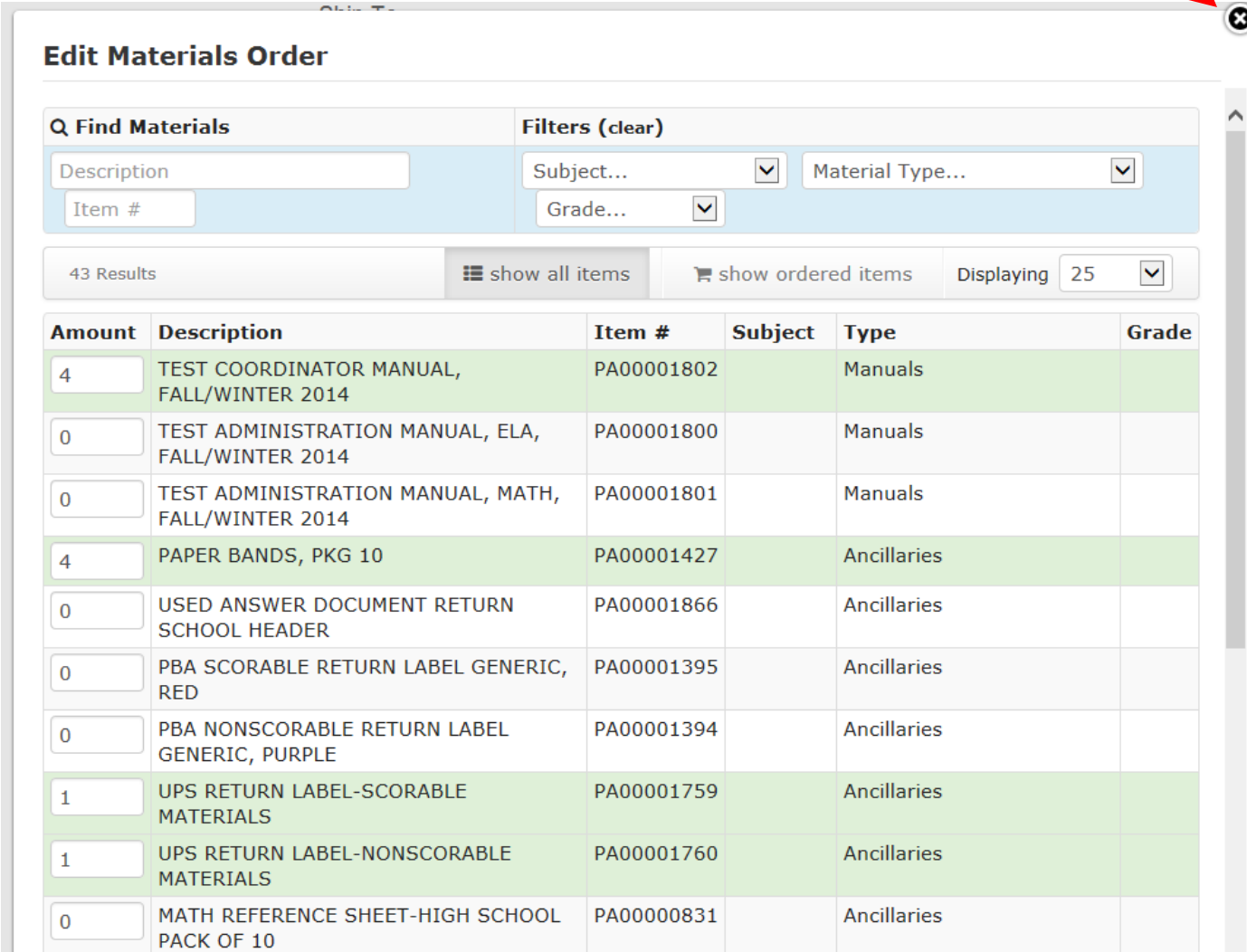
Cancel



Requesting an Additional Order

Fill out the Materials Order screen.

When complete click the X button in the upper right hand corner.



Edit Materials Order

Q Find Materials: Description, Item #

Filters (clear): Subject..., Material Type..., Grade...

43 Results | show all items | show ordered items | Displaying 25

Amount	Description	Item #	Subject	Type	Grade
4	TEST COORDINATOR MANUAL, FALL/WINTER 2014	PA00001802		Manuals	
0	TEST ADMINISTRATION MANUAL, ELA, FALL/WINTER 2014	PA00001800		Manuals	
0	TEST ADMINISTRATION MANUAL, MATH, FALL/WINTER 2014	PA00001801		Manuals	
4	PAPER BANDS, PKG 10	PA00001427		Ancillaries	
0	USED ANSWER DOCUMENT RETURN SCHOOL HEADER	PA00001866		Ancillaries	
0	PBA SCORABLE RETURN LABEL GENERIC, RED	PA00001395		Ancillaries	
0	PBA NONSCORABLE RETURN LABEL GENERIC, PURPLE	PA00001394		Ancillaries	
1	UPS RETURN LABEL-SCORABLE MATERIALS	PA00001759		Ancillaries	
1	UPS RETURN LABEL-NONSCORABLE MATERIALS	PA00001760		Ancillaries	
0	MATH REFERENCE SHEET-HIGH SCHOOL PACK OF 10	PA00000831		Ancillaries	

Requesting an Additional Order

Click the **Create** button once you have reviewed that all your requested items are listed.

Contact Information

Full Name*

Job Title

Email

Phone Ext

Fax

Shipping Address

Address 1*

Address 2

City*

State*

Zipcode*

Materials Order (8 items)* Edit

4	TEST COORDINATOR MANUAL, FALL/WINTER 2014	PA00001802	▲
4	PAPER BANDS, PKG 10	PA00001427	
1	UPS RETURN LABEL-SCORABLE MATERIALS	PA00001759	
1	UPS RETURN LABEL-NONSCORABLE MATERIALS	PA00001760	
1	TEST BOOK, GRADE 9, ELA, PBA, FALL/WINTER 2014, PACK OF 5	PA00001887	▼

* Required

Additional Order - Status

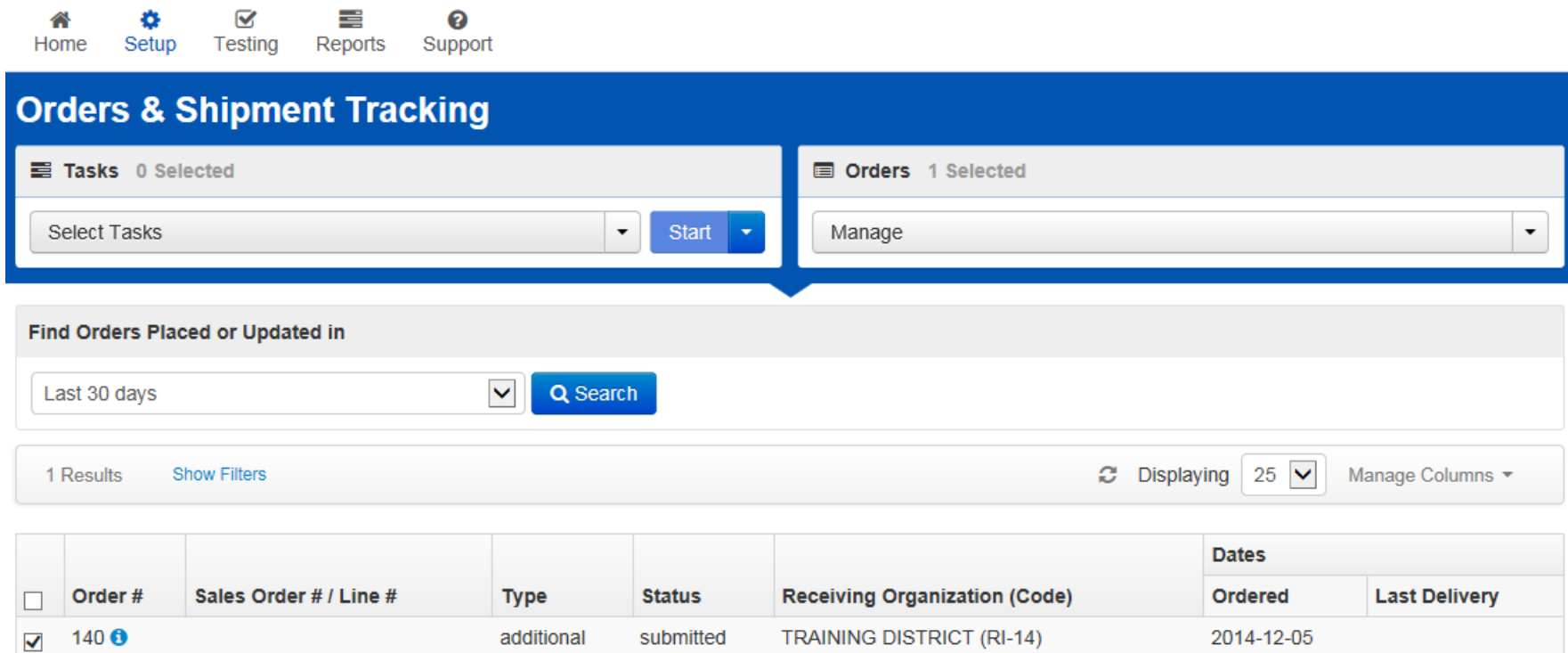
The Additional Order will now be listed as “submitted” on the Orders & Shipment Tracking screen.

The screenshot shows the 'Orders & Shipment Tracking' interface. At the top, there are navigation icons for Home, Setup, Testing, Reports, and Support. Below this is a blue header bar with the title 'Orders & Shipment Tracking'. Underneath, there are two tabs: 'Tasks 0 Selected' and 'Orders 1 Selected'. The 'Orders' tab is active, showing a 'Manage' dropdown menu. Below the tabs is a search bar with the text 'Find Orders Placed or Updated in' and a dropdown menu set to 'Last 30 days'. A 'Search' button is next to it. Below the search bar, it says '1 Results' and 'Show Filters'. On the right, there are options for 'Displaying 25' and 'Manage Columns'. At the bottom, there is a table with one row of data.

	Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates	
						Ordered	Last Delivery
<input checked="" type="checkbox"/>	140		additional	submitted	TRAINING DISTRICT (RI-14)	2014-12-05	

Additional Order - Timing

The Additional Order will now be listed as “submitted” on the Orders & Shipment Tracking screen.



The screenshot shows the 'Orders & Shipment Tracking' interface. At the top, there are navigation icons for Home, Setup, Testing, Reports, and Support. Below this is a blue header bar with the title 'Orders & Shipment Tracking'. Underneath, there are two tabs: 'Tasks 0 Selected' and 'Orders 1 Selected'. The 'Orders' tab is active, showing a 'Manage' dropdown menu. Below the tabs is a search bar with the text 'Find Orders Placed or Updated in' and a dropdown menu set to 'Last 30 days'. A 'Q Search' button is next to the search bar. Below the search bar, it shows '1 Results' and a 'Show Filters' link. On the right side, there are options for 'Displaying 25' and 'Manage Columns'. At the bottom, there is a table with the following data:

	Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates	
						Ordered	Last Delivery
<input checked="" type="checkbox"/>	140 i		additional	submitted	TRAINING DISTRICT (RI-14)	2014-12-05	



Receiving Test Materials

- Initial materials will be received 2 week prior to your district start date.
- Materials are packaged by school and shipped to the School Test Coordinator for your organization.
- Quantities, which include 5% overage per school, are derived from the information provided in the Student Registration File.



Contents of Initial Shipment


(If applicable to your school)

- Test Coordinator Kit
 - Resealable plastic bag (holds all materials)
 - Paper Bands
 - Pearson Scorable and Nonscorable Labels (in different colors)
 - UPS Ground return labels for Scorable and Nonscorable materials
 - Pre-printed/pre-gridded Used Test Booklet/Return School Header
 - Student ID Labels and Roster
 - Return Instructions Sheet
 - Shipping Carrier Return Instructions
- Packing List and Chain-of-Custody Form
- Test Coordinator Manuals
- Test Administrator Manuals
- Test Booklets
- Math Reference Sheets, Rulers, and Protractors, if applicable
- Large Print kits
- Read Aloud kits



Chain-of-Custody Forms

- District Chain-of-Custody Form for Initial Shipment of Materials Form indicates:
 - A full list of materials within the district
 - Form and security numbers
 - Quantity sent
 - Delivery information for each secure test material
 - LTC and STC Sign-off for quantity received
- School Chain-of-Custody Form indicates:
 - Security numbers for each secure test material
 - Student and Test Administrator assignment
 - Date and time for checked-out and checked-in of materials
- District Chain-of-Custody Form for District Overage of Materials indicates:
 - Security numbers for each overage material
 - Date and signature lines for the LTC and STC
- Computer-based Chain-of Custody Form
 - Materials Moved from Locked Central Storage Area to Classroom
 - Materials Moved from Classroom to Locked Central Storage Area
 - Materials Securely Destroyed by Shredding




Documenting and Storing Test Materials

Upon Receipt of Test Materials, Test Coordinators should:

- Remove the Packing List, Chain-of-Custody Form, and Test Coordinator Kit from Box 1.
- Inventory materials immediately to verify that there is an adequate number for administration.

NOTE: Count through the shrink wrap only. Do not open shrink-wrapped packages until two school days before testing, and do not distribute materials before the first day of testing.

- Order additional material, if necessary.
- Keep all test materials in a centrally locked storage area, with limited access, until distributing them to the Test Administrators.
- Remind Test Administrators that all test materials must be distributed only on test administration day and must be returned to secure storage immediately after testing.



Documenting and Storing Test Materials

- ❑ Keep all boxes in which the test materials were delivered, and use them to return Scorable and Nonscorable materials after testing is completed.
- ❑ Report the following occurrences immediately to Pearson using the Form to Report Contaminated, Damaged, or Missing Materials (see the Test Coordinator Manual):
 - Non-receipt of any packages listed on the School Packing List
 - Discovery of a damaged test material
 - Discovery of missing or duplicate sequence numbers on any Test Booklets



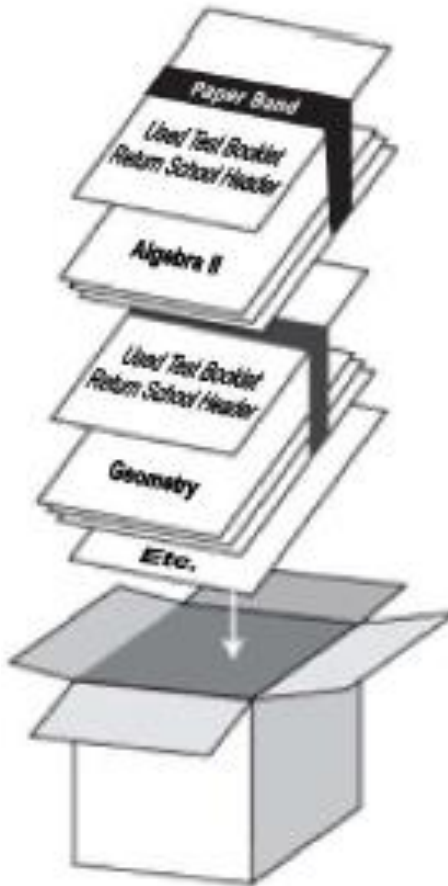
Packing Materials for Paper-Based Tests Only

Checklist to prepare materials for packing:

- Scorable Test Booklets contain a Student ID Label or hand-gridded student demographic data.
- School Header Sheets completed for each grade level and subject.
- Scorable and Nonscorable Materials are packed in the boxes in which they were delivered.
- Boxes are not overfilled.
- One return shipping label is placed on the top of each box.
- The sequence of boxes is indicated on each return shipping label.

After Testing: Packing Scorables

See TCM for reference PBT:
p. 50



Packing **Scorable materials** for Return Shipment:

- Place all materials in the shipping boxes.
- One school, per box. **Do not combine two school's test materials in one box.**
- Once all materials are in boxes, indicate the sequence of boxes being returned for the school (e.g., Box 1 of 3, Box 2 of 3, and Box 3 of 3) on the return shipping label.
- Do not mix Scorable and Nonscorable materials in the same box.

After Testing: Packing Scorables

See TCM for reference:
PBT: p. 50-52, 54

P-0254 S-00010

DISTRICT NAME _____
 DISTRICT ADDRESS 1 _____
 CITY NAME, XX 10001-0001 DIST: BOX _____ OF _____


SCHOOL: _____

SCH: BOX _____ OF _____

RETURN LABELS - **SCORABLE MATERIALS**

PEARSON
 905 WEST HOWARD LANE
 AUSTIN, TX 78753

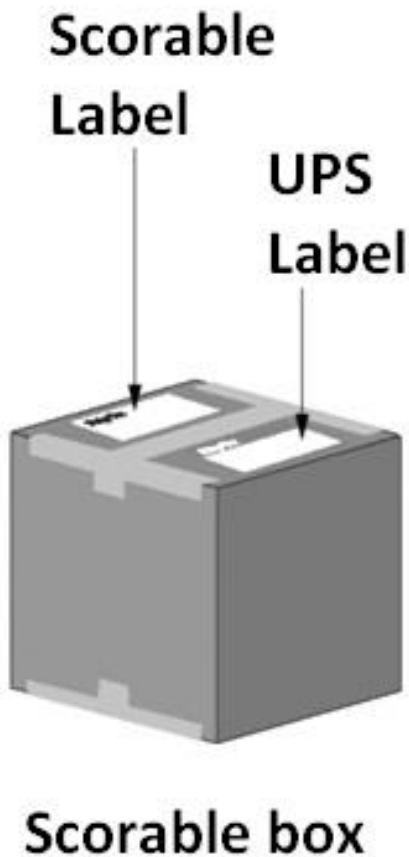
PARCC SPRING 2015-PBA SCORABLE TEST MATERIALS



621-233-XX1 0039493683 ANS

	PBA and EOY Scorable (District and School)	PBA and EOY Scorable (District and School)
Different Ship-to Address on the UPS Ground Labels	Cedar Rapids, IA	Austin, TX
Different Colored Labels	PBA: red label EOY: green label	PBA: red label EOY: green label

After Testing: Preparing Scorables



MR. SAMPLE (715) 954-6273 SAMPLE HIGH SCHOOL 900 SAMPLE RD SAMPLETOWN NY 14701	5 LBS 1 OF 1 RS
SHIP TO: SCORABLE PARCC RETURN PARCC 900 841-4712	
TO: P27955 905 WEST HOWARD LANE AUSTIN TX 78753	
	IA 524 0-10 
UPS GROUND TRACKING #: 1Z 1Y3 95W 90 0002 1821	
	
BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 421008	PARCC Spring PBA 15 SEQ NO:00000 CUU 12.2 PDF 54.5V 09/2014
TRACKING NUMBER: 1Z1Y395W9000021821	
SCORABLE PARCC RETURN	

MR. SAMPLE (715) 954-6273 SAMPLE HIGH SCHOOL 900 SAMPLE RD SAMPLETOWN NY 14701	5 LBS 1 OF 1 RS
SHIP TO: SCORABLE PARCC RETURN PARCC 900 841-4712	
TO: P27955 9200 EARHART LANE SW CEDAR RAPIDS IA 52404	
	IA 524 0-10 
UPS GROUND TRACKING #: 1Z 1Y3 95W 90 0002 1821	
	
BILLING: PIP DESC: DOCUMENTS RETURN SERVICE REF1: 421008	PARCC Spring PBA 15 SEQ NO:00000 CUU 12.2 PDF 54.5V 09/2014
TRACKING NUMBER: 1Z1Y395W9000021821	
SCORABLE PARCC RETURN	

After Testing: Preparing Nonscorables

See TCM for reference PBT:
p. 52-54

P-0254 S-00010

DISTRICT NAME _____

DISTRICT ADDRESS 1 _____

CITY NAME, XX 10001-0001 DIST: BOX _____ OF _____


SCHOOL: _____

SCH: BOX _____ OF _____

RETURN LABELS **NONSCORABLE MATERIALS**

PEARSON
710 WEST HOWARD LANE
AUSTIN, TX 78753

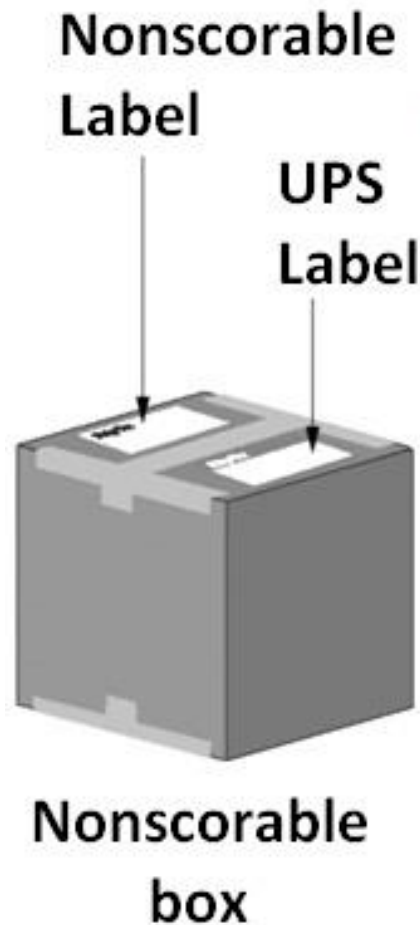
PARCC SPRING 2015-PBA NONSCORABLE TEST MATERIALS



621-233-XX2 0039493687 SEC

	PBA and EOY Nonscorable (District and School)	PBA and EOY Nonscorable (District and School)
Different Ship-to Address on the UPS Ground Labels	Cedar Rapids, IA	Austin, TX
Different Colored Labels	PBA: Purple label EOY: Yellow label	PBA: Purple label EOY: Yellow label

After Testing: Packing Nonscorables



MR. SAMPLE (719) 664-0273 SAMPLE HIGH SCHOOL 800 SAMPLE RD SAMPLETOWN NY 14701	5 LBS 1 OF 1 RS
NONSCORABLE PARCC RETURN 12101841-4712	
710 WEST HOWARD LANE AUSTIN TX 78753	
	IA 524 0-10
UPS GROUND TRACKING #: 1Z 1Y3 623 90 0919 6995	
BELLING: P/P DESC: DOCUMENTS RETURN SERVICE REF1: 421006	PARCC Spring PBA 15 SEQ NO:00000 CUU 12.2 PDF 54.5V 06/2014
TRACKING NUMBER: 1Z1Y36239009196995	
NONSCORABLE PARCC RETURN	

MR. SAMPLE (719) 664-0273 SAMPLE HIGH SCHOOL 800 SAMPLE RD SAMPLETOWN NY 14701	5 LBS 1 OF 1 RS
NONSCORABLE PARCC RETURN 12101841-4712	
7405 IRISH DR SW CEDAR RAPIDS IA 52404	
	IA 524 0-10
UPS GROUND TRACKING #: 1Z 1Y3 623 90 0919 6995	
BELLING: P/P DESC: DOCUMENTS RETURN SERVICE REF1: 421006	PARCC Spring PBA 15 SEQ NO:00000 CUU 12.2 PDF 54.5V 06/2014
TRACKING NUMBER: 1Z1Y36239009196995	
NONSCORABLE PARCC RETURN	



After Testing: Arrange for Pickup

Arrange for Pickup

Contact UPS at **800-823-7459** to schedule pickup:

- Pickups must be scheduled at least 24 hours in advance and no later than one week after the completion of testing.*
- UPS customer service is available 24/7. Tell UPS you are calling about a pickup request for Pearson and will be using their “Return Service.”
- Once pickup is confirmed, you will get a confirmation number from UPS that can be referenced if questions or changes arise.



PARCC DC Training Technical Overview



High Level Agenda Topics

- PearsonAccess^{next} Introduction
- Technology Readiness and Setup
- PearsonAccess^{next} Test Administration
- TestNav Early Warning System
- Infrastructure Trials
- Support

PearsonAccess^{next} - Login

PearsonAccess Next



 Home

 Support



Partnership for Assessment of
Readiness for College and Careers

 Sign In

Login

 Contact Us

Call Center

1-888-493-9888

Monday - Friday

6:00 am - 8:00 pm (CST)

E-mail

PARCC@support.pearson.com

Live Chat

www.chat.pearsonaccess.com

 Related Links

[Search PARCC Field Test FAQs](#)

[PARCC Field Test](#)

[Sample Sets and Tutorials](#)

★ Program Information



PARCC Assessment Program



Features



PearsonAccess^{next} – Home Page

PearsonAccess^{Next}

PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▾ PARCC (parcc) ▾

- Home
- Setup
- Testing
- Reports
- Support

- 2014 - 2015 ▾
 - Fall Block - PBA
 - Fall Block - EOY
 - PARCC Op Spring PBA 2015
 - PARCC Op Spring EOY 2015

SETUP

TESTING

REPORTS

Select an action ▾

Select an action ▾

Select an action ▾

PearsonAccess^{next} – Home Page

PearsonAccess^{Next} PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 PARCC (parcc)

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

- 2014 - 2015 ▾
 - Fall Block - PBA
 - Fall Block - EOY
 - PARCC Op Spring PBA 2015
 - PARCC Op Spring EOY 2015

SETUP **TESTING** **REPORTS**

Select an action ▾ Select an action ▾ Select an action ▾

PearsonAccess^{next} – Home

PearsonAccess^{Next} Menu

Home Setup Testing Reports Support

SETUP **TESTING** **REPORTS**

Select an action ▼

- Import / Export Data
- Students
- Classes
- Organizations
- Users
- Orders & Shipment Tracking
- Precache Test Content
- Remote Test Settings

Select an action ▼

Select an action ▼

★

Fal ... ment Window 09/08/14 - 10/03/14

PA ... ting Window is 12/01/14 - 12/19/14

PA ... ting Window is 12/15/14 - 01/16/15

Contact Us

Call Center
1-888-493-9888
Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
PARCC@support.pearson.com



Organization Participation

Verify that your school's information in PearsonAccess^{next}:

- Click the “Setup” Button and select “Organizations”
- Under “Find Organizations” type in the name of your organization and click the “Search” button.
- From the Results check the name of your organization.
- From the “Select Tasks” dropdown menu check "Manage Participation" and click the “Start” button.
- Verify that the “Participating” box is checked.
- Verify this checked in both PBA and EOY administrations.



User Accounts

- **User Roles** - PearsonAccess^{next} users must be assigned roles.
- **Permissions** - Each User Role contains a set of permissions that determine which tasks that specific User Role can perform in PearsonAccess^{next}. Permissions are bundled into User Roles.



User Accounts – Base Roles

Base Roles have been created with abilities that generally align to the organization level and title of the user. A user account needs at least one base role to be functional.

- **Base Roles:**
 - **State Role** – Assigned to state-level user accounts.
 - **LEA/District Test Coordinator Role** – Assigned to LEA/District Test Coordinator user accounts.
 - **Non-School Institution Test Coordinator Role** – Assigned to Non-School Institution Test Coordinator user accounts (Same abilities as LEA/District Test Coordinator).
 - **School Institution Test Coordinator Role** – Assigned to School Test Coordinator user accounts.
 - **Test Administrator Role** – Assigned to users who will administer computer-based tests.
 - **Technology Coordinator Role** – Assigned to users who will support technology for computer-based tests.



User Accounts – Add-on Roles

Your LEA Test Coordinator may assign you one or more of the following add-on roles. You may need to give one or more of the following add-on roles to Test Administrators or other members of your staff.

Add-on Roles

- **Organization Role** – Assigned to users who will create and modify organizations within PearsonAccess^{next}.
- **Enrollment Role** – Assigned to users who will set an organization as participating in a test administration and enter enrollment counts.
- **Request Additional Order Role** – Assigned to users who will place an additional order.
- **Delete Student Role** – Assigned to users who will be able to delete students from PearsonAccess^{next}.
- **Sensitive Data Role** – Assigned to users who will be able to view and edit Student Sensitive Data.
- **PNP Role** – Assigned to users who will submit a personal needs profile through PearsonAccess^{next}.

User Role Matrix

- User's role will determine the functionality the user can access.
- User Role Matrix can be found on the Support page of PearsonAccess^{next}.

User Role Matrix

#	Ability	Base Roles						Add-on Roles					Notes
		State Role	LEA/District Test Coordinator Role	Non-School Institution Test Coordinator Role	School Institution Test Coordinator Role	Test Administrator Role	Technology Coordinator Role	Organization Role	Enrollment Role	Request Additional Order Role	Approve Additional Order Role	Delete Student Role	
	Organizations												
1	File Import / Export - Organizations - Import/Export							■*					
2	Organizations - View	■	■	■	■		■						
3	Organizations - Create/Delete							■*					

User Interface for Creating User Accounts

Authorized LEA and school personnel will be able to create individual staff user accounts within PearsonAccess^{next} manually or by importing a file.

The screenshot displays the PearsonAccess Next user management interface. At the top, the navigation bar includes the PearsonAccess Next logo, a notification icon, and the breadcrumb path: PARCC > 2014 - 2015 > Fall Block - PBA > PT SAMPLE DISTRICT (123). Below the navigation bar are icons for Home, Setup, Testing, Results, and Support. The main content area is titled "Users" and features a "Tasks" section with a "Start" button and a "Users" section with a "Manage" button. A dropdown menu is open under "Tasks", listing "Create / Edit Users", "Reset Passwords", and "Delete / Restore Users". A search bar is present with the text "Last Name starts with" and a "Search" button. The "Filters" section on the left includes options for "Show deleted users", "First Name" (Starts with), "Username" (Starts with), "Account Status" (Select one), and "Roles" (Select one or more). The main table area shows "No Results" and a table header with columns: Username*, First Name*, Last Name*, Email*, Disable Date, and Delete Date. A message below the table reads "Search or select a filter to view results." The interface also shows "Displaying 25" and "Manage Columns" options.

Editing User Accounts

Create / Edit Users:

Allows authorized personnel to view and update existing accounts, as well as create new accounts manually.

PearsonAccess Next

PARCC > 2014 - 2015 > Fall Block - PBA

PT SAMPLE DISTRICT (123)

Home Setup Testing Results Support

Users

Tasks 0 Selected

Select Tasks Start

Create / Edit Users

Reset Passwords

Delete / Restore Users

Last Name starts with Search

Users 0 Selected

Manage

No Results

Displaying 25 Manage Columns

Username*	First Name*	Last Name*	Email*	Disable Date	Delete Date
Search or select a filter to view results.					

Filters Clear Hide

Show deleted users

First Name

Starts with

Username

Starts with

Account Status

Select one

Roles

Select one or more

Manually Creating a New User Account

Manually Create a New User Account:

A user's role and organization will determine the functionality they can access.

PearsonAccess Next PARCC > 2014 - 2015 > Fall Block - PBA PT SAMPLE DISTRICT (123)

Create / Edit Users

< Previous Task Next Task > Exit Tasks ✕

1 Create / Edit Users 2 Reset Passwords 3 Delete / Restore Users

Users (1)

- Create Users
- PT_SCHOOL

Details

Selected Organizations*
Select

Selected Roles*
Select

Account
Enabled

Username Active Begin Date

Last Name* Active End Date

Creating New User Accounts Through a File Import

Importing a User File:

User accounts may also be created or maintained by importing a User File; this is especially helpful when working with accounts in bulk quantities.

The screenshot displays the PearsonAccess Next web application interface. At the top, the navigation bar includes the PearsonAccess Next logo, the current session information (PARCC > 2014 - 2015 > Fall Block - PBA), and the district name (PT SAMPLE DISTRICT (123)). Below the navigation bar is a menu with icons for Home, Setup, Testing, Results, and Support. The main content area features three large blue buttons labeled SETUP, TESTING, and REPORTS. Under the SETUP button, a dropdown menu is open, showing a list of actions: 'Select an action', 'Import / Export Data' (highlighted with a red box), 'Students', 'Classes', 'Organizations', 'Users', and 'Orders & Shipment Tracking'. The bottom right corner contains a 'Contact Us' section with a 'Call Center' number (1-888-493-9888) and operating hours (Monday - Friday, 6:00 am - 8:00 pm (CST)).

Creating New User Accounts – Templates

Resources:

The screenshot displays the PearsonAccess Next Support page. At the top, the navigation bar includes 'Home', 'Setup', 'Testing', 'Results', 'Test Config', and 'Support'. The 'Support' section is highlighted in blue. Below this, there is a search bar with the text 'Add keywords to search with selected search filters' and a 'Search' button. To the left of the search bar are 'Search Filters' and 'All Clear Hide' options. Below the search bar, there are three filter sections: 'Resource Categories', 'File Format', and 'File Format'. The 'Resource Categories' section has three checked items: 'Training (1)', 'Templates (6)', and 'Manuals and Documents (2)'. The 'File Format' section has five items: '.html (1)', '.pdf (4)', '.bin (1)', '.csv (3)', and '.bin (1)'. The main content area lists several resources, including 'PearsonAccess Next User Guide', 'Training Modules', 'Organization File - Field Definitions', 'Organization File - Sample Layout', 'User File - Field Definitions', and 'User File - Sample Layout'. The 'User File - Field Definitions' and 'User File - Sample Layout' items are highlighted with a red rounded rectangle. On the right side, there are three sections: 'Top Resources', 'Contact Us', and 'Related Links'. The 'Contact Us' section includes 'Call Center' information (1-888-493-9888, Monday - Friday, 5:00 am - 7:00 pm (CT)) and 'E-mail' information (PARCC@support.pearson.com).

PearsonAccess Next

Home Setup Testing Results Test Config Support

Support

Search Filters All Clear Hide

Add keywords to search with selected search filters Search

Resource Categories

- Training (1)
- Templates (6)
- Manuals and Documents (2)

File Format

- .html (1)
- .pdf (4)
- .bin (1)
- .csv (3)

PearsonAccess Next User Guide
Last updated: Aug 25, 2014

Training Modules
Last updated: Aug 25, 2014

Organization File - Field Definitions
Last updated: Aug 25, 2014

Organization File - Sample Layout
Last updated: Aug 25, 2014

User File - Field Definitions
Last updated: Aug 25, 2014

User File - Sample Layout
Last updated: Aug 25, 2014

Top Resources

- PearsonAccess Next User Guide
- Training Modules
- Organization File - Sample Layout
- User File - Sample Layout
- Organization Participation File - Sample Layout

Contact Us

Call Center
1-888-493-9888
Monday - Friday
5:00 am - 7:00 pm (CT)

E-mail
PARCC@support.pearson.com

Related Links

Importing a User File

Import a User File for processing at Setup > Import/Export Data > select Import/Export Data from the Task box > click Start

PearsonAccess Next

PARCC > 2014 - 2015 > Fall Block - PBA

PARCC (parcc)

Import / Export Data

<Previous Task Next Task> Exit Tasks✕

1 Import / Export Data

Type*

- Organization Export
- Organization Import
- Organization Participation Export
- Organization Participation Import
- Student Export
- Student Import
- Student Registration Delete
- Student Registration Export
- Student Registration Import
- User Export
- User Import**




Customer Support for User Accounts

- PARCC Customer Support agents can:
 - Reset passwords
 - Unlock accounts for LEA Test Coordinator accounts
- Agents cannot:
 - Create accounts
 - Lock/unlock accounts other than LEA Test Coordinator accounts
 - Update email addresses
 - Delete/undelete accounts



High Level Agenda Topics

- PearsonAccess^{next} Introduction
- Technology Readiness and Setup
- PearsonAccess^{next} Test Administration
- TestNav Early Warning System
- Infrastructure Trials
- Support

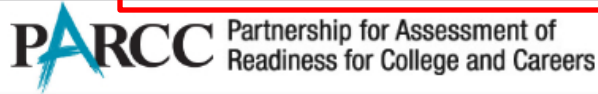


Technology Guidelines and the Technology Setup

- Technology Guidelines
- Technology Requirements Categories
- Devices, Operating System, & Browser Specifications
- School Planning
- Technology Setup
 - ✓ Configure the Network
 - ✓ Proctor Caching
 - ✓ SystemCheck Tool
 - ✓ Proctor Caching & TestNav Configurations in PearsonAccess^{next}
 - ✓ Practice Tests and Sample Items

Technology Guidelines

parcc.pearson.com/technology-setup/



- Home
- PearsonAccess^{next}
- Technology Setup
- Manuals & Training
- Test Preparation
- Bulletins
- Support

Technology Setup

Are you prepared for your computer-based PARCC assessment? While your students are preparing their minds for the assessment, please use our tools and information to prepare your technology, too. Confirm technical readiness for your state, district, or school to use TestNav, an engaging and interactive testing experience for today's students, who learn and play in a digital environment.

Select your state to enter TestNav

Coming Soon

SystemCheck

See if your system is ready for test administration.

SystemCheck

Proctor Caching

Proctor caching enables a Test Administrator to securely download test content only once from the Pearson server to the district or school. Please find more information and download your proctor caching installer here.

Proctor Caching Installer & Guide

Technology Guidelines

View the information on hardware and software requirements for administering the PARCC tests

Technology Guidelines

Technical User Guides

Technical User Guides are product guides to be used by Test Coordinators, Test Administrators and technology personnel for technical instructions and troubleshooting.

Technical User Guides

Technology Requirements Categories

Minimum Specifications

- apply to existing technology inventories

Recommended Specifications

- apply to existing technology inventories and new hardware purchases





Devices, Operating System, and Browser Specifications

Operating Systems and Browser Combination Specifications for each Device:

- Windows desktop, laptop, and tablet
 - Certain versions of Windows OS/Internet Explorer, Chrome, or Firefox
- Mac desktop and laptop
 - Certain versions of Mac OS/Safari or Firefox
- Chromebook
 - Certain versions of Chromebook OS/No browser required
 - **NOTE: Must download and install TestNav 8 App for Chromebook**
- iPad
 - Certain versions iOS/No browser required
 - **NOTE: Must download and install TestNav 8 App for iPad**
- Android tablet and Linux (desktop and laptop)
 - TBD/TBD



Other Specifications for Each Device

- Memory
- Processor
- Connectivity
- Screen Size
- Screen Resolution
- Input Devices such as Keyboard, Mouse, or Touchpad
- Assistive Technologies
- Headphone/Earphone
- Microphone
- Browser Dependencies
- Firewalls, Content, and Spam Filters
- Bandwidth Recommendations
- Security

School Planning

- Technology Setup
 - ✓ PearsonAccess^{next}
 - ✓ Configure the Network
 - ✓ Proctor Caching
 - ✓ TestNav 8
 - ✓ Configuring Devices with the SystemCheck Tool
- Training Center and Practice Tests
- Infrastructure Trial
- Resources
 - Assessment Capacity Planning Tool
 - Technical Training Modules
 - PearsonAccess^{next} and Proctor Caching Technology User Guides
 - Infrastructure Trail Readiness Guide
- Accessibility Features and Accommodations



School Planning

- Assessment Capacity Planning Tool
- Training Modules
- Users Guides
- Accessibility Features and Accommodations Guidelines





Technology Setup

Technology Setup

- Configure the Network
- Proctor Caching
- SystemCheck Tool
- TestNav 8 and Proctor Caching Configurations
- Practice Tests and Sample Items



Configure the Network

Network Configurations:

- TestNav 8 Domains and Ports:
 - *.testnav.com:80, 443
 - s3.amazonaws.com:80
 - *.pearsonusercontent.com:80
 - *.thawte.com:80
- Pre-caching Local Network Ports:
 - 4480, 4481
- PearsonAccess^{next} Domain and Ports:
 - *.pearsonaccessnext.com:80, 443
- PearsonAccess^{next} emails:
 - @support.pearson.com

Proctor Caching for TestNav Introduction

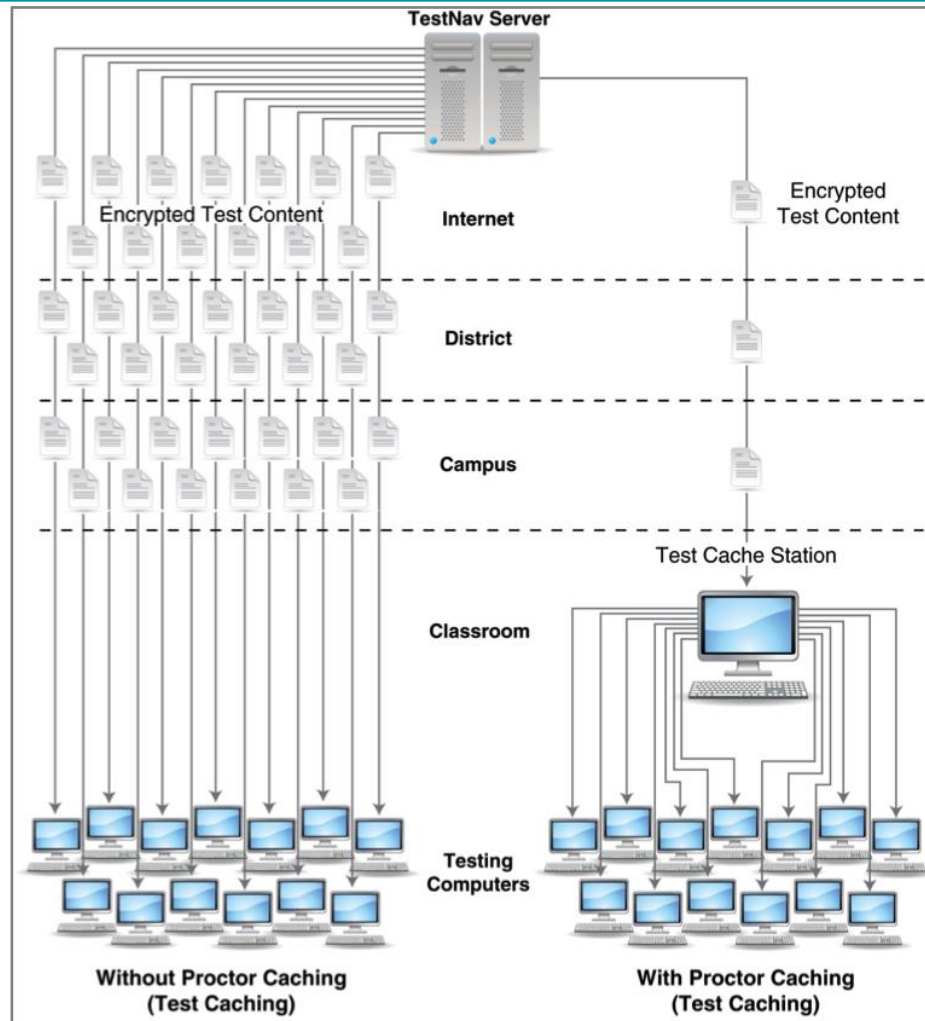
Proctor Caching is Pearson-supplied software that is used in conjunction with TestNav to reduce bandwidth requirements and accelerate the delivery of test content.

Proctor Caching:

- allows you to pre-cache test content to your local network before a test,
- reduces the burden on your Internet service provider (ISP) by eliminating redundancy in requests for test content, and
- stores an encrypted local copy of all pre-cached tests.



Proctor Caching – The Network





Proctor Caching Requirements

- Proctor Caching runs on Windows and Mac OS X.
- It does not require an underlying server-based operating system.
- Proctor Caching hardware requirements can be found at <http://parcc.pearson.com/technology-setup/>.
- TCP Ports include: 80 (Internet), 4480, and 4481 (Local Network).
- Proctor Caching requires a fixed internal IP address.
- For setting up an upstream proxy, refer to the Windows or Mac “Tips on Proctor Caching” section in the *TestNav & Proctor Caching User Guide*.
- Use the SystemCheck *Testing Capacity* tab for determining your network capacity during computer-based testing.



What's New

TESTNAV ProctorCache

User interface redesign and enhancements that include:

- renaming the *Contents* tab to *Tests* and the *Client List* tab to *Clients* for clarity,
- consolidating information previously displayed on the Home page into the *Clients* and *Tests* tabs,
- resolving issues with IE 11 not displaying the list of cached content,
- more robust comparison between content on the caching computer and content on the Pearson server to verify the cache has the most up-to-date content, and

PARCC recommends that all schools upgrade to the latest version to take advantage of these enhancements.



Proctor Caching Setup

- Download the Proctor Caching installer.
- Run the installer and **Start Proctor Caching** if it is not already started by the installer.
- Use SystemCheck from the client computer to verify that Proctor Caching is functional.
- Create a Proctor Caching setup or add a Proctor Caching computer within PearsonAccess Next at the district or school level.



Proctor Caching Setup - Demo

SystemCheck Tool

TESTNA✓ SystemCheck

SystemCheck

Choose a customer and Click Start to perform a series of system checks to confirm that this system is configured correctly.

Customers:

Start

SystemCheck Tool

TESTNAV

SystemCheck

Check Your System

Testing Capacity

PARCC SystemCheck

▶ Start

Print Friendly



Not Started

Computer Name: IOWACWL-6T30ZN1

Computer IP Address: 10.25.98.120

CHECKS PERFORMED

RESULTS

Browser

Java Environment

Operating System

VERIFICATION

To verify that you can run TestNav, complete the following steps:

1. Start a Browser.
2. Go to this address: <http://epat-parcc.testnav.com>
3. Enter the following credentials in the login screen:

Username: username

Password: password

4. Choose "Sign In".
5. Click the "Start Test Now" button.
6. Click the "Start Section" button.
7. If you see the "Congratulations" screen then your computer is correctly configured to run TestNav.

NOTE: SystemCheck will not run on iPads and Chromebooks.

SystemCheck Tool



SystemCheck

Check Your System

Testing Capacity

PARCC SystemCheck

+ Add Caching Computer

- Delete Caching Computer

▶ Start

📄 Print Friendly



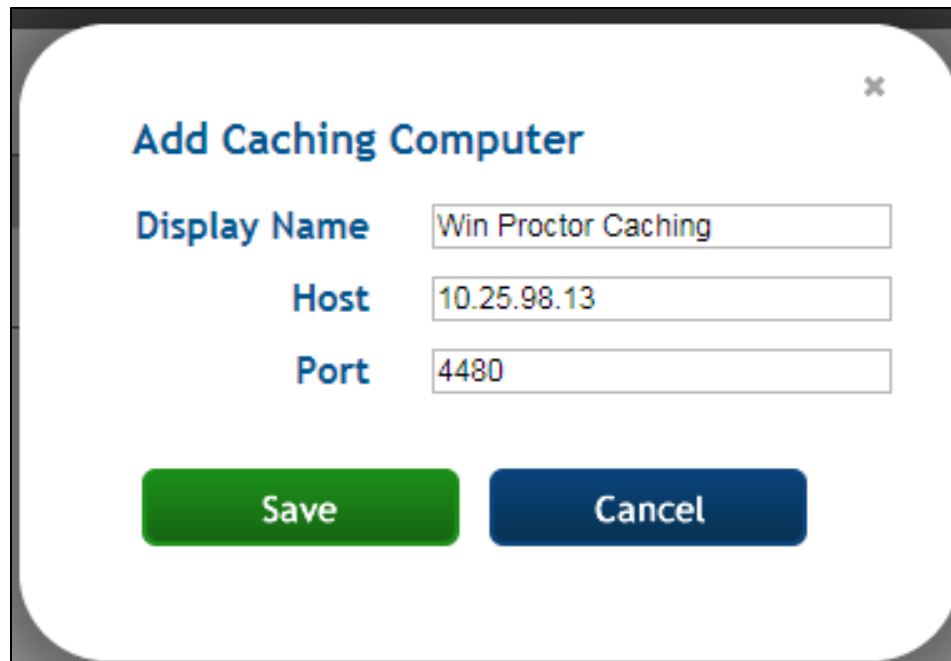
Not Started

Computer Name: IOWACWL-6T30ZN1
Computer IP Address: 10.25.98.120

Select test type: PARCC Test

SERVER/COMPUTER	TEST PROGRESS	DOWNLOAD SPEED	TESTING CAPACITY EST.
Direct to Pearson (No Caching)			

SystemCheck Tool



Add Caching Computer ×

Display Name

Host

Port

Save **Cancel**


SystemCheck Tool

TESTNAV SystemCheck

Check Your System Testing Capacity

PARCC SystemCheck

[+ Add Caching Computer](#) [- Delete Caching Computer](#) [▶ Start](#) [Print Friendly](#)

 **Test complete.**

Computer Name: IOWACWL-6T30ZN1
Computer IP Address: 10.25.98.120

Select test type:

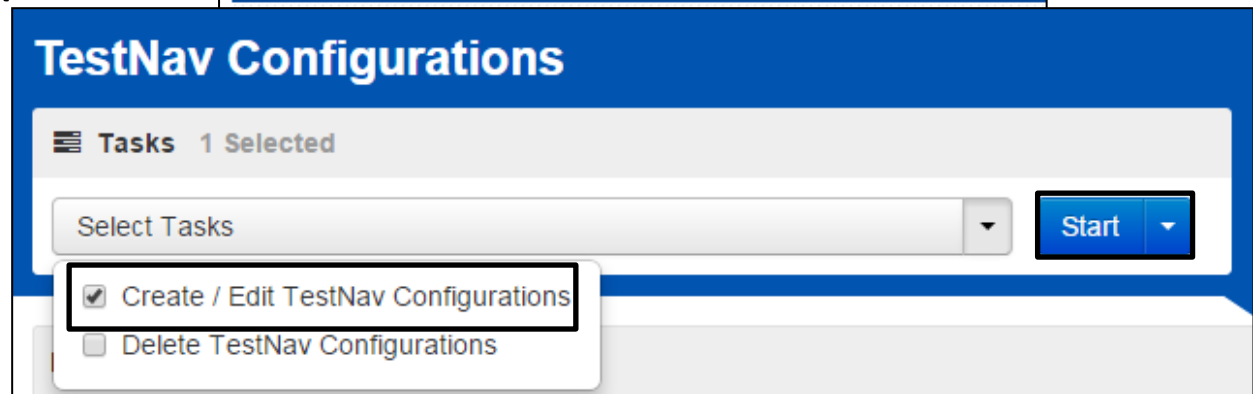
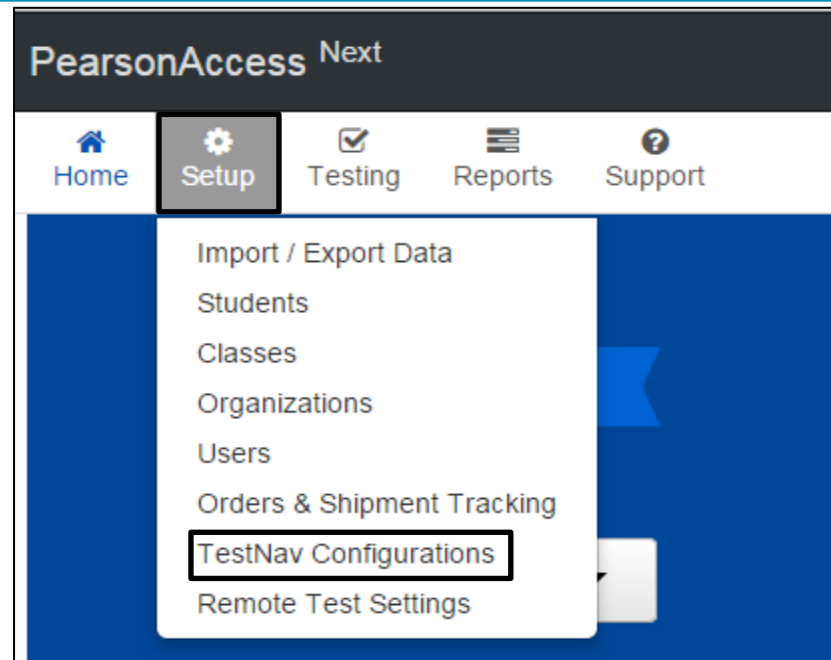
SERVER/COMPUTER	TEST PROGRESS	DOWNLOAD SPEED	TESTING CAPACITY EST.
<input checked="" type="checkbox"/> Proctor A (10.25.98.13:4480)	100%	65.175 Mb/s	1303 students
<input checked="" type="checkbox"/> Proctor B (10.25.97.198:4480)	100%	80.993 Mb/s	1620 students
<input checked="" type="checkbox"/> Direct to Pearson (No Caching)	100%	43.918 Mb/s	878 students



SystemCheck Tool - Demo

Configure TestNav Setup

1. Sign in to the PARCC PearsonAccess Next website at <http://PARCC.Pearson.com>.
2. Select **Setup > TestNav Configurations**
3. Select **Create/Edit Configurations**; click **Start** to launch the configuration.



Configure TestNav Setup

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

Create / Edit Configurations

1 Create / Edit Configurations



Configurations (0)

Create Configurations

Details

Configuration Name*

Organizations*

Select

Configure TestNav Setup

The screenshot displays the configuration interface for TestNav, divided into two main sections:

- Default Precaching Computer:** This section includes input fields for "Computer Name*", "IP Address", and "Port". A checkbox labeled "Uses Pearson Precaching Software" is checked. A blue "Test Connection" button is located at the bottom of this section.
- Response File Backup Locations:** This section is organized into three categories, each with a text input field:
 - Windows, Primary Location:** The input field contains the text "Use default user directory".
 - Windows, Secondary Location:** The input field is empty.
 - MAC, Primary Location:** The input field contains the text "Use default user directory".
 - MAC, Secondary Location:** The input field is empty.

6. Enter the **Computer Name, IP Address, Port** information, and check "**Uses Pearson Precaching Software.**"

7. Then specify student response file backup locations, and click **Create.**

Completed TestNav Configurations

Create / Edit TestNav Configurations

<Previous Task Next Task> Exit Tasks✕

1 Create / Edit TestNav Configurations



Success
Changes saved



Configurations (1)

+ Create Configurations

Training

Details

Configuration Name*

Organizations*

Default Precaching Computer

Computer Name*

IP Address

Port

Uses Pearson Precaching Software

Test Connection

Response File Backup Locations

Windows, Primary Location

Windows, Secondary Location

MAC, Primary Location

MAC, Secondary Location



TestNav Configuration - Demo

TestNav Configuration Details

Configuration Details allows you to:

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

The screenshot shows the 'Create / Edit TestNav Configurations' web interface. At the top, there are navigation buttons: '<Previous Task', 'Next Task>', and 'Exit Tasksx'. Below this is a breadcrumb trail: '1 Create / Edit TestNav Configurations'. The main content area is divided into several sections:

- Configurations (1):** A sidebar on the left shows 'Create Configurations' and 'Training' (selected).
- Details:** The main configuration details section includes:
 - Configuration Name*:** A text input field containing 'Training'.
 - Organizations*:** A list box containing one item: 'x SAMPLE SCHOOL (ZZ-654321-4321)'.
- Precaching Computers (1):** A section with an 'Add' button. It contains a sub-section for 'Computer Lab 1' with the following fields:
 - Computer Name*:** 'Computer Lab 1'
 - Default computer used for sessions
 - IP Address:** '10.25.83.94'
 - Port:** '4480'
 - Uses Pearson Precaching Software
 - Test Connection** button
- Response File Backup Locations:** A section with four input fields:
 - Windows, Primary Location:** 'Use default user directory'
 - Windows, Secondary Location:** (empty)
 - MAC, Primary Location:** 'Use default user directory'
 - MAC, Secondary Location:** (empty)

TestNav Configuration Details

Precaching Computers (2) Add

Computer Lab 1

Computer Name*

Default computer used for sessions

IP Address

Port

Uses Pearson Precaching Software

Test Connection

Response File Backup Locations

Windows, Primary Location

Windows, Secondary Location

MAC, Primary Location

MAC, Secondary Location

Computer Lab 2

Computer Name*

Default computer used for sessions

IP Address

Port

Uses Pearson Precaching Software

Test Connection Delete

Response File Backup Locations

Windows, Primary Location

Windows, Secondary Location

MAC, Primary Location

MAC, Secondary Location

With multiple TestNav settings, note that you can now:

- change default configuration by checking or unchecking “***Default computer used for sessions,***” and
- delete configurations

TestNav Configuration Details

Home Setup Testing Reports Support

TestNav Configurations

Tasks 0 Selected

Select Tasks Start

TestNav Configurations 1 Selected

Manage

Find TestNav Configurations

Configuration Name starts with Search

Filters Clear Hide

Parent Organization

Select one or more

Last Edited Range ⓘ

Select one

Select one

No Results

Displaying 25 Manage Columns

	Configuration Name	Organization	Last Edited
ⓘ Search or select a filter to view results.			



PearsonAccess Next and Precaching Setups

- TestNav configurations work from school to district. A school Precaching machine will take precedence over a district. If a school does not have a setup, then the district setup will apply.
- The Precaching server option in *Session Details* will show only if there are two or more Precaching machines to choose from at the school or district.
- Sessions created prior to setup will not display the **Update Cache** button in the *Students in Sessions* screen.

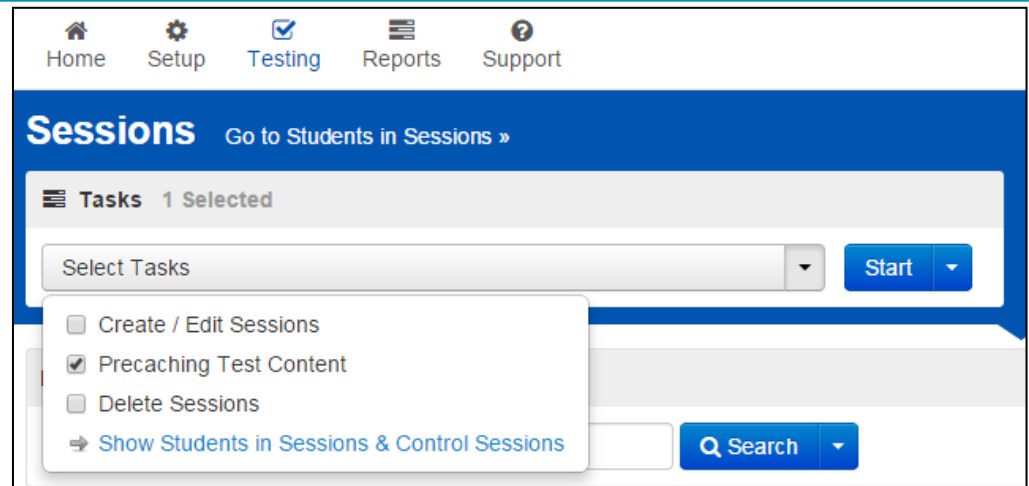


Test Coordinator Tasks

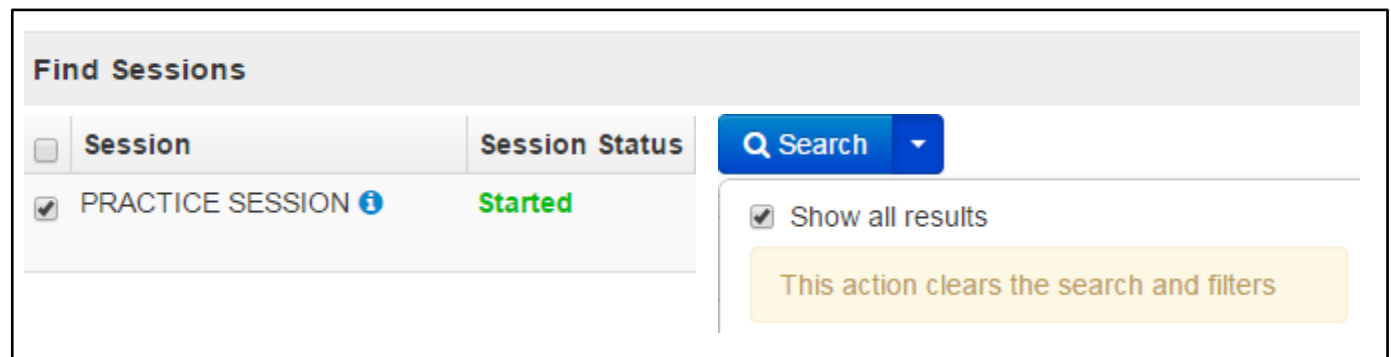
- Confirm that Precaching activities are complete, if applicable.
- For further information, see PARCC's *Test Coordinator Manual for Computer-Based Testing*.

Precaching Test Content

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



The screenshot shows the 'Testing' tab in a software interface. The 'Sessions' page is active, with a navigation bar at the top containing 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below the navigation bar, there's a 'Sessions' header with a link 'Go to Students in Sessions »'. A 'Tasks' menu is open, showing '1 Selected' and a list of options: 'Create / Edit Sessions', 'Precaching Test Content' (checked), 'Delete Sessions', and 'Show Students in Sessions & Control Sessions'. A 'Start' button is visible next to the 'Select Tasks' dropdown.



The screenshot shows the 'Find Sessions' table. The table has two columns: 'Session' and 'Session Status'. A search bar is located to the right of the table. The table contains one row with a checked checkbox, 'PRACTICE SESSION' with an information icon, and 'Started' in green text. A search bar with a magnifying glass icon and a dropdown arrow is to the right. Below the search bar, there is a checked checkbox for 'Show all results' and a yellow warning box that says 'This action clears the search and filters'.

<input type="checkbox"/>	Session	Session Status
<input checked="" type="checkbox"/>	PRACTICE SESSION ⓘ	Started

Precaching Test Content

- Click the Precache button on the Proctor Caching Test Content screen.

Proctor Caching Test Content

<Previous Task Next Task> Exit Tasks✕

1 Proctor Caching Test Content +

Caching Servers (1)

* Stopped sessions will not be precached

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

Precache

View Status

Precaching Test Content

- Your Web Browser is not configured to run Java applet.




Precaching Test Content

- Precaching is in progress...


Precaching Test Content

◀ Previous Task Next Task ▶ Exit Tasks ✕

1 Precaching Test Content 

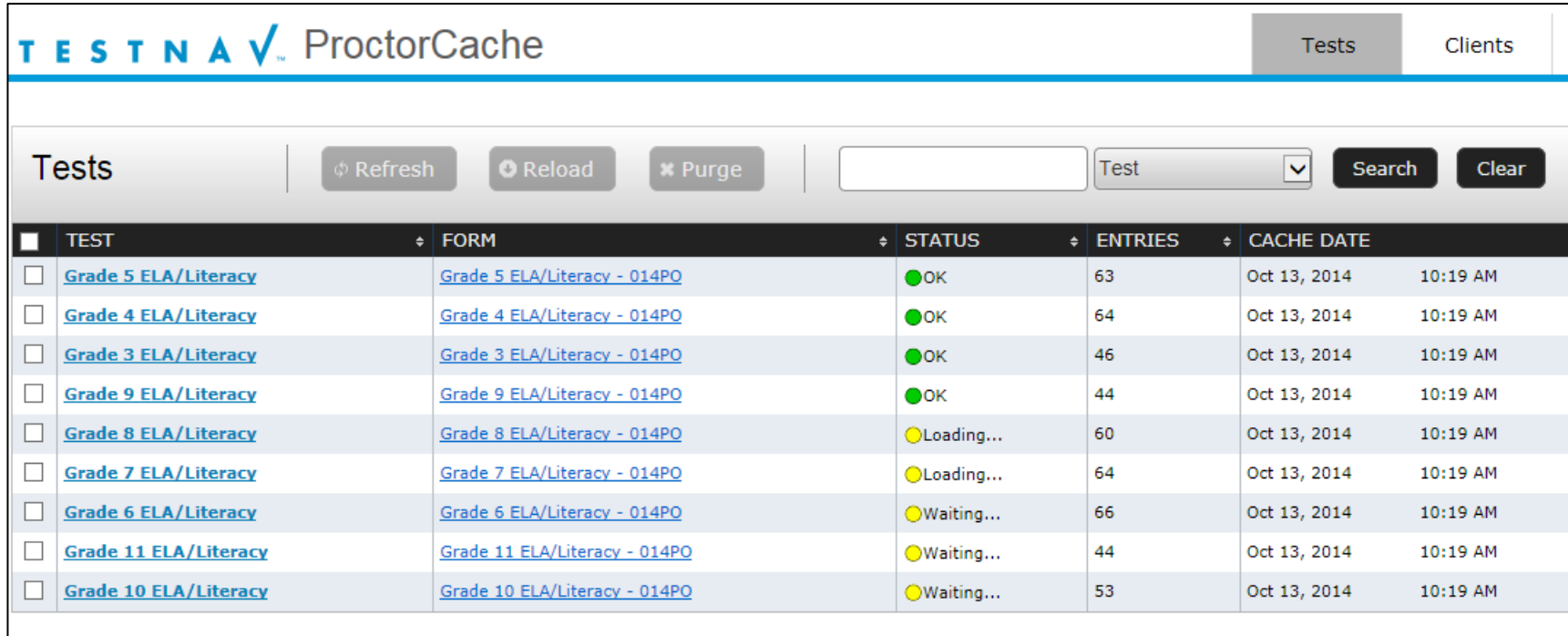
The designated precaching computer (Computer Lab 1 at 10.25.83.94:4480) is running Pearson-supplied precaching software, so this is being used to cache the test content.

Precaching in progress. A new window will be opened to view precaching results.



Precaching Test Content

- Proctor Cache - Tests Screen will appear in a second window.



The screenshot displays the TESTNA ProctorCache interface. At the top, there is a navigation bar with the TESTNA logo and the text "ProctorCache". To the right of the logo are two tabs: "Tests" (which is active) and "Clients". Below the navigation bar, there is a section titled "Tests" with several action buttons: "Refresh", "Reload", and "Purge". To the right of these buttons is a search input field with a dropdown menu set to "Test", and "Search" and "Clear" buttons. Below this is a table with the following columns: TEST, FORM, STATUS, ENTRIES, and CACHE DATE. The table contains eight rows of data, each representing a different grade level ELA/Literacy test.

TEST	FORM	STATUS	ENTRIES	CACHE DATE
<input type="checkbox"/> Grade 5 ELA/Literacy	Grade 5 ELA/Literacy - 014PO	● OK	63	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 4 ELA/Literacy	Grade 4 ELA/Literacy - 014PO	● OK	64	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 3 ELA/Literacy	Grade 3 ELA/Literacy - 014PO	● OK	46	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 9 ELA/Literacy	Grade 9 ELA/Literacy - 014PO	● OK	44	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 8 ELA/Literacy	Grade 8 ELA/Literacy - 014PO	● Loading...	60	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 7 ELA/Literacy	Grade 7 ELA/Literacy - 014PO	● Loading...	64	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 6 ELA/Literacy	Grade 6 ELA/Literacy - 014PO	● Waiting...	66	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 11 ELA/Literacy	Grade 11 ELA/Literacy - 014PO	● Waiting...	44	Oct 13, 2014 10:19 AM
<input type="checkbox"/> Grade 10 ELA/Literacy	Grade 10 ELA/Literacy - 014PO	● Waiting...	53	Oct 13, 2014 10:19 AM

Precaching Test Content – Update Cache

- Update Cache from the Students in Sessions screen under the Testing tab.

The screenshot displays the 'Students in Sessions' interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, the main header reads 'Students in Sessions' with a 'Go to Sessions »' link. The interface is divided into two main sections: 'Tasks' and 'Students in Sessions'. The 'Tasks' section has a 'Select Tasks' dropdown and a 'Start' button. The 'Students in Sessions' section has a 'Manage' dropdown. Below these, there is a 'Session List' on the left and a 'PRACTICE SESSION' card on the right. The 'PRACTICE SESSION' card features a red arrow pointing to the 'Update Cache' button, along with 'Stop', 'Download Resources', and 'Refresh' buttons. Below the card, there is a 'STUDENT TESTS (1)' section with a table containing one entry. A legend at the bottom explains the status colors: Ready (grey), Resumed (orange), Active (green), Exited (red), and Completed (blue).

Precaching Content – Update Cache

- Click Precache button to initiate the caching process.

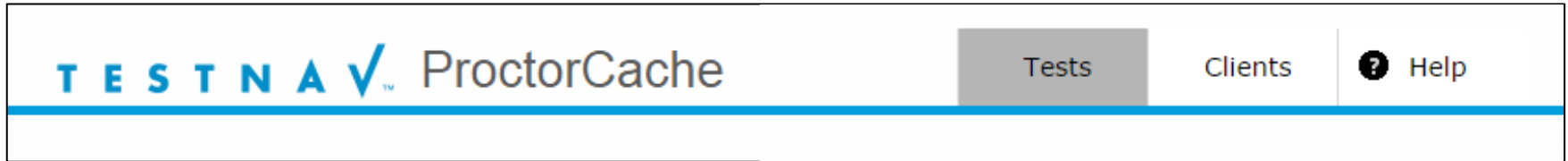
The designated precaching computer (Computer Lab 1 at 10.25.83.94:4480) is running Pearson-supplied precaching software, so this is being used to cache the test content.

Click below to start the caching process

Precache

Note: This window will automatically close 30 seconds after the caching process begins.

Proctor Caching Diagnostics



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

Tests Tab

TESTNAV ProctorCache

Tests Clients Help

Tests Test

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

1/1 50 Per Page

TestNav ProctorCache 2014-1-13, Build Date: 09-10-2014 11:41
Copyright © 1998-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.

- Content is displayed at the Test and Form level.

- Functionality is available to refresh, reload, or purge selected test content.

- When clicking **Refresh**, **Reload**, or **Purge**, a password will be required.

TESTNAV ProctorCache

Tests Clients Help

← ALL TESTS

Test Details URL

Test: Grade 8 Mathematics
Form: Grade 8 Mathematics - 014PO
Entries: 106
Cache Date: Sep 12, 2014 11:01 AM
Base:

URL	STATUS	CONTENT LENGTH
http://rat-parcc.testnav.com/api/8.0/item/0119/flower/1	OK	4.5 KB
http://s3.amazonaws.com/tl8parccatcontent/pc/1349acee6257572ee39f2632cea854855ab9cf9/1047/8132/1333-M21540_1.svg	OK	10.8 KB
http://s3.amazonaws.com/tl8parccatcontent/pc/1349acee6257572ee39f2632cea854855ab9cf9/1047/8132/PARCCGrade8MathReferenceSheet.svg	OK	480.8 KB
http://s3.amazonaws.com/tl8parccatcontent/pc/1349acee6257572ee39f2632cea854855ab9cf9/1047/8135/1230_1.svg	OK	163.5 KB
http://s3.amazonaws.com/tl8parccatcontent/pc/1349acee6257572ee39f2632cea854855ab9cf9/1047/8148/PARCCGrade8MathReferenceSheet.svg	OK	480.8 KB

- Clicking on a test name will display individual items in a test.

Tests Tab – Status



OK – Content is cached



Not Loaded – Content is not cached

Waiting... – Loading the content

Loading... – Loading the content



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

MD5 Check Invalid – MD5 comparison failed

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

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

Clients Tab

The screenshot shows the TestNav ProctorCache interface. At the top left is the logo 'TESTNAV ProctorCache'. On the right, there are navigation tabs for 'Tests', 'Clients' (which is selected), and 'Help'. Below the navigation is a 'Clients' section with a 'Purge Client' button and a search area containing a text input, a 'Computer Name' dropdown, and 'Search' and 'Clear' buttons. A table lists two clients with columns for 'COMPUTER NAME', 'STATUS', 'IP ADDRESS', 'PLATFORM', 'TEST', 'FORM', and 'ACTIVITY'. The first client has IP 10.25.97.83 and status 'Idle'. The second has IP 10.25.99.66 and status 'OK'. At the bottom left, there are navigation controls showing '1/1' and '50 Per Page'. At the bottom right, there is a copyright notice: 'TestNav ProctorCache 2014.1.13, Build Date: 09.10.2014 11:41 Copyright © 1998-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

COMPUTER NAME	STATUS	IP ADDRESS	PLATFORM	TEST	FORM	ACTIVITY
10.25.97.83	Idle	10.25.97.83				9:50 AM
10.25.99.66	OK	10.25.99.66				9:57 AM

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

Clients List Tab – Status



Ok – Client is active



Idle – 5 to 30 minutes since client was active

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

Clients are removed after 12 hours or inactivity.



Additional Technical Notes

- Java runtime is included with Windows install.
- Java runtime plugin is required for PearsonAccess pre-caching functionality. Verify that your browser is configured for Java and that the IP address of the Proctor Caching machine is added to your browser's exception list.
- If you must direct Proctor Caching to an upstream proxy server to access the Internet, Proctor Caching can be configured to use the proxy server. The "Tips on Proctor Caching" section within the *Proctor Caching User Guide* provides guidance on making changes to Proctor Caching computer settings and how to edit the configuration file to point to an upstream proxy server.



High Level Agenda Topics

- PearsonAccess^{next} Introduction
- Technology Readiness and Setup
- PearsonAccess^{next} Test Administration
- TestNav Early Warning System
- Infrastructure Trials
- Support



Pearson Access Next: Details

- Student Registration
 - ✓ Create Student
 - ✓ Enroll student
 - ✓ Register Students
 - ✓ Manage Student Tests
 - ✓ PNP Fields
 - ✓ Manage Classes
- Online Testing Management
 - ✓ Create Sessions
 - ✓ Precaching Test Content
 - ✓ Students in Sessions

Registering a Student in PearsonAccess^{next}

How to manually add a new student in PearsonAccess^{next}:

The screenshot shows the PearsonAccess Next interface. At the top, the breadcrumb trail reads: PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 > TRAINING SCHOOL (RI-14-12345). The navigation bar includes Home, Setup, Testing, Reports, and Support. The main heading is 'Students'. Below this, there are two task selection boxes: 'Tasks 5 Selected' and 'Students 0 Selected'. The 'Tasks 5 Selected' box has a dropdown menu open, showing a list of tasks with checkboxes. A red arrow points to the 'Create / Edit Students' option, which is checked. Other checked tasks include 'Registration', 'Enroll Students', 'Register Students', 'Manage Student Tests', and 'Manage Classes'. Unchecked tasks include 'Merge Students (exactly 2 students)', 'Delete Students', and 'Generate Sample Students'. Below the task menu, there is a search bar and a table header with columns: State Student Identifier*, Local Student Identifier, Last or Surname*, First Name*, Birthdate*, and Sex*. The table currently shows 'No Results'.

Tasks 5 Selected

- Create / Edit Students
- Registration
 - Enroll Students
 - Register Students
 - Manage Student Tests
 - Manage Classes
- Merge Students (exactly 2 students)
- Delete Students
- Generate Sample Students

Students 0 Selected

Search or select a filter to view results.

State Student Identifier*	Local Student Identifier	Last or Surname*	First Name*	Birthdate*	Sex*
No Results					

Registering a Student in PearsonAccess^{next}

Create / Edit Students

◀ Previous Task Next Task ▶ Exit Tasks ✕

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes



Students (0)

+ Create Students

Details

Organization*

Select

State Student Identifier*

Local Student Identifier

Last or Surname* ⓘ

First Name* ⓘ

Birthdate* ⓘ

CCYY-MM-DD

Middle Name ⓘ

Sex* ⓘ

Optional State Data 1 ⓘ

PARCC Student Identifier

Note: Creating student does not register student.

* Required

Create

Reset

Registering a Student in PearsonAccess^{next}

Create / Edit Students

[← Previous Task](#) [Next Task →](#) [Exit Tasks ✕](#)

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes



Success

Changes saved

Students (1)

[+ Create Students](#)

SUMMERS, CINDY M
(998888112345)



Details

Organization*

✕ TRAINING SCHOOL (RI-14-12345)

State Student Identifier*

998888112345

Last or Surname* ⓘ

SUMMERS

Birthdate* ⓘ

2009-12-05



Sex* ⓘ

Female



PARCC Student Identifier

F21DBE64-50F7-42C2-B2D7-C7

Local Student Identifier

First Name* ⓘ

CINDY

Middle Name ⓘ

M

Optional State Data 1 ⓘ

[Show Student Details](#)

[Show Audit Trail](#)

* Required

Registering a Student in PearsonAccess^{next}

Enroll Students

◀ Previous Task

Next Task ▶

Exit Tasks ✕

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes



Organizations

✕ TRAINING SCHOOL (RI-14-12345)

Students (1)

Student	
CINDY M SUMMERS ⓘ	<input type="checkbox"/> TRAINING SCHOOL (RI-14-12345)
	<input checked="" type="checkbox"/>

Save

Reset

Registering a Student in PearsonAccess^{next}

Register Students

◀ Previous Task Next Task ▶

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes



Students (1)

SUMMERS, CINDY M
(998888112345)

PARCC Op Spring PBA 2015

Registered

[Show](#)

Grade Level When Assessed* ⓘ

Responsible District Identifier ⓘ

School/Institution Identifier ⓘ

Ethnicity

Hispanic or Latino Ethnicity ⓘ

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

Asian ⓘ

American Indian or Alaska Native ⓘ

Black or African American ⓘ

Native Hawaiian or Other Pacific Islander ⓘ

White ⓘ

Registering a Student in PearsonAccess^{next}

Programs

English Learner (EL) ⓘ
Title III Limited English Proficient Participation Status ⓘ
Gifted and Talented ⓘ
Migrant Status ⓘ
Student with Disabilities
Primary Disability Type ⓘ
Economic Disadvantage Status ⓘ

Optional State Data

Optional State Data 2
Optional State Data 3
Optional State Data 4
Optional State Data 5
Optional State Data 6
Optional State Data 7
Optional State Data 8

* Required



Registering a Student in PearsonAccess^{next}

Manage Student Tests

◀ Previous Task Next Task ▶ Exit Tasks ✕

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes

+

Test Filter

Add

Test Status Filter

Complete

Assigned

Student Tests (0)

+ Create Student Tests

Test Details

Student*

SUMMERS, CINDY M(998888112345)

Organization*

Select

Test*

Select

Assessment Session Location ⓘ

Select

Test Format*

▼

Note: Alternate is not a valid test format

Retest* ⓘ

▼

Assessment Session Test Administrator Identifier ⓘ

Classroom Identifier ⓘ

Staff Member Identifier ⓘ

Do Not Report

Do Not Report Reason

▼



Registering a Student in PearsonAccess^{next}

Assessment Accommodations - Paper & Online

English Learner (EL) ⓘ

504

Individualized Educational Plan (IEP)

Assessment Accommodations - Paper Only

Large Print ⓘ

Braille With Tactile Graphics ⓘ

Translation of the Mathematics Assessment in Paper ⓘ

Human Reader or Human Signer ⓘ



Assessment Accommodations - Online Only

Alternate Representation - Paper Test ⓘ

Translation of the Mathematics Assessment Online ⓘ





Registering a Student in PearsonAccess^{next}

Administration Consideration

- | | |
|--|---|
| <input type="checkbox"/> Frequent Breaks ⓘ | <input type="checkbox"/> Specialized Equipment or Furniture |
| <input type="checkbox"/> Separate/Alternate Location | <input type="checkbox"/> Specified Area or Setting |
| <input type="checkbox"/> Small Testing Group | <input type="checkbox"/> Time of Day |

Accessibility Features Identified in Advance

- | | |
|---|--|
| <input type="checkbox"/> Answer Masking ⓘ | Human Reader or Human Signer for Mathematics ⓘ |
| Color Contrast ⓘ | <input type="text" value=""/> |
| <input type="text" value=""/> | <input type="text" value=""/> |

Text-to-Speech

- Text-to-Speech ⓘ



Registering a Student in PearsonAccess^{next}

Students with Disabilities with an IEP and 504 Plan:

Presentation Accommodations

ASL Video ⓘ

Closed Captioning for ELA/L ⓘ

Refreshable Braille Display for ELA/L ⓘ

Tactile Graphics ⓘ

Screen Reader OR other Assistive Technology (AT) Application ⓘ

Human Reader or Human Signer for ELA/L ⓘ

Response Accommodations

Answers Recorded in Test Book ⓘ

Calculation Device and Mathematics Tools ⓘ

Monitor Test Response ⓘ

Word Prediction ⓘ

Braille Response ⓘ

Mathematics Response ⓘ

ELA/L Constructed Response ⓘ

ELA/L Selected Response or Technology Enhanced Items ⓘ



Registering a Student in PearsonAccess^{next}

Accommodations for English Learners (EL)

General Administration Directions Clarified in Student's Native Language ⓘ

General Administration Directions Read Aloud and Repeated as Needed in Student's Native Language ⓘ

▼

Mathematics Response - EL ⓘ

▼

Translation of the Mathematics Assessment in Text-to-Speech - Spanish ⓘ

Word to Word Dictionary (English/Native Language) ⓘ

Timing and Scheduling Accommodations for English Learners and Students with Disabilities

Extended Time ⓘ

▼



Registering a Student in PearsonAccess^{next}

General

Student Label Barcode

Security Barcode

UIN

PAS Number

Batch Number

Document Code

Stack Number

Scored Form

* Required



Create

Reset

Registering a Student in PearsonAccess^{next}

Manage Classes

[← Previous Task](#) [Next Task →](#) [Exit Tasks ✕](#)

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes



Classes

[+ Create](#)



Students (1)

Student

CINDY M SUMMERS [i](#)

Save

Reset

Registering a Student in PearsonAccess^{next}

Manage Classes

<Previous Task

Next Task>

Exit Tasks✕

1 Create / Edit Students

2 Enroll Students

3 Register Students

4 Manage Student Tests

5 Manage Classes



Success

Changes saved



Classes

+ Create

✕ LIBRARY

Students (1)

Student	TRAINING SCHOOL (RI-14-12345)
CINDY M SUMMERS ⓘ	<input type="checkbox"/> LIBRARY
	<input type="checkbox"/>

Save

Reset

Online Testing Management

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

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

Tasks 1 Selected

Select Tasks

Start

Sessions 0 Selected

Manage

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- [→ Show Students in Sessions & Control Sessions](#)

Search

Online Testing Management

1 Create / Edit Sessions +

Sessions (0)

+ Create Session

Details

Session Name*
SAMPLE SESSION

Organization*
SAMPLE SCHOOL (ZZ-... x ▾)

Test & Form

Test Assigned*
Grade 7 ELA/Literacy x ▾

Proctor Reads Aloud

Form Group Type*
Add ▾

Scheduling

Scheduled Start Date*
10/29/2014

Scheduled Start Time
08:00 AM CDT

Lab Location
LAB 101

Use Custom TestNav Settings

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

Precaching Computer*
Computer Lab 1 x ▾

Find by Name or ID in SAMPLE SCHOOL (ZZ-654321-4321) ▾

Students

PETER SMITH (STU2938381283)



Online Testing Management

Home Setup Testing Reports Support

Sessions

Go to Students in Sessions »

Tasks 0 Selected

Select Tasks

Start

Sessions 1 Selected

Manage

- Create / Edit Sessions
- Precaching Test Content
- Delete Sessions
- Show Students in Sessions & Control Sessions

Search

1 Results

Show Filters

Displaying

25

Manage Columns

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	Student Test Status	# Students	Actual Start Date	Organizati
<input checked="" type="checkbox"/>	SAMPLE SESSION ?	Not Started	2014-10-29	Grade 7 ELA/Literacy		1		SAMPLE SC

« 1 »

Online Testing Management

- Home
- Setup
- Testing
- Reports
- Support

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

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 0 Selected

Manage

Session List

Add

1 Selected | Clear

SAMPLE SESSION

Add a specific session to the left or search all sessions in PARCC Op Spring PBA 2015 below

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

Last or Surname starts with

Search

Online Testing Management

Session List

Add

1 Selected | Clear

- SAMPLE SESSION x

SAMPLE SESSION ⓘ

Start Download Resources Update Cache Refresh

STUDENT TESTS (1)

1

Ready Resumed, Resumed Upload Active Exited Completed, Marked Complete

Find Students In the selected session(s) above

Last or Surname starts with Search

1 Results Show Filters Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	STU2938381283 ⓘ	SMITH	PETER		0480801734	SAMPLE SESSION (Grade 7 ELA/Literacy)	Ready	

Online Testing Management

Students in Sessions

[Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 1 Selected

Manage

Session List

Add

2 Selected | [Clear](#)

- Combined View
- SAMPLE SESSION ×
- SECOND SESSION ×

Combined View

Start All Sessions

Stop All Sessions

Online Testing Management

Monitor Student Progress under **Student Test Status**.

4 Results [Show Filters](#) Displaying 25 Manage Columns ▾

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	537880895469928161326043122902	STUDENT	NEW	2326504037	TEMPLE (Algebra II)	Ready	Algebra II - 014EO (014EO)
<input type="checkbox"/>	100343937225020657174697545572	STUDENT	NEW	0557346109	TEMPLE (Algebra II)	Ready	Algebra II - 014EO (014EO)
<input type="checkbox"/>	052788165783051181340640561761	STUDENT	NEW	2625451478	TEMPLE (Algebra II)	Exited	Algebra II - 014EO (014EO)
<input type="checkbox"/>	784058202135467950369329659425	STUDENT	NEW	3003598162	TEMPLE (Algebra II)	Ready	Algebra II - 014EO (014EO)

Online Testing Management

Student Test & Item Progress

STUDENT, NEW (052788165783051181340640561761) [Refresh](#)

as of 2015-01-10 07:36 PM

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

Total Items (25)

17 2 6

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

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

Close

Online Testing Management

Student Test & Item Progress



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

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

Close

Online Testing Management

Students in Sessions

[Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Students in Sessions 1 Selected

Manage

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

SAMPLE SESSION

Start




Download Resources

Update Cache

Refresh

STUDENT TESTS (1)

1

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

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

Last or Surname starts with

Search


1 Results

[Show Filters](#)

Displaying

25

[Manage Columns](#)

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input checked="" type="checkbox"/>	STU2938381283 	SMITH	PETER		0480801734	SAMPLE SESSION (Grade 7 ELA/Literacy)	<input type="checkbox"/> Ready	

Online Testing Management

Mark Student Tests Complete

< Previous Task

Next Task >

Exit Tasks ✕

1 Mark Student Tests Complete



Use the same Reason for checked Students in Sessions

Reason*

STUDENTS IN SESSIONS (1)

DETAILS

<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/>	STUDENT, NEW (052788165783051181340640561761) ⓘ	TEMPLE (Algebra II)	Exited



* Required

Note: This action cannot be reversed.

Mark Complete

Reset

Online Testing Management

Resume Student Tests

◀ Previous Task

Next Task ▶

Exit Tasks ✕

1 Resume Student Tests



STUDENTS IN SESSIONS (1)		DETAILS	
<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION (STUDENT TEST)	STUDENT TEST STATUS
<input checked="" type="checkbox"/>	STUDENT, NEW (052788165783051181340640561761) ⓘ	TEMPLE (Algebra II)	Exited

* Required

Note: This action cannot be reversed.

Resume

Reset

Online Testing Management

Add Students to Sessions

< Previous Task

Next Task >

Exit Tasks ✕

1 Add Students to Sessions



Session

TEMPLE (Algebra II)



Find available students within CO-DEMO ▾

Q Search



Student

Organization

Class

ⓘ Search or select a filter to view results.

* Required

Add

Reset

Online Testing Management

Remove Students from Sessions

◀ Previous Task

Next Task ▶

Exit Tasks ✕

1 Remove Students from Sessions



<input type="checkbox"/>	STUDENT NAME (CODE)	SESSION	STUDENT TEST	STUDENT TEST STATUS
<input checked="" type="checkbox"/>	STUDENT, NEW (052788165783051181340640561761) ⓘ	TEMPLE	Algebra II	Exited
<input type="checkbox"/>	STUDENT, NEW (537880895469928161326043122902) ⓘ	TEMPLE	Algebra II	Ready

* Required

Remove

Reset

Online Testing Management

Move Students between Sessions

<Previous Task

Next Task>

Exit Tasks✕

1 Move Students between Sessions



Tests

Algebra II

SESSIONS

✕ TEMPLE

✕ MARY ALG2

Create

Student	CO-SCHOOL (ZZ-555533-1234)	
		<input type="checkbox"/> TEMPLE
STUDENT, NEW (100343937225020657174697545572) ⓘ TEMPLE, Algebra II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STUDENT, NEW (537880895469928161326043122902) ⓘ TEMPLE, Algebra II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Required

Move

Reset



Online Testing Management

Important Notes for Makeup Testing:

- **Set Section Resume:** - Additional functionality will be added to the Select Tasks menu to allow for the resuming to a specific Unit of the test. This functionality will allow out-of-order Unit testing for Makeup students. This screen will work similar to the Resume Student Tests screen.
- **Documentation:** - Additional guidance on using this additional functionality will become available prior to the PBA Administration.



Online Testing Management

Important Notes for Online Testing Management:

- **Human Reader or Human Signer:** - Students with this presentation accommodation will need to be grouped in a separate session and the session will have the “Proctor Reads Aloud” option checked.
- **Text To Speech:** - Students with this accessibility feature can be in sessions with other students. You can physically test these students in the same room if headphones are utilized.



Online Testing Management

Important Notes for Online Testing Management:

At this time, PARCC is finalizing the process for these scenarios and others. Documentation will become available prior to the start of the PBA Administration.

- **Process for Student starting the test with the wrong form of the test: ...**
- **Process for Student starting the test with the wrong accommodations: ...**
- **Process when a test is started and the student is no longer attending the school: ...**



Online Testing Management

- **Precaching Test Content:** It is recommended to complete the Precaching of test sessions prior to students logging into the test. This can be done up to two weeks prior to the first day of testing.
- **Update Cache:** For students who have had PNP changes, use the Update Cache button in the “Students in Sessions” screen prior to the students logging into their test to insure that any new tests are precached.



High Level Agenda Topics

- PearsonAccess^{next} Introduction
- Technology Readiness and Setup
- PearsonAccess^{next} Test Administration
- TestNav Early Warning System
- Infrastructure Trials
- Support

TestNav Early Warning System



The TestNav Early Warning System (EWS) is designed to provide students with minimal interruptions. Notification Screens are designed for Test Administrator/Test Proctor.

- **Situation 1: Response File Backup Location** - TestNav determines that neither backup locations is viable.
 - Will result in immediate [Test Proctor - Click Here](#) notification.
- **Situation 2: Test Content** - TestNav is unable to download portions of the test.
 - Will result in immediate [Test Proctor - Click Here](#) notification.
- **Situation 3: Student Responses - Upload** - TestNav is unable to upload student responses to Pearson.
 - Will result in immediate [Test Proctor - Click Here](#) notification at the time of test submission.

TestNav Early Warning System



Test Administrator/Test Proctor – Click Here

Early Warning

Message 1002



Please notify your teacher or test proctor

[Test Proctor - Click Here](#)

TestNav Early Warning System



Response File Backup Location

Unable to save response file

Message 1004

TestNav is unable to save a response file and the testing server cannot be reached.

Primary location: Y:\\EWS

Alternate location: Path is Not Available

Please browse below to a location where you can save the response file. This could be a thumb drive, or a network location, or somewhere on the local computer.

Response File Location:

Browse

Save File and Exit TestNav

TestNav Early Warning System



Test Content

Unable to download test content from the testing server

Message 1009

The testing server cannot be reached.

Any un-sent responses have been saved on this computer.

Primary location: Y:\\NEWS

Alternate location: Path is Not Available

Response file name: a4c79b91-6b71-4139-92ac-f6f60adc713c.SRF

To see if the connection has been restored, choose **Retry**

To complete the test at a later time, choose **Exit Test**.

Retry

Exit Test

TestNav Early Warning System



Student Responses - Upload

Unable to send final responses to the testing server

Message 1008

The testing server cannot be reached.

All responses have been saved on this computer.

Primary location: Y:\EWS

Alternate location: Path is Not Available

Response file name: a4c79b91-6b71-4139-92ac-f6f60adc713c.SRF

To see if the connection has been restored, choose **Retry**

To submit the test at a later time, choose **Exit Test**.

Retry

Exit Test



TestNav Early Warning System



Resuming Students:

- When resuming students, resume students on the same testing device if possible. By default most student's responses will be on their testing device. This is important for chromebooks and iPads which utilize only one save location.
- TestNav will always search for a student's last response file, if it cannot find it, the EWS will trigger and a Test Proctor - Click Here screen will appear. Once the Test Administrator/Test Proctor clicks on this initial message, TestNav will prompt you to search for the response file.

TestNav Early Warning System



Resuming Students:

No saved response file found

Message 1005

Your previous exit from TestNav was abnormal, so a saved response file (SRF) is expected.

Please browse to a response file and upload it.

Response file name: adf346da-780a-472a-8033-0fd2189d5d86.SRF

Response File Location:

Browse

Upload Response File

If you are unable to locate the response file, contact support.

To go to the test without uploading an SRF, choose Skip Upload. This may result in lost responses.

Skip Upload

Exit Test

TestNav Early Warning System



TestNav Documentation:

- TestNav 8 Online Support:
<https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support>
- Mobile Devices:
<https://support.assessment.pearson.com/display/TN/Mobile+Devices>
- EWS Triggers:
<https://support.assessment.pearson.com/display/TN/Early+Warning+System+%28EWS%29+Triggers>
- TestNav Error Codes:
<https://support.assessment.pearson.com/display/TN/Error+Codes>
- SRF and Log Files:
<https://support.assessment.pearson.com/display/TN/SRF+and+Log+Files>



High Level Agenda Topics

- PearsonAccess^{next} Introduction
- Technology Readiness and Setup
- PearsonAccess^{next} Test Administration
- TestNav Early Warning System
- Infrastructure Trials
- Support



Agenda

- Introduction
- Infrastructure Trial
- Who Should Be Involved
- Where To Start
- Technology Setup
- Configure TestNav Setup
- PearsonAccess^{next} Setup
 - Create Sample Students
 - Create Sessions
 - Session Management
- Recommendations
- Resources



Introduction/Purpose

Dress Rehearsal

The purpose of an infrastructure trial is to confirm that:

- TestNav is configured correctly
- Devices can successfully run TestNav
- Network will bear the full load
- Participating staff know what to do for PARCC computer-based assessments
- Students are familiar with the computer-based tools and format



Infrastructure Trial

An Infrastructure Trial is an opportunity for LEAs, schools, and students to prepare for the computer-based PARCC Test by simulating test-day network utilization.

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

Note: Before conducting an Infrastructure Trial, there is a Technology Setup that needs to be completed by Technology Coordinators and a set of tasks in PearsonAccess^{next} that Test Coordinators will need to complete prior to the Infrastructure Trial.



Infrastructure Trial

Who should be involved?

You should involve all LEAs and school personnel responsible for participating in a computer-based assessment. It provides the opportunity to collectively evaluate the test environment and identify and resolve potential issues prior to the PARCC Test. For example, you would want to include:

- Test Coordinators
- Test Administrators
- LEA and school technology staff
- Student participation is recommended

District and/or School?

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



Infrastructure Trial- Where To Start

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

You should first check with your LEA to see if the Infrastructure Trial will be performed from a district or school level. Then, you will need to verify that all staff members participating in the trial have received user IDs and passwords for the PearsonAccess^{next} Training site.

Refer to the PARCC Infrastructure Trial Readiness Guide for complete instructions.

Note: The Infrastructure Trial can only be conducted in the Training site with either the **PARCC Op Spring PBA 2015** or **PARCC Op Spring EOY 2015** administrations.



Technology Setup

Complete Technology Setup prior to Infrastructure Trial:

- Configure the Network
- Proctor Caching
- SystemCheck Tool
- TestNav and Proctor Caching Configurations
- Practice Tests, TestNav 8 Tutorial, and Sample Items



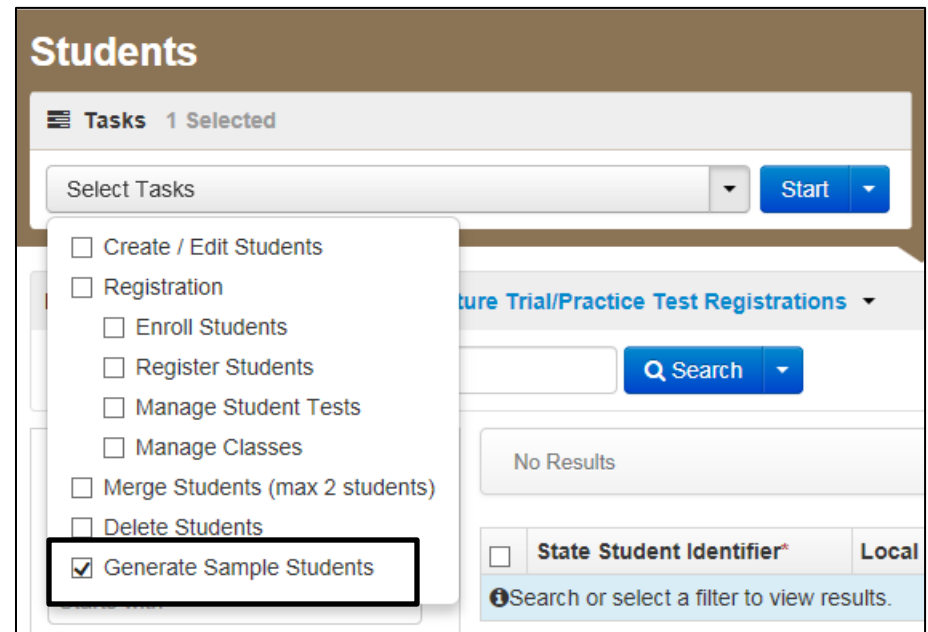
PearsonAccess^{next} Setup

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

- Create Sample Students
- Create Sessions
- Print Student Testing Tickets and Unlock Codes

Create Sample Students

- Log into the PearsonAccess^{next} Training Site
- Choose the PARCC Op Spring PBA 2015 or PARCC Op Spring EOY 2015 Administration
- Click **Setup** and select **Students**
- Select **Generate Sample Students** from the Tasks menu
- Click **Start** to continue




The screenshot displays the 'Students' management interface. At the top, it says 'Students' and 'Tasks 1 Selected'. Below this is a 'Select Tasks' dropdown menu with a 'Start' button. A list of tasks is shown, with 'Generate Sample Students' checked and highlighted by a black box. Other tasks include 'Create / Edit Students', 'Registration', 'Enroll Students', 'Register Students', 'Manage Student Tests', 'Manage Classes', 'Merge Students (max 2 students)', and 'Delete Students'. To the right, there is a search bar with a 'Search' button and a 'No Results' message. At the bottom, there is a 'State Student Identifier*' dropdown menu set to 'Local' and a search filter prompt: 'Search or select a filter to view results.'

Create Sample Students

- Complete the Generate Sample Students screen
- Click **Generate** to complete the process

Generate Sample Students


1 Generate Sample Students 

Generate Students

Organization*

[Create New Class](#)

Existing Class Name

Grade Level When Assessed* 

Test*

Test Format*

Number Of Students (1 to 99)*

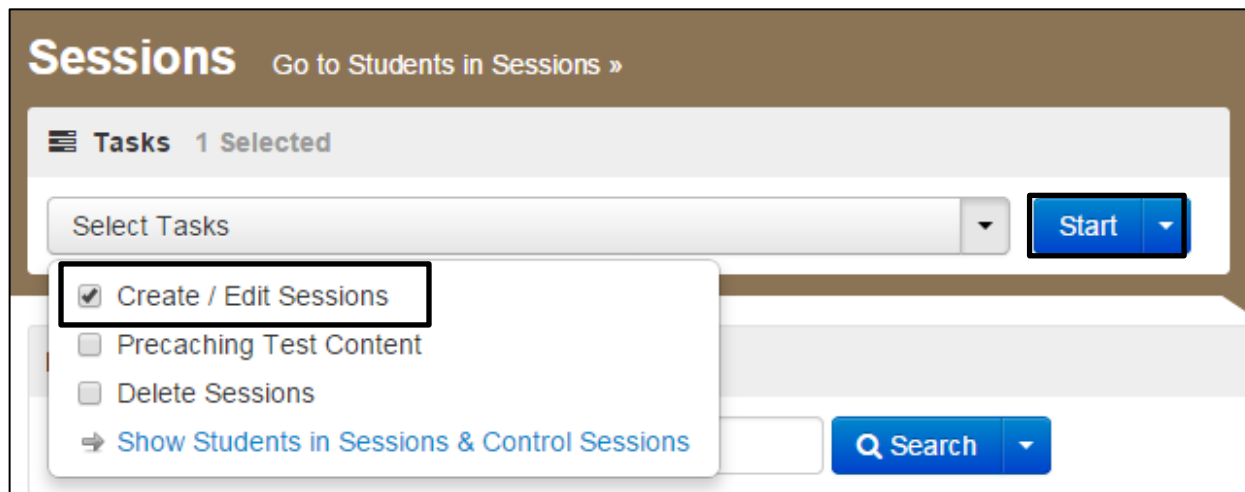
* Required



Create Sample Students- Demo

Create Sessions

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



A test session in PearsonAccess^{next} is an assessment containing certain units.

Create Sessions

- Complete Test Details

Create/Edit Session

1 Create / Edit Sessions

Sessions (0)

- Create Session

Details

Session Name*
SESSION NAME

Organization*
Add

Test & Form

Test Assigned*
Test

Proctor Reads Aloud

Form Group Type*
Add

[Use Custom TestNav Settings](#)

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

Precaching Computer*
Add

Find by Name or ID ▾
Students
Add students to session

* Required

Create Reset

◀ Previous Task Next Task ▶ Exit Tasks ✕

Create Sessions

- Add students to session

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

SAMPLECLASS PRACTICE SCHOOL (ZZ-111000-1234)

* Required

Create Reset



Create Sessions - Demo

Session Management

Starting Session

Students in Sessions Go to Sessions »

Tasks 0 Selected

Select Tasks Start

Students in Sessions 0 Selected

Manage

Session List

Add

1 Selected | Clear

- Practice Session x

Practice Session ⓘ

Start
Download Resources ▾
Update Cache
Refresh

STUDENT TESTS (25)

25

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

Find Students In the selected session(s) above ▾

Last or Surname starts with Search

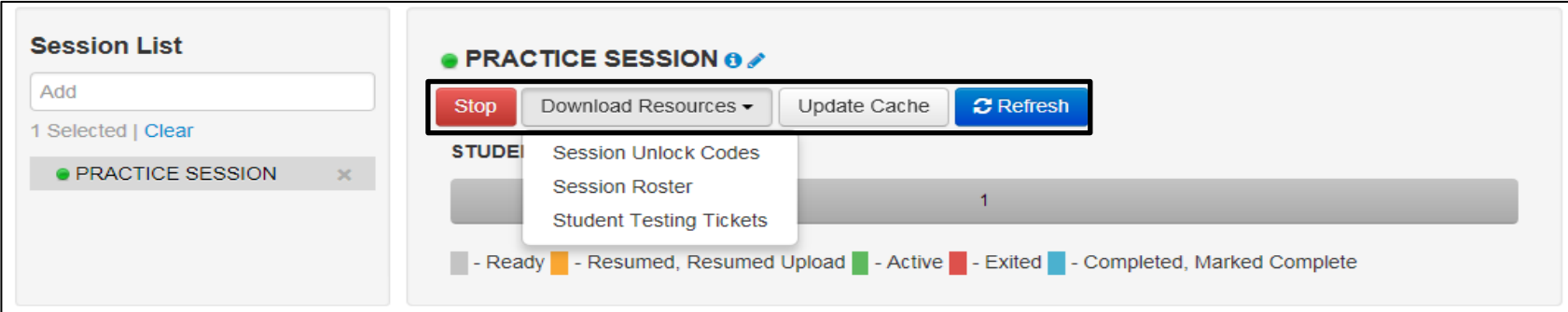
25 Results [Show Filters](#)

Displaying 25 ▾ Manage Columns ▾

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	194222042090735663213355373012 ⓘ	STUDENT	NEW		6279369594	Practice Session (Grade 05 ELA Practice Test)	<input type="checkbox"/> Ready	
<input type="checkbox"/>	485975250081475341070183138090 ⓘ	STUDENT	NEW		8053783178	Practice Session (Grade 05 ELA Practice Test)	<input type="checkbox"/> Ready	

Session Management

Conducting Session



Session List

Add

1 Selected | Clear

- PRACTICE SESSION

PRACTICE SESSION ⓘ

Stop Download Resources Update Cache Refresh

STUDENT

- Session Unlock Codes
- Session Roster
- Student Testing Tickets

1

Legend:
 - Ready (grey)
 - Resumed, Resumed Upload (orange)
 - Active (green)
 - Exited (red)
 - Completed, Marked Complete (blue)

Session Management

Student Test Status Key

Session List

Add

1 Selected | Clear

- PRACTICE SESSION

PRACTICE SESSION

Stop Download Resources Update Cache Refresh

STUDENT

- Session Unlock Codes
- Session Roster
- Student Testing Tickets

1

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

1 Results Show Filters Displaying 25 Manage Columns

<input type="checkbox"/>	State Student Identifier	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form
<input type="checkbox"/>	4980234JKD98JE43	SAMPLE	FIRSTNAME		1429295283	PRACTICE SESSION (Grade 09 ELA Practice Test)	Ready	Grade 9 ELA/Literacy 014PO (014PO)

Session Management

Resuming, Marking Students Complete

The screenshot shows a web application interface for session management. At the top, there is a navigation bar with icons and labels for Home, Setup, Testing, Reports, and Support. Below this is a header section titled "Students in Sessions" with a link "Go to Sessions »". A sub-header indicates "Tasks 2 Selected". A dropdown menu is open, showing a list of tasks with checkboxes. The tasks are: Student Test Statuses (checked), Mark Student Tests Complete (checked), Resume Student Tests (checked), Students (unchecked), Add Students to Sessions (unchecked), Remove Students from Sessions (unchecked), Move Students between Sessions (unchecked), and Manage Student Tests (unchecked). A "Start" button is visible next to the dropdown. In the background, a light blue box contains the text "Add a specific session to the left or search".

Home Setup Testing Reports Support

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

Tasks 2 Selected

Select Tasks ▼ Start ▼

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

Add a specific session to the left or search



Infrastructure Trial

Ready to Begin Your Infrastructure Trial?

- Technology Setup Complete
- Practiced with sample items and Practiced Tests
- PearsonAccess^{next} Training site setup has been completed and student testing tickets have been printed.
- Reviewed Infrastructure Trial Guide



Infrastructure Trial

What to do during the Infrastructure Trial

- ❖ Prepare
- ❖ Conduct
- ❖ Closing & Lessons learned



Training & Documentation



Training Modules:

- Technology Readiness for Schools & Districts
- Proctor Caching & TestNav Configuration
- Student Readiness Resources for PARCC

Guide:

- PARCC Infrastructure Readiness Guide



High Level Agenda Topics

- Administrative Tasks to Complete *Before, During, and After Testing*
- Test Administration, Test Schedule, Testing Times
- Student Readiness
- Accessibility Features & Accommodations
- LEA and School Responsibilities
- Management of Materials
- PearsonAccess^{next}
- Support



Support: PARCC Support

Contact *PARCC Support* for assistance with:

- ❖ Navigating PearsonAccess^{next}
- ❖ Navigating the Training Center
- ❖ Managing Student Registration Data
- ❖ Setting up test units
- ❖ Managing user IDs and passwords
- ❖ Accessing resources
- ❖ Setting up proctor caching
- ❖ Submitting additional orders
- ❖ Inquiring about shipments

Online Support and Resources: <http://parcc.pearson.com/support>

Call Toll Free: 1-888-493-9888 (5:00 am – 7:00 pm CT, Mon. –Fri.)

Email: PARCC@support.pearson.com



Support: State or LEA Support

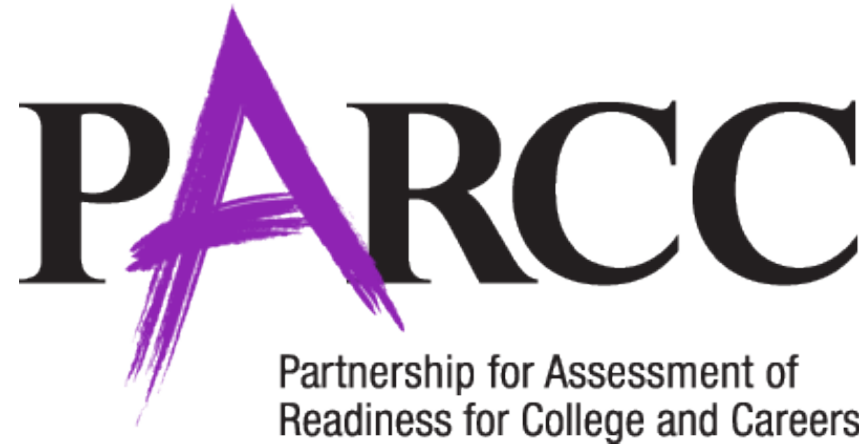
Contact your *State or LEA Test Coordinator* for assistance with:

- ❖ Testing schedule
- ❖ Testing accommodations
- ❖ Unusual circumstances on test days
- ❖ Violations of test security
- ❖ School emergencies that affect testing
- ❖ Questions about general testing policies
- ❖ Questions about state communications



Resources

- PARCC Accessibility Policy Manual & Implementation Guidance
 - PARCC Accessibility Features and Accommodations Manual
 - Overview website page, including implementation appendices A-K
 - Translation Policy Memo
 - All located at www.parcconline.org
- Training Modules
 - Located at <https://parcc.tms.pearson.com>
- Test Coordinator & Test Administrator Manuals for Paper-based and Computer-based Testing
 - Found at <https://PARCC.pearson.com> on the Support page
- PARCC Test Tutorials and Sample Items
 - Located under Sample Sets and Tutorials of <http://PARCC.pearson.com>



Thank you