**PARCC Frequently Asked Questions by LEAs**
*Last Updated: February 26, 2015*

*Topic Guide:*

## 1. <u>Contact Information</u>

    ***a.*** For policy, administration, accommodations, Pearson Access Next and test security questions:
- During Test Window: Call (240) 270-2598 and/or email OSSE.Assessment@dc.gov
- Continue to work with your NGA ambassadors outside your test window

    ***b.*** For device and TestNav technology problems:
- Call Pearson Tech Support parcc@support.pearson.com (888) 493-9888
- Contact OSSE in cases of during testing irregularities/incidents

## 2. <u>Technology Readiness</u>

    ***a. How do I confirm that my network and computers meet TestNav 8 System Requirements?***
The number one best thing schools can do to test their technology readiness is to perform an infrastructure trial as soon as possible, using the same devices and technology setup that will exist during live testing. Click here for OSSE guidance on infrastructure trials.

    ***b. Is proctor caching mandatory?***
Proctor caching is highly recommended, but not mandatory. Proctor caching enables a Test Administrator to securely download test content only once from the Pearson server to the district or school. Proctor caching will greatly reduce the broadband needed to test successfully. Click here for more information.

    ***c. What if I experience technical difficulties while doing a system check, proctor cache, installation, or infrastructure trial?***
Call PARCC customer support ((888)493-9888) or visit the PARCC technology setup website.

    ***d. What kinds of headphones do students need for PARCC?***
Headphones are required for computer-based ELA PBA Administration in grades 3-7 and high school, and for students using the text-to-speech feature. Headphones may also be used optionally as noise buffers during other parts of PARCC. Students may bring their own headphones, or they may be provided by the school. Nearly any type of headphone that works with the testing device will function correctly for PARCC.

e. **Where can I find more information on managing test sessions in Pearson Access Next and device configuration?**

Recorded webinars on how to manage test sessions in Pearson Access Next and configuring devices for PARCC are posted on the OSSE website here.

## 3. Test Administration & Readiness

a. **Which PARCC math assessment should I give to my high school students?**

High school students are required to take either the Geometry Assessment, or the Integrated Math II Assessment at the point at which it is most curricularly appropriate to do so.  The LEA can determine which assessment most closely aligns to their curriculum (integrated math versus traditional math courses). Other PARCC high school assessments, like Algebra I and Algebra II, are optionally available to LEAs.

b. **How can my students practice answering PARCC test questions?**

PARCC has full-length practice test materials, in both computer-based and paper-based formats, on this website.

c. **How can my students practice using the different features available on the testing platform?**

PARCC tutorials are available for students to practice using the computer-based assessment features, as well as the paper-based assessment, and various computer-based accessibility features and accommodations.  Click here to access the tutorials.

d. **What are testing tickets and when are testing tickets available?**

Student Testing Tickets are usernames and passwords that are generated for students to access their individual PARCC tests. Student Testing Tickets may be printed by the School Test Coordinator as soon as the test session in PearsonAccess Next is created, however, please note that Student Testing Tickets are secure testing materials and must be signed out and in each test day.  Each student will receive 4 total tickets over the course of testing to match the 4 tests (ELA PBA, Math PBA, ELA EOY, Math EOY). In order to successfully access the test, students must have both their testing ticket and the seal code for a particular test unit, which is also generated by the School Test Coordinator in the Pearson Access Next system.

e. **Where can I get more information about the protocol for nonpublic schools administering PARCC to my LEA's nonpublic students?**

All students in tested grades placed in nonpublic school locations must take Districtwide assessments (PARCC and NGSS or NCSC and DC CAS Alt Science). LEAs are responsible for ensuring students in nonpublic locations take the appropriate Districtwide assessments. Nonpublic schools are held to the same requirements as LEA school campuses for developing a test plan, training staff, and signing the Test Security Agreement and affidavit. LEAs are responsible for training nonpublic staff and approving nonpublic test plans. For specific questions about nonpublic test administration, please email OSSE.Assessment@dc.gov.

f. **May Test Administrators assist students in navigating the test or answer questions about TestNav during testing (e.g. how to use the highlighter)?**

No. Test Administrators may not assist students during the test with test content, TestNav navigation, or item functionality. For this reason, all students should have an opportunity to practice using TestNav with the PARCC tutorials. Test Administrators may assist students with logging in/logging out of a test or if testing is interrupted by an error message. Log-out instructions are available online.

g. **May Test Administrators give students extra reminders of how much time is remaining in the unit beyond what is written in the script? May countdown timers be displayed in the test environment?**

Test Administrators should not provide any verbal reminders of how much time is left in the test unit beyond what is in the scripts provided in the Test Administrator Manuals. But, Test Administrators may write extra reminders of how much time is remaining in the unit on the board at the discretion of Test Administrators and school policy. Countdown timers are not recommended unless this is a strategy for timekeeping students use in the course of their everyday instruction.

h. **How should Test Administrators keep time during breaks?**

Guidance on timekeeping is available on the OSSE website.

i. **How can I order extra Test Administrator Manuals?**

You may print manuals from the PARCC website or order additional manuals via Pearson Access Next.

## 4. Test Integrity & Test Security

a. **How do I know if my school's Test Security Plan is sufficient?**

OSSE provided a plan template for LEA and school test plans to all LEAs. LEAs should have already submitted their Test Security Plan to OSSE. School test plans are due to OSSE ten days prior to test administration. OSSE reviews and approves these plans using a rubric. For more information about test security guidelines, please click here. For specific questions or feedback on your plan, please reach out to Dr. Tonya Mead, 202-741-5991 or tonya.mead@dc.gov.

b. **Do I need to create user profiles in PearsonAccess Next for all Test Administrators and Test Proctors?**

Test Administrators should have access to Pearson Access Next in most cases. Test proctors will only need a user profile if they will need to access PearsonAccess Next. However, all test proctors and test administrators should be included in your school's Test Security Plan.

c. **How do I report a test integrity or security violation?**

All OSSE reporting information, including phone numbers and anonymous web-based forms, are found on OSSE's Test Security Violations webpage.

## 5. Accommodations & Accessibility Features

a. **What is the deadline for completing and uploading Personal Needs Profiles (PNP) in PearsonAccess Next?**

The hard deadline is prior to the start of testing. However, it is recommended that the PNPs are completed and uploaded prior to proctor caching, so at least 2 weeks prior to testing. However, if a PNP is changed after proctor caching, the caches must be updated.

b. **What if I need to add an accommodation for a student with a disability?**

A student may not receive a PARCC accommodation during testing unless it is documented in a finalized and current IEP, or approved as an emergency accommodation. The IEP team must amend the IEP, and the PNP must be updated to include this accommodation, prior to the start of testing. If any accommodations or accessibility features are added last minute, please ensure the student has the opportunity to practice using these features prior to live testing. Consult the PARCC accommodations manual for more information.

c. **What is the process for providing unique accommodations?**

A unique accommodation is any accommodation that is not listed as an accommodation or accessibility feature in the PARCC accommodations manual. OSSE must review and provide approval for the use of a unique accommodation.  Download and fill out this online request form, then submit to Imani.stutely@dc.gov.

> ### d. How can I receive additional training on completing and uploading the Personal Needs Profile (PNP)?
OSSE hosted a PNP webinar training, posted here.  There are also additional resources, including a PNP Planning Tool and PARCC to SEDS Crosswalk available on OSSE's PARCC website.

> ### e. How do I appropriately administer the extended time accommodation?
Please reference Appendix E of the PARCC accommodations manual.

> ### f. How does the Read Aloud accommodation work for PARCC this year?
PARCC offers a read aloud feature in four separate modalities: 1) text-to-speech software, 2) ASL video, 3) human reader/signer, and 4) screen reader (visual impairment). The read aloud accommodations for PARCC math assessments are considered accessibility features and any student can qualify for this feature at the discretion of school administrators. This must be identified in advance on the PNP.  Read aloud accommodations for PARCC ELA assessments are considered accommodations and are only available for a very small number of students with disabilities who meet the criteria set forth on page 34 of the PARCC accommodations manual and also Appendix D. Providing an ELA read aloud accommodation will not invalidate the test, unless the student does not meet the criteria set forth.

> ### g. How can my student use external assistive devices or software during PARCC?
Refer to the list of approved assistive technology for Test Nav here. Also, refer to guidelines on assistive technology and external devices on Page 32 of the PARCC accommodations manual.

> ### h. How should I register an English learner student who is new to the country in the past calendar year?
English learner students who are new to the U.S. in the past year do not have to take the PARCC ELA, but they do need to take the PARCC Math test, with accommodations as needed. All English learner students must take the ACCESS for ELL assessment.

> ### i. If a student's IEP was finalized in 2014 and has DC CAS accommodations listed, do I need to update and amend the IEP to include PARCC accommodations?
No.  Accommodations listed in IEPs finalized prior to the December 2014 SEDS updates use the former DC CAS language. Each of these DC CAS accommodations has an equivalent or substantially similar PARCC accommodation.  The IEP does not need to be amended; however, the LEA must ensure that the appropriate PARCC accommodations and accessibility features are selected in the student's PNP online that correspond with what is listed in the IEP.

## 6. Outreach & Communications

> ### a. Where can I find PARCC information to share with parents?
OSSE has published a one-page guide to PARCC for parents and parent resources are posted on the OSSE Assessment website. The PARCC one-page flier is available for download in 7 different languages. OSSE has created an optional template schools may use to notify parents of PARCC assessments, available here.

> ### b. Will OSSE be hosting PARCC Parent Nights?
OSSE is hosting a series of "Parent and Community Conversations" throughout the city to discuss education related topics, including PARCC.  For a complete schedule please view this flier.

## 7.  Additional Resources

### a.  Where can I find other frequently asked PARCC questions?

PARCC has put together its own FAQ document.  The most recent version can be found [here](#).

For further questions about PARCC, please contact your LEA Next Generation Assessment (NGA) Ambassador, or email:  [osse.assessment@dc.gov](mailto:osse.assessment@dc.gov).