



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

### **2016 DC PARCC School Test Coordinator Checklist**

#### ***One month before testing (or earlier) ...***

- Attend Test Coordinator Training.
  - All training materials are here: <http://osse.dc.gov/page/test-coordinators-training>
- Read the PARCC Test Coordinator Manual.
  - Available online: <http://parcc.pearson.com/manuals-training/>
- Begin creating your school's test security plan and schedule for testing.
  - Guidance here: <http://osse.dc.gov/service/test-security-and-incident-forms>
- Communicate with your LEA test coordinator to get a Pearson Access Next Username for dc.pearsonaccessnext.com and trng.pearsonaccessnext.com, and go over any additional test security procedures in your LEA.
- In Pearson Access Next, make sure student test registrations are current and aligned to the students in your school. Your LEA may centralize this process.
- Review the list of PARCC accommodations and accessibility features, develop a plan to complete students' Personal Needs Profiles (PNPs), with help from your school's special education coordinator and/or English learner team: <http://osse.dc.gov/service/testing-accommodations>
  - Flag any students who will need a paper version of the test as an accommodation. Place an order for those tests via Pearson Access Next starting March 9.
- Meet with your school's technology coordinator:
  - Discuss test security and test administration protocols and plans.
  - Plan technology setup, including student device and network preparation, precaching, and testing environments. Using the TestNav app is recommended in most cases.
  - Schedule and conduct an infrastructure trial (optional, but highly recommended).
- Train all test administrators and proctors on PARCC test administration and DC test security procedures. Refer to training templates and materials here: <http://osse.dc.gov/page/test-coordinators-training>
  - After training, you and all authorized personnel at your school must receive DC's State Test Integrity and Security Notification Statement. Retain a record of attendance at your training electronically or physically in a security file.
  - Test security forms are here: <http://osse.dc.gov/service/test-security-and-incident-forms>
- With educators at your school, administer tutorials and practice tests to students.
  - Ensure students taking the test with accommodations have an opportunity to practice using those accommodations.

### ***Two weeks before testing...***

- Finalize and submit School Test Security Plan to your LEA no later than 15 calendar days prior to testing.
  - Finalize testing schedule and testing groups. Make sure testing groups and test administrators are recorded in Pearson Access Next in the student registration file.
- Finalize any additional training needed for Test Administrators, especially those who will be administering accommodations.
- Meet with students to tell them about the upcoming PARCC and inform them of any information they will need to know around testing and send notification letters to parents. Templates will be posted here: <http://osse.dc.gov/parcc/leas/2015-16resources>.
- Make any necessary updates to student test registration in Pearson Access Next, complete students' PNPs, make sure any student needing an accommodation or accessibility feature has that information on his or her PNP.
- Receive, inventory, and securely store any secure paper materials your school has ordered for students taking paper tests. Submit any additional orders, as needed.

### ***One week before testing...***

- Meet with all authorized personnel involved with testing at your school to review day of test activities and communication plans, and answer any additional questions.
  - Make sure all Test Administrators are comfortable using Pearson Access Next to administer student tests.
- Double check test sessions in PearsonAccess Next, which should have been auto-created via your student registration file upload.
  - Print student testing tickets. These are secure materials and must be tracked using the computer-based materials chain-of-custody form.
  - Make sure that students with accommodated test forms have been assigned the correct form in their session, and any students getting proctor read aloud are in a special session for that purpose.
- With the help of your technology coordinator:
  - Precache tests.
  - Confirm that any issues uncovered in the infrastructure trial have been resolved, then freeze device environments for testing.
- Visit <http://parcc.pearson.com/bulletins> to see any important recent Test Administration and Technology announcements.

### ***Day of testing...***

- Start the day's sessions on Pearson Access Next.
- Confirm precaching is complete and refreshed.
- Sign out secure test materials to Test Administrators
  - Ensure any additional materials are with the correct test administrators. Examples: blank paper, headphones, pencils, highlighters, calculators and mathematics tools (if applicable).

***During testing...***

- Monitor each testing room, be available along with the Technology Coordinator to answer questions and address any technology problems.
- Immediately document and report any testing irregularities and security breaches using the [State Test Security Incident Form](#).
- Note absences, schedule make-up sessions, create make-up sessions in Pearson Access Next.
- Collect materials from Test Administrators at the end of each test day. Verify and log on the tracking form that all secure materials, including used scrap paper, have been returned.
  - Immediately report any missing or damaged materials.

***After the final test unit is complete...***

- Verify and log on the tracking form that all secure materials, including used scrap paper, have been returned.
- Ensure that all student tests have been submitted or marked complete, and all test sessions have been closed in Pearson Access Next.
- Purge cached test content.

***Within one week of final test unit...***

- Securely destroy (preferably via shredding and recycling) all used scrap paper and student testing tickets.
- Package and ship all used and unused paper test materials according to vendor instructions.
- Keep all records related to test administration and test security in your school's security file.
- Sign and submit DC Test integrity Affidavits (this can be done after the end of DC Science testing).

***More resources...***

- Consult the PARCC Manuals and find more detailed checklists for Test Coordinators and Test Administrators: <http://avocet.pearson.com/PARCC/>
- Watch PARCC Training Modules at <http://parcc.pearson.com/manuals-training/>
- Find materials and guidance on test security at the OSSE Test Security Website: <http://osse.dc.gov/service/test-security-and-incident-forms>
- Find PARCC Technical Specifications: <http://parcc.pearson.com/technology-setup/>

***Questions? We are here to help!***

- For live technical support, call PARCC Customer Support at 1-888-493-9888, or email [PARCC@support.pearson.com](mailto:PARCC@support.pearson.com).
- Email [osse.assessment@dc.gov](mailto:osse.assessment@dc.gov) with general questions, submit any questions with sensitive student information via your LEA coordinator using the OSSE support tool (OST). Guidance will be posted here: <http://osse.dc.gov/parcc/leas/2015-16resources>.