DLM Updates

DLM Communication Plan

We have created a communication plan to address your needs in the most efficient way possible. It lists various topics and provides resources and contact information to get the assistance you need. You can find this plan here.

DLM Test Window

The DLM Test Window opened Monday, March 16 and goes through Friday, May 8. This 8-week window is available for all districts in Illinois.

DLM Student Enrollment for Educator Portal

Students in grades 3-8 and 11 are required to test during the Spring 2015 test window. To ensure students in grades 9, 10, and 12 are not inadvertently tested, ISBE will be removing these students from Educator Portal.

DLM Office Hours

If you have questions, concerns, or need assistance regarding DLM Spring 2015 testing, ISBE will be available Thursdays from 11:00 a.m. – 12:00 p.m. To register, click here.

To Ensure DLM Testlet Delivery

To ensure delivery of Student Test Tickets and Testlet Information Pages (TIPs), please review information found here.

DLM Frequency of Testlet Delivery

Information regarding the frequency of English language arts and Mathematics testlet deliver, please review information found here.

DLM Text-to-Speech NOT Available for Spring 2015

If students need to have this accommodation, please provide a human reader. Human Read Aloud Support can be found here.

DLM Guide to Create Rosters and Edit Rosters can be found here.
PARCC Updates

PARCC Communication Plan

We have created a communication plan to address your needs in the most efficient way possible. It lists various topics and provides resources and contact information to get the assistance you need. You can find this plan here.

Process for Updating PearsonAccess Next During PARCC PBA Testing

Please see the attached document. This includes adding new students who have transferred into the district during testing.

What to do in the case of an incorrect accommodation delivery issue (PARCC Computer-Based)

Please click here for information on how to handle a missing or incorrect accommodation delivery issue (and the student has already begun testing). This document includes information on voiding a test if necessary. All users with the role of LEA/District Test Coordinator have been given the Student Test Update Role which allows for the voiding of tests.

If the issue is discovered before the student logs in to the test (is still in “ready” status), these directions can be followed: http://avocet.pearson.com/PARCC/Home#7427.

Submitting a Test Too Early (PARCC Computer-Based)

Occasionally (usually during a make-up situation) a student hits the submit button at the end of the last unit before they have completed the rest of the test. Please review the make-up testing directions to insure that this doesn’t happen. If it does, you will need to contact ISBE to have the test unsubmitted. Because this communication will involve secure student data, it will need to be done through a secure file transfer.

Process for Streamlining Unsubmit Request Process (PARCC Computer-Based)

Due to the time-sensitive nature of the unsubmit requests (referenced above), we have created a new process for schools and districts to use:

Attached is an “unsubmit” form Excel template. Once it is completed and saved, you may submit it on our secure website: https://sec1.isbe.net/attachmgr/default.aspx. It can also be found on the ISBE homepage under Send ISBE a File.

Under “ISBE eMail Name” use the drop down and choose: PARCC Undo Student Test Submission. Browse your saved documents and attach the excel file.

You will be required to provide the RCDTS code (regional, county, district, type, school) for our district or school. The RCDTS code can be found at http://www.isbe.net/research/Default.htm under Resources–ISBE Data Governance, Access, and Use.
PARCC EOY Reminders

- The Test Coordinator Manual and the Test Administrator Manual both contain all of the information necessary to administer both the PBA and the EOY. Please keep and reuse these manuals for the EOY administration.
- Items on the EOY administration do not require headphones. Students will not need headphones unless required by the student’s IEP or 504.

Preparing Materials for Packing (PARCC Paper-Based)

Before calling UPS, sort and package the materials following the directions found in section 6.19 of the Test Coordinator Manual. Remember, materials must be packed according to the school level, NOT the district level.

Please note, some larger districts may receive a freight bill of lading for the scorable test materials in lieu of UPS labels in the LEA/District Test Coordinator Kit.

Scorable materials include:

- Used Test Booklets
- Transcribed Test Booklets

Nonscorable materials include:

- Unused Test Booklets (including for absent students)
- Used Test Booklets that have been marked “Do Not Score”
- Large Print Test Booklets
- Braille Test Booklets
ADDITIONAL RESOURCES

- Illinois Assessments Key Dates Calendar

PARCC
- PearsonAccess Next FAQ
- PARCC.pearson.com
- PARCC FAQ
- Math Reference Sheets
  - Grades 5-8
  - High School
- PARCC Manuals
- Scheduling PARCC Assessments
- Setting Up and Managing Test Sessions
- PARCC Text-to-Speech Functionality
- Test Administrator Scripts (Verbal Directions)
- PARCC Technology Resources

DLM
- http://dynamiclearningmaps.org/illinois
- Assessment Coordinator Manual
- Test Administration Manual
- Technical Liaison Manual
- Accessibility Manual
- Guide to Required Training
- Guide to Practice Activities and Released Testlets