Student Assessment Listserv

**Illinois Assessment Updates**

March 6, 2015

**Reporting of Irregularities**

An irregularity occurs when testing protocol is violated, accommodations are not provided, security is breached, an act of God occurs, or someone knowingly engages in testing misconduct. An issue related to a technical glitch does not require an irregularity to be reported unless it ties in to any of the aspects above.

**Seal Code Guidance**

The most common irregularity we have received so far has been instances of test administrators presenting all seal codes to the student before the appropriate time. This results in students moving ahead into the next unit before it is time to do so. Please review the [Seal Code Guidance](#) prior to test administration.

**Submitting a Test Too Early**

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 fax. The [form to do this is attached](#).

**Presentation of the Test (updated)**

Districts are required to present the test to every eligible student. The minimum definition of this is as follows:

- For paper-based testing, present the paper booklet to the student.
- For computer-based testing, present the printed test ticket to the student.

Each individual unit of the test must be presented to the student.

**Handling a student refusal in the online PARCC environment**

In a situation where students have been presented with a test ticket and refuse to test, they should not log in to TestNav. No one should be allowed to log in on their behalf. Schools should then follow their local decisions on what to do after the test has been submitted (page 88 of the Test Coordinator Manual). After all units have been presented, the Test Coordinator should mark the student as complete in PearsonAccess Next. The refusal will be indicated during the corrections period.
Upcoming Webinars

We have planned many upcoming webinar opportunities to provide support during PARCC testing. Every Friday (10am) for the next several weeks we will be holding our usual Illinois Assessment Update webinar. For more information and to register for the next two, click here and here. Additionally, we will make ourselves available every Tuesday at 1:30pm for an Open Office Hour where will we just be online to respond to questions, concerns, and feedback. For more information and to register for these, click here.

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.

PARCC Make-Up Testing Directions for Computer-Based Testing

The directions for computerized make-up testing have been posted on Avocet. You can find them here.

PARCC Student Log-out Procedures

We have received several questions about the log out procedures for students in TestNav. This document (with screenshots) will hopefully provide more clarification.

Student Mobility during PARCC Testing

If a student begins testing either the Performance Based Assessment (PBA) or the End-of-Year (EOY) component at one school and then transfers to another school before completing that component, the student is not required to continue testing that component (at the district’s discretion).

If a student takes any portion of the PBA component at one school and then transfers to another school, the student is required to take the EOY component at the new school.

If a student has not taken any portion of the PBA component, the student is not required to take the EOY component (at the district’s discretion). If any portion of the PBA component has been taken, the student is required to take the EOY component.

Additional Resources

- Illinois Assessments Key Dates Calendar
- 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)
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