February 11, 2014

Dear Spring 2014 PARCC Field Test Participants,

The purpose of this email is to continue addressing site readiness, as well as review some frequently asked questions we’ve received. We would first like to thank you for loading students and making sure your school test coordinators and technology coordinators have access to PearsonAccess. It is very exciting to see the Spring 2014 PARCC Field test progressing!

In this bi-weekly communication, you will find information regarding:

- Next Steps
- Installing Proctor Caching for an Infrastructure Trial
- Training Modules
- Java Update
- Frequently Asked Questions
- PARCC Support

**Next Steps:**

- **If you have not finished uploading your student course assignments, continue uploading this data in the Student Information System (SIS).**
- **Add School Test Coordinators and Technology Coordinators to PearsonAccess** so all necessary staff has access to help administer the Field Test. For more information on adding users, please consult page 16 of the PearsonAccess User Guide. It is important this information is accurate so the school test coordinators and technology coordinators can get important updates and information during the field test.
- **Prepare your sites for Computer-Based Testing** by administering an Infrastructure Trial and using the SystemCheck Tool explained below.
- **Begin encouraging schools to select their test window in PearsonAccess.** By selecting a window within the PBA or EOY administration, Pearson can better estimate testing volume. This can be done by going to Test Setup, click on *Enter Administration Details*, and then click *Edit* to select the PARCC Field Test window. It must be done at the school organization in PearsonAccess.
- **Watch available training modules** (i.e., recorded webinars) to learn more about preparing for the PARCC Field Test. You can find these helpful resources at [https://parcc.tms.pearson.com/](https://parcc.tms.pearson.com/).
- **Review important resources, watch archived webinars, and register for upcoming webinars** by visiting Illinois’ PARCC Field Test page at [http://www.isbe.state.il.us/assessment/parcc-field-test.htm](http://www.isbe.state.il.us/assessment/parcc-field-test.htm).
- **Read the Test Coordinator Manuals (TCM).** Computer-Based and Paper-Based Testing TCMs can be found at [http://PARCC.Pearson.com/Support](http://PARCC.Pearson.com/Support) under the *Manuals and Documents* tab. Please download the version uploaded January 31, 2014, as some additional updates were made.

**Installing Proctor Caching in Training Center**

Proctor caching accelerates the delivery of test content to students and reduces the amount of bandwidth required for computer-based testing. Within the Training Center at [http://parcc.pearson.com](http://parcc.pearson.com), your schools will be able to practice Proctor Caching for the field test. The
computer running proctor caching should be located as close as possible on the network to the student testing devices. Proctor caching can be implemented at the school or lab level. Proctor Caching improves the online testing experience for students and test administrators by providing the following key benefits:

- Students experience fewer testing delays due to network congestion.
- Test content will be available even when the Internet connection is lost because test content is precached.

Proctor Caching for the PBA or EOY component will not be available in the production site until much closer to testing, but using this feature in the Training Center will be beneficial for your preparation for the field test. Please reference the Proctor Caching User Guide found in the Support tab at parcc.pearson.com. For all Proctor Caching requirements as well as requirements for TestNav 8, PARCC’s Field Test delivery platform, please reference http://www.pearsononlinetesting.com/TN8requirements.

**Available Training Modules**

A number of Training Modules (recorded training webinars) are now available. The training modules are key training opportunities to ready your site for the field test. The Training Modules currently available include:

- SystemCheck Tool Training Module
- SDU Upload Overview (*Not Illinois Specific*)
- Setting Up an Infrastructure Trial/Dress Rehearsal Training Module
- Technical Setup Training Module
- Test Administration for Computer-Based Testing Training Module
- Test Administration for Paper-Based Testing Training Module
- Emerging Technologies and Security with Computer-Based Testing
- Accessibility Features and Accommodations with Computer-Based Testing Training Module

**Java Update**

On January 17, 2014, Oracle published a critical update to the Java™ software that has caused some earlier versions of Java installed on computers to be disabled. Java must be enabled and functional in the browser to access and complete PARCC computer based assessments. Therefore, schools will need to ensure the appropriate version of Java is installed correctly on all workstations that will be used in the PARCC Computer-Based Field Test.

This update does not necessarily impact all existing versions of Java, so a technology bulletin will be sent out to technology personnel and posted to the PearsonAccess Supports Tab under Technology Information to detail the specifics regarding the impacts of this Java update. This technical memo will be sent by February 14, 2014.

If you have any questions or concerns, please contact Pearson’s PARCC Support Center.
Frequently Asked Questions

Below are some frequently-asked questions we’ve received here at the PARCC Support Center. There are also many great FAQs on the PARCC website at http://www.parcconline.org/field-test

**Question:** If I missed the window to load students for the PBA component, can I still upload course assignments?
**Answer:** Yes. You will still need to add the students to PearsonAccess (which can be done by contacting the SIS team). For paper-based testing, use the Additional Order window to order paper materials. The Additional Order window for PBA component opens on March 19. However, you will not receive student ID labels for students registered after the SDU deadline.

**Question:** When will the app be available for iPad and Chromebooks?
The app will be available in late February. Check the app stores periodically during that timeframe or in early March to download the apps for the iPad and Chromebooks.

**Question:** What are the requirements to run TestNav 8?
**Answer:** All the requirements for TestNav 8 as well as for Proctor Caching, can be found at http://www.pearsononlinetesting.com/TN8requirements. When in doubt, you can always run SystemCheck to make sure your devices have the appropriate requirements. The SystemCheck tool is found here: http://PARCC.Pearson.com/SystemCheck.

**Question:** I forgot my user ID and/or password or I am unsure what my user ID and/or password is.
**Answer:** First, please make sure you’re using the user ID and password that corresponds to the correct site. Always remember: TrainingCenter is the brown Sign In button and Production is the green Sign In button. Please go to http://parcc.pearson.com and use your PARCC user ID and password.

If the above suggestions do not help, please follow these simple steps:

**The User ID** that was originally generated for your district is the superintendent’s full email address. S/he would have then set up a password.

**For a password reset**, go to http://parcc.pearson.com and click the Reset Your Password link. Next, enter your user name and email address, then click the Reset Password button.

**Question:** Why do I have multiple PearsonAccess user accounts?
**Answer:** You have been sent a user account for the PARCC Production site and the PARCC Training site for PearsonAccess. Below is a quick reference guide to indicate when you would use the live Production site versus the Training site.

<table>
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<tr>
<th>PearsonAccess Live Production Site</th>
<th>PearsonAccess Training Center</th>
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<td><strong>Location</strong></td>
<td><strong>Location</strong></td>
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**Uses**

| ✓ Load Student Data for students participating the Spring 2014 PARCC Field Test (also can be done through SIS) |
| ✓ Set up and manage test sessions for live, online testing |
| ✓ Order additional paper test materials once initial shipments are received |

| ✓ Run infrastructure trial |
| ✓ Practice setting up and managing test sessions for online testing |

NOTE: Accommodations are not available in Training Center during the Infrastructure Trial.

NOTE: A great resource on how to use PearsonAccess is the PearsonAccess User Guide found under the Support tab in PearsonAccess.

**Question:** How do I add accommodations to students' files?

**Answer:** There are three ways to do this:

1. Enter the accommodations in a batched file using the Pre-ID file generated through SIS. Templates for the PARCC Pre-ID batch file can be found at [www.isbe.net/sis](http://www.isbe.net/sis). For help with this, call the SIS Help Desk at 217-558-3600.
2. Enter the accommodations in a batched file on PearsonAccess. For help with this, call the PARCC Support Center at 1-888-493-9888.
3. Enter the accommodations one student at a time on PearsonAccess. Directions are part of a training module “Accessibility Features and Accommodations...” at [https://parcc.pearson.com/tms](https://parcc.pearson.com/tms). For help with this, call the PARCC Support Center at 1-888-493-9888.

**PARCC Support**

For more information regarding PARCC and the 2014 Field Test, please visit the PARCC website at [http://www.parcconline.org/field-test](http://www.parcconline.org/field-test). If you have questions regarding the administration of the PARCC Field Test, please contact Pearson’s PARCC Support Center: 1-888-493-9888 (open Monday through Friday, 6:00am to 8:00pm CST) or PARCC@support.pearson.com. For state policy questions or if you believe you have received this letter in error, please contact your state field test contact, Dan Frederking, at dfrederk@isbe.net.

We appreciate your participation in this exciting opportunity!