January 14, 2014

Dear Spring 2014 PARCC Field Test Participant,

Thank you for your participation in the Spring 2014 PARCC Field Test! This is the first in a series of bi-weekly communications you will receive from now until the end of the PARCC Field Test. This communication contains important information about the following topics:

- PearsonAccess Logins
- Student File Submission and SIS
- Available Training Modules
- Communicating to your Participating Schools

**PearsonAccess Logins**

By now you should have received your login information for two PearsonAccess sites. Login information was sent in two different emails: one email for the PearsonAccess Training Center and one email for the PearsonAccess live production site.

The PearsonAccess Training Center is nearly identical to the live production site, and it will allow you to practice working with student data in the system without any fear of triggering something in the live system. This dual system platform is designed to help provide you with the opportunity to interact with the system and run scheduling simulations in a realistic environment.

The PearsonAccess user ID will be your email address (case-sensitive) and the link in the emails asks you to set your password. If you have not received your login, please first check your spam folders. Pearson also allows a quick and easy method to look up your PearsonAccess ID or reset your password explained below.

To log into the live production site, go to parcc.pearson.com and click on the green “SIGN IN” button.
To log into the training site, go to parcc.pearson.com and click on “Training Center.” Then click on the brown “SIGN IN” button.

**To look up your User ID**, go to the login page and click on the **Forgot Your User ID** link. Next enter your email address, and then click on the **E-mail User ID** button. If you receive a message that your email address is not found or not valid, please contact your state PARCC Field Test Contact.

**For a password reset**, go to the login page and click the **Reset Your Password** link. Next, enter your user name and email address, then click **Reset Password** button.
**Student File Submission**

The initial Pearson field test communication to districts in late December described the specific process required of districts and schools to make the random selection of classrooms/sections for the PARCC field test. In addition to the random selection of classrooms, the original plan also required districts or schools to upload the needed student information to Pearson. We have worked with directly with SIS on these procedures, and on January 8, 2014 it was announced that SIS has developed a mechanism to perform these tasks for you. As described in the January 8th and 9th webinars (accessible at [http://www.isbe.net/assessment/parcc-field-test.htm](http://www.isbe.net/assessment/parcc-field-test.htm)), if you can submit course assignments, SIS will do both the random selection of classrooms/sections and upload the required student information to Pearson for you.

If you have already done the random selection and identified the classrooms/sections that will be participating in the field test, you will submit to SIS only the course assignments for the selected grades and classrooms. They will still be able to submit the student files for you.

Several districts who have already submitted course assignments have contacted us asking if they need to take any further action. If you are satisfied with the accuracy of your current data (it is “up to date”) and you want SIS to do the random assignment and submit your student files, you do not need to do anything else. If you have submitted the course assignment data AND you have already done the random selection of classes, please contact the SIS help desk at (217) 558-3600.

We know that the recent announcement of this new service from SIS has caused some confusion and we apologize, but we are delighted that we will be able to relieve schools and districts of some of the work required for the field test. For detailed information about the SIS procedure, you can access additional information under the webinar and presentations link on the following webpage: [http://www.isbe.net/assessment/parcc-field-test.htm](http://www.isbe.net/assessment/parcc-field-test.htm) or by calling the SIS Help Desk directly at (217) 558-3600.

The deadline for this submission is 4:00 pm January 21, 2014. If this date is problematic please contact the SIS team, and they would be happy to work with you.

**Available Training Modules**

A number of Training Modules are now available. Additional training modules will be posted as they are ready. The training modules are key training opportunities to ready your site for the field test.

**Communicating to your Participating Schools**

Please feel welcome to forward this communication to other field test contacts in your district.

To add/join list members send email to this address PARCCFT-join@list.isbe.net. Subject line must be blank. Please enter only one email address per line.
To remove/leave list members send email to parcft-leave@list.isbe.net. Subject line must be blank. Please enter only one email address per line.

For more information regarding PARCC and the 2014 Field Test, please visit the PARCC website at http://www.parcconline.org/field-test. You can also find information at http://www.isbe.net/assessment/parcc-field-test.htm. If you have questions regarding the administration of the PARCC Field Test, please contact Pearson’s PARCC Help 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.

We appreciate your participation in this exciting opportunity!

Sincerely,

Pearson PARCC Program Team