March 26, 2014

Dear Spring 2014 PARCC Field Test Participants

The purpose of this communication is to review steps following the administration of the PBA and the process for returning test materials.

- Next Steps
- Student ID Labels
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Next Steps

- Submit Additional Orders for PBA, if needed — **3/19/2014–4/30/14**
- Create PBA Test Session (if not already completed) – **recommended deadline 3/28/2014**
  - NOTE: The prescribed testing dates for your state may slightly differ from these dates.
- Return Secure Test Materials for PBA
- EOY test session setup window opens — **4/7/2014**
- EOY paper test materials due in schools — **Week of 4/21/2014**
  - NOTE: If testing in both PBA and EOY, new manuals will not be sent for EOY. If this affects you or your schools, please keep your manuals from the PBA component.

Student ID Labels

For schools testing both PBA and EOY, student ID labels are test administration specific and cannot be used for testing in different test administrations. If students testing during EOY assessments were incorrectly uploaded to the PBA test window, and student ID labels were received in the test coordinator kit, the labels need to be securely shredded. Answer documents will need to be hand-gridded with the student demographic information. Students registered by the cutoff date for paper-based testing for the EOY test administration will be sent student ID labels with the paper-based test materials delivered the week of April, 21, 2014.

Returning Materials

Once test administration has been completed, Test Coordinators should review **Section 4.2** of the *Test Coordinator Manual for Paper-Based Testing* and follow the instructions on collecting and returning test materials. The following secure materials must be returned to Pearson as soon as testing is complete but **no later than one week after the PBA or EOY testing window closes**.

- Scorable Materials
- Used grade 3 Test Booklets
- Used Answer Documents (grades 4–high school)
- Transcribed grade 3 Test Booklets
- Transcribed Answer Documents (grades 4–high school)

**Nonscorable Materials**
- Unused grade 3 Test Booklets
- Used and unused Test Booklets (grades 4–high school)
- Large Print Test Booklets
- Unused Answer Documents (grades 4–high school)

**Note:** Schools that participated in computer-based testing do not need to return any material other than paper-based test accommodations (if applicable).

Refer to the **Pearson Return Instructions Sheet** included in the Test Coordinator Kit for returning boxed materials to Pearson. This includes a diagram of how to tape boxes for returning materials and how to apply return labels. **Test Coordinators should save and reuse the boxes in which the test materials were delivered for return shipping.** If these boxes are damaged in the original shipment, use sturdy boxes or place an additional order on PARCC’s PearsonAccess website at [http://parcc.pearson.com](http://parcc.pearson.com).

**Practice Test Now Available**

The Practice Test was developed so that all students – not just those involved in the field testing – can experience PARCC test items the way they will appear on the tests starting in spring 2014. The spring 2014 release consists of Performance Based Assessment tests in English Language Arts/Literacy and End of Year tests in mathematics.

What’s available:

- Grades 3-11 Performance Based Assessment tests for English Language Arts/Literacy will be available beginning March 24
- Grades 3-8 End of Year tests for mathematics and Algebra 1, Algebra 2, and Geometry End of Year tests for mathematics will be available approximately April 7.

Check out the **PARCC Practice Tests**

**Technology Reminders**

Below are a few reminders and resources to help technology coordinators administer the Field Test.

- Review the **Full Technology Specifications for 2014 PARCC Field Test** at [http://www.parcconline.org/field-test-technology](http://www.parcconline.org/field-test-technology), to ensure all student test taking devices meet the PARCC Technology Specifications.
- Review the **TestNav Expected Behaviors List** for each operating system that students will be testing on. These TestNav Expected Behaviors Lists can be found on the secure PearsonAccess Support page [http://parcc.pearson.com/support](http://parcc.pearson.com/support) under **Technology Information** or at PearsonAccess.com > Support > Technology Information.
- Check every device, to ensure that all software applications, including Internet browsers, cameras (still and video), screen capture programs (live and recorded such as skype), email, instant messaging, application switching, media players (such as iTunes) and printing are closed on all student testing devices before the test begins.
Configure the common applications listed below to NOT launch on any student test taking devices during testing sessions:
  o Anti-virus software performing automatic updates
  o Power management software on laptops warning of low battery levels
  o Screen savers and sleep mode
  o E-mail with auto message notification
  o Calendar applications with notifications, such as Google Calendar
  o Pop-up blockers
  o Be sure that Internet Explorer Accelerator is disabled, as described in this memo.

Review the PARCC Weekly Technology Updates that provides important technology information, implementation resources, hot topics, and troubleshooting guidance. The PARCC Weekly Technology Updates can be found on the secure PearsonAccess Support page http://parcc.pearson.com/support under Communications or at PearsonAccess.com > Support > Communications.

Test Administrators are reminded that settings for sound and brightness levels should be adjusted PRIOR to starting TestNav. Once testing has begun you will not be able to adjust these settings. If you have questions on how to adjust the settings, please contact your district/school technology coordinator.

Once you have completed a test session, please be sure to manually shut down all student test taking devices or use the process provided by your technology staff to ensure all students have exited the testing environment.

After ALL PARCC field testing is complete, purge cached test content.

End of Year (EOY) Preparations

The window for the EOY administration is from May 5–June 6, 2014. Below are some reminders to assist in preparations for the Spring 2014 PARCC Field Test End-of-Year Assessment.

Load SDU for Computer-Based Testing – 3/20/2014
The deadline for loading students into PearsonAccess has passed. If you missed the deadline and still have students that have not been uploaded, please call ISBE at 866-317-6034 for assistance. Please note the following important reminders about adding students directly to PearsonAccess for the Spring 2014 PARCC Field Test:
  o Only add students participating in the Spring 2014 PARCC Field Test.
  o Make sure the SDU contains the correct Test Codes.

EOY Test Session Setup – opens 4/7/2014
The ability to setup test sessions will be available on the PearsonAccess live site for EOY on April 7, 2014—schools will be able to create sessions, add students, remove students or move students to other sessions. Most activities associated with computer-based (online) test sessions will be performed on the Manage Test Sessions screen. This is where PearsonAccess will be used by School Test Coordinators or Test Administrators who oversee online testing. The ability to start a session will not be available until the first day of testing.
For more information about test sessions, including step-by-step instructions for creating test sessions, please refer to the PearsonAccess User Guide starting on page 44 found under Manuals and Documents at http://parcc.pearson.com/support.

Watch Training Modules
Training modules are extremely helpful videos that cover every aspect of the Spring 2014 PARCC Field Test. These can be watched or downloaded at http://parcc.pearson.com/tms.
**Displaying Seal Codes**

Test Administrators should only write the seal code for the specific test session on the board. Do not write all of the seal codes for the entire PBA on the board. Please find an example of a seal code printout with notations on the seal codes for each session below.

**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 CT) 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