April 8, 2014

Dear Spring 2014 PARCC Field Test Participants

The purpose of this communication is to share information about preparation for the End-of-Year Assessments and the resources available for field test participants including practice tests, Equation Editor Quick Reference Guides, and frequently asked questions.

- **Next Steps**
- **EOY Preparations**
  - Test Session Setup (CBT)
  - Proctor Caching (CBT)
  - Receive Paper Test Materials (PBT)
  - Watch Training Modules
  - Note about EOY Test Sessions
- **Practice Tests**
- **Text-to-Speech Practice Sessions**
- **Equation Editor**
- **Headphones**
- **Frequently Asked Questions**

**Next Steps**

**Complete Performance-Based Assessment (PBA) Administration:**

- Submit additional orders for PBA, if needed — 3/19/2014–5/9/2014*
  
  *NOTE: Schools/districts will not be able to order additional test materials after administration is complete — only return materials can be ordered until May 8.
- Return test materials for PBA within one week of completion

**Prepare for End-of-Year (EOY) Administration:**

- Review Test Coordinator and Administrator Manuals
- Perform Infrastructure Trial and use the SystemCheck Tool in the PearsonAccess Training Center, if not already done for EOY
- EOY test session setup window opens — Now Open
- Receive EOY paper test materials — 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.
- Additional orders window for EOY opens 4/21/2014
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.

EOY Test Session Setup for Computer-based Testing — Now Open

For students testing both PBA and EOY assessments, district/schools should NOT assign sessions, Pearson will automatically load these students into sessions for the EOY assessments the last week of April. **No action** is required by schools/districts on behalf of students testing PBA and EOY.

For students testing **only EOY**, Test Session setup is now available in PearsonAccess, districts/schools can set up sessions and register students for the EOY assessments.

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](http://parcc.pearson.com/support).

Receive paper test materials — week of 4/21/2014

Schools should watch for shipments of EOY test materials arriving the week of April 21, 2014. The materials that will be sent include:

- Paper copies of Test Coordinator Manual (one per school) – if testing EOY only
- Paper copies of Test Administrator Manual (1 per 20 students for paper-based; 1 per classroom for computer-based) – if testing EOY only
- Test Coordinator Kit (which includes instructions, pre-printed student ID labels, and return materials)
- Rulers, protractors, and reference sheets for mathematics sessions
- Test Booklets/Answer Documents
- Large Print Kits
- Read-aloud Kits

For more information on receiving materials, please reference the Paper-Based Testing Test Administration training module posted at [http://parcc.pearson.com/tms](http://parcc.pearson.com/tms) and the Test Coordinator Manual for Paper Based Testing found at [http://parcc.pearson.com/support](http://parcc.pearson.com/support) and then clicking on Manuals and Documents.

Additional Orders for EOY – OPENS 4/21/2014


Within this window, additional test books, answer documents, Large Print kits, Read-aloud kits, manuals, and more can be ordered. The Additional Order window is also used if students taking the EOY were added to PearsonAccess after March 11, 2014. After placing an Additional Order, it can take 48-72 hours to receive the shipment after it’s approved.
Schools who manually updated accommodations data within PearsonAccess after March 11, 2014 for Large Print (paper-based tests), Read-Aloud (paper-based tests only), or Paper-Based Accommodation for a Computer-Based tester will need to submit an additional order to receive the accommodated materials required for testing. They will not be included as part of your initial shipment.

**Watch Training Modules**
Training modules are extremely helpful videos that cover every aspect of the Spring 2014 PARCC Field Test and include important information about test administration, accessibility features and accommodations, and technical set-up. These can be watched or downloaded at [http://parcc.pearson.com/tms](http://parcc.pearson.com/tms).

**Note about EOY Test Sessions:**
The following information should be used to ensure seal codes are entered at the correct times and tests are submitted properly during the administration of EOY test sessions.

- As a reminder, the ELA EOY and Math EOY are comprised of a total of 2 test sessions.
- At the end of the first test session, students should select the “Save and Return Later” button.
- A student should only click the green “Submit Final Answers” button at the end of the final test session of the EOY (after the student survey).
- The chart below shows when students should select the “Save and Return Later” button and when they should select the “Submit Final Answers” button.

<table>
<thead>
<tr>
<th>ELA/L EOY</th>
<th>Math EOY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter 1\textsuperscript{st} Seal Code</td>
<td>Enter 1\textsuperscript{st} Seal Code</td>
</tr>
<tr>
<td>Session 1</td>
<td>Session 1 (Part 1)</td>
</tr>
<tr>
<td>Save and Return Later</td>
<td>Session 1 (Part 2)*†</td>
</tr>
<tr>
<td>Enter 2\textsuperscript{nd} Seal Code</td>
<td>Enter 2\textsuperscript{nd} Seal Code</td>
</tr>
<tr>
<td>Session 2</td>
<td>Session 2 (Part 1)</td>
</tr>
<tr>
<td>Student Survey</td>
<td>Session 2 (Part 2)**†</td>
</tr>
<tr>
<td><strong>Submit Final Answers</strong></td>
<td>Student Survey</td>
</tr>
</tbody>
</table>

* For grades 6, 7, and high school, a seal code will be required for Session 1 prior to Part 1 and not Part 2. Session 1 for grades 3-5 and 8 contains one part and the seal code will appear at the beginning of the session.

** For grades 6, a seal code will be required for Session 2 prior to Part 1 and not Part 2. Session 2 for grades 3-5 and 7-high school contains one part and the seal code will appear at the beginning of the session.

†Please note that for research purposes, there is a very small number of forms in Grade 6 in which the students will only have one part. These differences are intentional and should not be reported as discrepancies between forms.
**Practice Tests**

Practice Tests for the PARCC Field Test are an important resource for Test Administrators and students to become familiar with the tools, item types and TestNav 8 platform. It is highly recommended that participants review these prior to administration (note that administering the PARCC tutorial is required for schools participating in the computer-based administration). Visit [http://practice.parcc.testnav.com](http://practice.parcc.testnav.com) to see PARCC items in action.

What’s available:

- Grades 3–11 Performance-Based Assessment tests for ELA
- Grades 3–8 End-of-Year tests for mathematics
- Algebra I, Geometry, and Algebra II End-of-Year tests for mathematics

**Text-to-Speech Practice Sessions**

Text-to-speech practice sessions are now available at [http://practice.parcc.testnav.com](http://practice.parcc.testnav.com) under the Tutorial tab. These tutorials help familiarize students and Test Administrators with the TestNav 8 computer-based Text-to-Speech accommodation. Practice sessions are available for English Language Arts/Literacy and Mathematics.

**Equation Editor**

During administration of computer-based math assessments, students will be asked to use the Equation Editor tool to complete certain test items. Quick reference guides for the Equation Editor tool are available at [http://practice.parcc.testnav.com](http://practice.parcc.testnav.com) under the Tutorial tab. These quick reference guides will help familiarize students with how to use the Equation Editor.

PARCC strongly encourages Test Administrators to give students a practice session to work with the equation editor. The practice tests for mathematics have now been posted and are available at [http://practice.parcc.testnav.com](http://practice.parcc.testnav.com) under the Practice Tests tab.

**Please note:** some math questions will ask students to show their work when other questions will ask for an explanation or justification for their work. The Equation Editor will only allow students to enter an answer in the format the question requires. If the words run together and are italicized the student may only type math. If hitting the space bar allows spaces, students can enter text, math symbols and expressions together to explain answers and show work.

**Headphones**

Prior to beginning each test session, headphones (which are needed for ELA PBA test sessions and for accessibility or accommodations purposes) should be plugged in and the volume adjusted. Students should test the audio on the login screen as seen below. During testing the volume cannot be adjusted. Plugging headphones in during testing may cause an error in TestNav.
Frequently Asked Questions

Many important questions have been raised during the PARCC Field Test. To find answers, visit www.parcc.pearson.com and click the “Search PARCC Field Test FAQs” link in the right side panel under Related Links.

There are also many FAQs on the PARCC website at http://www.parcconline.org/field-test-faqs.

PARCC Support

For more information regarding PARCC and the 2014 Field Test, please visit the PARCC website at 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