May 12, 2014

Dear Spring 2014 PARCC Field Test Participants,

The purpose of this communication is to address a couple of End-of-Year Administration updates which include the number of parts within each session of the End-of-Year Mathematics Assessments, headphone usage, changing EOY session dates, and a small change in the Test Administrator Manual for Paper-Based Testing. Also included is an important note about returning test materials.

**Number of Parts within Computer-Based EOY Math Sessions**

For research purposes, the mathematics End-of-Year Assessment (grades 3-6) may appear different among students within a classroom session. In Session 2 of the test, students may have a different number of parts, or sections, and instructions embedded within their test form. These differences are intentional and should not be reported as discrepancies between forms. The number and type of items will be the same. This is noted in the *Test Administrator Manual for Computer-Based Testing* on page 28 below Table 4.0.

If a student doesn’t know whether to stop or go on to the next section, advise them to continue testing until they reach the Session 2 review screen preceding the student survey. Refer to the administration script on page 113 of the *Test Administrator Manual for Computer-Based Testing* for further clarification on how to direct students.

**Reminder about the Test Administrator Manual for Paper-Based Testing**

Please remember to inform your test administrators that the following sentence in the *Test Administrator Manual for Paper-Based Testing* on page 128 (near the middle of the page) needs to be replaced.

<table>
<thead>
<tr>
<th>Original Sentence</th>
<th>Find the page after the first STOP sign Test Booklet and follow along while I read the directions for Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Sentence</td>
<td>Turn to the first page of the Test Booklet and follow along while I read the directions.</td>
</tr>
</tbody>
</table>

**Return Materials for Paper-Based Testing**

All PBA test materials, both scorable and nonscorable, must be returned to Pearson. The deadline has passed for all schools. If your school has yet to return materials (used or unused), this must be completed by the School Test Coordinator in a timely manner.

All EOY test materials, both scorable and nonscorable, must be returned within one week of completing test administration.

Refer to section 4.2 of the *Test Coordinator Manual for Paper-Based Testing* and the *Pearson Return Instruction Sheet* included in the Test Coordinator Kit for instructions on how to properly return materials.
No Headphones Needed for End-of-Year (EOY)

Headphones are not needed for EOY, except for students who require a text-to-speech accommodation. There are no videos in the English/Language Arts tests. There may be videos in the Math tests, but they do not have sound.

Update Test Session Dates

Schools should update their EOY session dates in PearsonAccess to the date they plan to test. Go to http://parcc.pearson.com > Test Management > Manage Test Sessions. Then click on the session you wish to change the Scheduled Start Date. Once in the session, click Edit on the right-hand side of the screen to change the Scheduled Start Date. Starting a session before or after the planned date will not negatively impact testing. Recording more accurate start dates will allow for PARCC and Pearson to properly plan for testing volumes.

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.

Sincerely,

Pearson PARCC Program Team