Regional Workshop for PARCC Field Test
Spring 2014
Agenda

8:00 AM – 8:30 AM  **Introduction**

8:30 AM – 10:15 AM  **Part I: Technology Set Up**
  - Introduction to computer-based testing
  - Preparing your environment for computer-based testing

10:15 AM – 10:30 AM  **Break**

10:30 AM – 11:30 AM  **Part I: Technology Set Up (continued)**
  - Preparing your environment for computer-based testing
  - Providing technology support during testing
  - Conducting an Infrastructure Trial
  - New technologies – Virtualization, tablets

11:30 AM – 12:30 PM  **Lunch on your own** (no lunch provided)

12:30 PM – 2:15 PM  **Part II: Administrator Training**
  - Overview of PearsonAccess
  - User access and user roles
  - Computer-based assessment
  - Paper-based assessment

2:15 PM – 2:30 PM  **Break**

2:30 PM – 3:30 PM  **Part III: Accessibility Features & Accommodations with Computer-Based Testing**
  - Types of accessibility features and accommodations
  - Assigning accommodated test forms
Part I: Technology Set Up
Agenda

- Technology Setup Introduction
  - Computer-Based Testing Components
- Preparing for Testing
  - TestNav 8
  - Proctor Caching
  - SystemCheck for TestNav
  - Create a TestNav Configuration
- Providing Support During Testing
  - Early Warning System
- Conducting an Infrastructure Trial
- Emerging Technologies – virtualization, tablets
Computer-Based Testing Components

**District Network**

- **PearsonAccess**
  - Student Data Records
  - Student Responses
  - Download Proctor Caching
  - Enter TestNav Configuration(s)
  - Pre-cache test content

- **Proctor Caching Machine**
  - Stores a local cached copy of the test content to be delivered to students
  - Saves district/school bandwidth usage and quickly loads tests.

- **TestNav**
  - Secure, browser-based application used by students for online testing
  - Uploads responses to PearsonAccess and saves to encrypted backup file as the student moves through the test

- **System Check**
  - Browser-based
  - Run from testing workstations
  - Evaluates bandwidth from Pearson and Proctor Caching
  - Evaluates testing workstation readiness

- **Network File Share**
  - TestNav Early Warning System saves an encrypted backup file of the student's responses as they test
  - Backup file locations are configurable

Test Content downloaded from Proctor Caching machine to student machines

Student responses uploaded to PearsonAccess
Technology Activities: Preparing your Environment

Phase 1: Bandwidth & Hardware Verification

Phase 2: Assessment Environment Configuration

Phase 3: TestNav Configuration in PearsonAccess

Phase 4: Infrastructure Trial

Phase 5: Pre-administration Checklist
1. Identify technology coordinators
2. Configure firewall, content filter, proxy server and spam filter
3. Identify the testing rooms and the number of workstations to be used for testing
4. Identify the Proctor Caching machine(s) and install Proctor Caching
5. Complete the SystemCheck tests to verify testing workstation readiness and the number of concurrent testers supported using Proctor Caching
6. Update testing workstations to comply with TestNav hardware/software requirements
7. Enter TestNav configuration(s) in PearsonAccess
8. Pre-cache test content from PearsonAccess site
9. Conduct an Infrastructure Trial
10. Support testing during the computer-based administration
TestNav 8
Browser-Based Student Testing Platform
TestNav 8 Student Interface

Sign In
Please sign in:

- Username
- Password

Sign In

Which person listed below served the longest period of time as president of the United States?

1. George Washington
2. Grover Cleveland
3. Franklin D. Roosevelt
4. George Bush
TestNav Technology Requirements

- Firewalls, content, and spam filters must be set to allow access to Pearson domains
- Minimum screen resolution of 1024 x 768 is recommended
- Browser Requirements:
  - Java runtime plugin version 1.5 or higher
  - Windows firewall configured to allow javaw.exe to communicate
  - Accept Java applet
  - Allow pop-ups for Pearson sites
  - Allow local file access to home directory
- Complete requirements for TestNav 8 can be found at: http://PARCC.Pearson.com/TN8Requirements
The following domains and ports must be allowed to pass through your Internet firewalls, content filters, or spam filters.

*testnav.com     80, 443
*pearsonaccess.com    80, 443
*amazonaws.com    80, 443

**Note:** Districts using IP-based content filters must contact Pearson Technical Support to receive the allowed IP addresses and Pearson support agents will change a setting in PearsonAccess so that the correct URL prints on the Student Authorization Tickets.

PARCC Call Center phone number: **1-888-493-9888**
PARCC Customer Support E-mail: **PARCC@support.pearson.com**
PARCC Customer Support Hours: **6:00 AM 8:00 PM CST, Monday–Friday**
TestNav will save student responses to an encrypted backup file during testing and when the student exits the system to avoid losing response data.

- TestNav requires at least one working save location.
- TestNav, by default, saves student response data to: <home dir>/Pearson/<student>/SRF

Pearson recommends designating two Response File Save locations. Create a TestNav configuration to specify custom Primary and Secondary file locations.

- Primary Response File location should be on student computers.
- Secondary Response File location should be a shared network location.
- Students must have full read/write access to designated Response File locations.
After verifying network and testing workstation readiness, freeze your environment and do not accept updates until after the test window if possible.

Any applications or update processes that may launch automatically on testing workstations may interrupt testing. These programs should be configured to not launch automatically.

Common applications that may launch automatically include:

- Anti-virus software, browsers or operating systems performing automatic updates
- Power management software on laptops warning of low batteries
- Screen savers
- Email with automatic message notification
- Energy saving features
Wireless networks are acceptable for computer-based testing.
Proctor Caching
How Proctor Caching Works
Proctor Caching Requirements

- Runs on Windows and Mac OS X
- Does not require an underlying server-based operating system
- Proctor caching hardware requirements can be found at http://PARCC.Pearson.com/TN8Requirements
- TCP Ports: 80 (Internet), 4480, and 4481 (Local Network)
- Proctor caching requires a fixed internal IP address
- For setting up an upstream proxy refer to the Windows or Mac “Tips on Proctor Caching” section in the TestNav 8 Proctor Caching User Guide available December 2013.
- Use the SystemCheck Testing Capacity tab for determining your network capacity during computer-based testing
Proctor Caching Setup

- Download proctor caching installer from PearsonAccess.
- Run the installer and Start Proctor Caching if it is not already started by the installer.
- Use SystemCheck from client computer to verify that Proctor Caching is functional.
- Create a proctor caching setup or add a proctor caching computer within PearsonAccess at the district or school level.
• Select the **Contents** tab for information about test content and caching status
• Select the **Client List** tab to monitor client connectivity
• Content is displayed at the Test and Form level.
• Functionality is available to Refresh, Reload, or Purge selected test content.
• Clicking on a test name will display the Content Details screen which displays individual items in a test.
• Clients that have connected to TestNav are listed by IP address.
• Clicking on a computer will display the Client Details screen which displays information regarding a particular computer connecting to proctor caching.
SystemCheck for TestNav
SystemCheck validates testing workstations meet the minimum requirements needed to run TestNav 8.

SystemCheck also provides the ability to run bandwidth speed checks to help plan for online testing capacity.

Learn more about using SystemCheck by visiting http://PARCC.Pearson.com/Support and selecting the SystemCheck training module.

• SystemCheck will not run on iPads or Chromebooks
• App coming to launch TestNav on these devices
SystemCheck Functionality

Check Your System:
• Validates system requirements are met on testing workstations
• Provides steps to verify whether TestNav can run on the workstation

Testing Capacity:
• Bandwidth testing for internet and proctor caching connections
• Volume estimates for capacity planning
Check Your System: System Requirements

- Validates computer workstation to ensure that minimum requirements are met
To verify that you can run TestNav, complete the following steps:

1. Start a Browser.
2. Go to this address: http://parcc.testnav.com
3. Enter the following credentials in the login screen:
   - Username: username
   - Password: password
4. Choose "Sign In".
5. Click the "Start Test Now" button.
6. If you see the "Congratulations" screen then your computer is correctly configured to run TestNav.

NOTE: System Check will not run on iPads and Chromebooks. Minimum requirements for these devices will be available in January 2014.

- Verifies that workstation can run TestNav
• Internet bandwidth testing between the workstation and Pearson’s servers
• Click **Add Caching Computer** to add your potential proctor caching machine for a local network bandwidth test
• Add a name for the caching computer, the IP address, and port (4480)
Testing Capacity: Edit Caching Computer

- Edit the IP address and/or port
• Click on **Start** to begin the test
• Onscreen information helps determine whether the connection was successful or not
Based on the bandwidth test, SystemCheck can provide an estimated number of students that can test concurrently.
Create a TestNav Configuration
Creating a TestNav Configuration

<table>
<thead>
<tr>
<th>Organizations</th>
<th>Student Data</th>
<th>Test Setup</th>
<th>Test Management</th>
<th>Test Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Organizations</td>
<td>Send Student Data</td>
<td>Enter Administration Details</td>
<td>Register Students</td>
<td>View Published Reports</td>
</tr>
<tr>
<td>Send Organization File</td>
<td>Send student files</td>
<td>Submit supplemental test administration information</td>
<td>Assign students to paper &amp; online tests</td>
<td>View download and print access to daily published reports and extracts by organization</td>
</tr>
<tr>
<td>Send Organization File</td>
<td>Check for problems with sent files</td>
<td>Manage Participation Counts</td>
<td>Update student demographic data before testing</td>
<td></td>
</tr>
<tr>
<td>View total student counts</td>
<td>Change student data</td>
<td>Order Additional Materials</td>
<td>View student counts by administration</td>
<td></td>
</tr>
<tr>
<td>Create rostered classes</td>
<td></td>
<td>Manage Test Sessions</td>
<td></td>
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</tr>
</tbody>
</table>

**Configure TestNav**
- Manage proctor caching settings
- Manage TestNav client settings

*PearsonAccess*
Welcome to the state’s gateway to services designed to help you register students for testing, order testing materials, and analyze test results.
PearsonAccess Test Setup: Configure TestNav

Step 1: Select “New Configuration”

Step 2: Provide a configuration name
PearsonAccess Test Setup:
Configure TestNav

Configuration Details
Step 2: Select Organizations

No records were found

Select Organization(s)
Results: 1 to 1 of 1

Configuration Details
Step 2: Select Organizations

Continue  Cancel
PearsonAccess Test Setup: Configure TestNav
## PearsonAccess Test Setup: Configure TestNav

### Configuration Details

**Configuration**
- **Configuration Name:** District Config 1

**Select Organizations**
- **Organization Name:**
  - Test School | ID: 0000003

**TestNav Settings**

### Proctor Caching Computer

<table>
<thead>
<tr>
<th>High School Caching</th>
<th>Response File Backup Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit TestNav Settings</td>
<td>Windows Primary: Default (user's home directory)</td>
</tr>
<tr>
<td>Default TestNav Settings</td>
<td>Windows Secondary:</td>
</tr>
<tr>
<td>IP Address: 10.15.22.123</td>
<td>Mac Primary: Default (user's home directory)</td>
</tr>
<tr>
<td>Port: 4480</td>
<td>Mac Secondary:</td>
</tr>
<tr>
<td>This computer uses Pearson-supplied proctor caching software.</td>
<td>Windows Primary: S:\SaveLocation1</td>
</tr>
<tr>
<td>Visit Server</td>
<td>Windows Secondary: C:\SaveLocation2</td>
</tr>
</tbody>
</table>

**Library**

<table>
<thead>
<tr>
<th>Library</th>
<th>Windows Primary: Default (user's home directory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit TestNav Settings - Make Default - Delete</td>
<td>Windows Secondary:</td>
</tr>
<tr>
<td>IP Address: 10.25.96.234</td>
<td>Mac Primary:</td>
</tr>
<tr>
<td>Port: 4480</td>
<td>Mac Secondary:</td>
</tr>
<tr>
<td>This computer uses Pearson-supplied proctor caching software.</td>
<td>Visit Server</td>
</tr>
</tbody>
</table>
PearsonAccess Test Setup: Configure TestNav

![Configure TestNav](image)

**Library**
- **Edit TestNav Settings** - **Make Default** - **Delete**

- **IP Address:** 10.25.98.234
- **Port:** 4480
- **This computer uses Pearson-supplied proctor caching software.**

**Configure TestNav**

**Changing Default TestNav Settings - Options**

You are changing the default TestNav Settings for this configuration.

Would you like to:

- Redirect sessions that are set to High School Caching to use Library instead.
- Leave the TestNav Settings selection unchanged for these sessions.

![Options](image)

[Continue][Cancel]
PearsonAccess Test Setup:
Configure TestNav

Library
- Edit TestNav Settings
- Make Default
- Delete
- IP Address: 10.25.98.234
- Port: 4480
- This computer uses Pearson-supplied proctor caching software.
  Visit Server

Configure TestNav
  Return to Test Setup

Delete TestNav Settings - Options

- One or more sessions using this configuration are set to use the TestNav Settings you are deleting.

Would you like to:
  - Let these sessions resolve to the default TestNav Settings for the configuration.
  - Reassign them to use these TestNav Settings instead:
    High School Caching

- Continue  - Cancel
Early Warning System
The Early Warning System (EWS) is integrated functionality that gives TestNav a high degree of fault tolerance and provides additional fail-safes in the event of unexpected network disruptions during computer-based testing.
• The Early Warning System writes continuously in the background to the student response files (SRF). Both the Primary and Alternate files are written to at the same time.
• The SRF file has a response data threshold that, once reached, triggers TestNav to send response data to Pearson servers.
• Uploading of response data is continuous. If an upload to the Pearson servers fails, student responses continue to be saved locally and TestNav cycles and attempts another upload.
• If the response data upload is successful, TestNav creates a new empty SRF file and begins the process again. TestNav only deletes an SRF file once it is successfully uploaded to the Pearson servers.
A combination of the test ticket ID combined with the session token is used to uniquely identify a Student Response File (SRF).

TestNav can identify the correct student response file if a test is successfully resumed.

Only the SRF from the student’s last test attempt can be used when the student resumes a test.
Scenario 1:
TestNav determines that neither Saving Response File Location is viable.
  – Results in an immediate Test Proctor Click Here notification.

Scenario 2:
TestNav is unable to download portions of the test.
  – Results in an immediate Test Proctor Click Here notification.

Scenario 3:
TestNav is unable to upload student responses to Pearson.
  – Results in a Test Proctor Click Here notification only if the student attempts to Exit or Submit the test.
One of the following screens will appear when scenarios 1, 2, or 3 occurs.

Students should be instructed to ALWAYS raise their hand when presented with either of the Test Proctor Click Here screens. They should NEVER click the Test Proctor-Click Here button.

**NOTE:** It may be necessary to contact your local Technology Coordinator to determine the appropriate course of action.
In this scenario there is an issue with both of the Response File Locations.

Either the student does not have full access to the location(s) OR the location(s) are temporarily unavailable.

Resolve this issue by entering and saving a viable Response File Location. If the issue is temporary, reselect the original location. Then, click the Save and Continue button.
In this scenario, TestNav cannot download one or more test items to the student computer.

Either the proctor caching machine is not properly functioning OR there is a loss of connectivity between the student and Pearson.

The ONLY way to resolve this situation is to click the “Close TestNav” button. The student’s testing status will remain as STARTED in PearsonAccess.

Once communication is restored, resume the student in PearsonAccess and have the student log back into TestNav.
In this scenario not all of the student responses have been received by the Pearson testing server. However, responses not received by Pearson have been saved locally to the Primary Response File Location.

You may try to resolve this scenario by clicking the Retry button until the submission of responses is successful or click on Close TestNav.
Infrastructure Trial
What is an Infrastructure Trial?

Answer:

An Infrastructure Trial is a “dress rehearsal” of a computer-based assessment. It does not use real student information.

This is low-stakes, dry run for final confirmation that:

- TestNav is configured correctly
- Devices can successfully run TestNav
- Network will bear the full load
- Participating staff know what to do for computer-based assessment
**Who** should be involved in an Infrastructure Trial?

**Answer:**

Everyone within the LEA and the school who will have a role in the computer-based PARCC assessments should be included in the Infrastructure Trial.

- ✔ Test Coordinators
- ✔ Test Administrators
- ✔ LEA technology staff
- ✔ School technology staff
Where do I access the Infrastructure Trial?

**Answer:**

The Infrastructure Trial is conducted using the PARCC Training Center. The PARCC Training Center offers the ability to create “dummy” students in bulk to reduce preparation time for the Infrastructure Trial.

- Set up login access for your staff
- Create “dummy” students in PARCC Training Center for the Infrastructure Trial and assign to test sessions
- Confirm technology setup and configuration using Infrastructure Trial test
When is the Infrastructure Trial?

Answer:

Plan to conduct an Infrastructure Trial only after you have confirmed site and staff readiness. The Infrastructure Trial window begins in January 2014 and is available through March 2014.

- Complete training activities
- Confirm network and assessment environment configuration
- Develop a communication plan
Why is an Infrastructure Trial necessary?

Answer:

Reviewing set up and communications prior to testing in an Infrastructure Trial can avoid possible problems and delays during the live assessment.

✓ Provides practice for all participating users
✓ Minimal additional activities are needed to conduct an Infrastructure Trial
✓ Students and test results are not affected
✓ Provides practice of communication plans to be sure everyone knows who to contact for help
How do I know when the Infrastructure Trial is complete?

Answer:

The Infrastructure Trial is complete when you can confirm that you are ready for the computer-based assessment. You may use the trial as needed to confirm readiness.

- Check progress with schools
- Correct configurations and environment settings
- Try again if needed
- Make changes to communication plan as needed
Communication between staff is critical

LEA Technology Staff
- LEA & School Testing Staff
- Important Notices
- LEA-specific PARCC Communications

Pearson Communication
- Special Alerts
- IT-specific and School Coordinator-specific
- New Tools
- New Processes
- White Papers
- Important Notices

School Technology Staff
- Firewalls
- Proctor Caching
- TestNav
- District IT Communications
The Infrastructure Trial is conducted in the secure PARCC Training Center.
Create “Dummy” Student Data for Practice

Create mock students using the *Create Students* option from the Student Data menu. Create as many students as needed to represent the number of students that would be tested on a typical day during the live test window.

Choose the organization, create a new group, select the grade, test name, and choose the number of students you would like to create for practice in the organization you have selected.
In the PARCC Training center, new students created using the wizard will automatically be registered for the computer-based test mode of the test selected in the create students step.
Emerging Technologies: Virtualization and Tablets
Apple iPads have some unique challenges for TestNav

- iPads can not run Java so TestNav can’t lock down the device properly like “standard” computers via the browser

Pearson has developed an iPad TestNav app which will be available from the App Store in early January 2014

- Student Response Files (SRFs) will be saved locally through the application

Districts must take steps to configure iPads to deliver tests securely

- Disable screen capture
- Disable Home button functionality
- Enable “single app” mode
There are multiple options on how to enable “single app” mode

• Manually enable Guided Access single app mode on iOS 6 or iOS 7
• Manage iPads (iOS 6 & iOS 7) via Apple Configurator and use Apple Profile Manager or 3rd party Mobile Device Manager (MDM) to push secure testing configuration
• Manage iPads (iOS 7 only) via Apple Configurator and 3rd party MDM to provide on-demand secure configuration using app-requested single-app mode
Virtualization

What is Virtualization?

• Using your monitor/keyboard/mouse to look at and run software on some other computer

• “Thin Clients” are one type of virtualization

• VDI (Virtual Desktop Infrastructure) is becoming popular as a way of turning aging computers into terminals, instead of retiring them
A Virtualized environment runs on a central server and streams the user interface to workstations.
Virtualization Security Concerns

Data stream between the Virtualization Server and workstations may not be encrypted.

Virtualization security settings not visible to TestNav

Virtualization on workstations may not allow TestNav to secure workstation
Pearson is working with individual virtualization vendors to qualify their solutions for use with TestNav

Approved virtualization solutions will be listed on: www.TestNavQualified.com

Non-approved virtualization solutions may expose secure content of computer-based tests to unauthorized individuals and is not recommended.
Additional Training Modules for Technology Setup:

SystemCheck for TestNav
- Evaluating device readiness
- Evaluating network readiness

Setting up an Infrastructure Trial (available December 2013)
- Purpose and description of Infrastructure Trial
- Infrastructure trial readiness checklist

Technical Setup (available December 2013)
- Components of computer-based testing
- Minimum requirements and technology setup tasks

Emerging Technologies and Security with Computer-Based Testing (available January 2014)
- Using thin clients and virtual desktops
- Computer-Based testing on iPads and Chromebooks
- Security and room layout considerations for computer-based testing
Part II: Test Administration Training
Agenda

• Accessing PearsonAccess
• Resources in PearsonAccess
• PearsonAccess Functionality
  – Administrative Management
  – Student Data
  – Test Setup
  – Test Management and test results
• Training Center
• Additional Resources
How Do I Access PearsonAccess?

The PARCC PearsonAccess website may be accessed at
http://PARCC.Pearson.com
PearsonAccess Home Page

**Organizations**
- View Organizations
  - View Organizations

**Student Data**
- Send Student Data
  - Send student files to the system
  - Check for problems with used files
- Student Data Information
  - Filter and sort students
  - View total student counts
  - Change student data
  - Create rostered classes

**Test Setup**
- Enter Administration Details
  - Submit supplement test administration information
- Manage Participation Counts
  - Enter student counts to order test materials
- Order Additional Materials and Tracking
  - Order additional materials
  - Track orders and

**Test Management**
- Register Students
  - Assign students to paper & online tests
- Update student demographic data before testing
- View student counts by administration
- Manage Test Sessions
  - View online test sessions
  - Add registered students to a test session
  - Proctor test sessions

**Test Results**
- View Published Reports
  - View/download and print access to daily published reports
  - Extracts by organization

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**Change Organization**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization Code</th>
<th>Parent Organization</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLT SCHOOL</td>
<td>OLT</td>
<td>PARCC SAMPLE PUBLIC DISTRICT</td>
<td>No</td>
</tr>
<tr>
<td>PARCC SAMPLE Public School</td>
<td>IA993258000001</td>
<td>PARCC SAMPLE PUBLIC DISTRICT</td>
<td>No</td>
</tr>
</tbody>
</table>
Resources
The *Training* section helps you locate tutorials, manuals, documents, etc.

![Training Resources](image_url)

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Publication Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARCC Item Tryout Site Readiness Training</td>
<td>05/31/2013</td>
</tr>
<tr>
<td>PARCC Item Tryout Test Administrator Training</td>
<td>05/31/13</td>
</tr>
<tr>
<td>Click this link to launch the module: Introduction</td>
<td>-</td>
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<tr>
<td>Click this link to launch the module: Organizations Overview</td>
<td>-</td>
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<tr>
<td>Click this link to launch the module: Student Data Management Overview</td>
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<tr>
<td>Click this link to launch the module: Setting Up Online Testing Environment (TestNav 7.x)</td>
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<tr>
<td>Click this link to launch the module: Test Setup Overview</td>
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<tr>
<td>Click this link to launch the module: Test Management Overview</td>
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</tbody>
</table>
# PearsonAccess Tabs

## Test Administration Tasks

<table>
<thead>
<tr>
<th>Task Details</th>
<th>PearsonAccess Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Manage staff user accounts</td>
<td>Administrative Management</td>
</tr>
<tr>
<td>• Review organization contacts</td>
<td>Organizations</td>
</tr>
<tr>
<td>• Send student data files</td>
<td>Student Data</td>
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<tr>
<td>• Filter and sort students</td>
<td></td>
</tr>
<tr>
<td>• Add, delete, or change student data</td>
<td></td>
</tr>
<tr>
<td>• Order additional materials and track shipments</td>
<td>Test Setup</td>
</tr>
<tr>
<td>• Configure TestNav</td>
<td></td>
</tr>
<tr>
<td>• Register students</td>
<td>Test Management</td>
</tr>
<tr>
<td>• Manage test sessions</td>
<td></td>
</tr>
<tr>
<td>• View extracted reports</td>
<td>Test Results</td>
</tr>
</tbody>
</table>
Administrative Management
User accounts must be created before personnel can login to PearsonAccess; the user’s role will determine the functionality they can access.

<table>
<thead>
<tr>
<th>Roles</th>
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</thead>
<tbody>
<tr>
<td>Check All</td>
<td></td>
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</tr>
<tr>
<td>LEA/District Test Coordinator</td>
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<tr>
<td>Technology Coordinator</td>
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<tr>
<td>School/Institution Test Coordinator</td>
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</tr>
<tr>
<td>Test Administrator</td>
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</tbody>
</table>

| Administrative Management                  |   |   |   |   |
| Send User Account File                     |   |   |   |   |
| Search/View User Account                   |   |   |   |   |

- **LEA/District Test Coordinator**
- **School/Institution Test Coordinator**
- **Test Administrator**
- **Technology Coordinator**
Authorized district and school personnel will be able to view and create staff user accounts within PearsonAccess manually or by submitting a file.
View User Accounts lets authorized personnel view and update existing accounts, as well as create new accounts manually.
A user’s role and organization will determine the functionality they can access.
User Accounts can also be created or maintained by submitting a user account file; this is especially helpful when working with accounts in bulk.
By using the **Export to Excel** button on the *View User Accounts* page, a template is created for submitting a User Account file.
The User Account File template, and some important fields.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>User Id</td>
<td>First Name</td>
<td>Middle Name</td>
<td>Last Name</td>
<td>Email</td>
<td>Authorized Organizations</td>
<td>Roles</td>
<td>Locked</td>
<td>Start Date</td>
<td>End Date</td>
<td>Deleted</td>
</tr>
</tbody>
</table>

**User Account File fields**

- **Valid values are:**
  - C (create)
  - U (update)

- **Contains the User ID. Must be unique.**
  - If the User ID entered to create a new account is already taken, an error message will be received upon upload.
  - Optional field. This of the file complete.

- **Valid values are:**
  - TRUE
  - FALSE

- **An account marked as deleted "TRUE" cannot be accessed by the user. Because the account is only marked as deleted, you can revive the account by populating the Deleted field with "FALSE" (not deleted).**

- **Colon-delimited field. Multiple roles must be delimited (i.e., separated) with a colon.**

- **For example, if a start date is March 31, 2011, at 5:00 PM (CT), it should be entered into this field as 3/31/2011 17:00.**
Submit your file for processing at Administrative Management > Send User Account File.
• PARCC Customer Support agents may:
  – Reset passwords
  – Unlock accounts for LEA/District Test Coordinator accounts
  – Update email addresses for LEA/District Test Coordinator accounts

• Agents may not:
  – Create accounts
  – Lock/unlock accounts for non-LEA/District Test Coordinator accounts
  – Update email addresses for non-LEA/District Test Coordinator accounts
  – Delete/undelete accounts
Customer Support Requests allow authorized staff to securely communicate with Pearson.
Student Data
Student Data refers to student demographic data and other testing-specific information about individual students.
Student Data Information allows you to search for students, add or delete students, update enrollment, and view reports.
After executing a search, selecting an individual student provides the *Student Details* with the student record and enrollments.
The *Enrollments* tab shows current enrollment for a student, and allows you to manually update enrollment as needed.
Adding a New Student

When adding new students, remember:

1) Students are enrolled to a school.
2) Students are registered for a test administration.
3) Students are assigned to a registration class.
4) Students are assigned to a test.
The Enrollment Changes report shows students who have changed enrollments within your organization.

<table>
<thead>
<tr>
<th>Name</th>
<th>PA Unique ID</th>
<th>Student ID</th>
<th>School</th>
<th>DOB</th>
<th>Gender</th>
<th>Enrollment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME ZZ, FIRST NAME ZZ</td>
<td>900000101</td>
<td>IA987654321</td>
<td>PARCC SAMPLE Public School</td>
<td>-</td>
<td></td>
<td>2013-08-30 10:45:21</td>
</tr>
<tr>
<td>LASTNAMESAMPLE, FIRSTNAMESAMPLE</td>
<td>000000081</td>
<td>IA224093</td>
<td>PARCC SAMPLE Public School</td>
<td>-</td>
<td></td>
<td>2013-08-19 13:39:57</td>
</tr>
</tbody>
</table>
Test Setup
Test Setup activities help you to prepare for both paper and online testing.
Order Additional Materials

Use *Order Additional Materials and Tracking* to order additional paper materials than originally provided in your initial distribution.

- Orders can be submitted by users with the following roles:
  - LEA/District Test Coordinator
  - Non-School/Institution Test Coordinator
  - School/Institution Test Coordinator.

- Ordering additional materials is a three-step process.
  - Verify the shipping information is correct. If it is not correct, contact your State Field Test Contact.
  - Enter a quantity in the *Quantity* column for each type of material that you want to order.
  - Review the order, and then click *Save* to complete the ordering process.
Order Additional Materials

Review orders carefully; quantities should take into account if materials are packaged singly or in packs of 5 or more.
Order Additional Materials and Tracking is also used to check on the status of existing orders and track order shipments.
Multiple order and shipment reports are available for review by selecting *Reports*.
Test Management
The primary test management activities are registering students and managing test sessions.

- **Register Students** allows you to manually assign students to paper & online tests, update student demographic data before testing, and view student counts by administration.
- **Managing Test Sessions** is one of the main activities for computer-based testing.
Students are typically registered via an SDU file, but can be registered manually.
After manually registering a student, a registration class and test(s) need to be added.
Register Students also allows you to run reports to help you manage student registrations.

- The report includes only schools that are participating in the selected test administration.
Resources for creating a student data upload (SDU) file can be located on the Support > Resources > Templates page.
Submitting an SDU file to mass upload students for testing is the most common way students are registered.
Once an SDU is submitted, PearsonAccess provides detailed status updates, along with applicable error information.
From the *Register Students* screen, you can also view, update, or remove registrations.
Manage Test Sessions

Most activities associated with computer-based test sessions will be performed on Manage Test Sessions.

- To view or edit an existing session, click on the session name.
- To create a new session, click **New Session**.
- To delete a session, place a check mark next to the session name and then click **Delete**.
- To view details about currently scheduled test sessions, click **Currently Scheduled Sessions**.
- To view a CSV file with students registered to test but not in a session, click **Students not assigned to session**.
- To download the session list as a CSV file, click **Session List Download**.
Create Test Sessions

Before students can take a computer-based test, test sessions must be created.

- Click the **New Session** button.
- Enter a session name and select a school.
- Enter the remaining session details. Required fields are designated with a red arrow.
- If applicable, select “No” from the Read Aloud by Test Examiner drop-down menu.
- For administrations in which there is only one form, “Main” must be selected from the Form Group Type drop-down menu.
- If applicable, a proctor caching computer should be selected from the Proctor Caching Computer drop-down menu.
- To grant school-level users the ability to assign district-level proctor caching computers to test sessions, select the “Include caching computers defined for the District” checkbox.
- You may add students now, or you can add students later.
- Click the **Save** button after completing all session details.
The Session Details screen allows you to manage the details of each test session.

- In the Session Details screen, you can:
  - start and stop a test session,
  - print Student Authorizations and/or seal codes,
  - print Proctor Authorizations (for Read Aloud administrations),
  - proctor cache test content,
  - print a session roster,
  - update TestNav configurations,
  - monitor individual student’s tests,
  - resume a student’s test,
  - mark a test complete, and
  - add/remove/move students.
**Proctor caching** refers to downloading encrypted test content from the Pearson testing server to a secure local computer prior to starting a test session.

- Proctor caching is completed at the session level, on the *Session Details* screen.
  - The **Proctor Caching** button will be disabled and you will not be able to cache the test content for the test session if you do not have access to proctor caching or if you are not within the proctor caching window.

- Proctor caching is available up to one week before an administration; districts will receive notification when it is available.
Student and Proctor authorizations are needed to perform certain functions at the session level.

- Each student must have an authorization in order to log in to a test.
- Proctor authorizations (log in for test administrator) are only for Read Aloud Administrations.
- Authorizations contain:
  - the URL to access tests through the browser-based TestNav,
  - a unique login ID, and
  - the test code needed to log in.
- Student authorizations also contain the keystrokes available for navigating through TestNav.
Seal codes are the electronic equivalents of the adhesive tabs that are used to seal sections of paper test booklets.

- There will be one set of seal codes assigned to each test session.
- Before students in a test session can go to the next sealed section of an electronic test, they must enter the appropriate four-digit seal code.
- Seal codes for a specific test session are listed on the seal codes document.
A test session must be started before students can begin testing.

- Scheduling a date and time for a new test session is intended primarily for planning purposes.
- A test session will not start until you click the **Start** button on the *Session Details* screen, regardless of the scheduled start date and time.

**NOTE:** If you do not have access to start a test session, the **Start** button will be disabled and you will not be able to start the test session. Users with Organization and Technology Coordinator Roles only do not have access to start or stop sessions.
**Monitoring Test Sessions**

The table below gives an explanation of the possible statuses for students as they test.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready</td>
<td>The student has not yet started the test.</td>
</tr>
<tr>
<td>Active</td>
<td>The student has logged in and started the test.</td>
</tr>
<tr>
<td>Exited</td>
<td>The student has exited TestNav but has not submitted test responses, e.g. took a break. (Student must be resumed by a test administrator to continue testing.)</td>
</tr>
<tr>
<td>Resumed</td>
<td>The student has been authorized by a test administrator to resume the test.</td>
</tr>
<tr>
<td>Resumed-Upload</td>
<td>The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing.</td>
</tr>
<tr>
<td>Completed</td>
<td>The test has been submitted by the student through TestNav and the data has been processed.</td>
</tr>
<tr>
<td>Marked Complete</td>
<td>The student has exited TestNav and will not resume the same test, e.g left due to illness.</td>
</tr>
</tbody>
</table>
Resuming a Student’s Test

A test administrator must resume an Exited student’s test in order for the student to complete testing.

• Select the checkbox for the student on the Session Details screen.
• Click the Resume Test button. The student’s status will change to “Resumed” (if the student was in “Exited” status) or “Resumed-Upload” (if the student was in “Active” status).
  – The student’s test will be resumed from the point at which it was exited or interrupted. Any saved test responses that the student entered will be uploaded when the connection to the Pearson testing server is reestablished.
• Have the student log in using their original student authorization.
View Test Progress

The Status column in the *Session Details* allows administrators to view test progress.

- When available, select the student’s *View Progress* link to review test progress. Users with Organization and Technology Coordinator Roles only do not have access to view progress.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visited/No Response Required</td>
<td>Student has visited the item but no response is required.</td>
</tr>
<tr>
<td>Visited/Answered</td>
<td>Student has visited the item and entered a response.</td>
</tr>
<tr>
<td>Visited/Not Answered</td>
<td>Student has visited the item but has not entered a response.</td>
</tr>
<tr>
<td>Not Visited</td>
<td>Student has not visited the item.</td>
</tr>
</tbody>
</table>
If a student has exited a test and **will not resume testing**, the test can be manually marked “complete.”

- Select the checkbox for the student on the *Session Details* screen.
- Click the **Mark Test Complete** button. You will be prompted to enter the reason for marking the test “complete.”
- Click the **Save** button.
- The student’s status will change to “Marked Complete.”
Stopping Test Sessions

You cannot stop a test session until all students in the session are in “Completed” or “Marked Complete” status.

- After all students have completed the test and submitted their responses, or been marked “complete,” you should stop the session.
- Click the **Stop** button.

- **NOTE:** A session does not stop until you click the **Stop** button. The system will NOT automatically start or stop a session. Once a session has been stopped, it can no longer be modified.
Go to Test Results > View Published Reports to see a list of available reports.

If necessary, click the Change link and select the correct administration.

From the View by options set, select the correct organization type.

Click on the organization link in the available list.

Open the desired report(s); icons designate the report’s format.
Accessibility Features and Accommodations with Computer-Based Testing
Types of Accessibility Features and Accommodations

Features for All Students

Accessibility Features*  
Identified in advance

Accommodations**
Computer-Based Accessibility Features and Embedded Accommodations

During the PARCC field test administration, some accessibility features and accommodations will not be available due to ongoing development and research that is required to ensure that all accessibility features and accommodations provide a valid reflection of what students know and can do. In addition, some specific accessibility features and accommodations may not be available on specific devices such as Chromebooks, and Android and Linux devices.

The following slides will summarize which accessibility features and computer-based accommodations by operating system that will be supported for the PARCC Field Test versus the 2014-2015 operational assessment.

More detailed information about PARCC accessibility can be found in the PARCC Accessibility Features and Accommodations Guidelines (http://www.parcconline.org/parcc-draft-accommodations-manual).
## Accessibility Features and Accommodations: Tools

For full technology specifications, please visit [this link](http://parcconline.org/field-test-technology).

### Accessibility Features and Accommodations Enabled for Computer-Based Test Administration in PARCC Field Test and Operational Administration

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Always Available</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eliminate Answer Choice</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Flag Items for Review</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Magnification/Enlargement Device</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>NotePad</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Available by Test Form Selection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculator - Scientific</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Calculator - Four function with square root</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Compass</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
</tr>
<tr>
<td>Graphic Organizer tool</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
</tr>
<tr>
<td>Pencil tool</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
</tr>
<tr>
<td>Protractor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Ruler Inches/centimeters</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Available by Item/Passage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio with Volume Control</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Highlight tool</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
<td>NA</td>
<td>TBD</td>
</tr>
<tr>
<td>Pop-up Glossary</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Spell Check</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Video Playback</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Writing Tools (Cut/Copy/Paste)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>TBD</td>
<td>Yes</td>
<td>NA</td>
<td>Yes</td>
</tr>
</tbody>
</table>
# Accessibility Features and Accommodations for PARCC Field Test

[A link to the full technology specifications document](http://parcconline.org/field-test-technology)

## Accommodations and Accessibility Features

[Can be selected by local test administrator according to a student's 504, IEP, or English Learner Plan (if applicable) for Spring 2014 Field Test. Will be turned on/off by the test platform according to students' personal needs profiles (PNP) for 2014-2015 operational assessment.]

<table>
<thead>
<tr>
<th>Windows</th>
<th>Mac</th>
<th>iOS</th>
<th>Chrome OS</th>
<th>Android</th>
<th>Linux</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer Masking</strong></td>
<td>Spring 2014</td>
<td>Fall 2014</td>
<td>Spring 2014</td>
<td>Fall 2014</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>ASL Video of Human Interpreter</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Closed Captioning</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Color Contrast Settings</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Descriptive Video</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>General Masking</strong></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Internal Assistive Technology</strong></td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Line Reader</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Refreshable Braille displays (ELA only)</strong></td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
</tr>
<tr>
<td><strong>Reverse Color Contrast</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Text-to-Speech</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Word Prediction for ELA</strong></td>
<td>No</td>
<td>TBD</td>
<td>No</td>
<td>TBD</td>
<td>No</td>
</tr>
</tbody>
</table>

*As Chrome is a relatively new OS, the range of tools/accommodations is being evaluated and will be updated no later than late October 2013.*

**External Assistive Technology does not require compatibility with the online platform. PARCC is researching software and hardware devices that will be compatible with the online platform for the first year of operational testing.**

**YES** = Development Complete

TBD = Currently in Development

NA = Not Applicable
Assigning Accommodated Test Forms
A Read Aloud administration is an accommodation for eligible students.

- A separate test session must be created for each test subject that will be Read Aloud.
- You may add multiple students to the session, as long as they are all receiving a Read Aloud administration.
- Students receiving a Read Aloud administration should be tested separately from students who are not receiving this accommodation.
- To create a Read Aloud administration testing session, select “Yes” in the Read Aloud by Test Examiner drop down on the New Test Sessions screen.

**NOTE:** If the drop down is unavailable (grayed out) then the Read Aloud accommodation is not valid for the test to be administered.
Assigning Alternate Forms Groups for Other Accommodations

- A separate test session must be created for each test subject where an accommodation applies.
- You may add multiple students to the session, as long as they are all receiving an the same accommodation.
- To assign an accommodated form, select the appropriate Form Group Type from the dropdown during the “Create New Session” activity.
Resources & Additional Support

PARCC Support Center
888-493-9888
PARCC@support.pearson.com