PARCC Field Test EOY Preparation
May 1, 2014

Illinois State Board of Education
Agenda

• Computer-Based Testing Prep
• Paper-Based Testing Prep
• On Test Day
• Q&A
COMPUTER-BASED TESTING
New Documents

• Quick Start Checklist for Computer-Based Testing
• Infrastructure Trial Guide
• Both are found at http://parcc.pearson.com/Support
Infrastructure Trials

• Very strongly recommended
  – Especially for schools who were selected for EOY only

• Provides a “dress rehearsal” for EOY

• Set up in the Training Center

• “Guide” has been updated

• \textbf{DO NOT} create students on the live side to test the system
Test Sessions

• Sessions must be created before
  – Test content can be cached or
  – Students can test
• Pearson created EOY sessions for the students taking both PBA & EOY
• Schools must create sessions for EOY only students
  – (and those who did not complete PBA)
## Session Details

### Test Session Details

- **Test Session Status:** Not Started
- **Session Name:** Wes Test Session
- **School:** SK-SCHOOL (IA-ADE-SK)
- **Test to be Administered:** Infrastructure Trial HS
- **Read Aloud by Test Examiner:** No
- **Default Form Group Type:** Main
- **Test Code:** 6A2B33

- **TestNav Settings:**
- **Proctor Caching Computer:** District Cache 1
- **Scheduled Start Date:** 03/24/2014
- **Scheduled Start Time:** 01:00 AM
- **Actual Start Date:**
- **Actual Start Time:**
- **Location:** No Required

### View By:
- Students in the Session

### Results:
- 0 Selected Students
- Results: 0-0 of 0

### Clear All Filters

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Class</th>
<th>Status</th>
<th>Form/Form Group Type</th>
<th>Username</th>
</tr>
</thead>
</table>

*No test assignments have been added to this session.*
Add Students to Sessions

### Test Session Details

- **Test Session Status:** Not Started
- **Session Name:** Grade 3
- **School:** SK-SCHOOL (IA-ADE-SK)
- **Test to be Administered:** Infrastructure Trial Grade 3-5
- **Default Form Group Type:** Main
  - **Test Code:** 586EBF

### TestNav Settings

- **Proctor Caching Computer:** District Cache 1
- **Scheduled Start Date:** 03/24/2014
- **Scheduled Start Time:** 01:00 AM

### View By: Students in the Session

#### 40 Selected Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Class</th>
<th>Status</th>
<th>Form/Form Group Type</th>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT, NEW</td>
<td>495223699</td>
<td>SAMWFTEST</td>
<td>Ready</td>
<td>Main</td>
<td>5874071382</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>671440056</td>
<td>SAMWFTEST</td>
<td>Ready</td>
<td>Main</td>
<td>1026465820</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>401844060</td>
<td>SAMWFTEST</td>
<td>Ready</td>
<td>Main</td>
<td>2446744414</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>530477516</td>
<td>SAMWFTEST</td>
<td>Ready</td>
<td>Main</td>
<td>6260392920</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>060634660</td>
<td>SAMWFTEST</td>
<td>Ready</td>
<td>Main</td>
<td>2377858081</td>
</tr>
</tbody>
</table>
Proctor Caching

- PARCC test forms became available for download (caching) at 8:00 am CDT 4/30
- The specific tests needed must be cached on each proctor cache machine
  - A K-5 school testing only grade 4 math needs to cache only that grade and subject (no e/la, no 3 or 5)
  - You only need to cache the tests once per test form, grade and content area
  - Caching is done from the “Session Details” page
  - Make sure someone is going to do this!
### Manage Test Sessions

**PARCC Field Test 2014 - PBA**

- **View By:** Test Sessions, Students

#### 0 Selected Test Sessions

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Status</th>
<th>Start Date</th>
<th>Test</th>
<th>Students</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Crippen Comm/Workplace</td>
<td>Not Started</td>
<td>04/08/2014</td>
<td>Grade 11 ELA/Literacy</td>
<td>3</td>
<td>49081</td>
</tr>
<tr>
<td>* Crippen Comm/Workplace</td>
<td>Not Started</td>
<td>04/08/2014</td>
<td>Grade 11 ELA/Literacy</td>
<td>1</td>
<td>49081</td>
</tr>
<tr>
<td>Text to Speech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Felt 8th Math</td>
<td>Not Started</td>
<td>04/01/2014</td>
<td>Grade 08 Mathematics</td>
<td>4</td>
<td>49081</td>
</tr>
<tr>
<td>* Gagliardo English I</td>
<td>Not Started</td>
<td>04/03/2014</td>
<td>Grade 09 ELA/Literacy</td>
<td>4</td>
<td>49081</td>
</tr>
<tr>
<td>* Hirschfeld Geometry</td>
<td>Not Started</td>
<td>04/01/2014</td>
<td>Geometry</td>
<td>4</td>
<td>49081</td>
</tr>
<tr>
<td>* Hirschfeld Prac Geometry</td>
<td>Not Started</td>
<td>04/01/2014</td>
<td>Geometry</td>
<td>2</td>
<td>49081</td>
</tr>
<tr>
<td>03 MATH Curtiss</td>
<td>Not Started</td>
<td>03/24/2014</td>
<td>Grade 03 Mathematics</td>
<td>17</td>
<td>08043</td>
</tr>
<tr>
<td>03 MATH Posey</td>
<td>Not Started</td>
<td>03/24/2014</td>
<td>Grade 03 Mathematics</td>
<td>3</td>
<td>08043</td>
</tr>
<tr>
<td>03 MATH Powell</td>
<td>Not Started</td>
<td>03/24/2014</td>
<td>Grade 03 Mathematics</td>
<td>19</td>
<td>08043</td>
</tr>
<tr>
<td>06 Cline Period S</td>
<td>Not Started</td>
<td>05/19/2014</td>
<td>Grade 06 ELA/Literacy</td>
<td>0</td>
<td>06016</td>
</tr>
<tr>
<td>06 ELA Accom Miller</td>
<td>Not Started</td>
<td>03/24/2014</td>
<td>Grade 06 ELA/Literacy</td>
<td>5</td>
<td>08043</td>
</tr>
<tr>
<td>06 ELA Offenheiser</td>
<td>Not Started</td>
<td>03/24/2014</td>
<td>Grade 06 ELA/Literacy</td>
<td>18</td>
<td>08043</td>
</tr>
</tbody>
</table>

**Notes:**
- Different Forms, Same Grade and Content - must cache both sessions.
- Same Form, Grade and Content - only need to cache 1 session.
Starting Test Sessions

• The Test Administrator MUST “Start” a test session before students can log into the test
  – Done from the “Session Details” page
    • Log into PearsonAccess “Live” site
    • Select “Mange Test Sessions”
    • Click on the link for your specific session
    • Click the green “Start” button
    • Click “Yes-Start Session”
    • You will not click “Stop” until all testing for that session is complete
Session Details

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Test Session Details

- **Test Session Status:** Not Started
- **Session Name:** 666
- **School:** PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)
- **Test to be Administered:** Infrastructure Trial HS
- **Read Aloud by Test Examiner:** No
- **Default Form Group Type:** Main
- **Test Code:** CDCE4C
- **TestNav Settings:**
- **Proctor Caching Computer:** Caching Machine
- **Scheduled Start Date:** 03/06/2014
- **Scheduled Start Time:** 01:00 AM
- **Actual Start Date:**
- **Actual Start Time:**
- **Location:** testing classroom

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View By: Students in the Session

0 Selected Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Class</th>
<th>Status</th>
<th>Form/Form Group Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT, NEW</td>
<td>192290643</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>653502862</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>631698681</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>348515126</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>44730145</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
</tbody>
</table>
Session Details

Session Start Confirmation

This will start the session. Are you sure you wish to do this?

Yes-Start Session  No-Cancel
Resuming Test a Session

• There are two different times when a Test Administrator will “Resume” a test
  – All students must be “resumed” between test sessions (twice for Ela Literacy, once for math)
  – Individual students who have been “exited”, kicked out, etc

• Done from the “Session Details” page
  – Log into PearsonAccess “Live” site
  – Select “Manage Test Sessions”
  – Click on the link for your specific session
  – Select student(s) to be resumed
  – Click the “Resume Test” button
  – Click “Yes-Resume Test”
Do not stop session until all students have completed the test.
Resume Test Confirmation

You are attempting to resume the tests of one or more students who are in Active status. Please verify that these students are no longer logged in/testing before proceeding.

Are you sure you wish to resume the following test(s)?

STUDENT, NEW

- [ ] Yes - Resume Tests
- [ ] No - Cancel
Student Authorization Tickets

• Contains a Username and Password for each student
• These must be printed and distributed prior to testing
• Located in “Manage Test Sessions” “Session Details”
Seal Codes - EOY

• Seal codes are used to access the next test “session”
  – the 2 sessions in Ela require 1 seal code
    • 1st for Session 1 and 2nd for Session 2
  – the 2 sessions in math require 1 seal code
    • 1st for Session 1 and 2nd for Session 2
  – Students log in to TestNav and will enter at screen that asks for the seal code
  – Same 4 digit number for all students in a session
  – Seal codes are printed from “Authorizations” tab
Saving or Submitting Student Answers

- End of Session 1
  - “…exit and finish later…”
- End of Session 2
  - …I want to submit…”
PAPER-BASED TESTING
Ordering Additional Materials

• Must be at the school level, not the district level
Return Shipping

• Return labels should be included in box 1 of your shipment
• Materials should be shipped within a week after completion of testing
Both CBT and PBT

TEST DAY
## Communication Plan

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PearsonAccess</td>
<td>PARCC Support Center</td>
</tr>
<tr>
<td>• TestNav8</td>
<td>888-493-9888</td>
</tr>
<tr>
<td>• <strong>Proctor Caching Problems</strong></td>
<td><a href="mailto:parcc@support.pearson.com">parcc@support.pearson.com</a></td>
</tr>
<tr>
<td>• Software Glitches</td>
<td></td>
</tr>
<tr>
<td>• <strong>Error Codes</strong></td>
<td></td>
</tr>
<tr>
<td>• Additional Orders</td>
<td></td>
</tr>
<tr>
<td>• Connection, network, or server issues</td>
<td>LTC Netspecs</td>
</tr>
<tr>
<td>• Operating systems or browser questions</td>
<td></td>
</tr>
<tr>
<td>• <strong>Caching server setup</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>Basic technology troubleshooting</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>Test Administration</strong></td>
<td>ISBE Student Assessment</td>
</tr>
<tr>
<td>• State Policy</td>
<td>866-317-6034</td>
</tr>
<tr>
<td>• <strong>Accommodations</strong></td>
<td><a href="mailto:parccft@isbe.net">parccft@isbe.net</a></td>
</tr>
<tr>
<td>• Irregularities</td>
<td></td>
</tr>
<tr>
<td>• ISAT Waiver</td>
<td></td>
</tr>
</tbody>
</table>
Important Resources

- ISBE PARCC Field Test
  [http://www.isbe.state.il.us/assessment/parcc-field-test.htm](http://www.isbe.state.il.us/assessment/parcc-field-test.htm)
- PARCC Official
  [http://www.parcconline.org](http://www.parcconline.org)
- PearsonAccess & Field Test Support Documents
  [http://www.parcc.pearson.com](http://www.parcc.pearson.com)
Irregularities/Security Breaches

• Form is found in Appendix B of the Test Coordinator Manual
• Call ISBE at 866-317-6034
• Fax the form to 217-782-6097
Feedback

• Student survey at the end of the test
• Test Administrator Survey: https://www.surveymonkey.com/s/3ZJSXH3
• Test Coordinator and Technology Coordinator Survey: http://www.surveymonkey.com/s/PARCC-field-test-feedback
Contact

• PARCC Support Center 1-888-493-9888
  – parcc@support.pearson.com
• ISBE Field Test 1-866-317-6034
  – parccft@isbe.net
  – Dan Frederking at dfrederk@isbe.net
• PARCC Technology
  – Wes Bruce at ilassesstech@gmail.com
  – Jamey Bailer at jbailer@isbe.net
• PARCC General Information
  – Dan Long at ilparcc@gmail.com