Agenda

• Field Test Updates
• Preparing for Test Day
• Setting up PearsonAccess for the Field Test
• Q&A
Double-Testing Waiver

- The waiver **only** applies to students who are taking **both** the Performance-Based Assessment (PBA) and the End-of-Year Assessment (EOY) in the same content area. These students, then, will be allowed an exemption from the ISAT in that content area. They would still take the ISAT in the other content areas. This only applies to grades 3-8.
ISAT Materials for Waiver Schools

- We are discussing ways of capturing this data effectively during the correction period.

- More communications will be coming
Next Webinars

• March 14
• March 21

• These will largely be in an open forum format.
PARCC Technology Forums

Thursday, March 6, 2014
3:00 pm

Thursday, March 13, 2014
3:00 pm

Thursday, March 20, 2014
3:00 pm

Thursday, March 27, 2014
3:00 pm
## Delivery Summary

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial delivery for Performance-Based Assessment (PBA)</td>
<td>Week of 3/17/14</td>
</tr>
<tr>
<td>Initial delivery for End-of-Year Assessment (EOY)</td>
<td>Week of 4/21/14</td>
</tr>
<tr>
<td>Additional orders window for PBA – test materials</td>
<td>3/19/14- 4/30/14</td>
</tr>
<tr>
<td>Additional orders window for PBA – return materials</td>
<td>5/1/14 - 5/9/14</td>
</tr>
<tr>
<td>Additional orders window for EOY – test materials</td>
<td>4/21/14 - 6/4/14</td>
</tr>
<tr>
<td>Additional orders window for EOY – return materials</td>
<td>6/5/14 - 6/13/14</td>
</tr>
<tr>
<td>Deadline to return materials for PBA (instructions in Section 4.2.10 of the Test Coordinator Manual for Paper-Based Testing)</td>
<td>Pick-ups must occur as soon as possible after testing is complete, but no later than one week after the testing window ends</td>
</tr>
<tr>
<td>Deadline to return materials for EOY (instructions in Section 4.2.10 of the Test Coordinator Manual for Paper-Based Testing)</td>
<td>Pick-ups must occur as soon as possible after testing is complete, but no later than one week after the testing window ends</td>
</tr>
</tbody>
</table>
Manuals
Who may administer the Field Test?

- Individuals employed by the district as teachers
- Administrators
- Subs that have been trained and are employed by the district
- School psychologists, social workers, librarians, guidance counselors, and speech pathologists
- Teachers employed by the district who hold provisional certificates
Who may **not** administer the Field Test

- Student teachers
- Parents
  - If a teacher is a parent, he or she can administer the test, but not in the same room as his/her child.

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Student Authorization Tickets

• Each test session will have a unique Test Code for each student that will be printed on the Student Authorization Ticket printed by the School Test Coordinator and found in PearsonAccess. Students will be prompted to enter the Test Code to access the test.
Seal Codes

• Seal Codes are used to lock sessions of the test. Seal Codes prevent students from going ahead to a session not being administered or going back to a session that has already been completed. Seal codes ensure that test sessions are taken in order.
Scratch Paper

- Test Administrators should supply two pages per student, per session, per content area. Paper must be blank, lined or, for math, graph paper.
Headphones

• Headphones are required for the ELA test sessions and for students who receive the text-to-speech accommodation.
Prepare Student Computers for Testing

• Prepare computers to meet security needs:
  – Any software that would allow secure test content on student computers to be viewed on another computer must be turned off.
  – Any applications that can automatically launch on a computer should be configured not to launch during testing sessions. Common applications that can launch automatically include anti-virus software performing automatic updates, power management software on laptops (low-battery warning), screen savers, and email message notifications.
Testing Times (Computer)

- Time limits are monitored by the Test Administrator, not the computer program.

<table>
<thead>
<tr>
<th>Task</th>
<th>Time to be Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation <strong>before</strong> students arrive – includes logging in and</td>
<td>2 minutes per computer work station</td>
</tr>
<tr>
<td>setting up computer work stations</td>
<td></td>
</tr>
<tr>
<td>Preparation <strong>after</strong> students arrive – includes ensuring students</td>
<td>10 minutes</td>
</tr>
<tr>
<td>are logged in to computer work stations, reading instructions to</td>
<td></td>
</tr>
<tr>
<td>students, answering questions</td>
<td></td>
</tr>
<tr>
<td>Distribute test materials to students</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Administer Field Test session</td>
<td>40-80 minutes</td>
</tr>
<tr>
<td>Additional time allowed for all students if students are productively</td>
<td>20-40 minutes</td>
</tr>
<tr>
<td>engaged</td>
<td></td>
</tr>
<tr>
<td>End-of-session activities, including closing testing sessions and</td>
<td>5-15 minutes</td>
</tr>
<tr>
<td>collecting test materials</td>
<td></td>
</tr>
</tbody>
</table>
Testing Times (Paper)

<table>
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<tr>
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<td>5-15 minutes</td>
</tr>
</tbody>
</table>
Make-Up Testing

• Students who are not tested on the regular administration date should be tested on a make-up day, which can be on any day after the initial administration as long as it falls within the testing window.

• Test sessions must be administered in order.
PEARSONACCESS
Setup for Field Test

- Create TestNav Configuration – Tech
- Create Test Sessions – School TC
- Add Students to Test Session – School TC
- Cache the Test Content – Tech
  – Only after – 1) Test Sessions, 2) Add Students and 3) Test Availability (Published)
- Print Student Authorizations – Test Admin
- Start the Test Session – Test Admin
Field Test Setup

Conducting an Infrastructure Trial

An Infrastructure Trial is a full-scale dress rehearsal a school can run to prepare for the PARCC Field Test and to confirm that:

- TestNav is configured correctly.
- Devices can successfully run TestNav.
- Network will bear the full load of simultaneous test-takers.
- School personnel know what to do for PARCC computer-based assessments.
- Students are familiar with the computer-based tools and formats.

Complete these steps:

1. Read the PARCC Infrastructure Readiness Guide on the Support tab of PearsonAccess, under Manuals and Documents.
2. Run the System Check Tool on all test-taking computers [http://practice.parcc.testnav.com/].
4. Create an Infrastructure Trial plan and set up Trial tests in PearsonAccess.
5. Administer your Infrastructure Trial.
6. Provide feedback on how your Infrastructure Trial went at [https://www.surveymonkey.com/r/PARCCInfrastructureTrial].

PearsonAccess

Welcome to the state’s gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations

- View Organizations
- Send Organizations

Student Data

- Create Students
  - Create sample students to work with in this system
  - Send student files to the system
  - Check for problems with sent files
- Student Data Information
  - Filter and sort students
  - View total student counts
  - Change student data
  - Create rostered classes

Test Setup

- Enter Administration Details
  - Submit supplemental test administration information
- Manage Participation Counts
  - Enter student counts to order test materials
- Order Additional Materials and Tracking
  - Order additional materials
  - Track orders and view shipment information
- Configure TestNav
  - Manage proctor caching settings
  - Manage TestNav client settings

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
- Resolve Student Test Alerts
  - Examine and resolve issues with completed tests

Test Results

- View Published Reports
  - View, download and print access to daily published reports and extracts by organization
Create TestNav Configuration

Step 3: Specify TestNav Settings

Proctor Caching Computer
   Name/Description: District Cache
   IP Address: 192.168.0.60
   Port: 4480

Windows Response File Backup Locations
   Primary: 
     Use Default Location
   Secondary: 

Mac Response File Backup Locations
   Primary: 
     Use Default Location
   Secondary: 

This computer uses Pearson-supplied proctor caching software.
Completed TestNav Configuration

Configuration Details

Configuration Name: Illinois Example

Select Organizations

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>SK-SCHOOL</td>
<td>197229</td>
</tr>
</tbody>
</table>

TestNav Settings

Proctor Caching Computer

- District Cache 1
  - Edit TestNav Settings
  - Default TestNav Settings
  - IP Address: 192.168.0.60
  - Port: 4480
- This computer uses Pearson-supplied proctor caching software.

Response File Backup Locations

- Windows Primary: Default (user’s home directory)
- Windows Secondary:
- Mac Primary: Default (user’s home directory)
- Mac Secondary:
Create Test Sessions

New Test Sessions

Test Session Details

- 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
- Proctor Caching Computer: District Cache 1
- Include caching computers defined for the System/District.
- Scheduled Start Date: 03/24/2014
- Scheduled Start Time: 01 00 AM
- Location/Room: No Required

View By: Classes, Students

0 Selected Classes

There are no groups to display. All students have already been placed in test sessions.
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

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

**Test Session Details**

- Test Session Status: Not Started
- Grade: 3
- School: SK-SCHOOL (IA-ADE-SK)
- Test to be Administered: Infrastructure Trial Grade 3-5
- Read Aloud by Test Examiner: No
- 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
- Actual Start Date: Not Required
- Actual Start Time: Not Required
- Location: Not Required

**View By:** Students in the Session

<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>SAMWFTES</td>
<td>Ready</td>
<td>Main</td>
<td>5874071382</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>671440056</td>
<td>SAMWFTES</td>
<td>Ready</td>
<td>Main</td>
<td>1026465820</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>401844060</td>
<td>SAMWFTES</td>
<td>Ready</td>
<td>Main</td>
<td>2446744414</td>
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<tr>
<td>STUDENT, NEW</td>
<td>530477516</td>
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<td>Ready</td>
<td>Main</td>
<td>6260392920</td>
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<td>STUDENT, NEW</td>
<td>060634660</td>
<td>SAMWFTES</td>
<td>Ready</td>
<td>Main</td>
<td>2377858081</td>
</tr>
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</table>
Cache the Test Content

Session Details
- Proctor Caching

Test Session Details
- Test Session Status: Not Started
- Session Name: Wes Test Session
- School: SK-SCHOOL (IA-ADE-SK)
- Infrastructure Trial HS
- Test to be Administered: 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: No Required
- Actual Start Time: No Required

View By: Students in the Session

Results: 1-9 of 9

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>STUDENT, NEW</td>
<td>805283808</td>
<td>ENG 11 SEC 1</td>
<td>Ready</td>
<td>Main</td>
<td>5543938476</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>476664414</td>
<td>ENG 11 SEC 1</td>
<td>Ready</td>
<td>Main</td>
<td>9013373674</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>050046864</td>
<td>ENG 11 SEC 1</td>
<td>Ready</td>
<td>Main</td>
<td>0899398837</td>
</tr>
</tbody>
</table>
You are authorized to take the electronic version of Infrastructure Trial Grade 3-5. When you are ready to access the test site, please type in the following:

https://parcctrng.testnav.com

You will be asked to provide the following information in order to access the test on the computer. Please wait for instructions from the test monitor before proceeding.

Username: 0372386627
Password: 586EBF
Start the Test Session

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: No Required
Actual Start Time: No Required
Location: No Required

View By: Students in the Session

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<td>STUDENT, NEW</td>
<td>478664414</td>
<td>ENG 11 SEC 1</td>
<td>Ready</td>
<td>Main</td>
<td>9013373674</td>
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<tr>
<td>STUDENT, NEW</td>
<td>050046864</td>
<td>ENG 11 SEC 1</td>
<td>Ready</td>
<td>Main</td>
<td>699398837</td>
</tr>
<tr>
<td>STUDENT, NEW</td>
<td>132390888</td>
<td>ENG 11 SEC 1</td>
<td>Ready</td>
<td>Main</td>
<td>3233878066</td>
</tr>
</tbody>
</table>
Contact

• Field Test 1-866-317-6034
  – Dan Frederking at dfrederk@isbe.net
• PARCC General Information
  – Dan Long at ilparcc@gmail.com
• PARCC Technology
  – Wes Bruce at ilassesstech@gmail.com