PARCC Field Test Update
March 21, 2014

Illinois State Board of Education
Agenda

• Field Test Updates
• PearsonAccess
  – Caching Test Content
  – Starting Test Sessions
  – Resuming a Test Session
  – Seal Codes
  – Ordering Additional Paper Test Materials
• Anticipated Issues
• Questions and Answers
PARCC

FIELD TEST UPDATES
# Communication Plan

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<tr>
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<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>PearsonAccess</strong></td>
<td>PARCC Support Center</td>
</tr>
<tr>
<td>• <strong>TestNav8</strong></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>
Searchable FAQs

- Visit [http://parcc.pearson.com](http://parcc.pearson.com) and then click on *Search PARCC Field Test FAQs* on the bottom right-hand side of this page. To perform a word search or type in your question, click on the *Free Text Search* tab at the top of the page and then type your question in the text box. The articles will then pop up on the right-hand side of the page in order of relevance to your question. When going into an article, you can either read all the information on that topic or perform the “Find” function (Ctrl+F on PC or Cmd+F on Mac) to find a key word.
Irregularities

• Information on irregularities can be found in section 2.4 of the Test Coordinators Manual.

• Reporting an irregularity will require you to call ISBE Student Assessment at 866-317-6034.
PEARSONACCESS
Caching Test Content

• PARCC test forms became available for download (caching) at 8:00 am CDT 3/21

• 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  
- [x] 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 ID</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>SHERF-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>SHERF-49081</td>
</tr>
<tr>
<td>* Feit 8th Math</td>
<td>Not Started</td>
<td>04/01/2014</td>
<td>Grade 08 Mathematics</td>
<td>4</td>
<td>SHERF-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>SHERF-49081</td>
</tr>
<tr>
<td>* Hirschfeld Geometry</td>
<td>Not Started</td>
<td>04/01/2014</td>
<td>Geometry</td>
<td>2</td>
<td>SHERF-49081</td>
</tr>
<tr>
<td>* Hirschfeld Prac Geometry</td>
<td>Not Started</td>
<td>04/01/2014</td>
<td>Geometry</td>
<td>4</td>
<td>SHERF-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>STOCK-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>STOCK-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>STOCK-08043</td>
</tr>
<tr>
<td>06 Cline Period 5</td>
<td>Not Started</td>
<td>05/19/2014</td>
<td>Grade 06 ELA/Literacy</td>
<td>0</td>
<td>BERW-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>STOCK-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>STOCK-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.
### 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

**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>
</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>653502682</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
</tbody>
</table>
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

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### Test Session Details

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**School:** PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)  
**Test to be Administered:** Infrastructure Trial HS  
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**TestNav Settings:**  
- Proctor Caching Computer: Caching Machine  
- Scheduled Start Date: 03/06/2014  
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- Actual Start Date:  
- Actual Start Time:  
- Location: testing classroom

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</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>446780145</td>
<td>666</td>
<td>Ready</td>
<td>Infrastructure Trial HS - INF14T</td>
</tr>
</tbody>
</table>
Session Details
Return to Manage Test Sessions

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 “Mange 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.

**Session Details**

**Test Session Details**

- **Test Session Status:** Started
- **Session Name:** 35_Test2
- **School:** PEARSON - SAMPLE CAT SCHOOL (IA-001-1234)
- **Test to be Administered:** Infrastructure Trial Grade 3-5
- **Read Aloud by Test Examiner:** No
- **Default Form Group Type:** Main
- **Test Code:** 55E625
- **TestNav Settings:**
  - **Proctor Caching Computer:** None
  - **Scheduled Start Date:** 01/31/2014
  - **Scheduled Start Time:** 01:00 AM
  - **Actual Start Date:** 01/31/2014
  - **Actual Start Time:** 02:37 AM

**View By:** Students in the Session

**1 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>076547226</td>
<td>TRENT'S CLASS</td>
<td>Active</td>
<td>Infrastructure Trial Grade 3-5 - INF12T</td>
<td>9516522835</td>
</tr>
</tbody>
</table>

Results: 1-1 of 1
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]
Seal Codes

- Seal codes are used to access each secure test “session”
  - Students log in to TestNav and will enter a screen that identifies the session and asks for the seal code
  - the 3 sessions in Ela require 3 seal codes
  - the 2 sessions in math require 2 seal codes
  - Same 4 digit number for all students in a session
  - Seal codes are printed from “Authorizations” tab
### Session Details

**Return to Manage Test Sessions**

#### Test Session Details

- **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

#### Sealed Codes

<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>
</tbody>
</table>
| STUDENT, NEW   | 653502862    | 666   | Ready  | Infrastructure Trial HS - INF14T   

**View By:** Students in the Session

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Seal Codes

You have requested Seal Codes for the Testing Session noted below.

Session Name: 666
Test: Infrastructure Trial HS
Start Date: Mar 6, 2014 1:00:00 AM
Location: testing classroom pearson nest

- Seal Codes are needed to "unseal" sealed sections of a test. (When a test section is sealed, students cannot proceed into the sealed section of the test.)
- Each sealed section requires a different Seal Code.
- There are (9) Seal Codes listed below. The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

To unlock the first sealed section, use Seal Code 7927.
To unlock the second sealed section, use Seal Code 6774.
To unlock the third sealed section, use Seal Code 6754.
To unlock the fourth sealed section, use Seal Code 5356.
To unlock the fifth sealed section, use Seal Code 8697.
To unlock the sixth sealed section, use Seal Code 8259.
To unlock the seventh sealed section, use Seal Code 6176.
To unlock the eighth sealed section, use Seal Code 4741.
To unlock the ninth sealed section, use Seal Code 1326.
Ordering Additional “Paper”

- Ordering opened March 19th 2013
- Done at the school level in PearsonAccess
  - Test Setup > Order Additional Materials and Tracking
  > Order Additional Materials
  - A 5% overage was shipped – use it before ordering more
  - Remember most items are packaged in quantities of 5 or 10 so make sure you order the correct number
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR 8 MATH REFERENCE SHEET, PACK OF 10</td>
<td>Ancillaries</td>
</tr>
<tr>
<td>HIGH SCHOOL MATH REFERENCE SHEET, PACK OF 10</td>
<td>Ancillaries</td>
</tr>
<tr>
<td>TEST BOOK, GR 3, ELA, PBA, PARCC FT, PACK OF 5</td>
<td>PBA Test Books</td>
</tr>
<tr>
<td>TEST BOOK, GR 3, MATH, PBA, PARCC FT, PACK OF 5</td>
<td>PBA Test Books</td>
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<tr>
<td>TEST BOOK, GR 3, ELA, PBA/EYO, PARCC FT, PACK OF 5</td>
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<tr>
<td>TEST BOOK, GR 3, MATH, PBA/EYO PARCC FT, PACK OF 5</td>
<td>PBA Test Books</td>
</tr>
<tr>
<td>TEST BOOK, GR 4, ELA, PBA, PARCC FT, PACK OF 6</td>
<td>PBA Test Books</td>
</tr>
<tr>
<td>ANSWER DOC, GR 4, ELA, PBA, PARCC FT, PACK OF 6</td>
<td>PBA Answer Documents</td>
</tr>
<tr>
<td>TEST BOOK, GR 4, MATH, PBA, PARCC FT, PACK OF 5</td>
<td>PBA Test Books</td>
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PARCC Field Test

ANTICIPATED ISSUES
• **Forgot My Password**
  – PearsonAccess and reset your password w/ 1 click

• **Test not started**
  – Teacher must start the test before students can login
    • [Test Management] > [Manage Test Sessions] > Session Details

• **“Login”, User name” not found/incorrect**
  – Is session “started”
  – Recommend that students to try twice, if still unsuccessful call teacher to assist
    • Using school login, o not 0, I not 1

• **Test not “resumed”**
  – Before students can start next session, teacher must “resume” them and “Seal Code” must be entered
Contact

• Field Test 1-866-317-6034
  – parccft@isbe.net
  – Dan Frederking at dfrederk@isbe.net

• PARCC General Information
  – Dan Long at ilparcc@gmail.com

• PARCC Technology
  – Wes Bruce at ilassesstech@gmail.com
  – Jamey Baiter at jbaiter@isbe.net