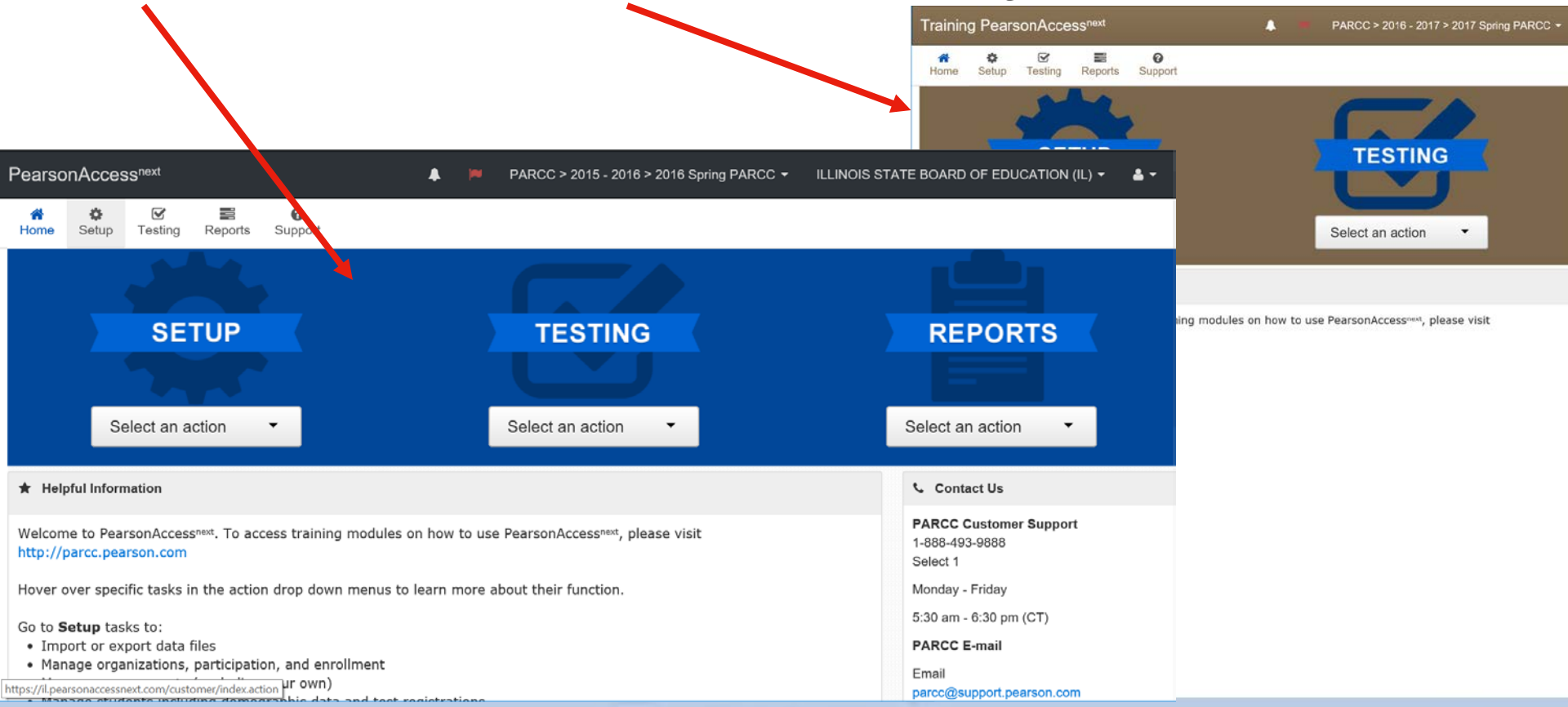
PARCC - Coordinator Webinar

Illinois State Board of Education
February 8, 2017

Loading Students in PAN

PearsonAccess^{next} (PAN)

- Administrative portion of testing, the logistics of assessment are handled here.
- Blue is the “Live” site, Brown is the “Training” site



2016-17 PARCC Pre-ID

- **All 3-8 Students have been loaded into PAN.**
  - **3 more scheduled updates**
- **Friday, Feb. 10, 2017:** SIS sends updates* to PAN.
- **Friday, Feb. 17, 2017:** SIS sends updates* and Session Name** to PAN.
- **Friday, Feb. 24, 2017:** SIS sends updates* and Session Name** to PAN. (final automatic update by SIS)

** Updates will be sent only for student records that are new or contain a difference in any field from its original transmission (e.g., Test Code was updated from MAT08 to ALG01).*

*** Session Name will auto-create an online Session for the student only if the student is not already in an online Session in PAN.*

2016-17 PARCC Pre-ID

Important!

- On or Before Friday, February 24, 2017, update all student demographic and test data in SIS. *Any changes made directly in PAN on or before Friday, February 24 may be affected by SIS update transmissions.*
- Beginning Monday, February 27, 2017* update student test data in PAN. *Continue to update demographics and enroll/exit students in/from SIS.*
- Beginning Monday, February 27, 2017* students new to any school must be entered into PAN or transferred within PAN using the new transfer process.

* *For large numbers of students, you may contact SIS for assistance at 217-558-3600, option 3.*

Placing Students into Sessions

Placing Students into Sessions

- A session is a group of students who will test together (online format only)
- A student must be in a session in order to test (one per content area)
- All test administration is managed at the session level
  - Preparing, starting, unlocking even makeups
- No limit on number of students in a session 1-10000+

Placing Students into Sessions – Two Options

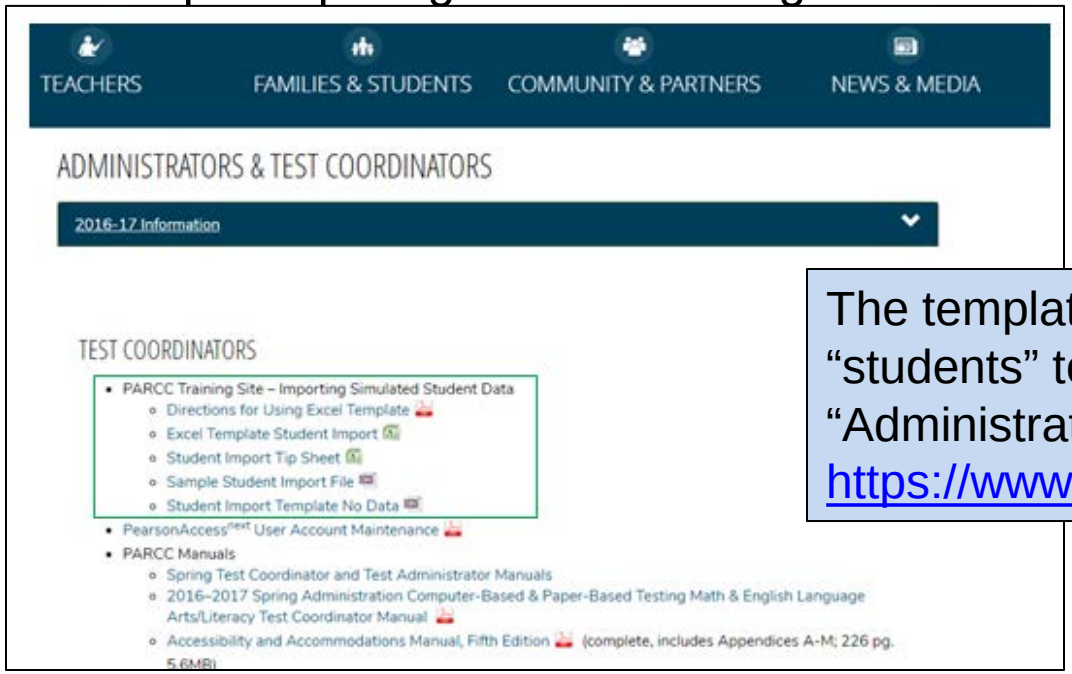
- Provide a “Session Name” in Pre-ID (auto)
- Use the PAN interface to place students into sessions
  - First “Create” a session (grade & content)
  - Add students to that session
- Tech savvy
  - Export your students
  - Add Session information
  - Import back into PAN
    - Formatting critical in multiple fields

Ensuring All Students are in Sessions and Accommodations are Assigned

- Checking on Sessions - Operational Reports
  - Students Registered but not Assigned to a Test
  - Students with Online Test but not assigned to Session
  - Students with Only One Subject Test
- Checking on “Form Required” Accommodations
  - PNP Report - Accessibility Features and Accommodations for Student Tests
    - TTS, STTS – Text to Speech S – Spanish Math
    - ASL - American Sign Language CC – Closed Caption
    - SR – Screen Reader AT – Other Assistive Technology
    - Human Reader or Human Signer

PARCC Infrastructure Trials

- On November 1, 2016, access to all practice tests became available in the 2017 Spring Training environment (https://trng.pearsonaccessnext.com).
  - The reformatted practice tests are also available on the web.
  - Ensure that your system is ready, Train teachers & students
- ISBE has set all districts and schools with students in grades 3-8 as "participating" in the Training Site for the 2017 Spring administration.



The templates and directions for loading "students" to the Training Site are posted under "Administrators and Test Coordinators" online at: https://www.isbe.net/Pages/PARCC-Place.aspx

“Preparing” Session

- A new step this year, you must “Prepare” sessions before you can “Start” sessions.
  - You must “Start” sessions before you can “Unlock”
  - You must “Unlock” units before students can take the test
- This step assigns test forms to students do not “Prepare” sessions until student accommodations have been verified.
- You will be able to “Prepare All” and “Start All” sessions.
- “Prepare” also removes the limit on the number of students who can be in a session.
- The process takes time and runs in the background.
  - You can do other tasks while in process.

“Preparing” Session - Steps

- Go to **Sessions**
- Select the session(s) you want to prepare
- Go to **Students in Sessions**
- Select the session
- Click Prepare Session
  - Will display “Waiting”
  - The more sessions you “prepare” the longer it takes
- Click the blue refresh arrows
- Displays “Ready” and Start Session button when complete.

Irregularity Resolution Role

- New role add to LEA (District) Users
  - **Move Test** - This allows users to move a battery test from student A to student B. Note that all units must be moved, you cannot move individual units. This is used when students take each others tests and then after both students complete testing, the test records can be swapped.
  - **Void a Unit** - Contact ISBE Assessment if you believe you need to use this function
  - **Undo Test Submission** - Contact ISBE Assessment if you believe you need to use this function

PARCC Training for Test Administration

- Page 15 of the Coordinator Manual - Checklist
  - Cover or Remove Content Related Material in Testing Rooms
  - No Photographs During Test Administration
  - Irregularity Issues
    - #1 Cause of Irregularity Issues - Incorrect Accommodations
      - » **Review Accommodations in PAN for Correctness**
  - Headphones Needed for ELA Assessments – page 26 in Coordinator Manual

PARCC Test Administration

- Paper Material Arrives 1-2 Weeks Prior to Start of Scheduled Test Window
- Confirm Count of All Paper Tests
  - Paper Answer Documents – One Form This Year – No Matching Booklet Form with Answer Document Form
  - Special Format Kits – Contents in Kit on pages 61-62 in the Coordinator Manual.
- Placing Additional Orders
  - Window Opens February 22nd
  - Place Order Online in PAN
    - For Assistance Contact Pearson Call Center – 888-493-9888

PARCC Test Irregularities

- http://avocet.pearson.com/PARCC/Home#9769

- **AFTER Computer-Based Testing**
- **Fillable Forms for Computer-Based Testing 2016-2017**
- *Computer-Based Chain-of-Custody Form*
- *2016-2017 Guidance For Submitting Security Forms Online*
- *Emergency Accommodation Request Form*
- *Form to Report Contaminated, Damaged, Or Missing Materials*
- ***Form to Report Testing Irregularity or Security Breach***
- *Post Test Certification Form*
- *Security Agreement*
- *Student Accommodation Refusal Form*
- *Unique Accommodation Request Form*

PARCC Test Irregularities

- Download the Fillable Form Document from Avocet
- Complete the Form and:
  - Fax to 217-782-6097
  - Or Send a file from ISBE Web Site

ISBE Send a File for PARCC Test Irregularities

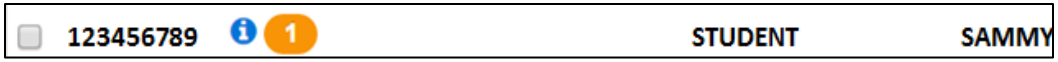
- https://sec1.isbe.net/attachmgr/default.aspx

Welcome to ISBE's file transfer page. Enter the information below to transmit a data file to an ISBE employee.

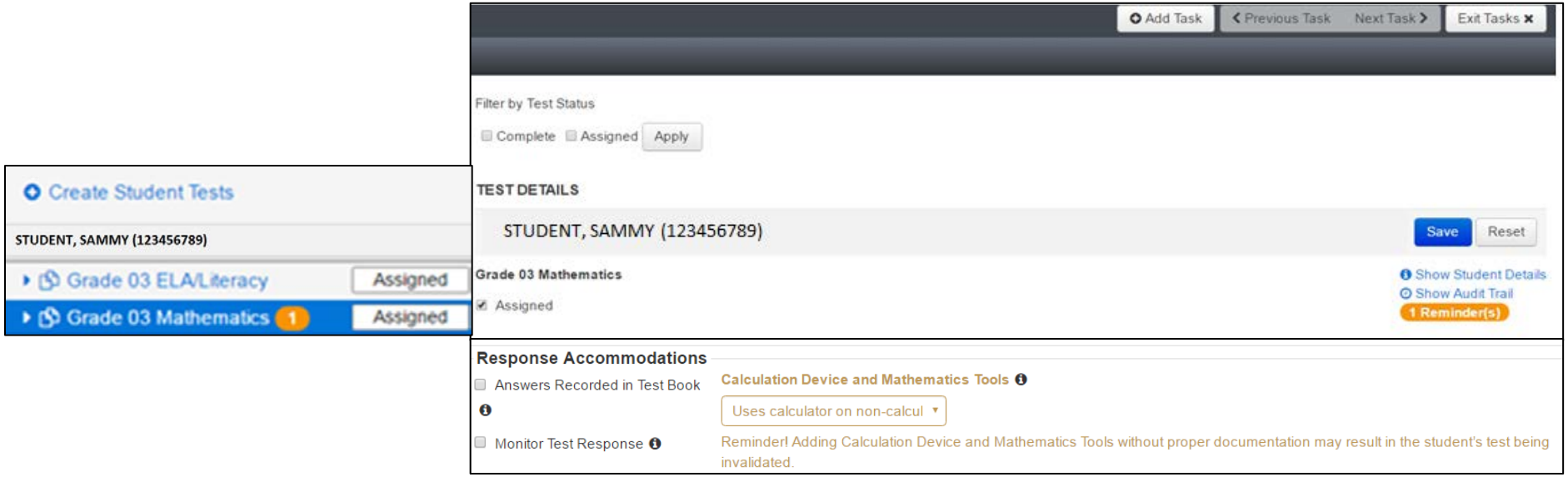
For technical assistance, please contact our Call Center at 217-558-3600.

2016-17 PARCC “Reminders” in PAN

- Some students may have a “reminder” in PAN (oval with a number inside)
- These are displayed to remind users that local documentation should exist for a selected accommodation.
- “Setup ⇨ Students” screen

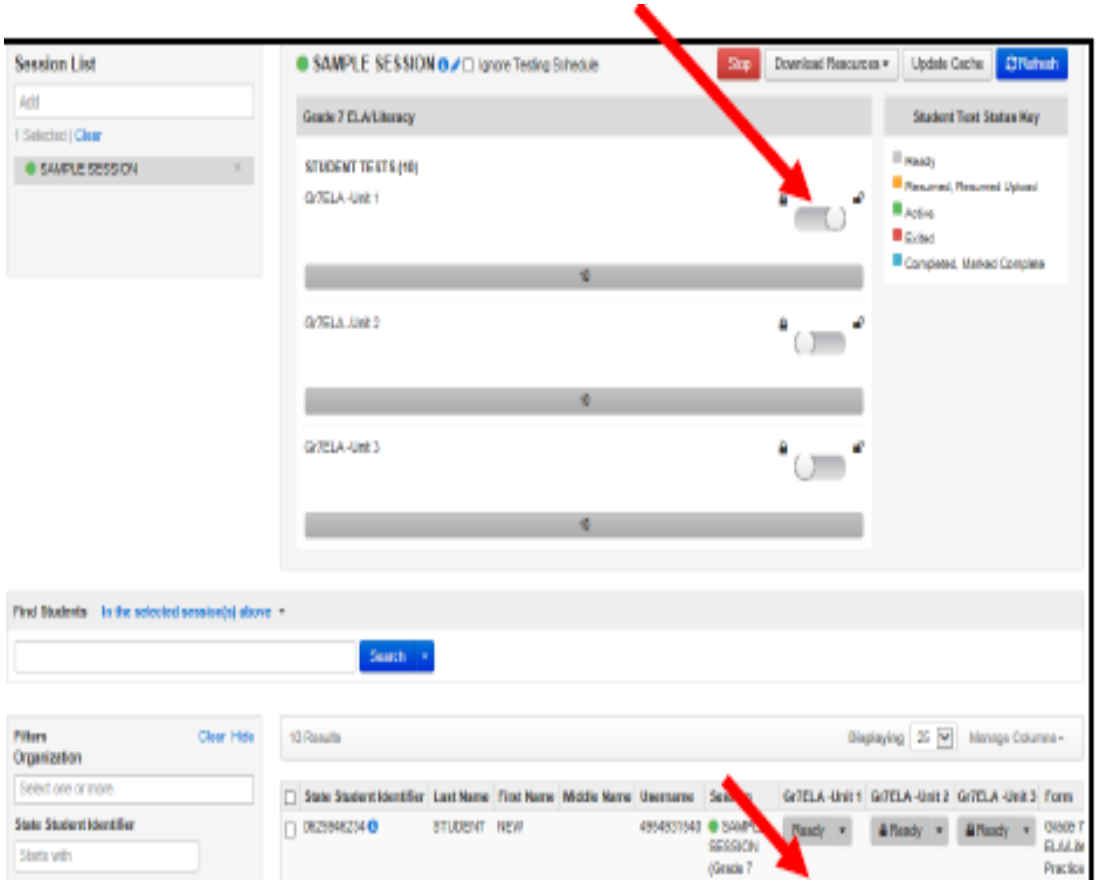


- “Manage Student Tests” screen



PearsonAccess^{next} During Testing

- Start Session
  - Unlock / Lock

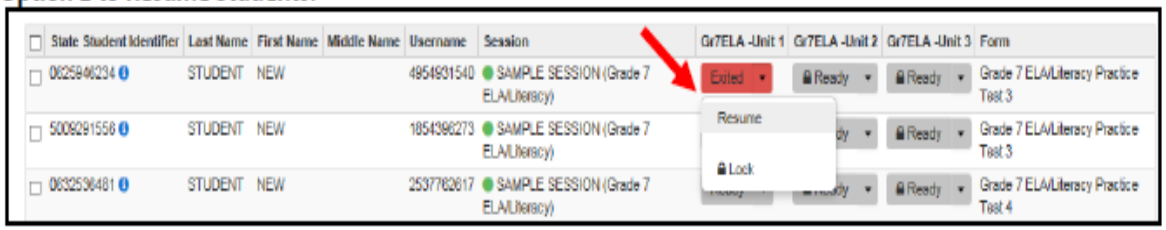


  - Students must be in Ready or Resumed Status to login into a test

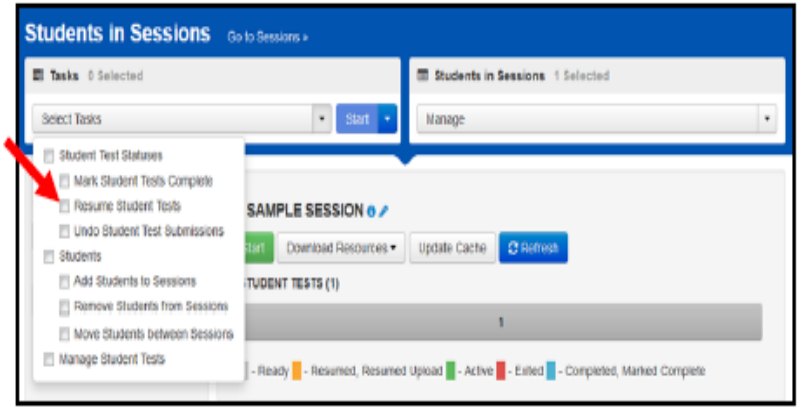
PearsonAccess^{next} During Testing

- Monitor Testing
  - View Student Progress
  - Resume Student Test

Option 1 to Resume Students:

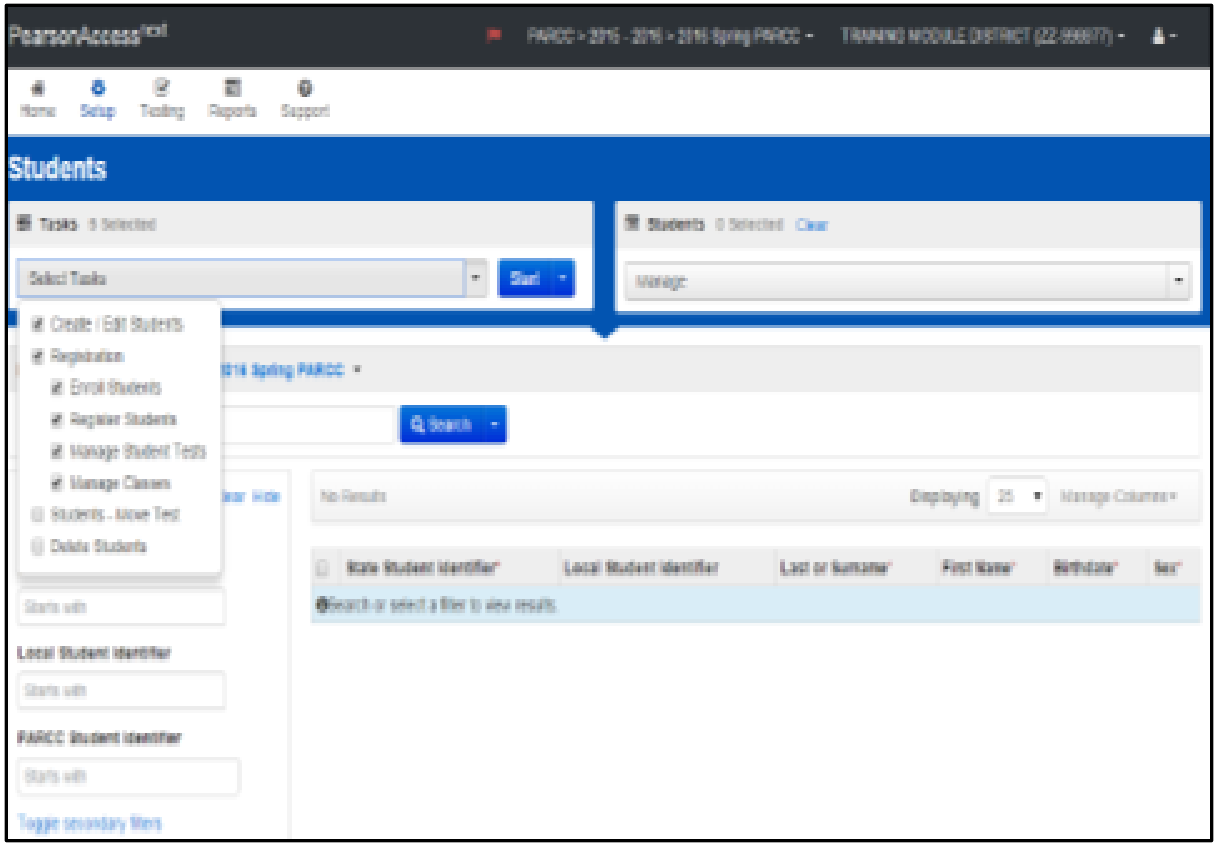


Option 2 to Resume Students:



PearsonAccess^{next} During Testing

- Create New Student
  - Will also need to add the student to a Session

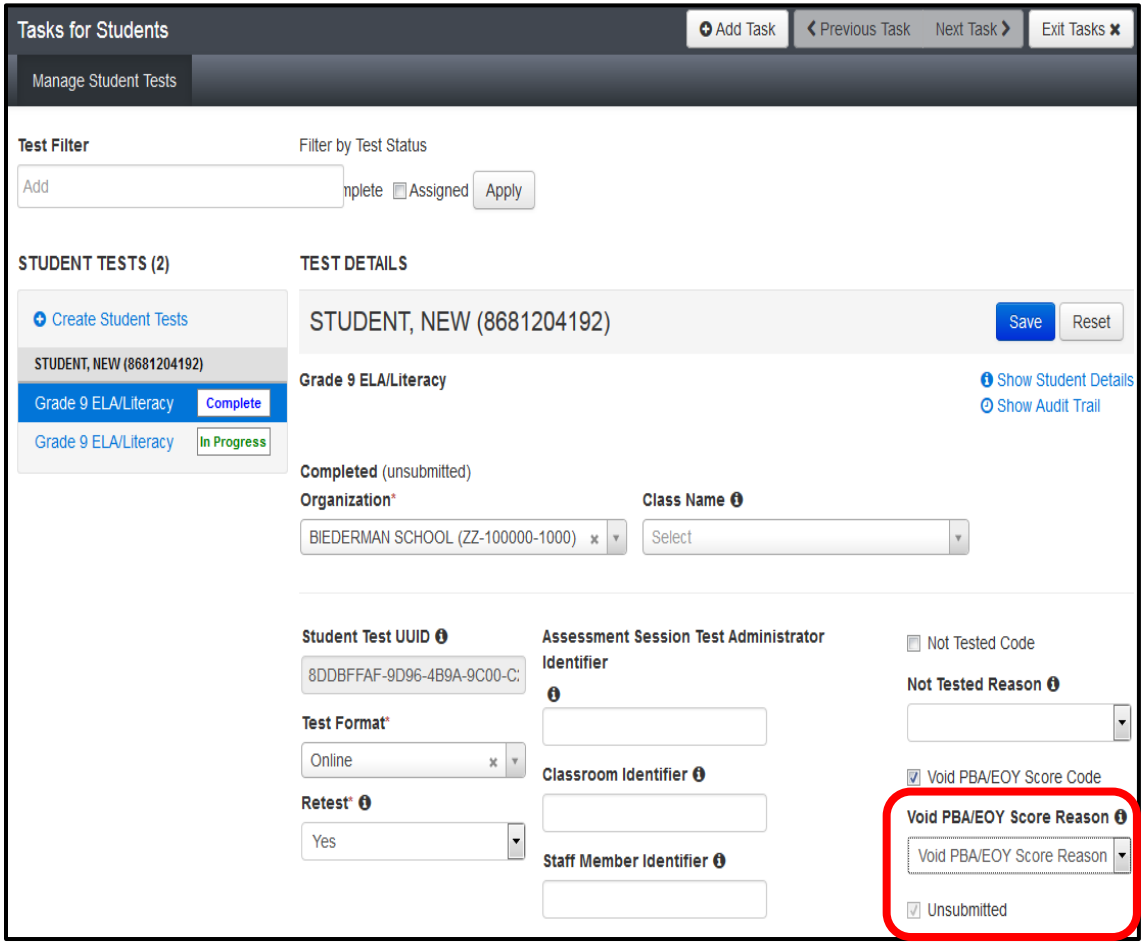


PearsonAccess^{next} During Testing

- Student Work Request – Transfer Process
  - District B completes a work request within PearsonAccess^{next}
  - District A approves the work request
    - Any online tests assigned to the student are transferred with the student. If the student was in a session, the tests are placed in a “Transferred” session. Students must be moved into another session in order to test.
  - The Responsible School Code will need to be updated

PearsonAccess^{next} During Testing

- Void Student Test
  - Test must be complete or marked complete
  - If needed, a new registration will have to be assigned



Technical Troubleshooting

TestNav Early Warning System and Error Codes

TestNav Error Documentation:

- TestNav 8 Online Support: https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
- EWS Triggers: https://support.assessment.pearson.com/display/TN/Early+Warning+System+Triggers
- TestNav Error Codes: https://support.assessment.pearson.com/display/TN/Error+Codes
- SRF and Log Files: https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files

Technical Troubleshooting – What To Do?

- Resume the student in PearsonAccess$^{next.}$
- Have the student log in again on the same testing device.
- If the same error occurs repeatedly, or if the same error is affecting multiple students, contact your Technology Coordinator.
- Do not move the student to another testing device unless the student safely exits the test using the log out feature. This is to help prevent student responses from becoming more difficult to retrieve.

TestNav Expected Behaviors

Not all problems have error messages, and not all problems are technical issues.

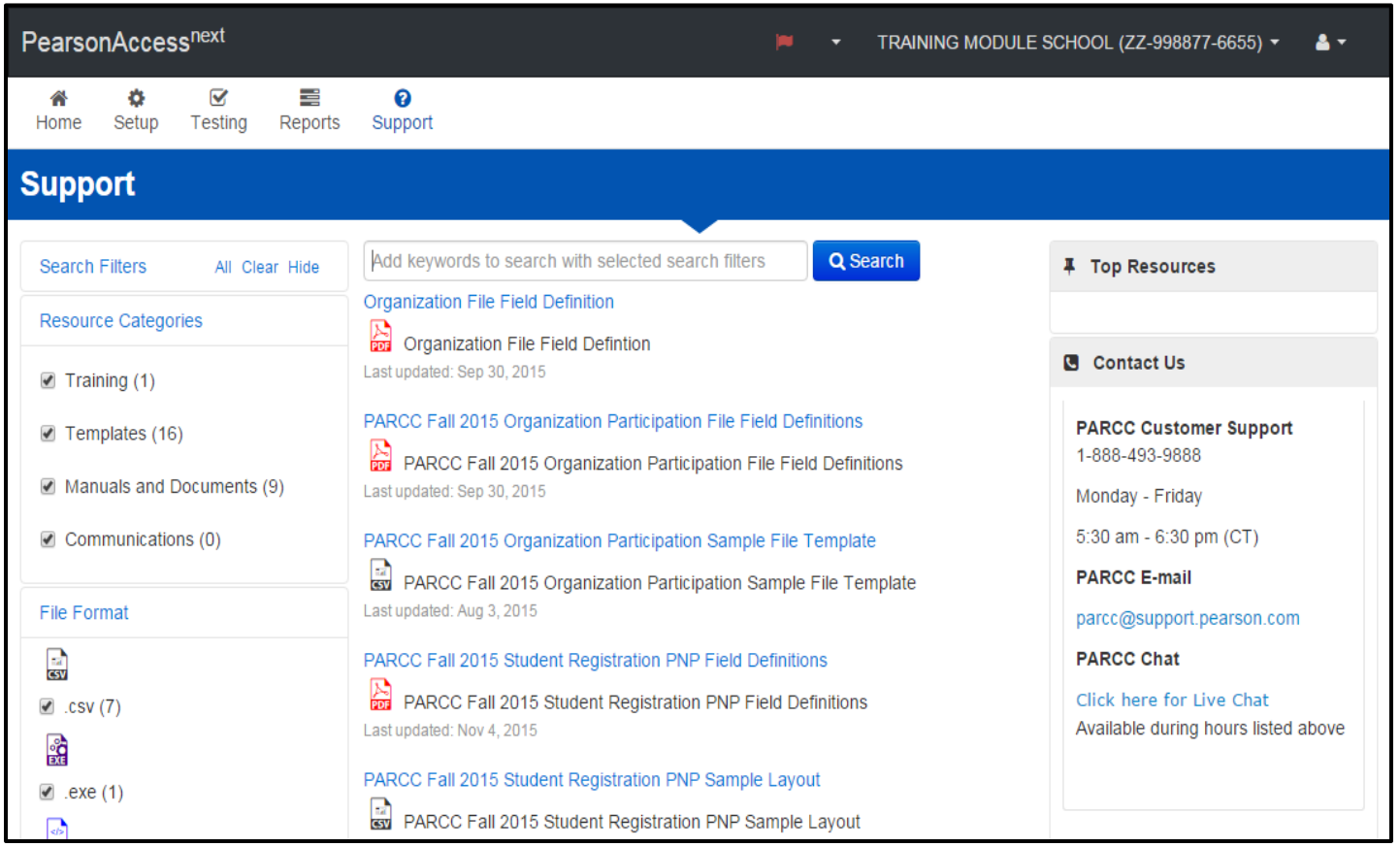
- The TestNav Expected Behaviors document is available on Avocet. It is designed to help users who encounter behaviors in TestNav that are different than anticipated or do not appear to be working properly, but are non-critical limitations or are working as designed.

Examples:

- The Notepad cannot be resized
- The Exhibit cannot be resized
- Students cannot Copy/Paste passage text in ELA assessments, only text that they write themselves
- A question still appears as Not Answered in the Review menu unless all parts of the question are answered
- The Magnifier tool will not magnify the display on the TI-84 Graphing Calculator

Resources

Resources - PearsonAccess^{next} Support



Resources – Manuals for Test Coordinators

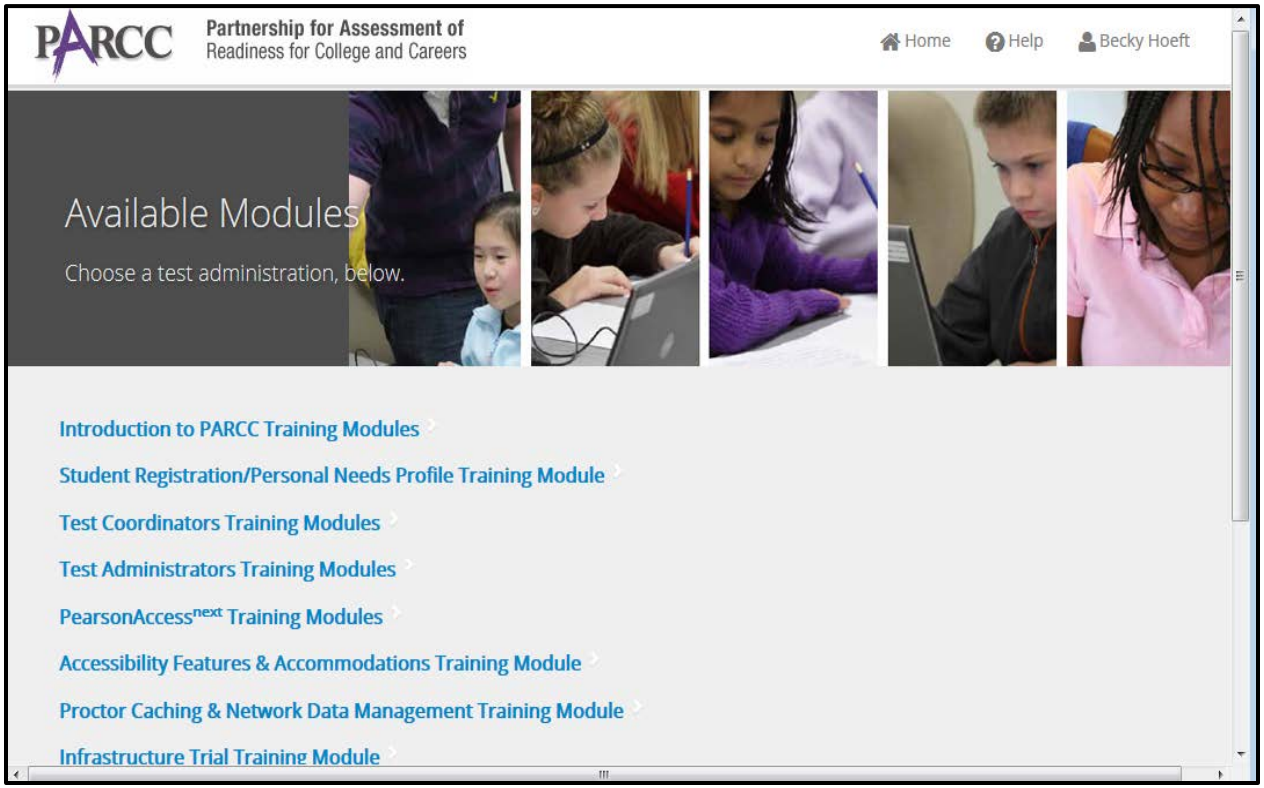
- Technology Information on Avocet
  - PARCC Infrastructure Trial Guide
  - PearsonAccess^{next} Online User Guide
  - Hardware and Software Guidelines
  - TestNav 8 Expected Behaviors document
- Manuals Available at http://parcc.pearson.com/manuals-training/
  - TC and TA computer-based and paper-based manuals
  - Accessibility Features and Accommodations (AFA) manual
- Additional Resources:
  - Assessment Capacity Planning Tool
    - Helps schools determine how many students can be tested with the devices and space available.

Resources – Training Modules for Test Coordinators

- https://parcc.tms.pearson.com/
  - Accessibility Features & Accommodations
  - PearsonAccess^{next} Trainings (18 Task-Based Modules)
  - Infrastructure Trial
  - Student Readiness Resources
  - Technology Readiness for Schools and Districts
  - TA and TC Computer-based and Paper-based Training Modules
  - SR/PNP Training Module

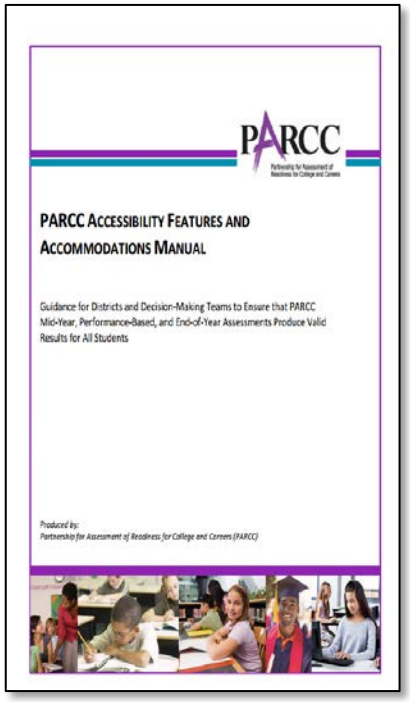
Resources - PARCC Training Modules

http://parcc.tms.pearson.com



Resources – Accessibility Features and Accommodations Manual

http://www.parcconline.org/parcc-accessibility-features-and-accommodations-manual



Operational Reports

Operational Reports can be found by going to **Reports** > **Operational Reports**.

Reports that are useful during-administration activities:

- Students Currently Testing Online
- Students With Multiple Tests

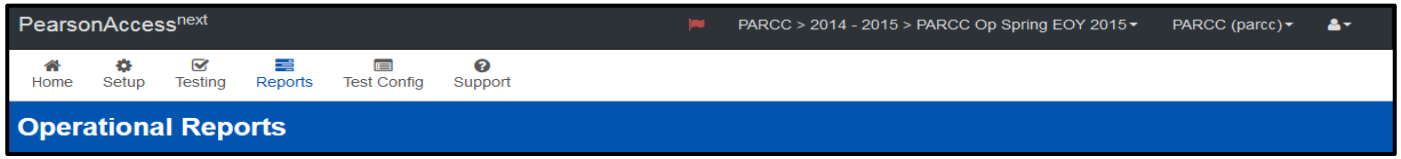
Operational Reports

Operational Reports can be found by going to **Reports** > **Operational Reports**

Reports that are useful for post-administration activities:

- Online Student Tests Marked Test Complete
- Students with Ship Report District/School that is not valid organization
- Students with Warnings
- Students Tests That Have Been Assigned But Have Not Yet Completed
- Students Where Responsible District/School is Different From Testing District/School

Operational Reports

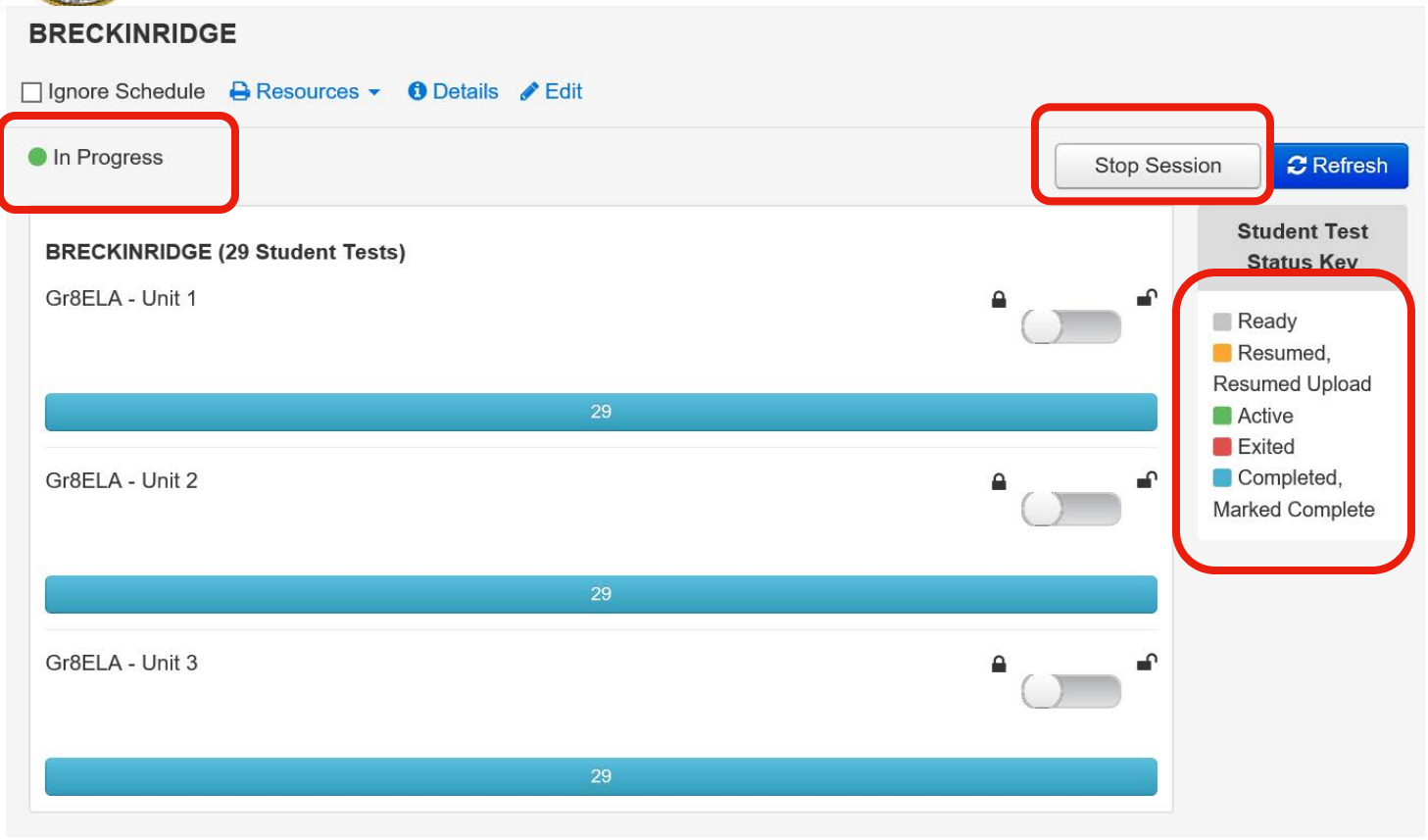


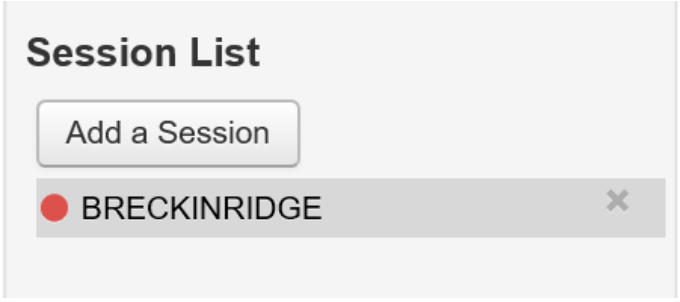
Operational Reports can be found by going to ***Reports*** and then selecting ***Operational Reports***. Reports that are useful for pre-administration activities:

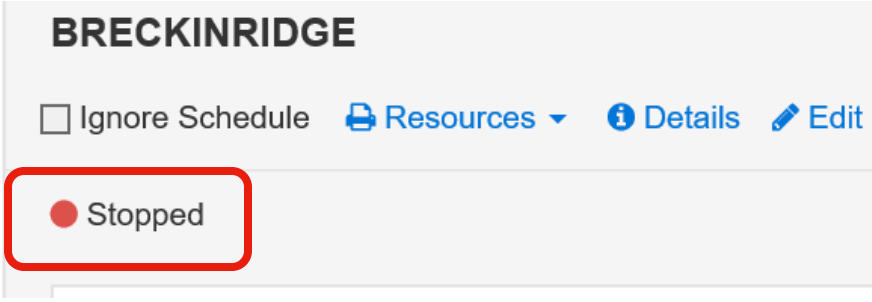
- Student Counts: Display the number of enrolled and registered students
- Session Counts: The number of sessions for organizations doing online testing
- PNP/Accommodations for Student tests: List of students and tests for specific accommodations
- Sessions Roster: List all of the students for all sessions
- Students with ELA Test but no Math Test
- Students with Online Test but not assigned to a session
- **Students where Responsible District/School is different from Testing District/School**

Stopping Sessions

- Online equivalent to counting tests, packing boxes and sending them in for scoring
  - All students in a session must be in “Completed” or “Marked Complete” status to “Stop”
  - Can be done at the individual session level (responsibility of Test Administrator)
  - Can be done at the school or district level using “Stop All Sessions” (responsibility of School or District Test Coordinator)
- If sessions are not “Stopped” student responses will not be scored! This is your responsibility!


BRECKINRIDGE
Ignore Schedule
Resources
Details
Edit
In Progress
Stop Session
Refresh
BRECKINRIDGE (29 Student Tests)
Gr8ELA - Unit 1
29
Gr8ELA - Unit 2
29
Gr8ELA - Unit 3
29
Student Test Status Key
Ready
Resumed, Resumed Upload
Active
Exited
Completed, Marked Complete


Session List
Add a Session
BRECKINRIDGE


BRECKINRIDGE
Ignore Schedule
Resources
Details
Edit
Stopped

PARCC Transcribing of Students Responses

- Special Format Tests (e.g., Large Print)
- Instructions on Page 46 in Coordinator Manual
- Responses Must be Transcribed to Regular Answer Document (or Grade 3 Test Booklet) that Came with the Kit.
- If Not Transcribed by Staff, Student Will Not Receive Scores.

Returning Material to Pearson

- Page 50-56 in Coordinator Manual
  - Account for all Paper Tests
  - Missing Material, Complete *Form to Report Contaminated, Damaged, or Missing Material*
    - Fillable Form on Avocet – Fax to Pearson

Returning Material to Pearson

- **Scorable materials**
- ■ Used test booklets (grade 3)
- ■ Used answer documents (grades 4–high school)
- ■ Transcribed test booklets (grade 3)
- ■ Transcribed answer documents (grades 4–high school)
- • **Nonscorable materials**
- ■ Unused test booklets (including for absent students)
- ■ Unused answer documents (grades 4–high school)
- ■ Used test booklets (grade 3) and answer documents (grades 4–high school) that have been marked “Do Not Score”
- ■ Used test booklets (grades 4–high school)
- ■ **Human Reader scripts**
- ■ Tactile graphics
- ■ Large print test booklets
- ■ Braille test booklets

Returning Material to Pearson

- **Material to Be Destroyed/Recycled by School Staff**

- Scratch paper written on by students during testing
- Mathematics reference sheets written on by students during testing
- Any reports or other documents that contain personally identifiable student information
- Test Administrator Manuals

- Note: Please remove scratch paper from test booklets.

Returning Material to Pearson

- If your school/district tested 100% online, you may have nothing to send back to Pearson.

- Return Labels - on the line that reads “BOX _ OF _” fill in the sequence boxes being returned for the **school** (e.g., indicate box 1 of 3, box 2 of 3, and box 3 of 3). Be sure to number nonscorable materials in a separate sequence from scorable material.

Returning Material to Pearson

- **Red Labels**–Scorable Materials Return Shipping Label and Scorable Generic Return Label
- **Purple Labels**–Nonscorable Materials Return Shipping Label and Nonscorable Generic Return Label

- **Scorable and Nonscorable Material ship to different addresses.**

- **Contact UPS to Schedule Pickup**
  - Refer to the Shipping Carrier Return Instructions included in the Test Coordinator Kit for return shipping instructions .
  - Pick-ups must occur as soon as possible after testing is complete. It is recommended that all materials are shipped for return within 5 days of the completion of testing in your LEA/district.
  - Call UPS at 800-823-7459 to schedule pickups.

PARCC Support

- **PARCC Support Center**
- **888-493-9888 (6:00 a.m. – 8:00 p.m., Mon. – Fri.)**
- **parcc@support.pearson.com**

- **ISBE Assessment Office**
- **866-317-6034**
- **www.isbe.net/Pages/Assessment.aspx**
- **assessment@isbe.net**

- **SIS Helpdesk**
- **217-558-3600 (option 3)**
- **www.isbe.net/Pages/Student-Information-System.aspx**

PARCC Websites

- https://parcc.pearson.com/
- http://avocet.pearson.com/parcc/home

parcc pearson - Yahoo Sea... | PARCC | Home

https://parcc.pearson.com

PARCC Partnership for Assessment of Readiness for College and Careers

Home | PearsonAccess^{next} | Technology Setup | Manuals, Modules, Avocet | Test Preparation | Bulletins | Support

Home

The **Partnership for Assessment of Readiness for College and Careers (PARCC)** is a group of states working together to develop a set of assessments that measure whether students are on track to be successful in college and careers.

What can you find on this site? This site hosts all of the tools necessary for Test Coordinators, Technology Coordinators, and Test Administrators to prepare for and administer PARCC English Language Arts/Literacy and Mathematics Assessments.

Where can you find information about the test design, released items, and resources for parents? Click here to visit parcconline.org.

PearsonAccess^{next}

PearsonAccess^{next} serves as the entry point to all Pearson services used by schools and districts participating in the PARCC consortium.

View PearsonAccess^{next} »

Technology Setup

Prepare your system for the computer-based PARCC assessment. Access technical guidelines, user guides, and TestNav.

View Technology Setup »

Manuals, Training & Documents

Manuals, training modules, and Avocet documents are used by Test Coordinators, Test Administrators, and Technology Coordinators to plan and administer the PARCC test.

View Manuals, Training Modules and Documents

Test Preparation

Users can access sample items, TestNav 8 tutorials, and practice tests to prepare for the PARCC tests.

View Test Preparation

Bulletins

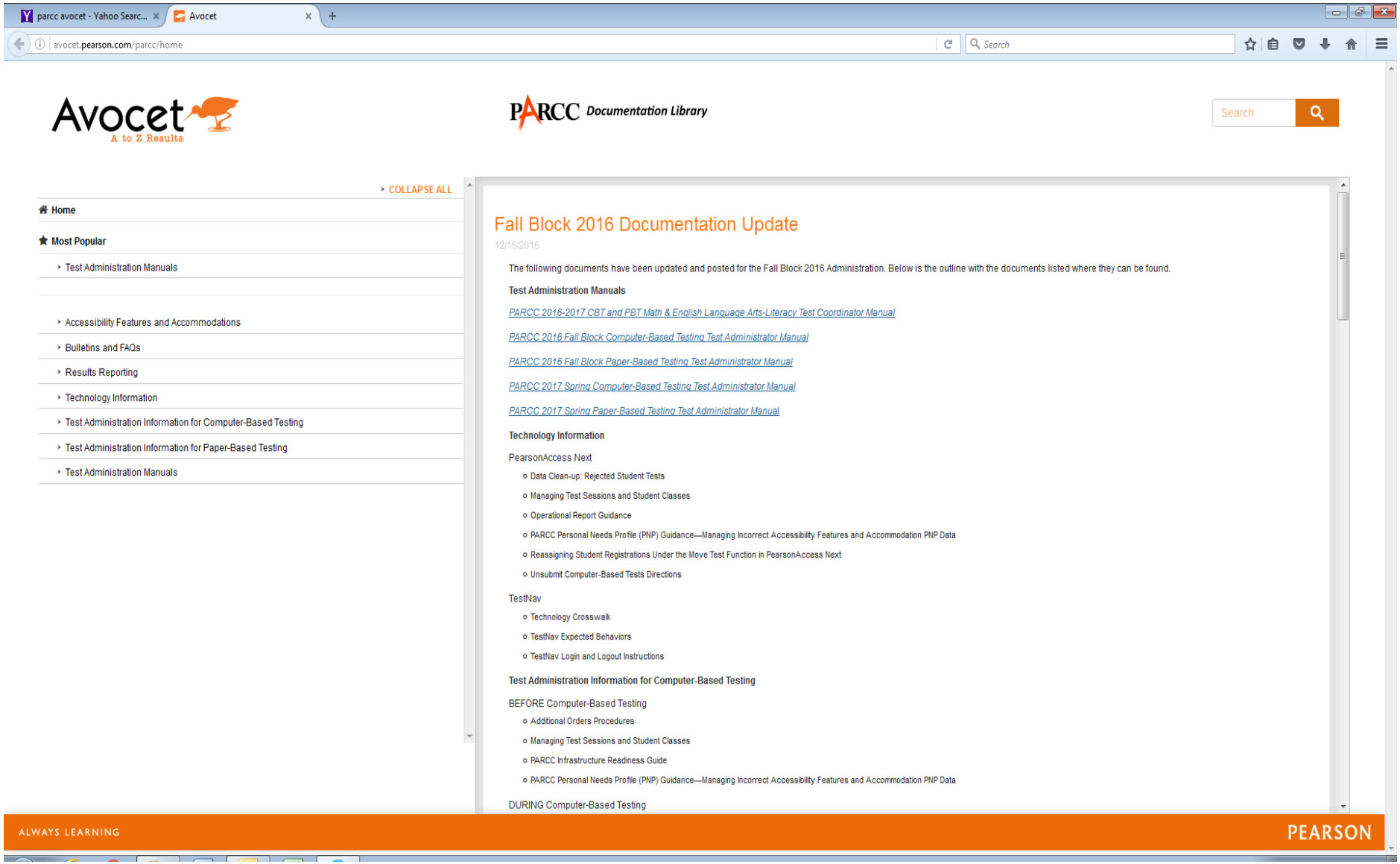
News for Test Coordinators, Test Administrators, Technology Coordinators, districts, and schools.

View Bulletins »

Support

Assistance is available via email, phone, and frequently asked questions.

View Support »


parcc avocet - Yahoo Searc...
Avocet
avocet.pearson.com/parcc/home
Search
Avocet
A to Z Results
PARCC Documentation Library
Search
COLLAPSE ALL
Home
Most Popular
Test Administration Manuals
Accessibility Features and Accommodations
Bulletins and FAQs
Results Reporting
Technology Information
Test Administration Information for Computer-Based Testing
Test Administration Information for Paper-Based Testing
Test Administration Manuals
Fall Block 2016 Documentation Update
12/15/2016
The following documents have been updated and posted for the Fall Block 2016 Administration. Below is the outline with the documents listed where they can be found.
Test Administration Manuals
PARCC 2016-2017 CBT and PBT Math & English Language Arts-Literacy Test Coordinator Manual
PARCC 2016 Fall Block Computer-Based Testing Test Administrator Manual
PARCC 2016 Fall Block Paper-Based Testing Test Administrator Manual
PARCC 2017 Spring Computer-Based Testing Test Administrator Manual
PARCC 2017 Spring Paper-Based Testing Test Administrator Manual
Technology Information
PearsonAccess Next
Data Clean-up: Rejected Student Tests
Managing Test Sessions and Student Classes
Operational Report Guidance
PARCC Personal Needs Profile (PNP) Guidance—Managing Incorrect Accessibility Features and Accommodation PNP Data
Reassigning Student Registrations Under the Move Test Function in PearsonAccess Next
Unsubmit Computer-Based Tests Directions
TestNav
Technology Crosswalk
TestNav Expected Behaviors
TestNav Login and Logout Instructions
Test Administration Information for Computer-Based Testing
BEFORE Computer-Based Testing
Additional Orders Procedures
Managing Test Sessions and Student Classes
PARCC Infrastructure Readiness Guide
PARCC Personal Needs Profile (PNP) Guidance—Managing Incorrect Accessibility Features and Accommodation PNP Data
DURING Computer-Based Testing
ALWAYS LEARNING
PEARSON

PARCC 2016-2017 CBT and PBT Math & English Language Arts-Literacy Test Coordinator Manual(5).pdf - Adobe Reader
File Edit View Window Help
Open 133 (140 of 140) 100% Tools Fill & Sign Comment
Sign In
Export PDF
Adobe ExportPDF
Convert PDF files to Word or Excel online.
Select PDF File:
PARCC 2016-2017 CBT and PB...
1 file / 6.45 MB
Convert To:
Microsoft Word (*.docx)
Recognize Text in English(U.S.)
Change
Convert
Create PDF
Edit PDF
Combine PDF
Send Files
Store Files

Computer-Based Testing: Are you ready?

- ☐ Manage test sessions and review each student's status in PearsonAccess^{next}.
- ☐ Check for an accommodation indicator next to the State Student ID (SSID) to confirm accommodations (e.g., TTS).
- ☐ Test Administrator log in.
- ☐ Confirm that the Test Coordinator has prepared the test sessions.
- ☐ Start test sessions and unlock the applicable unit (lock the unit for absent students).
- ☐ Resume students (as needed).
- ☐ Ensure students have submitted completed test units.

Confirming Accessibility Features and Accommodations

Before starting every session, confirm students have the correct forms. Look for the form indicator near their names in the session. Here is what you should see:

Indicator	Accommodation
ASL	American Sign Language
SR	Assistive Technology—Screen Reader
Non-SR	Assistive Technology—Non-Screen Reader
CC	Closed Captioning
TTS	Text-to-Speech
STTS	Spanish Text-to-Speech
S	Spanish

Note: Students utilizing a Human Reader must be placed in a Human Reader session.

If you do not see an accessibility feature or accommodation for a student who should have one, do not let the student log in. Contact your STC.

Paper-Based Testing: Are You Ready?

- ☐ Receive test materials from School Test Coordinator and track receipt using the Chain-of-Custody.
- ☐ Distribute test materials to students and administer the PARCC assessment according to the directions in this manual and using the appropriate administration script.
- ☐ Monitor testing time.
- ☐ Supervise test administration and provide breaks (if applicable).
- ☐ Return all testing materials to the School Test Coordinator.
- ☐ Complete any documentation necessary for reporting any testing irregularity or security breach.

Paper-Based Testing: After You're Done

Transcribe accommodated responses

(Braille, Large Print, and other Response Accommodations)

Return Materials to the School Test Coordinator

- ☐ Test Administrator Manual
- ☐ PARCC-supplied mathematics reference sheets
- ☐ Mathematics tools, if applicable (e.g., calculator, rulers, protractors)
- ☐ Used and unused scratch paper

Secure materials which must be returned to Pearson (scorable or nonscorable)

- ☐ Test booklets (all grades)
- ☐ Answer documents (Grades 4-11)
- ☐ Human Reader scripts
- ☐ Braille Test Booklets
- ☐ Large Print Test Booklets
- ☐ Tactile Graphics