

# PARCC STUDENT MOBILITY GUIDANCE

## SPRING 2018

- Students who transfer out of your School (see #2 below)
- Students who transfer in from within your District (page 2)
- Students who transfer in from outside your District (page 3)

Each school establishes its own PARCC test window. The earliest date on which schools may begin testing is March 5, 2018, and the latest date on which schools may test is April 20, 2018.

Due to the wide variance of test windows established by Illinois schools, ISBE is providing the following guidance regarding student mobility. Below are important considerations to note:

1. **ISBE's Student Information System (SIS) and PearsonAccess<sup>next</sup> (PAN):** SIS sends its final automatic student update transmissions to PAN on February 28, 2018. Districts should continue to enroll students in SIS and exit students from SIS through the end of the school year. Beginning on March 1, 2018, districts must add or transfer new students they plan to test directly in PAN. For guidance on adding new students from outside Illinois, or on transferring new students from another Illinois district, contact PARCC Support at 1-888-493-9888.

**NOTE: If your district has a significant number of students to transmit to PAN after February 28, 2018, contact the SIS Helpdesk for assistance at 217-558-3600, option 3.**

2. **Students who transfer OUT of your school:** If a student is in an online test session in PearsonAccess<sup>next</sup> and transfers OUT of your school before starting testing (i.e., is in "Ready" status), REMOVE that student from the session so the student is available for the new school to test.
3. **Test Window Adjustments:** Each school's test window (start date and end date) must be entered into SIS and will be used to populate students into the PARCC Assessment Correction file after the test window end date. Districts may choose to keep any school's test window open, or, if any school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and/or end date.
4. **Attemptedness Criteria:** Students will receive a scale score in a content area (mathematics or ELA/L) if they answer at least one item in the majority of units for a content area (i.e., one or more items are answered in at least 2 out of 3 total operational units, one or more items are answered in at least 3 out of 4 total operational units).
5. **Test Format:** Students must complete all units of PARCC testing within a content area (ELA/L or Mathematics) using the same test format (paper based or computer based). Within a content area, no mixed-mode testing is allowed. If a student who has transferred into your school has partially completed a PARCC test using a different format in his or her previous school, use discretion as to whether it is feasible for your school to complete testing in one or both content-area tests. As needed, contact the ISBE Student Assessment for guidance at 1-866-317-6034 or email [assessment@isbe.net](mailto:assessment@isbe.net).

**PARCC STUDENT MOBILITY GUIDANCE, SPRING 2018**  
**STUDENTS WHO TRANSFER IN FROM WITHIN YOUR DISTRICT**

**REMINDER-Test Window Adjustments:** If any school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and/or end date.

**SCHOOLS ADMINISTERING PARCC COMPUTER-BASED TESTING**

If a new student transfers into your school from within your district on or after March 5, 2018, follow these protocol:

**If your school's test window has ENDED\*:** Follow your district's protocol. ISBE does not require the new student to be tested.  
\*For computer-based testing, this means that all students are in "complete" or "marked complete" status and all sessions are stopped.

**If your school's test window has NOT YET STARTED or is IN PROGRESS, ask the new student's previous school:**

**Did the student start or complete all units of PARCC testing for ELA/L and Mathematics?**

**If the student...**

- **Completed All Testing:** Do NOT test the student.  
During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** The student must be scheduled to complete both content tests. Your local test coordinator must move the student to the new school in PAN, update the "Responsible School" field in the "Register Students" tab as needed, and make sure online format is identified in the "Manage Student Tests" tab.
- **Started But Did Not Yet Complete Testing:** If feasible, the new school should complete testing. If the new school plans to complete testing, follow PAN instructions for transferring the student record in bullet #2 above. As needed, contact ISBE Assessment Division for guidance at 1-866-317-6034 or email [assessment@isbe.net](mailto:assessment@isbe.net).

*Note: If the student started but did not yet complete a paper-based test, follow protocol below for PARCC PAPER-BASED TESTING.*

**SCHOOLS ADMINISTERING PARCC PAPER-BASED TESTING**

If a new student transfers into your school from within your district on or after March 5, 2018, follow these protocol:

**If your school's test window has ENDED\*:** Follow your district's protocol. ISBE does not require the new student to be tested.  
\*For paper-based testing, this means that all materials have been packaged for return to Pearson.

**If your school's test window has NOT YET STARTED or is IN PROGRESS, ask the new student's previous school:**

**Did the student start or complete all units of PARCC testing for ELA/L and Mathematics?**

**If the student...**

- **Completed All Testing:** Do NOT test the student.  
During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** The student must be scheduled to complete both content tests. Your local test coordinator must move the student to the new school in PAN, update the "Responsible School" field in the "Register Students" tab as needed, and make sure paper format is identified in the "Manage Student Tests" tab.
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*Note: If the student started but did not yet complete a computer-based test, follow protocol above for PARCC COMPUTER-BASED TESTING.*

**PARCC STUDENT MOBILITY GUIDANCE, SPRING 2018**  
**STUDENTS WHO TRANSFER IN FROM OUTSIDE YOUR DISTRICT**

**REMINDER-Test Window Adjustments:** If any school's test window changes from what is recorded in SIS (e.g., testing is completed earlier than anticipated), districts may adjust any school's test window in SIS to reflect the actual start date and/or end date.

**SCHOOLS ADMINISTERING PARCC COMPUTER-BASED TESTING**

**If a new student transfers into your school from outside your district on or after March 5, 2018, follow these protocol:**

**If your school's test window has ENDED\*:** Follow your district's protocol. ISBE does not require the new student to be tested.  
\*For computer-based testing, this means that all students are in "complete" or "marked complete" status and all sessions are stopped.

**If your school's test window has NOT YET STARTED or is IN PROGRESS, ask the new student's previous school:**

**Did the student start or complete all units of PARCC testing for ELA/L and Mathematics?**

**If the student...**

- **Completed All Testing:** Do NOT test the student.  
During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** The student must be scheduled to complete both content tests. Contact your local test coordinator to add the student to the new school directly in PAN for testing, and make sure online format is identified. If the student is from an Illinois district, see "**TRANSFER STUDENT GUIDANCE**," linked from <http://avocet.pearson.com/PARCC/Home>, or contact PARCC Support at 1-888-493-9888. Once the student is in the new school, your local test coordinator must update the "Responsible School" field in the "Register Students" tab as needed, and make sure online format is identified in the "Manage Student Tests" tab.
- **Started But Did Not Yet Complete Testing:** If feasible, the new school should complete testing. If the new school plans to complete testing, follow PAN instructions for adding or transferring the student record in bullet #2 above. As needed, contact ISBE Assessment Division for guidance at 1-866-317-6034 or email [assessment@isbe.net](mailto:assessment@isbe.net).

*Note: If the student started but did not yet complete a paper-based test, follow protocol below for PARCC PAPER-BASED TESTING.*

**SCHOOLS ADMINISTERING PARCC PAPER-BASED TESTING**

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**If your school's test window has NOT YET STARTED or is IN PROGRESS, ask the new student's previous school:**

**Did the student start or complete all units of PARCC testing for ELA/L and Mathematics?**

**If the student...**

- **Completed All Testing:** Do NOT test the student.  
During Assessment Correction, enter code 08 (Transferred in After Test Administration) as the Reason for No Valid Test Attempt.
- **Did Not Start Testing Yet:** The student must be scheduled to complete both content tests. Use paper-based overage materials if your school has extra available or place an additional order via PAN if needed. Contact your local test coordinator to add the student to the new school directly in PAN, and make sure paper format is identified. If the student is from an Illinois district, see "**TRANSFER STUDENT GUIDANCE**," linked from <http://avocet.pearson.com/PARCC/Home>, or contact PARCC Support at 1-888-493-9888. Once the student is in the new school, your local test coordinator must update the "Responsible School" field in the "Register Students" tab as needed, and make sure paper format is identified in the "Manage Student Tests" tab.
- **Started But Did Not Yet Complete Testing:** If feasible, the new school should complete testing. If the new school plans to complete testing, follow PAN instructions for adding or transferring the student record in bullet #2 above. As needed, contact ISBE Assessment Division for guidance at 1-866-317-6034 or email [assessment@isbe.net](mailto:assessment@isbe.net).

*Note: If the student started but did not yet complete a computer-based test, follow protocol above for PARCC COMPUTER-BASED TESTING.*