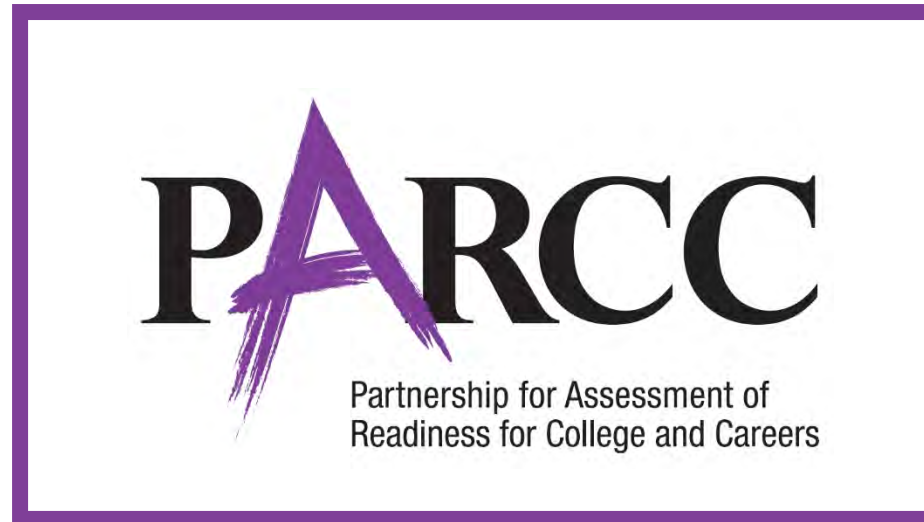


Quick Start Checklist for Computer-Based Testing



Spring 2014



Field Test

Administration Preparedness

End-of-Year Assessment (EOY)

Don't wait! Getting started now with the End-of-Year (EOY) Assessment Checklist will help you create a **successful testing experience** for your school and students. By **performing and checking** each of the tasks below, you will be **prepared** for computer-based administration days before testing begins. Imagine having fewer questions and error screens—you'll **save time and anxiety**. Check the boxes for your position to ensure successful testing.

Before starting this checklist, you may want to review the [Computer-Based Testing Test Administration Training Module](#).

End-of-Year (EOY) Assessment Checklist		District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator	Additional Reference Material
Set Up PearsonAccess Accounts <i>Immediately Upon Confirming Participation</i>						
1	Set up user accounts in live and training sites for School Test Coordinators and Technology Coordinator. This can be done manually or by a User File Upload using the User File Layout and User File Field Definitions	<input type="checkbox"/>				Section 5.2.1 for manually creating user accounts or Section 5.3.1 for Sending User Account File in the PearsonAccess User Guide
2	Set up user account in live site for Test Administrators and as needed in training site		<input type="checkbox"/>			
Add Students to PearsonAccess <i>At Least One-and-a-Half Weeks Prior to Testing</i>						
<i>NOTE: The following section is only required if students have not yet been uploaded. Please check if students have been uploaded before completing these steps.</i>						
3	Review the PARCC Student Data Upload Training *	<input type="checkbox"/>	<input type="checkbox"/>			Section 7.1.1 of the PearsonAccess User Guide Student Data Upload Overview Training Module
4	Prepare your Student Data File using the Student Data Upload (SDU) File Layout and Student Data Upload (SDU) Field Definitions	<input type="checkbox"/>	<input type="checkbox"/>			
5	Upload your student data file <i>NOTE: Schools may need to coordinate with technology coordinator and/or data coordinator</i>	<input type="checkbox"/>	<input type="checkbox"/>			
6	To add students manually, reference Section 7.2.1 of the PearsonAccess User Guide	<input type="checkbox"/>	<input type="checkbox"/>			Section 7.2.1 of the PearsonAccess User Guide

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End-of-Year (EOY) Assessment Checklist		District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator	Additional Reference Material
7	If applicable, Mark Accommodations in PearsonAccess. View the Accessibility Features and Accommodations with Computer-Based Testing Training Module for a brief overview and Accessibility Features and Accommodations Policies & Administration: Computer-Based Testing for additional details on administration procedures of accessibility features and accommodations for computer-based administration.	<input type="checkbox"/>	<input type="checkbox"/>			<i>Marking Accommodations in PearsonAccess</i> Section of the BiWeekly Communication - Sessions and Proctor Caching Located at PearsonAccess > Support > Communications (please note you will need to sign-in to PearsonAccess to access this document)
8	If applicable, place an additional order for paper-based accommodated test material	<input type="checkbox"/>	<input type="checkbox"/>			Section 8.3 of the PearsonAccess User Guide
Complete Technology Set Up <i>At Least One Week Prior to Testing, Prior to Infrastructure Trial</i>						
9	Check every device and take an inventory of software applications, including cameras (still and video), screen capture programs (live and recorded such as Skype), e-mail, instant messaging, application switching, media players (such as iTunes) and printing. These software applications will need to be closed/disabled on all student testing devices on the days students are to test. <ul style="list-style-type: none"> Ensure Java update is performed on all student workstations 				<input type="checkbox"/>	Full Technology Specifications for 2014 PARCC Field Test Technology Setup Training Module
10	Verify content filter/firewalls and allow the appropriate sites. <ul style="list-style-type: none"> *.testnav.com:80 *.testnav.com:443 s3.amazonaws.com Allow javaw.exe to communicate Set browsers to allow pop-ups Allow local file access to home directory 				<input type="checkbox"/>	Full Technology Specifications for 2014 PARCC Field Test

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End-of-Year (EOY) Assessment Checklist		District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator	Additional Reference Material
11	Configure the common applications listed below to NOT launch on any student test taking devices during testing sessions: <ul style="list-style-type: none"> • Anti-virus software performing automatic updates • Power management software on laptops warning of low battery levels • Screen savers and sleep mode • E-mail with auto message notification • Calendar applications with notifications, such as Google Calendar • Pop-up blockers • Set automatic updates (iTunes) 				<input type="checkbox"/>	Full Technology Specifications for 2014 PARCC Field Test
12	Disable Internet Explorer Accelerators				<input type="checkbox"/>	TestNav Disabling Accelerators in IE
13	If applicable, download and install Proctor Cache Installer				<input type="checkbox"/>	Proctor Caching User Guide How to Install Proctor Cache for PCs Training Module How to Install Proctor Cache for Macs Training Module
14	Run the SystemCheck Tool				<input type="checkbox"/>	SystemCheck User Guide
15	Configure browser settings to cache test content and configure TestNav				<input type="checkbox"/>	Proctor Caching User Guide Configure TestNav and Proctor Caching Training Module Section 8.4.1 of the PearsonAccess User Guide
16	If applicable, load and configure the appropriate app for iPad or Chromebooks and configure				<input type="checkbox"/>	Using TestNav on a Chromebook Using TestNav on an iPad
17	Review the Weekly Technology Updates released every Monday that include hot topics, troubleshooting guidance and implementation resources related to the Field Test				<input type="checkbox"/>	Located at PearsonAccess > Support > Communications (<i>Secure Site – Must Sign In</i>)

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End-of-Year (EOY) Assessment Checklist		District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator	Additional Reference Material
Prepare to Administer Accessibility Features and Accommodations <i>At Least One Week Prior to Testing, Prior to Infrastructure Trial</i>						
18	Read the Test Coordinator Manual for Computer-Based Testing	<input type="checkbox"/>	<input type="checkbox"/>			Test Coordinator Manual for Computer-Based Testing
19	Read the Test Administrator Manual for Computer-Based Testing			<input type="checkbox"/>		Training for Test Administrators, Volume 1 – Computer-Based Testing Training Module
20	Review the PARCC Accessibility Features and Accommodations Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Accessibility Features and Accommodations Policies & Administration: Computer-Based Testing Training Module
21	Review the Overview - Accessibility Features and Accommodations for Field Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Overview of the Accessibility Features and Accommodations Training Module
22	Order, document, and store paper Test Accommodation Materials		<input type="checkbox"/>			Section 3.1.11 of the Test Coordinator Manual for Paper-Based Testing
Conduct an Infrastructure Trial and Administer Tutorial/Sample Items to Students <i>At Least One Week Prior to Testing</i>						
23	Read the PARCC Infrastructure Readiness Guide resources and become fully trained and understand your roles in the Infrastructure Trial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Setting Up An Infrastructure Trial/Dress Rehearsal Training Module
24	Administer tutorials to students that will participate in Infrastructure Trial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	http://practice.parcc.testnav.com/
25	LEA/Test Coordinators, School Test Coordinators, Test Administrators, and Technology Coordinators meet to review lessons learned and complete the Infrastructure Trial Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.surveymonkey.com/s/PARCCInfrastructureTrial

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End-of-Year (EOY) Assessment Checklist		District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator	Additional Reference Material
Set Up Test Session and Print Seal Codes and Student Authorization Tickets						
<i>Test Sessions should be setup by May 9. Print Seal Codes and Student Authorization Tickets At Least One Day Prior to Testing</i>						
26	Test sessions need to be created on PearsonAccess, which will give students access to the platform and enable Test Administrators to print student authorization tickets and seal codes which unlock the test sessions* NOTE: For districts/schools testing both PBA <u>and</u> EOY —Pearson will create EOY Test Sessions and add students. DO NOT MOVE STUDENTS . Changing a student’s test session will cause an unwarranted change in form assignments, which are critical for research purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Section 9.3.3 of the PearsonAccess User Guide
27	If you have students with computer-based accommodations (e.g., text-to-speech, color contrast, answer masking) be sure to view the Accessibility Features and Accommodations with Computer-Based Testing Training Module for information about how to set-up test sessions with computer-based accommodations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
28	Proctor Cache Tests once sessions are created, unless your district is not using proctor caching	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Section 9.3.5 of the PearsonAccess User Guide
29	Print Student Authorization Tickets and Seal Codes from the Test Session Details in PearsonAccess. Student Authorization Tickets will include the student login credentials and TestNav URL that should be used for computer based testing. Seal Codes will be written on the board as directed in the Test Administrator Manual for Computer-Based Testing . One Student Authorization Ticket should be printed for each student. Remember these are secure materials! NOTE: For Read-Aloud Sessions – Print Proctor Authorization Tickets from the Test Session Details.		<input type="checkbox"/>	<input type="checkbox"/>		See section 9.3.6 of the PearsonAccess User Guide or the training module Computer-Based Testing Test Administration (38:50 minute mark)
Administer PARCC End-of-Year Field Test						
30	Start Test Session(s) in PearsonAccess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Section 9.3.8 of the PearsonAccess User Guide
31	Prior to students arriving, Launch TestNav on Testing Devices			<input type="checkbox"/>		
32	Administer the Tests to the students. Read from the approved scripts found in the Test Administrator Manual for Computer-Based Testing .			<input type="checkbox"/>		

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End-of-Year (EOY) Assessment Checklist		District Test Coordinator	School Test Coordinator	Test Administrator	Technology Coordinator	Additional Reference Material
33	<p>Monitor and manage the test sessions:</p> <ul style="list-style-type: none"> • Stop sessions if administering session 2 on a separate day • Restart sessions for session 2 • Resume Students <p>NOTE: <i>If a student misses an EOY test session, the session should be left open in PearsonAccess until the student is able to complete testing. Do NOT create separate make-up test sessions, and do NOT move students for EOY.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Section 9.3.8.1 of the PearsonAccess User Guide
34	Monitor network performance for slowdowns or ISP bandwidth usage				<input type="checkbox"/>	
Completing PARCC End-of-Year Field Test						
35	Manually log off all student test taking devices or use the process provided by your technology staff to ensure all students have exited the testing environment			<input type="checkbox"/>		
36	Mark tests complete for students in a Test Session that started, but never completed the test. Students may appear in an Active, Exited, Resumed, or Resumed-Upload status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Section 9.3.11 of the PearsonAccess User Guide
37	Remove Students in a Ready status from Test Sessions		<input type="checkbox"/>	<input type="checkbox"/>		Section 9.3.4.2 of the PearsonAccess User Guide
38	After all students are in a Completed or Marked Complete Status, or have been removed from Test Sessions, Stop the Test Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Section 9.3.12 of the PearsonAccess User Guide
39	When your test sessions are complete, securely dispose of Student Authorization Tickets and Seal Codes as directed by your Test Coordinator		<input type="checkbox"/>	<input type="checkbox"/>		
40	If applicable, return paper-based accommodated tests to Pearson		<input type="checkbox"/>			Section 4.2 of the Test Coordinator Manual for Paper-Based Testing
41	After ALL PARCC field testing is complete, notify your Technology Coordinator so that they can purge the cached test content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proctor Caching User Guide
42	Complete the appropriate post-field test survey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test Administrator Survey Test Coordinator/Tech Coordinators Survey

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Appendix of Reference Material URLs

Reference Material	Location (URL)
Pearson Access	http://parcc.pearson.com
Pearson Access User Guide	http://parcc.pearson.com/Manuals > PearsonAccess User Guide
Computer-Based Testing Test Administration Training Module	http://parcc.pearson.com/tms > enter email > Test Administration > Computer-Based Testing Test Administration
Student Data Upload Training	http://parcc.pearson.com > Support > Templates
Technology Specifications for 2014 PARCC Field Test	http://parconline.org/field-test-technology
Disabling Accelerators in IE	http://parcc.pearson.com > sign in > Support > Technology Information > TestNav_DisablingAcceleratorsinIE
Proctor Caching User Guide	http://parcc.pearson.com/TechInformation > Proctor Caching User Guide
Proctor Caching Installer	http://parcc.pearson.com/TechInformation > Proctor Caching Installer
SystemCheck Tool	http://systemcheck.parcc.testnav.com/
SystemCheck User Guide	http://practice.parcc.testnav.com/ > Resources > SystemCheck
Using TestNav on a Chromebook	http://parcc.pearson.com/TechInformation > Using TestNav on a Chromebook
Using TestNav on a iPad	http://parcc.pearson.com/TechInformation > Using TestNav on a iPad
Test Coordinator Manual for Computer-Based Testing	http://parcc.pearson.com/Manuals
Test Administrator Manual for Computer-based Testing	http://parcc.pearson.com/Manuals
PARCC Accessibility Features and Accommodations Manual	http://www.parconline.org/parcc-accessibility-features-and-accommodations-manual
Overview of the Accessibility Features and Accommodations	http://www.parconline.org/parcc-accessibility-features-and-accommodations-manual > Overview of the Accessibility Features and Accommodations Available for PARCC Field Test
Training Modules	http://parcc.pearson.com/tms

Reference Material	Location (URL)
PARCC Infrastructure Readiness Guide	http://parcc.pearson.com/Manuals > PARCC Infrastructure Readiness Guide
Tutorial, Practice Tests and Sample Items	http://practice.parcc.testnav.com
Infrastructure Trial Survey	https://www.surveymonkey.com/s/PARCCInfrastructureTrial
Accessibility Features and Accommodations with Computer-Based Testing Training Module	http://parcc.pearson.com/tms > enter email > Test Administration > Accessibility Features and Accommodations with Computer-Based Testing
Test Administrator Survey	https://www.surveymonkey.com/s/3ZJSXH3