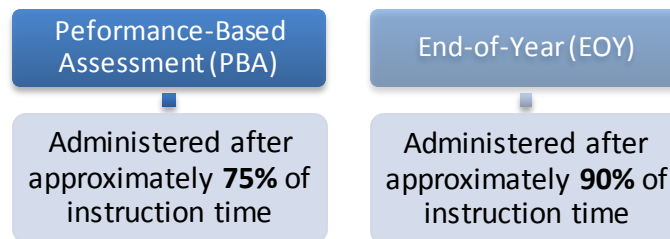


Introduction

In preparation for the PARCC Computer-Based Assessments for Spring 2015, this memo is intended to provide an overview of the recommendations for ensuring that schools and districts are ready to test online. We will provide information and access to all of the available resources, training, and practice material that should be used to prepare to test online during the Spring 2015 PARCC Assessment.

The exact testing windows for the spring administration vary by state, but the general testing windows are:



To centralize information about the PARCC Assessment, a single resource portal has been established. This can be located at <http://parcc.pearson.com>

On this site, we have grouped all of the resources, links, and information that will be useful for assessment and technology personnel. The following categories of resources are available:

- **PearsonAccess^{next}** (Use as the entry point to all Pearson services for school districts participating in the PARCC consortium.)
- **Technology Setup** (Prepare your technology environment for the computer-based PARCC assessment through System Check, Proctor Caching information, technical user guides and TestNav 8.)
- **Manuals and Training** (Utilize manuals and training modules to plan and administer the PARCC test.)
- **Test Preparation** (Access sample items, a TestNav 8 tutorial, and practice tests to prepare for the PARCC tests.)
- **Bulletins** (Read News for Test Coordinators, Test Administrators, districts and schools.)
- **PARCC Support** (Find assistance via e-mail, phone, and frequently asked questions.)

Computer-Based Assessments Readiness

To prepare for computer-based assessments, there is a six-step approach to technology readiness in order to ensure that assessment staff, technology personnel, and students are prepared for testing. The six steps are broken down based on the following:



Each of these steps has specific associated activities, which are outlined on [page 2](#) of this memo. The outline includes steps and timeline for completing each of the activities. [Pages 3, 4, & 5](#) provide a more granular level of detail for each of the steps.



PARCC Computer-Based Assessments Readiness

		<i>Date Available</i>
Evaluate Technology Readiness (Current)	*Review PARCC Technology Guidelines	Available
	Prepare online testing devices based on guidelines	Available
	Prepare network infrastructure based on guidelines	Available
Begin Training (3-4 Months Prior to Testing)	Attend Regional Trainings (if available)	Available
	Review PARCC Training Modules	
	• *PearsonAccess ^{next}	Available
	• Technology Readiness for Schools and Districts	11/20/2014
	• Proctor Caching and The Network	11/21/2014
	• Administration of Computer-Based Assessments for Test Administrators	12/1/2014
	• Administration of Computer-Based Assessments for Test Coordinators	12/2/2014
	• Test Preparation – Student Readiness	12/9/2014
	• Infrastructure Trial – Running a Dress Rehearsal	12/9/2014
	• Student Registration Import	12/11/2014
• Accessibility Features & Accommodations	12/12/2014	
School / Site Readiness (2-4 Months Prior to Testing)	Configure school network to allow connectivity to PARCC systems (Technology Readiness module)	11/20/2014
	*Run SystemCheck on testing devices	Available
	Install Proctor Cache software (recommended)	Available
	Perform System Trial (Without Students)	Available
Student Readiness (2-3 Months Prior to Testing)	*Review TestNav Tutorial with students	Available
	*Review Sample Items with students	Available
	*Guide students through Practice Tests	Available
Infrastructure Trial (6-10 Weeks Prior to Testing)	Review “PARCC Infrastructure Trial Readiness Guide” (Will be posted to PARCC Manuals & Training)	11/10/2014
	Perform Infrastructure Trial	Available
	Utilize PARCC Support to help resolve any issues	Available
Final Preparation (4-6 Weeks Prior to Testing)	Register Students in PearsonAccess ^{next}	Available
	Setup Test Sessions	Available
	*Freeze online testing environment based on guidelines found in the “TestNav 8 User Guide”, to be available on PearsonAccess^{next}	Available
	Setup Personal Needs Profile (PNP)	11/10/2014

**This document or process is available, but will be updated prior to Spring Administration*

Note: Certain tasks are made available prior to the related Training Modules (for example, Student Readiness or Infrastructure Trial tasks). Pearson recommends reviewing the Training Modules prior to starting these activities. [PARCC Support](#) will be available to assist with any of these steps.



The following includes additional detail to support the six steps of preparation for computer-based assessments.

1. Evaluate Technology Readiness (Current Step)

Learn more about the PARCC technology guidelines and school online readiness at <http://www.PARCCOnline.org/Technology>. Review technology readiness and prepare local testing devices and network infrastructure. Ensure all technology used for the PARCC assessments meets or exceeds the hardware and software requirements.

2. Begin Training (3 – 4 Months Prior to Testing)

Review training materials and create a training plan for your staff. Attend any Regional, State, or District Trainings that your state may provide. Information regarding these trainings will be communicated by your State Lead. Next, review and become familiar with the training modules available at <http://parcc.pearson.com/manuals-training/>. You can download the training as PowerPoints and utilize these to create custom trainings for additional staff.

Here is a list of some of the Training Modules to review when they become available based on your role, some module names may change once reviewed by PARCC.

Training Module	Test Administrators	Test Coordinators	Technology Coordinators	Accommodation Coordinators
Accessibility Features & Accommodations	✓	✓		✓
Administration of Computer-Based Assessments for Test Administrators	✓			
Administration of Computer-Based Assessments for Test Coordinators		✓		
Infrastructure Trial – Running a Dress Rehearsal	✓	✓	✓	
PearsonAccess ^{next}	✓	✓		
Proctor Caching and The Network			✓	
Student Registration Import		✓		
Technology Readiness for Schools and Districts		✓	✓	
Test Preparation – Student Readiness	✓	✓		

- Accessibility Features & Accommodations - Prepares Accommodations Coordinators to assign or administer accessibility features or accommodations for eligible students in the 2014-2015 PARCC Assessments.



- [Administration of Computer-Based Assessments for Test Administrators](#) - Guides Test Administrators through the steps necessary to prepare for, and administer the PARCC Assessments for Paper-Based Testing.
- [Administration of Computer-Based Assessments for Test Coordinators](#) - Guides LEA or School Test Coordinators through the steps necessary to prepare for, implement, and complete the PARCC Assessments for Computer-Based Testing.
- [Infrastructure Trial - Running a Dress Rehearsal](#) – Guides schools and districts through a beginning to end practice run of completing the PARCC assessments.
- [PearsonAccess^{next}](#) - Guides users through PearsonAccess^{next} with steps to create and manage staff accounts, organization information, test sessions, and student registration.
- [Proctor Caching and The Network](#) – Guides Technology Coordinators through how to utilize Proctor Caching software on their network.
- [Student Registration Import](#) – Guides Test Coordinators through preparing and uploading student registration data to PearsonAccessnext through a system file.
- [Technology Readiness for Schools and Districts](#) – Helps organizations understand, manage, and make decisions in preparing schools and their technology to be used for online testing.
- [Test Preparation – Student Readiness](#) - Guides districts and schools to the tools available to prepare students and educators with simulation experience of PARCC assessments.

3. School/Site Readiness (2 – 4 Months Prior to Testing)

Complete the Technology Set-up for your District/School:

- Utilize the “Technology Readiness for Schools and Districts” training module to configure the network, so that network security devices such as content filters and firewalls allow connectivity with PearsonAccess^{next}, TestNav, Proctor Caching, and email communication with Pearson.
- Utilize the “Proctor Caching and The Network” training module to complete the following tasks:
 - Install Proctor Caching software on selected computers with local static IP addresses. (recommended but not required)
 - Use the [SystemCheck Tool](#) to test bandwidth capacity of your environment, verify functionality of the Proctor Caching machines, and verify functionality of all online testing devices. All online testing devices should also be able to complete the TestNav login directions on the SystemCheck page.
 - Note: Java updates are scheduled for January 20, 2015, and April 14, 2015. PARCC will communicate instructions prior to those updates, but Technology Coordinators should prepare for the possibility of updating their school or district’s online testing devices at those times.
 - Add TestNav and Proctor Caching configurations to PearsonAccess^{next} for the production site and the training site.
- Technology Staff should perform a small-scale, Preliminary System Trial without student participation prior to the Infrastructure Trial. Record and report any issues found during the Infrastructure Trial and address issues in advance of the administration testing.

- Technology Coordinators should work with [PARCC Support](#) to resolve technology issues during this step of preparation, prior to Student Readiness.

4. Student Readiness (2-3 Months Prior to Testing)

Student Tutorials, Sample Items, and Practice Tests are available on the [PARCC Practice Site](#), and can be utilized by school personnel and students to gain further experience with TestNav and the PARCC test administrations. The current practice site is helpful, but the site will be updated in the near future to align more closely with the Spring Administration.

- Student Tutorials demonstrate how to navigate the online testing platform (TestNav8) and what tools are available to assist with answering test items.
- Sample Items help give students a preview of the different item types they will encounter on their exams. (Examples: Drag-and-Drop, Multiple Choice, etc.)
- Practice Tests combine what was learned in the Student Tutorials and Sample Items to help students experience how an actual PARCC Test would operate.

5. Infrastructure Trial (6 - 10 Weeks Prior to Testing)

The Infrastructure Trial is a beginning to end practice run for students, teachers, and anyone with a role to play in completing the PARCC assessments. School personnel and technology personnel can review the Infrastructure Trial Guide, to be located on the [PARCC Manuals & Training](#) page, and the “Infrastructure Trial – Running a Dress Rehearsal” training module.

Next, plan out a date and time for performing an infrastructure trial. School personnel should practice using the PearsonAccess^{next} Training site and become familiar with the tasks of creating sample students, creating and managing test sessions, and pre-caching test content.

6. Final Preparation (4 – 6 Weeks Prior to Testing)

Complete the preparation steps to be ready for Day 1 of testing:

- Review all of the training modules related to Test Administration and PearsonAccess^{next}
- Following a successful Infrastructure Trial, freeze the online testing environment by preventing automatic updates from making changes to software versions of Java, Browsers, or Operating Systems.
- School personnel and Technology Staff should draft a communication plan that includes how to contact Technology Staff when technology issues arise
- Verify students are registered in PearsonAccess^{next}
- Setup any Personal Needs Profiles (PNP) in PearsonAccess^{next}
- Setup Test Sessions in PearsonAccess^{next}
- Pre-cache Test Content (if Proctor Caching is being used)
- Review all communications from PARCC and State Leads as additional details to help prepare for online testing are likely